



AGENDA

Martinborough Community Board Thursday, 29 August 2024

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

Date: Thursday, 29 August 2024

Time: 7:00 pm

Location: Supper Room, Waihinga Centre, Texas Street
Martinborough

Janice Smith
Chief Executive Officer

Order Of Business

1	Karakia Timatanga – Opening	4
2	Apologies	4
3	Conflicts of Interest	4
4	Acknowledgements and Tributes.....	4
5	Public Participation	4
6	Actions from Public Participation.....	4
7	Urgent Business.....	4
8	Confirmation of Minutes	5
	Martinborough Community Board - 11 July 2024.....	5
8.1	Minutes of the Martinborough Community Board Meeting held on 11 July 2024.....	5
9	Matters Arising from Previous Meetings.....	12
10	Decision Reports from Chief Executive and Staff	13
10.1	Adoption of amended Standing Orders Report	13
10.2	Street Flag Request Report	98
10.3	Financial Assistance Report.....	110
11	Information Reports from Chief Executive and Staff.....	115
11.1	Income and Expenditure Report	115
11.2	Dublin Street Heavy Traffic Bypass Report	120
11.3	Action items Report.....	126
12	Chairperson Reports.....	130
12.1	Chairperson Report	130
13	Appointment Reports.....	132
13.1	Members Report - Angela Brown.....	132
13.2	Councillor Report Back Report	134
14	Karakia Whakamutunga – Closing.....	135

1 KARAKIA TIMATANGA – OPENING

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

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

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

8 CONFIRMATION OF MINUTES

Martinborough Community Board - 11 July 2024

8.1 MINUTES OF THE MARTINBOROUGH COMMUNITY BOARD MEETING HELD ON 11 JULY 2024

Author: Robyn Ramsden, Community Democracy Advisor

Authoriser: Rob Thomas, Manager, Stakeholder Relationships

File Number: n/a

RECOMMENDATIONS

1. That the minutes of the Martinborough Community Board meeting held on 11 July 2024 are confirmed as a true and correct record.

APPENDICES

Appendix 1 Minutes of the Martinborough Community Board meeting held on 11 July 2024



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

**Martinborough Community Board
Minutes – 11 July 2024**

- Present:** Storm Robertson (Chair), Angela Brown, Karen Krogh, Mel Maynard (online), Councillor Aidan Ellims, and Councillor Pip Maynard
- Apologies:**
- In Attendance:** Janice Smith (Chief Executive Officer), Rob Thomas (Manager, Stakeholder Relationships), Robyn Ramsden (Advisor, Community Governance)
- Public Participation:** Christine Webley.
- Conduct of Business:** This meeting was conducted in public in the Supper Room, Martinborough Town Hall, Texas Street, Martinborough between 7.00 pm and 8:28 pm and was live streamed on the Council's YouTube Channel.

Members opened with a Karakia.

1. EXTRAORDINARY BUSINESS

MCB RESOLVE (MCB2024/31) to accept the Chairperson's Supplementary Report including two attachments on the Representation Review.

(Moved Brown /Seconded Cr. Maynard)

Carried

2. APOLOGIES

No Apologies received.

3. CONFLICTS OF INTEREST

No conflicts of Interest.

4. ACKNOWLEDGMENTS AND TRIBUTES

The Martinborough Community Board would like to acknowledge the loss from our community of Chris Hackney. Mr Hackney was responsible for turning the Old Post Office into a successful restaurant and was active in the community for many years.

We also acknowledge Jim Harper who was a Gold Star Fire Officer of our volunteer fire brigade. He leaves behind his wife Missy, his children, grandchildren and great grandchildren.

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1

We would also like to send a message of tautoko and aroha to the extended Papawai whanau with the very recent loss of Matua Ben Fox.

5. PUBLIC PARTICIPATION

Christine Webley – on Pain Farm

Ms Webley spoke of her appreciation of everything the Martinborough Community Board does for the community. She feels a low number of people standing isn't a lack of interest, but a high level of trust in those standing. She thanked the Board Members for their time from being stopped on the street to attending meetings. Appreciate the perseverance Pain Estate finances back on the agenda.

7:04 pm Cr. Ellims left.

7:06 pm Cr. Ellims returned.

Members thanked Ms Webley for her comments and thanked the CEO for her efforts.

6. ACTIONS FROM PUBLIC PARTICIPATION

No actions on public participation.

7. MARTINBOROUGH COMMUNITY BOARD MINUTES

7.1 Martinborough Community Board Minutes – 4 April 2024

MCB RESOLVED (MCB 2024/32) that the minutes of the Martinborough Community Board meeting held on **4 April 2024** be confirmed as a true and correct record.

(Moved Cr. Maynard /Seconded Brown)

Carried

7.2 Martinborough Community Board Minutes – 30 May 2024

MCB RESOLVED (MCB 2024/33) that the minutes of the Martinborough Community Board meeting held on **30 May 2024** be confirmed as a true and correct record.

(Moved Cr. Maynard /Seconded Brown)

Carried

With Corrections: On page 13. The Community HUB Day should be 21 September. Correct spelling of Wharekaka Village.

Action 328 - Remove notes action items list from Minutes and refer to the table.

8. CHAIRPERSON REPORT

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2

8.1 Chairpersons Report

MCB RESOLVED (MCB2024/34) to receive the Chairpersons Report.

(Moved Cr. Maynard /Seconded Brown)

Carried

Request from the Chair to refer to Pain Farm as Pain Estate from now on.

Topic 2 – Pain Farm public meeting submission

Discussion deferred to Agenda Item 9.3

Topic 3 – The Memorial Square Pedestrian Crossing Lighting.

The report was withdrawn for this meeting. Ms Krogh spoke to this item. The role of the Community Board is governance, and she disagrees that the tender process is not governance. Ms Krogh will send her questions around the tender process to the General Manager, Corporate Services.

Topic 4 – Cr. Aidan Ellims report back

Cr. Ellims noted that members of the Martinborough Community Board are attending a lot of the meetings and workshops. The Enhanced Annual Plan has been passed. Staff identified over \$500K in savings. As a result, the forecast rates increase was reduced. It also brought forward three projects: Martinborough WWTP capacity study, flood planning for Martinborough, Featherston and Greytown and the riparian planting at Greytown WWTP.

Feedback from the Community on roading has empowered Staff to pursue completion of the 3-year Transport Plan and Budget which has been submitted to NZTA for approval. The plan proposes \$9M spend in 2024/25. For roading repairs and maintenance. The Government has also announced increased funding across the country for State Highways and local roads. South Wairarapa is set to benefit with funding increases in the area.

The Representation Review process has started. The suggestion of removing Community Boards has been highlighted in the media and in communities. The Council will be listening to community feedback during the consultation process. Informal feedback was for Community Boards to remain. Confident Council will consult and consider the feedback from our communities. People are going to be given the opportunity to tell the Council if they want to have Community Boards or not.

Ms Smith explained that only one option can go out for consultation. That goes through a process of hearings. Requires members at the table to consider feedback from the community and make a recommendation to the local government commissioner about how representation will look going forward. The local government commissioner will then make the decision.

Mr Thomas introduced himself and described the work his team is going around the Representation Review. The team will have a survey to go out

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3

through social media, the website and libraries and at the Martinborough Office.

Regional Land Transport Plan update. Replacement of the Waihenga Bridge is once again an active topic as it has not been prioritised in the top 30 regional projects. Cr. Ellims has been supporting this project with key stakeholder meetings at a governance level, Ministers and local MPs, and with businesses with the aid of Ms Maynard. He is promoting the three points that NZTA use to rank and prioritise projects: safety issues, resilience, growth of the area. The bridge closing is a major issue as it can close multiple times over the winter. Cr. Ellims and Ms Maynard have developed a survey for affected business in case of bridge closure. A long-term solution is to develop a business case to take to NZTA in 2027.

Ms Smith suggested economic impact needs to be part of the criteria.

9. REPORTS FROM CHIEF EXECUTIVE AND STAFF

9.1 Income & Expenditure Report

MCB RESOLVED (MCB 2024/35) to receive the Income and Expenditure Report.

(Moved Cr. Maynard /Seconded Cr. Ellims)

Carried

Taken as Read.

Members discussed the members' salaries. \$35,956.00 is not truly reflective of who much Elected Members receive. What is the additional component, and can it be separated out?

Action 330 – request members' salaries line be separated from operational costs. Also update salaries to honorariums.

MCB RESOLVED (MCB2024/36) to release \$300 set aside or the resilience event back into the Grant Fund.

(Moved Cr. Maynard /Seconded Brown)

Carried

9.2 Action Items Report

MCB RESOLVED (MCB 2024/37) to receive the Action Item Report.

(Moved Cr. Ellims /Seconded Maynard)

Carried

MCB RESOLVED (MCB 2024/38) to approve \$88 plus GST per flag up to 8 flags at a total of \$704 plus GST.

(Moved Cr. Ellims /Seconded Maynard)

Carried

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4

8:07 pm Cr. Maynard left meeting.

8:10 pm Cr. Maynard returned.

9.3 Pain Farm Report

MCB RESOLVED (MCB 2024/39) to receive the Pain Farm Report.

(Moved Cr. Maynard /Seconded Maynard)

Carried

All the items identified in the Agreement have now been addressed. There is an annual budget process and a meeting will be arranged before Long Term Plan process gets underway. The agreed expenditure levels are currently inefficient as the amount has not changed for decades. The current \$5,000 budget limit slows down work on Health and Safety issues. Accounts will be presented to the transactional level except rental incomes.

Discussion on current lease values for the transfer station and farmland. Concern that the rates would drop if the farmland rate dropped. Waiting for the rest of the legal opinions.

Discussion on fencing on the property. SWDC cannot act on second hand information. Leases need to bring it to the attention of SWDC.

Action Mel to email CEO about the fencing issues.

Members thank the CEO for her work on this.

10. MEMBERS REPORTS

10.1 Mel Maynard's Members Report

MCB RESOLVED (MCB 2024/40) to receive Mel Maynard's Members Report.

(Moved Maynard /Seconded Cr. Maynard)

Carried

Taken as read.

10.2 Members Expense Report

MCB RESOLVED (MCB 2024/41) to receive Members Expense Report.

(Moved Cr. Maynard /Seconded Brown)

Carried

MCB RESOLVED (MCB 2024/42) to approve printing costs of \$169.89 to K Krogh for the purpose of printing advertising material for the Pain Farm public forum on 15 May.

(Moved Maynard /Seconded Brown)

Carried

The meeting closed at 8:28 pm.

Confirmed as a true and correct record

.....Chairperson

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.....Date

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6

9 MATTERS ARISING FROM PREVIOUS MEETINGS

10 DECISION REPORTS FROM CHIEF EXECUTIVE AND STAFF

10.1 ADOPTION OF AMENDED STANDING ORDERS REPORT

Author: Robyn Ramsden, Community Democracy Advisor

Authoriser: Rob Thomas, Manager, Stakeholder Relationships

File Number: n/a

PURPOSE

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

EXECUTIVE SUMMARY

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

RECOMMENDATIONS

1. That *the Martinborough Community Board* receive the Adoption of Amended Standing Orders Report.
2. That the Martinborough Community Board adopt the Amended Standing Orders as per *Appendix 1*.

BACKGROUND

Amendments to Standing Orders - 31 July

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

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

DISCUSSION

Here are the track changes for each of the sections:

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

COMPLIANCE SCHEDULE

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

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

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

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

APPENDICES**Appendix 1 South Wairarapa District Council Amended Standing Orders**



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

Territorial Authority

Mana ā-rohe

Standing Orders

Ngā Tikanga Whakahaere Hui

PI-GLS-004

AMENDED 31 JULY 2024

Kupu whakapuaki/Preface

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

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

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

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

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

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

Ihirangi/Contents

1. Introduction/Kupu Whakataki	11
1.1 Principles/Ngā Mātāpono	11
1.2 Community Boards	12
1.3 Statutory references/Ngā tohutoro ā-ture	12
1.4 Acronyms Ngā/kupu rāpoto	12
1.5 Application/Te hāngaitanga	12
2. Definitions/Ngā whakamārama	13
General matters/Ngā take whānui	18
3. Standing orders/Ngā tikanga whakahaere hui	18
3.1 Obligation to adopt standing orders/Te kawenga ki te whakatū tikanga whakahaere hui	18
3.2 Process for adoption and alteration of standing orders Te tukanga mō te whakatū me te whakahou i ngā tikanga whakahaere hui	18
3.3 Members must obey standing orders/Me whai ngā mema i ngā tikanga whakahaere hui	18
3.4 Application of standing orders/Te whakahāngai i ngā tikanga whakahaere hui	18
3.5 Temporary suspension of standing orders/Te tārewa taupua i ngā tikanga whakahaere hui	18
3.6 Quasi-judicial proceedings/Ngā whakawā a te Kaunihera	19
3.7 Physical address of members/Ngā wāhi noho o ngā mema	19
4. Ngā hui/ Meetings	19
4.1 Legal requirement to hold meetings/Te tikanga ā-ture ki te whakahaere hui	19
4.2 Meeting duration/Te roa o ngā hui	19
4.3 Language/Te reo	20
4.4 Webcasting meetings/Te pāho mataora i ngā hui	20
4.5 First meeting (inaugural)/Te hui tuatahi	20
4.6 Requirements for the first meeting/Ngā tikanga mō te hui tuatahi	20
5. Appointments and elections/Ngā kopounga me ngā pōtitanga	21
5.1 Mayoral appointment of deputy Mayor, committee chairs and members/Te kopounga a te Koromatua i te Koromatua tuarua, ngā ūpoko o ngā komiti me ngā mema	21
5.2 Council discharge of a mayoral appointment/Te whakakore a te Kaunihera i tētahi tūranga i kopoua e te Koromatua	21
5.3 Establishment of committees by the Mayor/Te whakatū a te koromatua i ngā komiti	22
5.4 Elections of regional chairpersons, deputy Mayors and deputy chairpersons/Te pōti i ngā ūpoko ā-rohe, ngā Koromatua tuarua me ngā ūpoko tuarua	22
5.5 Removal of a deputy Mayor/Te whakakore i te tūranga a tētahi Koromatua tuarua	22

5.6	Voting system for chairs, deputy Mayors and committee chairs/Te pūnaha pōti mō ngā ūpoko, ngā Koromatua tuarua me ngā ūpoko komiti	23
6.	Delegations/Te tuku mana	23
6.1	Duty to consider delegations to community boards/Te haepapa ki te whakaaroaro ki te tukunga mana ki ngā poari hapori	23
6.2	Limits on delegations/Ngā tepenga o te tuku mana	24
6.3	Committees may delegate/Ka taea e ngā komiti te tuku mana	24
6.4	Use of delegated powers/Te whakamahi i ngā mana tuku	24
6.5	Decisions made under delegated authority cannot be rescinded or amended/E kore e taea te whakakore, te whakahou rānei i ngā whakatau i raro i te mana tuku	25
6.6	Committees and sub committees subject to the direction of the local authority/Kei raro ngā komiti me ngā komiti āpiti i te mana a te mana ā-rohe	25
7.	Committees/Ngā komiti	25
7.1	Appointment of committees and subcommittees/Te kopounga o ngā komiti me ngā komiti āpiti	25
7.2	Discharge or reconstitution of committees and subcommittees/Te whakakore, te whakahou rānei i ngā komiti me ngā komiti āpiti	25
7.3	Appointment or discharge of committee members and subcommittee members/Te kopounga, te whakakore rānei i ngā mema komiti me ngā mema komiti āpiti	26
7.4	Elected members on committees and subcommittees/Te tū a ngā mema pōti ki ngā komiti me ngā komiti āpiti	26
7.5	Local authority may replace members if committee not discharged/Ka āhei te mana ā-rohe ki te whakakapi i ngā mema mēnā kāore i whakakorehia te komiti	26
7.6	Membership of Mayor/Te mematanga a te Koromatua	26
7.7	Decision not invalid despite irregularity in membership/Kāore e noho manakore tētahi whakatau ahakoa i rangirua te mematanga	27
7.8	Appointment of joint committees/Te kopounga o ngā komiti hono	27
7.9	Status of joint committees/Te tūnga o ngā komiti hono	27
7.10	Power to appoint or discharge individual members of a joint committee/Te mana ki te kopou me te whakakore i ngā mema takitahi o tētahi komiti hono	27
	Pre-meeting/I mua i te hui	28
8.	Giving notice/Te tuku pānui	28
8.1	Public notice – ordinary meetings/Te pānui tūmatanui – ngā hui noa	28
8.2	Notice to members - ordinary meetings/Te pānui ki ngā mema – ngā hui noa	28
8.3	Extraordinary meeting may be called/Ka āhei ki te karanga hui Motuhake	28
8.4	Notice to members - extraordinary meetings/Te pānui ki ngā mema – ngā hui Motuhake	28
8.5	Emergency meetings may be called/Ka āhei ki te karanga hui ohotata	29
8.6	Process for calling an emergency meeting/Te pūnaha mō te karanga hui ohotata	29

8.7	Public notice – emergency and extraordinary meeting/Te pānui tūmatanui – ngā hui ohotata me te Motuhake	29
8.8	Meetings not invalid/Kāore e manakore ngā hui	30
8.9	Resolutions passed at an extraordinary meeting/Ngā tatūnga i whakamanahia i te hui Motuhake	30
8.10	Meeting schedules/Ngā hōtaka hui	30
8.11	Non-receipt of notice to members/Te kore e whiwhi pānui a ngā mema	30
8.12	Meeting cancellations/Te whakakore hui	31
9.	Meeting agenda/Te rārangi take o ngā hui	31
9.1	Preparation of the agenda/Te whakarite i te rārangi take	31
9.2	Process for raising matters for a decision/Te pūnaha mō te whakatakoto take hei whakatau	31
9.3	Chief executive may delay or refuse request/Ka āhei te tumu whakarae ki te whakaroa, whakakore rānei i tētahi tono	31
9.4	Order of business/Te raupapatanga o ngā mahi	31
9.5	Chairperson’s recommendation/Te marohi a te ūpoko	32
9.6	Chairperson may prepare report/Te pūrongo a te ūpoko	32
9.7	Public availability of the agenda/Te wātea o te rārangi take ki te marea	32
9.8	Public inspection of agenda/Te tiro tiro a te marea i te rārangi take	32
9.9	Withdrawal of agenda items/Te tango take i te rārangi take	32
9.10	Distribution of the agenda/Te tuari i te rārangi take	33
9.11	Status of agenda/Te tūnga o te rārangi take	33
9.12	Items of business not on the agenda which cannot be delayed/Ngā take kāore i runga i te rārangi take e kore e taea te whakaroa	33
9.13	Discussion of minor matters not on the agenda/Te kōrerorero i ngā take iti kāore i runga i te rārangi take	33
9.14	Public excluded business on the agenda/Ngā take o te rārangi take kāore e whārikihia ki te marea	34
9.15	Qualified privilege relating to agenda and minutes/Te maru whāiti e pā ana ki te rārangi take me ngā meneti	34
	Meeting Procedures/Ngā Tikanga Hui/	34
10.	Opening and closing/Te whakatuwhera me te whakakapi	34
11.	Quorum/Kōrama	34
11.1	Council meetings/Ngā hui Kaunihera	34
11.2	Committees and subcommittee meetings/Ngā hui komiti me te komiti āpiti	35
11.3	Joint Committees/Ngā komiti hono	35
11.4	Requirement for a quorum/Te herenga mō te kōrama	35
11.5	Meeting lapses where no quorum/Ka tārewa te hui mēnā karekau he kōrama	35
11.6	Business from lapsed meetings/Ngā take mai i ngā hui tārewa	35

12. Public access and recording/Te urunga a te marea me te hopunga	36
12.1 Meetings open to the public/E tuwhera ana ngā hui ki te marea	36
12.2 Grounds for removing the public/Ngā take e panaia ai te marea	36
12.3 Local authority may record meetings/Ka āhei te mana ā-rohe ki te hopu i ngā hui	36
12.4 Public may record meetings/Ka āhei te marea ki te hopu i ngā hui	36
13. Attendance/Te taenga	36
13.1 Members right to attend meetings/Te mōtika a ngā mema ki te tae ki ngā hui	36
13.2 Attendance when a committee is performing judicial or quasi-judicial functions/Te tae ki ngā hui ina whakahaere whakawā te komiti	37
13.3 Leave of absence/Te tuku tamōtanga	37
13.4 Apologies/Ngā whakapāh	37
13.5 Recording apologies/Te hopu whakapāha	37
13.6 Absent without leave/Te tamōtanga kāore i whakaaetia	37
13.7 Right to attend by audio or audiovisual link/Te mōtika kia tae atu mā te hononga ā-oro, ataata-rongo rānei	38
13.8 Member's status: quorum/Te tūnga a te mema: kōrama	38
13.9 Member's status: voting/Te tūnga a te mema: te pōti	38
13.10 Chairperson's duties/Ngā mahi a te ūpoko	38
13.11 Conditions for attending by audio or audiovisual link/Ngā tikanga mō te taenga mā te hononga ā-oro, ataata-rongo rānei	38
13.12 Te tono kia tae mā te hononga ā-oro, ataata-rongo rānei/Request to attend by audio or audiovisual link	39
13.13 Chairperson may terminate link/Ka āhei te ūpoko ki te whakakore i te hononga	39
13.14 Giving or showing a document/Te tuku, te whakaatu rānei i tētahi tuhinga	39
13.15 Link failure/Ina mūhore te hononga	39
13.16 Confidentiality/Te matatapu	40
14. Chairperson's role in meetings/Te mahi a te ūpoko i roto i ngā hui	40
14.1 Council meetings/Ngā hui kaunihera	40
14.2 Other meetings/Ētahi atu hui	40
14.3 Addressing the chairperson/Me pēhea te whakaingoa i te ūpoko	40
14.4 Chairperson's rulings/Ngā whakataunga a te ūpoko	40
14.5 Chairperson standing/Ina tū te ūpoko	41
14.6 Member's right to speak/Te mōtika a te mema ki te korero	41
14.7 Chairperson may prioritise speakers/Ka āhei te ūpoko ki te whakaraupapa i ngā kaikōrero	41
15. Public Forums/Ngā Matapakinga a te Marea	41
15.1 Time limits/Ngā tepenga wā	41
15.2 Restrictions/Ngā Herenga	42

15.3	Questions at public forums/Ngā pātai i ngā matapakinga a te marea	42
15.4	No resolutions/Kāore he tatūnga	42
16	Petitions/Ngā Petihana	43
16.1	Form of petitions/Te āhua o ngā petihana	43
16.2	Petition presented by petitioner/Te petihana ka whakatakotohia e te kaipetihana	43
16.3	Petition presented by member/Te petihana ka whakatakotohia e tētahi mema	43
17	Exclusion of public/Te aukati i te marea	44
17.1	Motions and resolutions to exclude the public/Ngā mōtini me ngā tatūnga ki te aukati i te marea	44
17.2	Specified people may remain/Ka āhei ngā tāngata ka tohua ki te noho mai	44
17.3	Public excluded items/Ngā take e aukatihia ana ki te marea	44
17.4	Non-disclosure of information/Te kore e whāki i ngā mōhihio	44
17.5	Release of information from public excluded session/Te tuku i ngā mōhihio nō te nohoanga aukati ki te marea	45
18	Voting/Te pōti	45
18.1	Decisions by majority vote/Mā te nuinga e whakatau	45
18.2	Open voting/Te pōti tuwhera	45
18.3	Chairperson has a casting vote/Kei te ūpoko te pōti whakatau	45
18.4	Method of voting/Te tikanga pōti	45
18.5	Calling for a division/Te tono i te wehenga	46
18.6	Request to have votes recorded/Te tono kia tuhi i ngā pōti	46
18.7	Members may abstain/Ka āhei ngā mema ki te noho puku	46
19	Conduct/Ngā whanonga	46
19.1	Calling to order/Te tono kia tau ngā mema	46
19.2	Behaviour consistent with Code of Conduct/Ngā whanonga e hāngai ana ki te Tikanga Whakahaere	46
19.3	Retractions and apologies/Te tango kōrero me te whakapāha	47
19.4	Disorderly conduct/Ngā whanonga kino	47
19.5	Contempt/Te whakahāwea	47
19.6	Removal from meeting/Te pana i te tangata i te hui	47
19.7	Financial conflicts of interests/Ngā take taharua ahumoni	47
19.8	Non-financial conflicts of interests/Ngā take taharua ahumoni-kore	48
19.9	Qualified privilege for meeting proceedings/Te maru whāiti mō ngā whakaritenga hui	48
19.10	Qualified privilege additional to any other provisions/He āpitihanga te maru whāiti ki ētahi atu whakaritenga	48
19.11	Electronic devices at meetings/Ngā pūrere hiko i ngā hui	48
20	General rules of debate/Ngā tikanga whānui mō te tautohetohe	49
20.1	Chairperson may exercise discretion/Kei te ūpoko te tikanga	49

20.2	Time limits on speakers/Te tepenga wā mā ngā kaikōrero	49
20.3	Questions to staff/Ngā pātai ki ngā kaimahi	49
20.4	Questions of clarification/Ngā pātai whakamārama	49
20.5	Members may speak only once/Kotahi noa iho te wā e āhei ai te mema ki te korero	49
20.6	Limits on number of speakers/Ngā tepenga mō te maha o ngā kaikōrero	50
20.7	Seconder may reserve speech/Ka āhei te kaitautoko ki te whakatārewa i tana korero	50
20.8	Speaking only to relevant matters/Me hāngai ngā kōrero ki ngā take whai panga	50
20.9	Restating motions/Te whakahua anō i te mōtini	50
20.10	Criticism of resolutions/Te whakahē i ngā tatūnga	50
20.11	Objecting to words/Te whakahē kupu	50
20.12	Right of reply/Te mōtika ki te whakautu	51
20.13	No other member may speak/E kore e āhei tētahi atu mema ki te korero	51
20.14	Adjournment motions/Ngā mōtini hei hiki i te hui	51
20.15	Chairperson's acceptance of closure motions/Te whakaae a te ūpoko ki ngā mōtini whakakapi	51
21	General procedures for speaking and moving motions/Ngā tikanga whānui mō te kōrero me te mōtini	52
21.1	Options for speaking and moving/Ngā kōwhiringa mō te kōrero me te mōtini	52
21.2	Option A/Kōwhiringa A	52
21.3	Option B/Kōwhiringa B	52
21.4	Kōwhiringa C/Option C	53
22	Motions and amendments/Ngā mōtini me nga whakahoutanga	53
22.1	Proposing and seconding motions/Te whakatakoto me te tautoko mōtini	53
22.2	Motions in writing/Te tuhi i ngā mōtini	53
22.3	Motions expressed in parts/Ngā mōtini i whakawehea	53
22.4	Substituted motion/Te whakakapi mōtini	54
22.5	Amendments to be relevant and not direct negatives/Me hāngai ngā whakahoutanga me kaua e whakahē i te mōtini	54
22.6	Foreshadowed amendments/Ngā whakahoutanga kua kōrerotia kētia	54
22.7	Carried amendments/Ngā whakahoutanga i whakaaetia	54
22.8	Lost amendments/Ngā whakahoutanga i whakahēngia	54
22.9	Where a motion is lost/Ina whakahēngia tētahi mōtini	55
22.10	Withdrawal of motions and amendments/Te tango i ngā mōtini me ngā whakahoutanga	55
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	55
23	Revocation or alteration of resolutions/Te whakakore, te whakahou rānei i ngā tatūnga	55
23.1	Member may move revocation of a decision/Ka āhei tētahi mema ki te mōtini ki te whakakore i tētahi whakataunga	55

23.2	Revocation must be made by the body responsible for the decision/Mā te rōpū nāna te whakatau e whakakore	56
23.3	Requirement to give notice/Te herenga ki te tuku pānui	56
23.4	Restrictions on actions under the affected resolution/Ngā herenga mō ngā mahi i raro i te tatūnga whai pānga	56
23.5	Revocation or alteration by resolution at same meeting/Te whakakore, te whakahou rānei mā te tatūnga i taua hui tonu	56
23.6	Revocation or alteration by recommendation in report/Te whakakore, te whakahou rānei mā te marohi ki rō Pūrongo	57
24.	Procedural motions/Ngā mōtini whakahaere	57
24.1	Procedural motions must be taken immediately/Me pōti ngā mōtini whakahaere i taua wā tonu	57
24.2	Procedural motions to close or adjourn a debate/Ngā mōtini whakahaere ki te whakakapi, whakatārewa rānei i tētahi tautohetohe	57
24.3	Voting on procedural motions/Te pōti mō ngā mōtini whakahaere	58
24.4	Debate on adjourned items/Te tautohetohe i ngā take i whakatārewatia	58
24.5	Remaining business at adjourned meetings/Ngā take e toe ana i ngā hui i whakatārewatia	58
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	58
24.7	Other types of procedural motions/Etahi atu momo mōtini whakahaere	58
25.	Points of order/Te tono ki te whakatika hapa	58
25.1	Members may raise points of order/Ka āhei ngā mema ki te tono ki te whakatika hapa	58
25.2	Subjects for points of order/Ngā kaupapa mō te whakatika hapa	59
25.3	Contradictions/Ngā whakahē	59
25.4	Point of order during division/Te tono whakatika hapa i te wā o te wehenga	59
25.5	Chairperson's decision on points of order/Te whakatau a te ūpoko mō ngā tono whakatika hapa	59
26.	Notices of motion/Te pānui i ngā mōtini	59
26.1	Notice of intended motion to be in writing/Me tuhi te pānui mō te mōtini e takune ana	60
26.2	Refusal of notice of motion/Te whakahē i te pānui mōtini	60
26.3	Mover of notice of motion/Te kaimōtini o te pānui mōtini	60
26.4	Alteration of notice of motion/Te whakarerekē i te pānui mōtini	60
26.5	When notices of motion lapse/Ka tārewa te pānui mōtini	60
26.6	Referral of notices of motion/Te tuku i ngā pānui mōtini	61
26.7	Repeat notices of motion/Ngā pānui mōtini tārua	61
27.	Minutes/Ngā meneti	61

27.1 Minutes to be evidence of proceedings/Ka noho ngā meneti hei taunakitanga mō te hui	
61	
27.2 Matters recorded in minutes/Ngā take ka tuhi ki ngā meneti	61
27.3 No discussion on minutes/Kāore e āhei te whakawhiti kōrero mō ngā meneti	62
27.4 Minutes of last meeting before election/Ngā meneti o te hui whakamutunga i mua i te pōtitanga	62
28. Keeping a record/Te whakarite mauhanga	62
28.1 Maintaining accurate records/Te whakarite i ngā mauhanga tika	62
28.2 Method for maintaining records/Te tikanga mō te tiaki i ngā mauhanga	63
28.3 Inspection/Te tiroiro	63
28.4 Inspection of public excluded matters/Te tiroiro i ngā take aukati marea	63
Referenced documents/Ngā tohutoro tuhinga	63
Appendix 1: Grounds to exclude the public/Āpitihanga 1: Ngā take e aukatihia ai te marea	65
Appendix 2: Sample resolution to exclude the public/Āpitihanga 2: He tauira mō te tatūnga ki te aukati i te marea/	67
Appendix 3: Motions and amendments (Option A)/Āpitihanga 3: Ngā mōtini me ngā whakahoutanga (Kōwhiringa A)	70
Appendix 4: Motions and amendments (Option B)/Āpitihanga 4: Ngā mōtini me ngā whakahoutanga (Kōwhiringa B)	71
Appendix 5: Motions and amendments (Option C)/Āpitihanga 5: Ngā mōtini me ngā whakahoutanga (Kōwhiringa C)	72
Appendix 6: Table of procedural motions/Āpitihanga 6: Tūtohi mō ngā mōtini whakahaere	73
Appendix 7: Webcasting protocols/Āpitihanga 7: Ngā tikanga mō te pāhotanga mataora	75
Appendix 8: Powers of a Chairperson/Āpitihanga 8: Ngā Mana Whakahaere a te Ūpoko	76
Appendix 9: Process for removing a chairperson or deputy Mayor from office/Āpitihanga 9: Te pūnaha mō te whakakore i te tūranga a te ūpoko, te Koromatua tuarua rānei	80
Appendix 10: Sample order of business/Āpitihanga 10: He tauira mō te whakaraupapatanga o ngā take	81
Appendix 11: Process for raising matters for a decision/Āpitihanga 11: Te pūnaha mō te whakatakoto take hei whakatau	82

1. Introduction/Kupu Whakataki

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

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

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

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

1.1 Principles/Ngā Mātāpono

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

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

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

1.2 Community Boards

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

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

1.3 Statutory references/Ngā tohutoro ā-ture

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

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

1.4 Acronyms Ngā/kupu rāpoto

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

1.5 Application/Te hāngaitanga

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

2. Definitions/Ngā whakamārama

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

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

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

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

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

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

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

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

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

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

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

Committee includes, in relation to a local authority:

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

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

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

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

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

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

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

Electronic link means both an audio and audiovisual link.

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

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

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

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

Item means a substantive matter for discussion at a meeting.

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

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

Karakia timatanga means an opening prayer.

Karakia whakamutunga means a closing prayer.

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

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

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

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

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

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

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

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

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

Motion means a formal proposal to a meeting.

Mover means the member who initiates a motion.

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

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

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

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

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

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

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

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

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

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

Presiding member means the chairperson.

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

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

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

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

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

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

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

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

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

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

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

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

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

Seconder means the member who seconds a motion or amendment.

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

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

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

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

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

Working day means a day of the week other than:

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

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

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

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

General matters/Ngā take whānui

3. Standing orders/Ngā tikanga whakahaere hui

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3.6 Quasi-judicial proceedings/Ngā whakawā a te Kaunihera

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

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

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

4. Ngā hui/ Meetings

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

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

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

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

4.2 Meeting duration/Te roa o ngā hui

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

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

4.3 Language/Te reo

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

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

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

4.4 Webcasting meetings/Te pāho mataora i ngā hui

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

4.5 First meeting (inaugural)/Te hui tuatahi

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

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

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

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

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

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

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

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

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

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

5. Appointments and elections/Ngā kopounga me ngā pōtitanga

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

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

LGA 2002, s 41A(3).

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

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

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

LGA 2002, sch 7, cl 31.

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

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

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

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

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

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

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

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

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

LGA 2002, sch 7, cl 25.

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

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

LGA 2002, sch 7, cl 18.

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

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

System A

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

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

In any round of voting, if two or more candidates tie for the lowest number of votes, the person to be excluded from the next round is resolved by lot.

System B

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

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

LGA 2002, sch 7, cl 25.

6. Delegations/Te tuku mana

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

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

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

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

6.2 Limits on delegations/Ngā tepenga o te tuku mana

Unless clearly stated in the LGA 2002 or any other Act, a council may, for the purposes of efficiency and effectiveness, delegate to a committee, subcommittee, subordinate decision-making body, community board, local board, member, or officer of the local authority, any of its responsibilities, duties, or powers except:

- (a) The power to make a rate;
- (b) The power to make a bylaw;
- (c) The power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan;
- (d) The power to adopt a long-term plan, annual plan, or annual report;
- (e) The power to appoint a chief executive;
- (f) The power to adopt policies required to be adopted and consulted on under the LGA in association with the long-term plan or developed for the purpose of the local governance statement;
- (g) *Repealed*; and
- (h) The power to adopt a remuneration and employment policy.

LGA 2002, sch 7, cl 32 (1).

6.3 Committees may delegate/Ka taea e ngā komiti te tuku mana

A committee, subcommittee, subordinate decision-making body, local board, community board, member, or officer of the local authority, may delegate any of its responsibilities, duties, or powers to a subcommittee or person, subject to any conditions, limitations, or prohibitions imposed by the body that made the original delegation.

LGA 2002, sch 7, cl (2) & (3).

6.4 Use of delegated powers/Te whakamahi i ngā mana tuku

The committee, subcommittee, other subordinate decision-making body, community board, or member or officer of the local authority to which or to whom any responsibilities, powers, duties are delegated may, without confirmation by the council, committee or body or person that made the delegation, exercise or perform them in the like manner and with the same effect as the local authority could itself have exercised or performed them.

LGA 2002, sch 7, cl 32(2),(3), and (4).

6.5 Decisions made under delegated authority cannot be rescinded or amended/E kore e taea te whakakore, te whakahou rānei i ngā whakatau i raro i te mana tuku

Nothing in these Standing Orders allows a council, committee, and subcommittee to rescind or amend a lawfully made decision of a subordinate decision-making body carried out under a delegation authorising the making of that decision. The same requirement applies to a local board and community board in relation to any committees or subcommittees with delegated authority.

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

6.6 Committees and sub committees subject to the direction of the local authority/Kei raro ngā komiti me ngā komiti āpiti i te mana a te mana ā-rohe

A committee, subcommittee or other subordinate decision-making body is subject in all things to the control of the local authority and must carry out all general and special directions of the local authority given to them.

LGA 2002, sch 7, cl 30(3) & (4).

7. Committees/Ngā komiti

7.1 Appointment of committees and subcommittees/Te kopounga o ngā komiti me ngā komiti āpiti

A council may appoint the committees, subcommittees, and other subordinate decision-making bodies that it considers appropriate. A committee may appoint the subcommittees that it considers appropriate unless it is prohibited from doing so by the council.

LGA 2002, sch 7, cl 30(1) & (2).

7.2 Discharge or reconstitution of committees and subcommittees/Te whakakore, te whakahou rānei i ngā komiti me ngā komiti āpiti

Unless expressly provided otherwise in legislation or regulation:

- (a) A local authority may discharge or reconstitute a committee or subcommittee, or other subordinate decision-making body; and
- (b) A committee may discharge or reconstitute a subcommittee.

A committee, subcommittee, or other subordinate decision-making body is, unless a council resolves otherwise, discharged when members elected at a subsequent triennial general election come into office.

LGA 2002, sch 7, cl 30 (5) & (7).

Please note: Section 12 (2) of the Civil Defence and Emergency Management Act 2002 states that a Civil Defence and Emergency Management Group is not deemed to be discharged following a triennial election. The same is true for District Licensing Committees (see the LGNZ Guide to Standing Orders).

7.3 Appointment or discharge of committee members and subcommittee members/Te kōupounga, te whakakore rānei i ngā mema komiti me ngā mema komiti āpiti

A council may appoint or discharge any member of a committee and, if established by the council, a subcommittee. A committee may appoint or discharge any member of a subcommittee appointed by the committee unless directed otherwise by the council.

LGA 2002, sch 7, cl 31(1) & (2).

7.4 Elected members on committees and subcommittees/Te tū a ngā mema pōti ki ngā komiti me ngā komiti āpiti

The members of a committee or subcommittee may be, but are not required to be, elected members of a local authority. A council or committee may appoint a person who is not a member of the local authority to a committee or subcommittee if, in the opinion of the council or committee, the person has the skills, attributes or knowledge to assist the committee or subcommittee.

At least one member of a committee must be an elected member of the council. In the case of a committee established by a local board or community board at least one member must be a member of that board. A staff member of the local authority, in the course of their employment, can be a member of a subcommittee but not a committee.

LGA 2002, sch 7, cl 31(4).

7.5 Local authority may replace members if committee not discharged/Ka āhei te mana ā-rohe ki te whakakapi i ngā mema mēnā kāore i whakakorehia te komiti

If a local authority resolves that a committee, subcommittee or other subordinate decision-making body is not to be discharged under cl 30 (7), sch 7, LGA 2002, the local authority may replace the members of that committee, subcommittee or subordinate decision-making body after the next triennial general election of members.

LGA 2002, sch 7, cl 31(5).

7.6 Membership of Mayor/Te mematangā a te Koromatua

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

LGA 2002, s 41A(5).

7.7 Decision not invalid despite irregularity in membership/Kāore e noho manakore tētahi whakatau ahakoa i rangirua te mema tangā

For the purpose of these Standing Orders a decision of a local authority, committee, local board and community board is not invalidated if:

1. There is a vacancy in the membership of the local authority, committee, local or community board at the time of the decision; or
2. Following the decision some defect in the election or appointment process is discovered and/or that the membership of a person on the committee at the time is found to have been ineligible.

LGA 2002, sch 7, cl 29.

7.8 Appointment of joint committees/Te kopounga o ngā komiti hono

A local authority may appoint a joint committee with another local authority or other public body if it has reached agreement with each local authority or public body. The agreement must specify:

- (a) The number of members each party may appoint;
- (b) How the chairperson and deputy chairperson are to be appointed;
- (c) The terms of reference of the committee;
- (d) What responsibilities, if any, are to be delegated to the committee by each party; and
- (e) How the agreement may be varied.

The agreement may also specify any other matter relating to the appointment, operation, or responsibilities of the committee agreed by the parties.

LGA 2002, sch 7, cl 30A(1) & (2).

7.9 Status of joint committees/Te tūnga o ngā komiti hono

A joint committee is deemed to be both a committee of a council and a committee of each other participating local authority or public body.

LGA 2002, sch 7, cl 30A(5).

7.10 Power to appoint or discharge individual members of a joint committee/Te mana ki te kopou me te whakakore i ngā mema takitahi o tētahi komiti hono

The power to discharge any individual member of a joint committee and appoint another member in their stead must be exercised by the council or public body that made the appointment.

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

Pre-meeting/I mua i te hui

8. Giving notice/Te tuku pānui

Please note; the processes described in this section (Standing Orders 8.1 – 8.12) apply as appropriate to local boards and community boards.

8.1 Public notice – ordinary meetings/Te pānui tūmatanui – ngā hui noa

All meetings scheduled for the following month must be publicly notified not more than 14 days and not less than 5 days before the end of the current month, together with the dates, the times and places on and at which those meetings are to be held. In the case of meetings held on or after the 21st day of the month public notification may be given not more than 10 nor less than 5 working days before the day on which the meeting is to be held. (See the LGNZ Guide to Standing Orders for more information).

LGOIMA, s 46.

8.2 Notice to members - ordinary meetings/Te pānui ki ngā mema – ngā hui noa

The chief executive must give notice in writing to each member of the local authority of the date, time and place of any meeting. Notice must be given at least 14 days before the meeting unless the council has adopted a schedule of meetings, in which case notice must be given at least 14 days before the first meeting on the schedule.

LGA 2002, sch 7, cl 19(5).

8.3 Extraordinary meeting may be called/Ka āhei ki te karanga hui Motuhake

An extraordinary council meeting may be called by:

- (a) Resolution of the council, or
- (b) A requisition in writing delivered to the chief executive which is signed by:
 - i. The Mayor; or
 - ii. Not less than one third of the total membership of the council (including vacancies).

LGA 2002, sch 7, cl 22(1).

8.4 Notice to members - extraordinary meetings/Te pānui ki ngā mema – ngā hui Motuhake

The chief executive must give notice, in writing, of the time and place of an extraordinary meeting called under the Standing Order 8.3, as well as the general nature of business to be considered, to

each member of the council at least 3 working days before the day appointed for the meeting. If the meeting is called by a resolution then notice must be provided within such lesser period as is specified in the resolution, as long as it is not less than 24 hours.

LGA 2002, sch 7, cl 22(3).

8.5 Emergency meetings may be called/Ka āhei ki te karanga hui ohotata

If the business a council needs to deal with requires a meeting to be held at a time earlier than is allowed by the notice requirements for holding an extraordinary meeting and it is not practicable to call the meeting by resolution, an emergency meeting may be called by:

- (a) The Mayor; or
- (b) If the Mayor is unavailable, the chief executive.

LGA 2002, sch 7, cl 22A(1).

8.6 Process for calling an emergency meeting/Te pūnaha mō te karanga hui ohotata

The notice of the time and place of an emergency meeting, and of the matters in respect of which the emergency meeting is being called, must be given by the person calling the meeting or by another person on that person's behalf.

The notice must be given, by whatever means is reasonable in the circumstances, to each member of the local authority, and to the chief executive, at least 24 hours before the time appointed for the meeting.

LGA 2002, sch 7, cl 22A(2).

8.7 Public notice – emergency and extraordinary meeting/Te pānui tūmatanui – ngā hui ohotata me te Motuhake

Where an emergency or extraordinary meeting of a local authority is called but the notice of the meeting is inconsistent with these Standing Orders, due to the manner in which it was called, the local authority must cause that meeting and the general nature of business to be transacted at that meeting:

- (a) To be publicly notified as soon as practicable before the meeting is to be held; or
- (b) If it is not practicable to publish a notice in newspapers before the meeting, to be notified as soon as practicable on the local authority's website and in any other manner that is reasonable in the circumstances.

LGOIMA, s 46(3).

8.8 Meetings not invalid/Kāore e manakore ngā hui

The failure to notify a public meeting under these Standing Orders does not of itself make that meeting invalid. However, where a local authority becomes aware that a meeting has been incorrectly notified it must, as soon as practicable, give public notice stating:

- That the meeting occurred without proper notification;
- The general nature of the business transacted; and
- The reasons why the meeting was not properly notified.

LGOIMA, s 46(6).

8.9 Resolutions passed at an extraordinary meeting/Ngā tatūnga i whakamanahia i te hui Motuhake

A local authority must, as soon as practicable, publicly notify any resolution passed at an extraordinary meeting of the local authority unless:

- (a) The resolution was passed at a meeting or part of a meeting from which the public was excluded; or
- (b) The extraordinary meeting was publicly notified at least 5 working days before the day on which the meeting was held.

LGOIMA, s 51A.

8.10 Meeting schedules/Ngā hōtaka hui

Where the local authority adopts a meeting schedule it may cover any period that the council considers appropriate and may be amended. Notification of the schedule, or an amendment, will constitute notification to members of every meeting on the schedule or the amendment. This does not replace the requirements under LGOIMA to publicly notify each meeting.

LGA 2002, sch 7, cl 19(6).

8.11 Non-receipt of notice to members/Te kore e whiwhi pānui a ngā mema

A meeting of a local authority is not invalid if notice of that meeting was not received, or not received in due time, by a member of the local authority or board unless:

- (a) It is proved that the person responsible for giving notice of the meeting acted in bad faith or without reasonable care; and
- (b) The member concerned did not attend the meeting.

A member of a local authority may waive the need to be given notice of a meeting.

LGA 2002, sch 7, cl 20(1) & (2).