RĀRANGI TAKE
AGENDA

Hui Poari ā-Hapori o Waikanae | Waikanae Community Board Meeting

I hereby give notice that a Meeting of the Poari ā-Hapori o Waikanae | Waikanae Community Board will be held on:

Te Rā | Date:	**Tuesday, 28 February 2023**
Te Wā | Time:	**7.00pm**
Te Wāhi | Location:	**Waikanae Community Centre, Utauta Street, Waikanae**

Mike Mendonça

Acting Group Manager Place and Space

Kāpiti Coast District Council

Notice is hereby given that a meeting of the Poari ā-Hapori o Waikanae | Waikanae Community Board will be held in the Waikanae Community Centre, Utauta Street, Waikanae, on Tuesday 28 February 2023, 7.00pm.

Poari ā-Hapori o Waikanae | Waikanae Community Board Members

Mr Richard Mansell	Chair
Mr Michael Moore	Deputy
Mr Tonchi Begovich	Member
Ms Michelle Lewis	Member
Cr Nigel Wilson	Member

Order Of Business

1 Welcome | Nau mai 5

2 Apologies | Whakapāha 5

3 Declarations of Interest Relating to Items on the Agenda | Te Tauākī o Te Whaitake ki ngā Mea o te Rārangi Take 5

4 Public Speaking Time | He Wā Kōrero ki te Marea 5

5 Members' Business | Ngā Take a ngā Mema 5

6 Updates | He Kōrero Hou 6

6.1 Speed Management Plan 'Heads Up' 6

6.2 Update on the Brown Stone Wall 6

7 Reports | Pūrongo 7

7.1 Elected Members' Remuneration, Expenses and Allowances Policy 7

7.2 Adoption of Standing Orders - 2022-2025 Triennium 93

7.3 Proposed new mobility parking spaces, Marae Lane Carpark, Waikanae 252

7.4 Consideration of Applications for Funding 259

8 Confirmation of Minutes | Te Whakaū i ngā Āmiki 270

8.1 Confirmation of Minutes 270

9 Matters Under Action | Ngā Take e Mahia ana 278

9.1 Matters Under Action 278

1 WELCOME | NAU MAI

2 APOLOGIES | WHAKAPĀHA

3 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA | TE TAUĀKĪ O TE WHAITAKE KI NGĀ MEA O TE RĀRANGI TAKE

Notification from Elected Members of:

3.1 – any interests that may create a conflict with their role as an elected member relating to the items of business for this meeting, and

3.2 – any interests in items in which they have a direct or indirect pecuniary interest as provided for in the Local Authorities (Members' Interests) Act 1968

4 PUBLIC SPEAKING TIME | HE WĀ KŌRERO KI TE MAREA

5 MEMBERS' BUSINESS | NGĀ TAKE A NGĀ MEMA

(a) Leave of Absence

(b) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)

(c) Community Board Members' Activities

6 UPDATES | HE KŌRERO HOU

6.1 SPEED MANAGEMENT PLAN 'HEADS UP'

6.2 UPDATE ON THE BROWN STONE WALL

7 REPORTS | PŪRONGO

7.1 ELECTED MEMBERS' REMUNERATION, EXPENSES AND ALLOWANCES POLICY

Kaituhi | Author: **Steffi Haefeli, Manager Democracy Services**

Kaiwhakamana | Authoriser: **Mike Mendonça, Acting Group Manager Place and Space**

TE PŪTAKE | PURPOSE

1 This report asks the Waikanae Community Board to note the updated Elected Members Remuneration, Expenses and Allowances Policy 2022-2025 adopted by Council on 26 January 2023.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

2 An executive summary is not required for this report.

TE TUKU HAEPAPA | DELEGATION

3 The Waikanae Community Board has the delegation to consider this matter.

TAUNAKITANGA | RECOMMENDATIONS

A. That the Waikanae Community Board notes the Elected Members' Remuneration, Expense and Allowances Policy in Appendix 1 – Elected Members' Remuneration, Expenses and Allowances Policy 2022-2025 adopted by Council on 26 January 2023.

TŪĀPAPA | BACKGROUND

4 The Elected Members' Remuneration, Expenses and Allowances Policy 2022-2025 (the 'Policy') attached in Appendix 1 provides a comprehensive overview of Elected Members' remuneration, expenses and allowances.

5 The content of the Policy is informed by the annually gazetted determination of the Remuneration Authority ('the Authority'), which is the independent body responsible for setting Elected Members' remuneration and allowances.

6 The Authority released its latest determination in July 2022 (attached in Appendix 2) for the period 1 July 2022 – 30 June 2023. The determination contains two schedules:

6.1 Schedule 1 of the Determination contains the remuneration for each Council up to the local body elections 2022

6.2 Schedule 2 contains all remuneration payment amounts following the elections.

7 The determination also contains the allowances payable for the entire determination period and a governance remuneration pool to be allocated to its councillors at the start of the triennium.

8 The determination issued by the Authority also sets the remuneration of the Mayor and the Community Boards, and the expenses and allowances payments elected members can claim.

HE KŌRERORERO | DISCUSSION

He take | Issues

9 The Elected Members' Remuneration, Expenses and Allowances Policy was last updated and brought to Council for adoption in August 2022. The August 2022 version of the Policy was updated based on Schedule 1 of the July 2022 Remuneration Authority Determination

('the determination') containing the remuneration of Councillors and Community Boards ahead of the 2022 Local Body Elections.

10 The expenses and allowances set out in the determination remain unchanged for the duration of the determination from 1 July 2022 to 30 June 2023.

11 The remuneration of the Mayor and Community Boards as noted in Schedule 2 of the determination and a report was provided to each Community Board at the start of the triennium outlining their levels of remuneration.

12 As a result of the decision of the Local Government Commission in April 2022 on the district's representation arrangements establishing an extra Community Board, the Community Board remuneration has been adjusted to allow for compensation of an additional board and to reflect the adjusted representation arrangements. This means that with the exception of the Waikanae Community Board, all other Community Boards have been allocated a reduced remuneration amount.

Ngā kōwhiringa | Options

13 The Elected Members' Remuneration, Expenses and Allowances Policy in Appendix 1 has been drafted, signed by the Chief Executive, and adopted by Council on 26 January 2023.

Tangata whenua

14 Council has agreed that mana whenua representatives appointed to Council be remunerated on an equivalent basis to the remuneration of elected members under the Elected Members Remuneration, Expenses and Allowances Policy.

15 This has been communicated with our mana whenua partners and appointed representatives will be inducted by the Democracy Services team to ensure their awareness of the policy and as well as the expense claim processes.

16 Mana whenua remuneration is not set by the Remuneration Authority and is met through operational budgets.

Panonitanga āhuarangi | Climate change

17 There are no climate change considerations.

Ahumoni me ngā rawa | Financial and resourcing

18 The amended determination of the Authority signifies an increase in the budget required for Elected Member Remuneration as indicated in the body of the report. The budget for 2022/23 has been increased by 3.8% ($19,306.00) compared to the 2021/22 budget.

Ture me ngā Tūraru | Legal and risk

19 There are no additional legal considerations.

Ngā pānga ki ngā kaupapa here | Policy impact

20 The Elected Members' Remuneration, Expenses and Allowances Policy 2022-2025 has been updated with the updated figures outlined in the determination and is attached at Appendix 1.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

Te mahere tūhono | Engagement planning

21 An engagement plan is not required to implement this decision.

Whakatairanga | Publicity

22 The signed and adopted\ Elected Members' Remuneration, Expenses and Allowances policy has been made available on the Kāpiti Coast District Council website.

NGĀ ĀPITIHANGA | ATTACHMENTS

1. Elected Members' Remuneration, Expenses and Allowances Policy 2022 - 2025 ⇩
2. Remuneration Authority Determination ⇩

Elected Members Remuneration, Expenses and Allowances Policy 2022-2025 Triennium

This document sets out the policy on remuneration, expenses and allowances payments to elected members. The policy is administered by Kāpiti Coast District Council's Democracy Services Manager. It may be reviewed annually and is current until superseded.

As adopted by Council on __ January 2023

Table of Contents

A. Policy Objective 3
B. Remuneration of Elected Members 3
B.1 Mayor and Councillors 3
B.2 Community Boards 3
C. Elected Member Expenses and Allowances 3
C.1 All Elected Members 3
C.2 Mayor 6
D. Hearing Fees 6
E. Claims Processes 7
F. Review and Monitoring 7
G. Document Version Control 7

A. Policy Objective

Elected Members are remunerated in accordance with the provisions of schedule 7 part 1 section 6 of the Local Government Act 2022 which states that the Remuneration Authority must determine remuneration, allowances and expenses. The Remuneration Authority provides local authorities with a determination annually that stipulates the parameters around remuneration, allowances and expenses payments to Elected Members. Within these parameters councils can develop their own policies ensuring that payment of allowances and expenses is:

- in line with legislation
- related to the conduct of Council business by Elected Members while acting in their role
- payable under clear rules communicated to all claimants
- oversighted by senior management and audit
- adequately documented
- reasonable and conservative in line with public sector norms
- does not extend to any expenses related to electioneering.

B. Remuneration of Elected Members

B.1 Mayor and Councillors

Role	Annual remuneration
Mayor	$145,588
Deputy Mayor	$66,296
Chair of Strategy, Operations and Finance	$59,964
Deputy Chair of Strategy, Operations and Finance	$56,964
Chair of Social Sustainability Subcommittee	$56,964
Chair of Climate and Environment Subcommittee	$56,964
Chair of Grants Allocation Committee	$52,964
Councillors with additional responsibilities	$48,964
Minimum Allowable Remuneration	$38,964

B.2 Community Boards

Community Board	Chairperson	Member
Ōtaki	$14,963	$7,481
Paekākāriki	$7,924	$3,962
Paraparaumu	$19,100	$9,550
Waikanae	$17,373	$8,686
Raumati	$14,554	$7,277

C. Elected Member Expenses and Allowances

C.1 All Elected Members

Accommodation	While at conferences, training events or other Council business, Council will pay for accommodation where applicable. Any accommodation booking should balance cost-effectiveness with proximity to the event. If accommodation is provided privately by friends/relatives/whānau, Council will have no involvement.

Air Travel	Air travel bookings are made by council staff in line with Council policy and processes. If Elected Members make their own bookings for Council related business (domestic and international), costs will be reimbursed up to the level of economy class fares; if the elected member wishes to travel in a higher class, they must meet the cost of the difference.
Air Dollars/Points	Air points/air dollars earned while travelling on Council business are available for the private use. Due to the infrequency of air travel this is considered insignificant.
Airline Clubs	Council does not pay or reimburse for these memberships.
Carparks	At the beginning of the triennium, elected members will receive a parking permit which must be displayed in their car when they are attending Council business at the Council Administration building (Civic Centre on Rimu Road) in Paraparaumu. Council staff will note the car registration number against the permit so it is non-transferable and will lapse at end of the triennium.
Communications Technology	All claims in this section are in line with the Remuneration Authority determination and covers the annual period from 1 July 2022 to 30 June 2023. *Internet Service* – All elected members can claim a $800 allowance for us of their private internet for Council business for the period 1 July 2022 to 30 June 2023. *Consumables* (e.g. ink cartridges and photocopy paper) – All elected members can claim up to $200 for consumables for the period 1 July 2022 to 30 June 2023. *Printer* – All Elected Members can claim up to $50 for the use of a printer (this is in addition to the claim for ink cartridges and photocopy paper). *Email* – At the beginning of the triennium elected members are provided with a Council email address which is not to be used by members for any personal business. *Mobile Phones* – All elected members can claim a $200 equipment allowance and $500 service allowance for use of their own mobile phone for Council-related business. An elected member may opt, instead of receiving the $500 service allowance, to provide telephone records and receipts clearly showing which phone calls were made on Council business, in which case they would be reimbursed for the actual costs of the phone calls. *Tablets* – All elected members will be provided with tablets at the beginning of the triennium for Council related use. A data limit of 10 GB will be set for each calendar month. Incidental private use is acceptable in line with relevant Council Information Technology Usage Policies. If Elected Members wish to decline the use of the tablet, a communications allowance of $400 can be claimed to cover the use of a personal computer. *Note: Where an elected member is not a member for the whole determination period (1 July 2022 – 30 June 2023), any annual allowances will be pro-rated.*

Entertainment & hospitality	Reasonable costs will be reimbursed but a claim for reimbursement will need to be put in writing for approval by the Mayor and the Chief Executive.
Gifts	Gifts of any kind (e.g. sports or other event tickets) and value should be declared to the Mayor's Personal Assistant for entry into the Gift Register.
Meals	Catering will be provided for any meetings. Reasonable costs for meals are reimbursed when travelling on Council business.
Professional development	Registration costs for attendance at conferences, seminars and training events will be paid for by the Council, in accordance with the elected members' induction, training and development programme.
Incidentals	Reasonable expenses incurred while conducting Council business can be claimed.
Stationery	Elected members will be supplied with business cards. Any other stationery required for Council business will be considered on request.
Subscriptions & memberships	Council does not pay or reimburse for memberships and subscriptions.
Vehicle Usage	*Mileage* - Reimbursements can be claimed for the following: i. Travel must relate to attendance at Council/Committee meetings, Community Board meetings, conference/seminars relating to local government or attendance at community organisation meetings as an elected representative. ii. The travel must be by the most direct route that is reasonable in the circumstances. iii. For a petrol or diesel vehicle: 83 cents for the first 14,000 km per annum, 31 cents for travel over 14,000 km per annum. iv. For a petrol hybrid vehicle: 83 cents for the first 14,000 km per annum, 18 cents for travel over 14,000 km per annum. v. For an electric vehicle: 83 cents for the first 14,000 km per annum, 10 cents for travel over 14,000 km per annum. *Private use of vehicle* – Elected members may opt to use their own vehicles to travel to training events or conferences if the reimbursement for mileage is cheaper than air travel. *Rental cars* – the Council will not meet the costs of using these. *Taxis, buses and trains* - the Council will reimburse reasonable costs for the use of taxis, buses and trains associated with training events and Council business. *Travel-time reimbursement* – Elected members may claim up $40 for each

	hour of eligible travel time after the first hour of eligible travel time travelled in a day. A maximum of 8 hours of eligible travel time can be claimed in a 24-hour period.
Childcare	Childcare may be reimbursed at a maximum of $15 per hour if required – please liaise with staff in advance. Reimbursements can be claimed for if: a) The member is a parent or guardian of the child, or is a person who usually has responsibility for the day-to-day care of the child (not on a temporary basis); and b) the child is under 14 years of age; and c) the childcare is provided by a person who is not a parent of the child, or a spouse, civil union partner, or de-facto partner of the member and does not ordinarily reside with the member; and d) the member provides evidence satisfactory to the authority of the amount paid for childcare. Childcare allowance will be paid at a maximum rate of $15 per hour; not exceeding a total amount of $6000 for the annual period OR an annual amount of $6000 can be claimed retrospectively for the same period.

C.2 Mayor

Carpark	The Mayor has a dedicated parking space.
Communications Technology	The Mayor is provided with a mobile phone and tablet for the triennium with reasonable private use considered acceptable.
Subscriptions & memberships	The subscription for the Mayor's role as Justice of the Peace will be paid for by the Council.
Vehicle	The Mayor is provided with a vehicle for private and business use during the term in office. The Remuneration Authority determination states: *A local authority may provide* *(a) a motor vehicle or* *(b) a vehicle mileage allowance.* *If a motor vehicle is provided for private use annual remuneration must be adjusted in accordance with the Determination. The maximum purchase price is also covered by the Determination. In case of a petrol or diesel vehicle the maximum purchase price is set at $55,000 and in the case of an electric or hybrid vehicle the price is set at $68,500.*

D. Hearing Fees

Chairperson	An elected member who acts as the chairperson of a hearing is entitled to a fee of up to $116 per hour.

Member	An elected member who is not the chairperson of a hearing but acting as a member of the panel is entitled to a fee of up to $93 per hour.
Mayor or Acting Mayor	These fees are not available to the Mayor or to an acting Mayor who is paid the mayor's remuneration and allowances.

(*Fees related to District Licencing Committee hearings are not included in this policy as they are set by the Minister of Justice*.)

E. Claims Processes

All claims for elected members (including mayoral) reimbursement of expenses are to be submitted to the Democracy Services team using the expense claim form. A claim form can be requested from the team and must be completed, signed and submitted with the relevant proof of expenditure (e.g. a tax invoice or receipt) if applicable. All allowances and fees listed in this policy must be claimed for and will not be paid without a claim request.

All claims will be checked for accuracy and approved by the Manager Democracy Services or the Chief Financial Officer in accordance with the provisions of this policy. Any claims outside of this policy must also be approved by the Chief Executive.

F. Review and Monitoring

The Democracy Services Manager will monitor the implementation of this policy. This policy will be reviewed every three years, at the request of Council or in response to legislative and statutory requirements.

G. Document Version Control

Version	Amendment(s) Summary	Sign Off/Comment
1	**Policy Adopted by Council**	Darren Edwards 26 January 2023

Signed……Date:…26/01/23

Darren Edwards

CHIEF EXECUTIVE

7

03/06/2022
PCO 24743/8.0

Local Government Members (2022/23) Determination 2022

This determination is made by the Remuneration Authority under the Remuneration Authority Act 1977 and clauses 6 and 7A of Schedule 7 of the Local Government Act 2002, after having regard to the matters specified in clause 7 of that schedule.

Contents

		Page
1	Title	2
2	Commencement	2
3	Expiry	2
	Interpretation	
4	Interpretation	2
5	Meaning of hearing	2
6	Meaning of hearing time	3
	Entitlement to remuneration, allowances, and hearing fees	
7	Remuneration, allowances, and hearing fees payable	3
8	Acting mayor or chairperson	4
9	Motor vehicles for mayors and regional council chairpersons	4
	Allowances	
10	Definition of member	6
11	Vehicle-kilometre allowance	6
12	Travel-time allowance	7
13	ICT allowances	8
14	Childcare allowance	9
	Hearing fees	
15	Fees related to hearings	9
	Revocation	
16	Revocation	10
	Schedule 1 **Remuneration before 2022 election of members**	11
	Schedule 2 **Remuneration from 2022 election of members**	45

Determination

1 Title

This determination is the Local Government Members (2022/23) Determination 2022.

2 Commencement

This determination comes into force on 1 July 2022.

3 Expiry

This determination expires at the close of 30 June 2023.

Interpretation

4 Interpretation

In this determination, unless the context otherwise requires,—

board means—

(a) a community board of a territorial authority other than the Auckland Council; or

(b) a local board of the Auckland Council

determination term means the period from the coming into force of this determination to its expiry

hearing has the meaning given to it by clause 5

hearing time has the meaning given to it by clause 6

local authority means a regional council or a territorial authority

member means, in relation to a local authority or a board, a person who is declared to be elected to that local authority or board under the Local Electoral Act 2001 or who, as the result of further election or appointment under that Act or the Local Government Act 2002, is an office holder in relation to the local authority or board (for example, a chairperson)

on local authority business includes on the business of any board of the local authority

regional council means a regional council named in Part 1 of Schedule 2 of the Local Government Act 2002

RMA means the Resource Management Act 1991

territorial authority means a territorial authority named in Part 2 of Schedule 2 of the Local Government Act 2002.

5 Meaning of hearing

In this determination, **hearing** means—

(a) a hearing arising from a resource consent application made under section 88 of the RMA; or

(b) a meeting for determining a resource consent application without a formal hearing; or

(c) a hearing arising from a notice of requirement (including one initiated by the local authority); or

(d) a pre-hearing meeting held under section 99 of the RMA in relation to a hearing referred to in paragraph (b) or (d); or

(e) a hearing as part of the process of the preparation, change, variation, or review of a district or regional plan or regional policy statement; or

(f) a mediation hearing in the Environment Court as part of an appeal from a decision of a local authority; or

(g) a hearing on an objection against a charge fixed by a local authority under section 36 of the RMA.

6 Meaning of hearing time

In this determination, **hearing time** means the time spent on any of the following:

(a) conducting a hearing:

(b) formal deliberations to decide the outcome of a hearing:

(c) participating in an official group site inspection related to a hearing:

(d) determining a resource consent application where a formal hearing does not take place:

(e) preparing for a hearing and participating in any inspection of a site for the purposes of a hearing (other than an official group site inspection under paragraph (c)):

(f) writing a decision arising from a hearing or communicating for the purpose of the written decision.

Entitlement to remuneration, allowances, and hearing fees

7 Remuneration, allowances, and hearing fees payable

Remuneration

(1) For the period beginning on 1 July 2022 and ending on the close of the day on which the official result of the 2022 local election is declared under section 86 of the Local Electoral Act 2001 in relation to a local authority, a member of that local authority or a member of a board of that local authority is entitled to the applicable remuneration set out in Schedule 1 (adjusted under clause 9 if applicable).

(2) On and from the day after the date on which the official result of the 2022 election is declared under section 86 of the Local Electoral Act 2001 in relation to

a local authority, a member of that local authority or a member of a board of that local authority is entitled to the applicable remuneration set out in Schedule 2 (adjusted under clause 9 if applicable).

(3) If a member of a territorial authority is also elected or appointed to a board, the member is entitled only to the remuneration that is payable to the member as a member of the territorial authority.

Allowances and hearing fees

(4) A member of a local authority or a member of a board is also entitled to—

(a) the applicable allowances payable under clauses 11 to 14:

(b) the applicable hearing fees payable under clause 15.

8 Acting mayor or chairperson

(1) This clause applies to a member who acts as a mayor or chairperson during a period when, because of a vacancy or temporary absence, the local authority is not paying the remuneration or allowances that it would usually pay to the mayor or chairperson.

(2) While the member is acting as mayor or chairperson, the local authority must pay the member the remuneration and allowances usually payable to the mayor or chairperson, instead of the member's usual remuneration, allowances, and hearing fees.

9 Motor vehicles for mayors and regional council chairpersons

(1) A local authority may provide to the mayor or regional council chairperson of the local authority—

(a) a motor vehicle (which may be provided for restricted private use, partial private use, or full private use); or

(b) a vehicle-kilometre allowance under clause 11.

(2) If a local authority provides a motor vehicle to a mayor or regional council chairperson during the determination term, the maximum purchase price that the local authority may pay for the motor vehicle is,—

(a) in the case of a petrol or diesel vehicle, $55,000; and

(b) in the case of an electric or a hybrid vehicle, $68,500.

(3) If a local authority provides a motor vehicle to a mayor or regional council chairperson for restricted private use, the local authority must not make a deduction from the annual remuneration payable to the mayor or regional council chairperson under Schedule 1 or 2 (as applicable) for the provision of that motor vehicle.

(4) If a local authority provides a motor vehicle to a mayor or regional council chairperson for partial private use or full private use,—

(a) the local authority must adjust the annual remuneration payable to the mayor or regional council chairperson under Schedule 1 or 2 (as applicable) in accordance with subclause (5) or (6) (as applicable); and

(b) the adjustment must take effect on and from—

(i) the date of commencement of this determination (in the case of a motor vehicle provided to the person before that date); or

(ii) the date of provision of the motor vehicle to the person (in the case of a motor vehicle provided during the determination term).

(5) If a local authority provides a motor vehicle to a mayor or regional council chairperson for partial private use, the local authority must deduct the amount calculated in accordance with the following formula from the remuneration payable to that person:

$$v \times 41\% \times 10\%$$

where v means the purchase price of the vehicle.

(6) If a local authority provides a motor vehicle to a mayor or regional council chairperson for full private use, the local authority must deduct the amount calculated in accordance with the following formula from the remuneration payable to that person:

$$v \times 41\% \times 20\%$$

where v means the purchase price of the vehicle.

(7) In this clause,—

full private use means—

(a) the vehicle is usually driven home and securely parked by the mayor or regional council chairperson; and

(b) the vehicle is available for the mayor's or regional council chairperson's unrestricted private use; and

(c) the vehicle is used by the mayor or regional council chairperson for both local authority business and private use; and

(d) the vehicle may also be used by other local authority members or staff on local authority business, with the permission of the mayor or regional council chairperson

partial private use means—

(a) the vehicle is usually driven home and securely parked by the mayor or regional council chairperson; and

(b) the vehicle is used by the mayor or regional council chairperson for both local authority business and private purposes; and

(c) the vehicle may also be used by other local authority members or staff on local authority business, with the permission of the mayor or regional council chairperson; and

(d) all travel in the vehicle is recorded in a logbook; and

(e) the use of the vehicle for private purposes accounts for no more than 10% of the distance travelled in the vehicle in a year

purchase price means the amount paid for the vehicle,—

(a) including goods and services tax and any on-road costs; and

(b) after deducting the amount of any rebate that applies under the clean car discount scheme in respect of the purchase of the vehicle

restricted private use means—

(a) the vehicle is usually driven home and securely parked by the mayor or regional council chairperson; and

(b) the vehicle is otherwise generally available for use by other local authority members or staff on local authority business; and

(c) the vehicle is used solely for local authority business; and

(d) all travel in the vehicle is recorded in a logbook.

Allowances

10 Definition of member

For the purposes of payment of allowances under clauses 11 to 14, **member**, in relation to a territorial authority, includes a member of a board of the territorial authority.

11 Vehicle-kilometre allowance

(1) A local authority may pay to a member a vehicle-kilometre allowance to reimburse that member for costs incurred in relation to eligible travel.

(2) A member's travel is eligible for the allowance if—

(a) it occurs at a time when the member is not provided with a motor vehicle by the local authority; and

(b) the member is travelling—

(i) in a private vehicle; and

(ii) on local authority business; and

(iii) by the most direct route that is reasonable in the circumstances.

(3) The allowance payable to a member for eligible travel is,—

(a) for a petrol or diesel vehicle,—

(i) 83 cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and

(ii) 31 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term:

(b) for a petrol hybrid vehicle,—

(i) 83 cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and

(ii) 18 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term:

(c) for an electric vehicle,—

(i) 83 cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and

(ii) 10 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term.

(4) However, if a member of a local authority travels from a place where the member permanently or temporarily resides that is outside the local authority area, to the local authority area on local authority business, the member is only eligible for a vehicle-kilometre allowance for eligible travel after the member crosses the boundary of the local authority area.

12 Travel-time allowance

(1) A local authority may pay a member (other than a mayor or a regional council chairperson) an allowance for eligible travel time.

(2) A member's travel time is eligible for the allowance if it is time spent travelling within New Zealand—

(a) on local authority business; and

(b) by the quickest form of transport that is reasonable in the circumstances; and

(c) by the most direct route that is reasonable in the circumstances.

(3) The travel-time allowance is $40.00 for each hour of eligible travel time after the first hour of eligible travel time travelled in a day.

(4) However, if a member of a local authority permanently or temporarily resides outside the local authority area and travels to the local authority area on local authority business, the member is only eligible for a travel-time allowance for eligible travel time—

(a) after the member crosses the boundary of the local authority area; and

(b) after the first hour of eligible travel time within the local authority area.

(5) The maximum total amount of travel-time allowance that a member may be paid for eligible travel in a 24-hour period is 8 hours.

(6) Despite subclause (1), the Chatham Islands Council may pay the Mayor of the Chatham Islands Council an allowance for eligible travel time.

13 ICT allowances

Member uses local authority's ICT

(1) If a local authority supplies ICT to a member for use on local authority business and allows for its personal use, the local authority may decide what portion, if any, of the local authority's costs reasonably attributable to such personal use must be paid by the member.

Member uses own equipment and consumables

(2) If a local authority determines that a member requires particular ICT equipment to perform their functions and requests that the member use their own equipment for those purposes, the local authority may pay an allowance.

(3) The matters for which the local authority may pay an allowance, and the amounts that the local authority may pay for the determination term, are as follows:

(a) for the use of a personal computer, tablet, or laptop, including any related docking station, $400:

(b) for the use of a multi-functional or other printer, $50:

(c) for the use of a mobile telephone, $200:

(d) for the use of ICT consumables, up to $200.

Member uses own services

(4) If a local authority requests a member to use the member's own Internet service for the purpose of the member's work on local authority business, the member is entitled to an allowance for that use of up to $800 for the determination term.

(5) If a local authority requests a member to use the member's own mobile telephone service for the purpose of the member's work on local authority business, the member is entitled, at the member's option, to—

(a) an allowance for that use of up to $500 for the determination term; or

(b) reimbursement of actual costs of telephone calls made on local authority business on production of the relevant telephone records and receipts.

Pro-rating

(6) If the member is not a member for the whole of the determination term, subclauses (3) to (5) apply as if each reference to an amount were replaced by a reference to an amount calculated in accordance with the following formula:

$$(a \div b) \times c$$

where—

a is the number of days that the member held office in the determination term

b is the number of days in the determination term

c is the relevant amount specified in subclauses (3) to (5).

(7) The Remuneration Authority may approve rules proposed by a local authority to meet the costs of installing and running special ICT where, because of distance or restricted access, normal communications connections are not available.

(8) In this clause, **ICT** means information or communication technology, including—

(a) ICT equipment (for example, a mobile telephone and a laptop computer); and

(b) ICT services (for example, a mobile telephone service and an Internet service); and

(c) ICT consumables (for example, printer or photocopy paper and ink cartridges).

14 Childcare allowance

(1) A local authority may pay a childcare allowance to an eligible member as a contribution towards expenses incurred by the member for childcare provided while the member is engaged on local authority business.

(2) A member is eligible to be paid a childcare allowance for childcare provided for a child only if—

(a) the member is a parent or guardian of the child or is a person who usually has responsibility for the day-to-day care of the child (other than on a temporary basis); and

(b) the child is under 14 years of age; and

(c) the childcare is provided by a person who—

(i) is not a parent of the child or a spouse, civil union partner, or de facto partner of the member; and

(ii) does not ordinarily reside with the member; and

(d) the member provides evidence satisfactory to the local authority of the amount paid for childcare.

(3) A local authority must not pay childcare allowances to a member that total more than $6,000 per annum per child.

Hearing fees

15 Fees related to hearings

(1) A member of a local authority or member of a board who acts as the chairperson of a hearing is entitled to be paid a fee of up to $116 per hour of hearing time related to the hearing.

(2) A member of a local authority or member of a board who is not the chairperson of a hearing is entitled to be paid a fee of up to $93 per hour of hearing time related to the hearing.

(3) For any period of hearing time that is less than 1 hour, the fee must be apportioned accordingly.

(4) This clause does not apply to—

(a) a mayor or a member who acts as mayor and is paid the mayor's remuneration and allowances under clause 8(2); or

(b) a chairperson of a regional council or a member who acts as chairperson of a regional council and is paid the chairperson's remuneration and allowances under clause 8(2).

Revocation

16 Revocation

The Local Government Members (2021/22) Determination 2021 (LI 2021/173) is revoked.

Schedule 1
Remuneration before 2022 election of members

cl 7(1)

Part 1
Remuneration of members of regional councils

Bay of Plenty Regional Council

Office	Annual remuneration ($)
Chairperson	148,551
Deputy Chairperson of Regional Council	80,004
Committee Chairperson (6)	70,000
Councillor with no additional responsibilities (6)	61,525
Councillor (Minimum Allowable Remuneration)	54,525

Canterbury Regional Council

Office	Annual remuneration ($)
Chairperson	180,000
Deputy Chairperson	106,341
Councillor (with no additional responsibilities) (12)	72,601
Councillor (Minimum Allowable Remuneration)	64,460

Hawke's Bay Regional Council

Office	Annual remuneration ($)
Chairperson	137,904
Deputy Chairperson of Regional Council	73,258
Chairperson Corporate and Strategic Committee	73,258
Chairperson Regional Transport Committee and Hearings Committee	73,258
Chairperson Finance, Audit and Risk Sub-committee	73,258
Chairperson, Clifton to Tangoio Coastal Hazards Strategy Joint Committee	73,258
Chairperson Environment and Integrated Catchments Committee	73,258
Councillor with no additional responsibilities (2)	62,868
Councillor (Minimum Allowable Remuneration)	51,083

Manawatū–Whanganui Regional Council

Office	Annual remuneration ($)
Chairperson	145,002
Deputy Chairperson	68,603
Audit, Risk, and Investment Committee Chair and Catchment Operations Committee Deputy Chair	68,603
Audit, Risk, and Investment Committee Deputy Chair	50,818
Catchment Operations Committee Chair	73,685
Environment Committee Chair	66,062

Office	Annual remuneration ($)
Environment Committee Deputy Chair	50,818
Passenger Transport Committee Chair	66,062
Passenger Transport Committee Deputy Chair	50,818
Manawatu River Users' Advisory Group Chair	50,818
Councillor (with no additional responsibilities) (2)	50,818
Councillor (Minimum Allowable Remuneration)	46,008

Northland Regional Council

Office	Annual remuneration ($)
Chairperson	128,271
Deputy Chairperson	79,181
Councillor (with no additional responsibilities) (7)	71,681
Councillor (Minimum Allowable Remuneration)	53,710

Otago Regional Council

Office	Annual remuneration ($)
Chairperson	149,058
Deputy Chairperson	91,055
Councillor (with no additional responsibilities) (9)	69,155
Councillor (Minimum Allowable Remuneration)	49,351

Southland Regional Council

Office	Annual remuneration ($)
Chairperson	124,215
Deputy Chairperson and Regional Transport Committee Chair	63,784
Chair, Strategy and Policy Committee	54,672
Chair, Organisational Performance and Audit Committee	54,672
Chair, Regulatory Committee	54,672
Chair, Regional Services Committee	54,672
Councillor (with no additional responsibilities) (6)	45,560
Councillor (Minimum Allowable Remuneration)	37,788

Taranaki Regional Council

Office	Annual remuneration ($)
Chairperson	103,986
Deputy Chairperson of Regional Council	56,042
Chairperson Executive, Audit and Risk Committee	56,042
Chairperson Consents and Regulatory Committee	56,042
Chairperson Policy and Planning Committee	56,042
Chairperson Regional Transport Committee	45,781
Chairperson Civil Defence Group Committee	45,781
Councillor with no additional responsibilities (4)	39,466
Councillor (Minimum Allowable Remuneration)	37,493

Waikato Regional Council

Office	Annual remuneration ($)
Chairperson	163,254
Deputy Chairperson	86,228
Committee Chair (8)	73,860
Councillor (with no additional responsibilities) (4)	64,160
Councillor (Minimum Allowable Remuneration)	58,640

Wellington Regional Council

Office	Annual remuneration ($)
Chairperson	176,436
Deputy Council Chairperson (with committee chairperson responsibilities)	93,084
Chair, Environment Committee	82,712
Chair, Transport and Infrastructure Committee	82,712
Chair, Climate Committee	82,712
Chair, Chief Executive Employment Review Committee	82,712
Chair, Te Upoko Taiao—Natural Resources Plan Committee	82,712
Chair, Hutt Valley Flood Management Subcommittee and Portfolio Leader	82,712
Portfolio Leader, Sustainable Development	79,614
Councillor (with no additional responsibilities) (4)	66,346
Councillor (Minimum Allowable Remuneration)	62,378

West Coast Regional Council

Office	Annual remuneration ($)
Chairperson	85,683
Deputy Chairperson of Regional Council and Chairperson Resource Management Committee	64,456
Councillor with no additional responsibilities (5)	52,512
Councillor (Minimum Allowable Remuneration)	36,777

Part 2
Remuneration of members of territorial authorities and their community or local boards

Ashburton District Council

Office	Annual remuneration ($)
Mayor	123,201
Deputy Mayor	59,182
Councillor (with no additional responsibilities) (8)	41,214
Councillor (Minimum Allowable Remuneration)	25,779

Methven Community Board

Office	Annual remuneration ($)
Chairperson	5,554
Member	2,777

Auckland Council

Office	Annual remuneration ($)
Mayor	296,000
Deputy Mayor	167,900
Chair of Committee of the Whole (4)	140,857
Chair of Regulatory Committee	140,857
Deputy Chair of Committee of the Whole (4)	127,240
Chair of other Committee (2)	124,970
Council-controlled Organisation Liaison Councillor (2)	124,970
Deputy Chair of other Committee (5)	119,297
Portfolio Lead	114,758
Councillor (Minimum Allowable Remuneration)	107,794

Albert–Eden Local Board

Office	Annual remuneration ($)
Chairperson	93,744
Deputy Chairperson	56,247
Member	46,872

Aotea/Great Barrier Local Board

Office	Annual remuneration ($)
Chairperson	58,559
Deputy Chairperson	35,135
Member	29,279

Devonport–Takapuna Local Board

Office	Annual remuneration ($)
Chairperson	87,052
Deputy Chairperson	52,231
Member	43,526

Franklin Local Board

Office	Annual remuneration ($)
Chairperson	92,021
Deputy Chairperson	55,212
Member	46,010

Henderson–Massey Local Board

Office	Annual remuneration ($)
Chairperson	100,944
Deputy Chairperson	60,566
Member	50,472

Hibiscus and Bays Local Board

Office	Annual remuneration ($)
Chairperson	92,629
Deputy Chairperson	55,577
Member	46,314

Howick Local Board

Office	Annual remuneration ($)
Chairperson	99,856
Deputy Chairperson	59,913
Member	49,928

Kaipātiki Local Board

Office	Annual remuneration ($)
Chairperson	91,818
Deputy Chairperson	55,091
Member	45,909

Māngere–Ōtāhuhu Local Board

Office	Annual remuneration ($)
Chairperson	101,147
Deputy Chairperson	60,688
Member	50,573

Manurewa Local Board

Office	Annual remuneration ($)
Chairperson	100,335
Deputy Chairperson	60,201
Member	50,168

Maungakiekie–Tāmaki Local Board

Office	Annual remuneration ($)
Chairperson	95,975
Deputy Chairperson	57,585
Member	47,988

Ōrākei Local Board

Office	Annual remuneration ($)
Chairperson	90,195
Deputy Chairperson	54,117
Member	45,098

Ōtara–Papatoetoe Local Board

Office	Annual remuneration ($)
Chairperson	100,437
Deputy Chairperson	60,262
Member	50,218

Papakura Local Board

Office	Annual remuneration ($)
Chairperson	93,846
Deputy Chairperson	56,307
Member	46,923

Puketāpapa Local Board

Office	Annual remuneration ($)
Chairperson	91,108
Deputy Chairperson	54,665
Member	45,554

Rodney Local Board

Office	Annual remuneration ($)
Chairperson	88,979
Deputy Chairperson	53,387
Member	44,489

Upper Harbour Local Board

Office	Annual remuneration ($)
Chairperson	87,458
Deputy Chairperson	52,475
Member	43,729

Waiheke Local Board

Office	Annual remuneration ($)
Chairperson	70,422
Deputy Chairperson	42,253
Member	35,211

Waitākere Ranges Local Board

Office	Annual remuneration ($)
Chairperson	88,573
Deputy Chairperson	53,144
Member	44,286

Waitematā Local Board

Office	Annual remuneration ($)
Chairperson	98,713
Deputy Chairperson	59,228
Member	49,356

Whau Local Board

Office	Annual remuneration ($)
Chairperson	93,035
Deputy Chairperson	55,821
Member	46,517

Buller District Council

Office	Annual remuneration ($)
Mayor	96,837
Deputy Mayor and Finance Risk and Audit Committee Chair	42,959
Regulatory and Hearings Committee Chair	29,579
Community, Environment and Services Committee Chair	29,579
Community Grants Portfolio Holder	25,463
Youth Development Portfolio Holder	25,463
Punakaiki Area Portfolio Holder	25,463
Councillor (with no additional responsibilities) (4)	23,403
Councillor (Minimum Allowable Remuneration)	19,836

Inangahua Community Board

Office	Annual remuneration ($)
Chairperson	7,367
Member	3,684

Carterton District Council

Office	Annual remuneration ($)
Mayor	85,683
Deputy Mayor	49,995
Councillor (with no additional responsibilities) (6)	29,462
Councillor (Minimum Allowable Remuneration)	19,374

Central Hawke's Bay District Council

Office	Annual remuneration ($)
Mayor	106,470
Deputy Mayor, Chair of Strategy and Wellbeing Committee, Lead Urban Councillor	54,968
Chair of Finance and Infrastructure Committee and Member of Risk and Assurance Committee	41,588
Lead Rural Councillor and Member of Risk and Assurance Committee	34,384
Member of Risk and Assurance Committee (2)	31,296
Councillor (with no additional responsibilities) (3)	27,179
Councillor (Minimum Allowable Remuneration)	24,639

Central Otago District Council

Office	Annual remuneration ($)
Mayor	108,498
Deputy Mayor, Portfolio Lead and Member Cromwell Community Board	32,834
Portfolio Lead and Member Cromwell Community Board	28,456
Councillor and Chairperson Vincent Community Board	28,456
Portfolio Lead and Member Teviot Valley Community Board	26,814
Portfolio Lead and Member Maniototo Community Board	26,814
Councillor and Member Cromwell Community Board	25,173
Councillor and Member Vincent Community Board (2)	25,173
Councillor with no additional responsibilities (3)	21,889
Councillor (Minimum Allowable Remuneration)	21,354

Cromwell Community Board

Office	Annual remuneration ($)
Chairperson	14,661
Member	7,331

Maniototo Community Board

Office	Annual remuneration ($)
Chairperson	7,109
Member	3,554

Teviot Valley Community Board

Office	Annual remuneration ($)
Chairperson	7,109
Member	3,554

Vincent Community Board

Office	Annual remuneration ($)
Chairperson	15,774

Office	Annual remuneration ($)
Member	7,887

Chatham Islands Council

Office	Annual remuneration ($)
Mayor	55,263
Deputy Mayor	24,277
Councillor with no additional responsibilities (7)	18,218
Councillor (Minimum Allowable Remuneration)	13,765

Christchurch City Council

Office	Annual remuneration ($)
Mayor	197,730
Deputy Mayor	133,088
Councillor with no additional responsibilities (15)	115,728
Councillor (Minimum Allowable Remuneration)	98,642

Banks Peninsula Community Board

Office	Annual remuneration ($)
Chairperson	20,305
Member	10,153

Coastal–Burwood Community Board

Office	Annual remuneration ($)
Chairperson	48,376
Member	24,188

Fendalton–Waimairi–Harewood Community Board

Office	Annual remuneration ($)
Chairperson	47,720
Member	23,860

Halswell–Hornby–Riccarton Community Board

Office	Annual remuneration ($)
Chairperson	50,347
Member	25,173

Linwood–Central–Heathcote Community Board

Office	Annual remuneration ($)
Chairperson	50,347
Member	25,173

Papanui–Innes Community Board

Office	Annual remuneration ($)
Chairperson	48,376
Member	24,188

Spreydon–Cashmere Community Board

Office	Annual remuneration ($)
Chairperson	48,376
Member	24,188

Clutha District Council

Office	Annual remuneration ($)
Mayor	111,540
Deputy Mayor	31,746
Chairperson Standing Committee (3)	30,235
Member Executive Committee (4)	25,701
Member Creative Communities	24,190
Councillor with no additional responsibilities (5)	22,676
Councillor (Minimum Allowable Remuneration)	20,250

Lawrence–Tuapeka Community Board

Office	Annual remuneration ($)
Chairperson	5,998
Member	2,999

West Otago Community Board

Office	Annual remuneration ($)
Chairperson	7,109
Member	3,554

Dunedin City Council

Office	Annual remuneration ($)
Mayor	168,831
Deputy Mayor	92,521
Chairs (6)	87,422
Councillor (with no additional responsibilities) (7)	72,851
Councillor (Minimum Allowable Remuneration)	60,691

Mosgiel–Taieri Community Board

Office	Annual remuneration ($)
Chairperson	19,799
Member	9,899

Otago Peninsula Community Board

Office	Annual remuneration ($)
Chairperson	16,718
Member	8,359

Saddle Hill Community Board

Office	Annual remuneration ($)
Chairperson	16,939
Member	8,469

Strath Taieri Community Board

Office	Annual remuneration ($)
Chairperson	14,889
Member	7,445

Waikouaiti Coast Community Board

Office	Annual remuneration ($)
Chairperson	16,498
Member	8,249

West Harbour Community Board

Office	Annual remuneration ($)
Chairperson	16,939
Member	8,469

Far North District Council

Office	Annual remuneration ($)
Mayor	157,170
Deputy Mayor	120,397
Committee Chairperson (4)	97,464
Councillor with no additional responsibilities (4)	75,162
Councillor (Minimum Allowable Remuneration)	58,903

Bay of Islands–Whangaroa Community Board

Office	Annual remuneration ($)
Chairperson	32,186
Member	16,093

Kaikohe–Hokianga Community Board

Office	Annual remuneration ($)
Chairperson	27,589
Member	13,795

Te Hiku Community Board

Office	Annual remuneration ($)
Chairperson	28,164
Member	14,082

Gisborne District Council

Office	Annual remuneration ($)
Mayor	157,170
Deputy Mayor	67,607
Chairperson Operations Committee	58,593
Chairperson Regional Transport Committee and Rural Councillor	54,086
Chairperson Wastewater Management Committee	54,086
Rural Councillor (3)	47,325
Councillor with no additional responsibilities (6)	45,071
Councillor (Minimum Allowable Remuneration)	38,446

Gore District Council

Office	Annual remuneration ($)
Mayor	100,893
Deputy Mayor	36,463
Audit and Risk Committee Chair	30,876
Capital Works Committee Chair	30,876
Community and Strategy Committee Chair	30,876
Councillor (with no additional responsibilities) (7)	23,672
Councillor (Minimum Allowable Remuneration)	19,017

Mataura Community Board

Office	Annual remuneration ($)
Chairperson	4,242
Member	2,121

Grey District Council

Office	Annual remuneration ($)
Mayor	103,428
Deputy Mayor also Portfolio Councillor for Three Waters	41,992
Councillor—Portfolio Transport	36,744
Councillor—Portfolio Spatial Development, Finance and Risk	36,744
Councillor (with no additional responsibilities) (5)	28,124
Councillor (Minimum Allowable Remuneration)	22,868

Hamilton City Council

Office	Annual remuneration ($)
Mayor	176,943
Deputy Mayor	114,642

Office	Annual remuneration ($)
Chair of Committee (7)	103,640
Deputy Chair of Committee (4)	94,264
Councillor (Minimum Allowable Remuneration)	75,974

Hastings District Council

Office	Annual remuneration ($)
Mayor	155,649
Deputy Mayor	80,067
Chair: Committees of the Whole (2)	66,341
Chair: Subcommittee (5)	57,191
Deputy Committee Chair (4)	52,615
Ambassador for Hastings	52,615
Champion—Flaxmere Development	48,040
Councillor (Minimum Allowable Remuneration)	44,378

Hastings District Rural Community Board

Office	Annual remuneration ($)
Chairperson	15,475
Member	7,738

Hauraki District Council

Office	Annual remuneration ($)
Mayor	119,652
Deputy Mayor	42,274
Ward Committee Chairperson (3)	31,149
Emergency Management Committee Chairperson	28,924
Portfolio Leader (4)	26,699
Councillor with no additional responsibilities (4)	22,249
Councillor (Minimum Allowable Remuneration)	22,014

Horowhenua District Council

Office	Annual remuneration ($)
Mayor	130,806
Deputy Mayor	71,013
Deputy Chair Finance, Audit and Risk Subcommittee	43,396
Chairperson, Community Funding and Recognition Committee	47,342
Chairperson, Community Wellbeing Committee	47,342
Councillor (with no additional responsibilities) (6)	39,452
Councillor (Minimum Allowable Remuneration)	28,978

Foxton Community Board

Office	Annual remuneration ($)
Chairperson	12,884

Office	Annual remuneration ($)
Member	6,442

Hurunui District Council

Office	Annual remuneration ($)
Mayor	103,935
Deputy Mayor	34,475
Councillor (with no additional responsibilities) (9)	24,625
Councillor (Minimum Allowable Remuneration)	20,821

Hanmer Springs Community Board

Office	Annual remuneration ($)
Chairperson	8,259
Member	4,130

Hutt City Council

Office	Annual remuneration ($)
Mayor	160,212
Deputy Mayor/Chair of Standing Committee	102,945
Chair of Standing Committee (3)	82,463
Deputy Chair of Standing Committee (4)	65,451
Chair Traffic Subcommittee	69,150
Councillor with no additional responsibilities (3)	55,304
Councillor (Minimum Allowable Remuneration)	54,379

Eastbourne Community Board

Office	Annual remuneration ($)
Chairperson	13,926
Member	6,963

Petone Community Board

Office	Annual remuneration ($)
Chairperson	16,580
Member	8,290

Wainuiomata Community Board

Office	Annual remuneration ($)
Chairperson	17,465
Member	8,732

Invercargill City Council

Office	Annual remuneration ($)
Mayor	141,960
Deputy Mayor	57,040

Office	Annual remuneration ($)
Infrastructural Services Standing Committee Chairperson	49,538
Infrastructural Services Standing Committee Deputy Chairperson	43,800
Performance, Policy and Partnership Standing Committee Chairperson	49,538
Performance, Policy and Partnership Standing Committee Deputy Chairperson	43,800
Councillor (with additional responsibilities) (7)	39,710
Councillor (Minimum Allowable Remuneration)	35,152

Bluff Community Board

Office	Annual remuneration ($)
Chairperson	8,842
Member	4,421

Kaikōura District Council

Office	Annual remuneration ($)
Mayor	85,683
Deputy Mayor	40,816
Councillor with no additional responsibilities (6)	27,213
Councillor (Minimum Allowable Remuneration)	19,579

Kaipara District Council

Office	Annual remuneration ($)
Mayor	120,666
Deputy Mayor	56,619
Councillor with no additional responsibilities (7)	44,757
Councillor (Minimum Allowable Remuneration)	30,924

Kapiti Coast District Council

Office	Annual remuneration ($)
Mayor	140,439
Deputy Mayor	61,753
Chair, Strategy and Operations	56,607
Portfolio A Holder (4)	52,088
Portfolio B Holder (4)	46,372
Councillor (Minimum Allowable Remuneration)	36,555

Ōtaki Community Board

Office	Annual remuneration ($)
Chairperson	15,695
Member	7,848

Paekākāriki Community Board

Office	Annual remuneration ($)
Chairperson	8,179
Member	4,090

Paraparaumu–Raumati Community Board

Office	Annual remuneration ($)
Chairperson	20,559
Member	10,280

Waikanae Community Board

Office	Annual remuneration ($)
Chairperson	16,802
Member	8,401

Kawerau District Council

Office	Annual remuneration ($)
Mayor	94,809
Deputy Mayor	36,702
Chair of Regulatory and Services Committee	32,770
Councillor (with no additional responsibilities) (6)	26,216
Councillor (Minimum Allowable Remuneration)	18,196

Mackenzie District Council

Office	Annual remuneration ($)
Mayor	85,683
Deputy Mayor	35,742
Engineering and Services Committee Chair	35,742
Commercial and Economic Development Committee Chair	35,742
Planning and Regulatory Committee Chair	35,742
Councillor (with no additional responsibilities) (2)	19,221
Councillor (Minimum Allowable Remuneration)	19,221

Fairlie Community Board

Office	Annual remuneration ($)
Chairperson	4,117
Member	2,058

Tekapo Community Board

Office	Annual remuneration ($)
Chairperson	4,117
Member	2,058

Twizel Community Board

Office	Annual remuneration ($)
Chairperson	5,135
Member	2,567

Manawatu District Council

Office	Annual remuneration ($)
Mayor	122,694
Deputy Mayor	55,556
Audit and Risk Committee Chairperson	43,652
Community Development Committee Chairperson	43,652
Hearings Committee Chairperson	43,652
Health and Safety Governance Representative	43,652
Councillor with no additional responsibilities (4)	39,683
Councillor (Minimum Allowable Remuneration)	29,154

Marlborough District Council

Office	Annual remuneration ($)
Mayor	142,974
Deputy Mayor	58,855
Chairperson Standing Committee	52,231
Chairperson Statutory/Joint Committee (2)	47,110
Deputy Chairperson Standing Committee	44,038
Deputy Chairperson Standing Committee and Chairperson Sub-Committee (2)	46,086
Chairperson Sub-Committee (3)	43,014
Chairperson of 2 or more Sub-Committees	45,062
Councillor (with no additional responsibilities) (2)	40,966
Councillor (Minimum Allowable Remuneration)	37,566

Masterton District Council

Office	Annual remuneration ($)
Mayor	123,708
Deputy Mayor	47,732
Chair—Infrastructure and Services Committee	47,732
Chair—Awards and Grants Committee	42,224
Chair—Hearings Committee	40,388
Councillor (with no additional responsibilities) (6)	36,717
Councillor (Minimum Allowable Remuneration)	30,053

Matamata-Piako District Council

Office	Annual remuneration ($)
Mayor	124,722
Deputy Mayor	40,543

Office	Annual remuneration ($)
Chair of Corporate and Operations Committee	40,543
Councillor (with no additional responsibilities) (9)	35,255
Councillor (Minimum Allowable Remuneration)	27,857

Napier City Council

Office	Annual remuneration ($)
Mayor	147,537
Deputy Mayor and Chair of Standing Committee	83,400
Chair of Standing Committee (3)	63,593
Deputy Chair of Standing Committee (4)	59,684
Portfolio Holder (4)	55,539
Councillor (Minimum Allowable Remuneration)	44,976

Nelson City Council

Office	Annual remuneration ($)
Mayor	146,523
Deputy Mayor	67,332
Senior Chair (Chair of Infrastructure, Regional Transport Committee, Deputy Chair Environment and Climate Committee (Nelson Plan Lead))	58,134
Committee Chair (2)	58,134
Subcommittee Chair	49,995
Councillor (with no additional responsibilities) (7)	45,372
Councillor (Minimum Allowable Remuneration)	40,083

New Plymouth District Council

Office	Annual remuneration ($)
Mayor	154,128
Deputy Mayor	82,308
Chairperson Strategy and Operations Committee	66,875
Chairperson Finance, Audit and Risk Committee	61,731
Chairperson Te Huinga Taumatua	61,731
Chairperson Strategy Projects Committee	61,731
Councillor with no additional responsibilities (9)	51,442
Councillor (Minimum Allowable Remuneration)	44,513

Clifton Community Board

Office	Annual remuneration ($)
Chairperson	12,821
Member	6,410

Inglewood Community Board

Office	Annual remuneration ($)
Chairperson	15,254
Member	7,627

Kaitake Community Board

Office	Annual remuneration ($)
Chairperson	13,706
Member	6,853

Waitara Community Board

Office	Annual remuneration ($)
Chairperson	15,254
Member	7,627

Ōpōtiki District Council

Office	Annual remuneration ($)
Mayor	100,386
Deputy Mayor	53,743
Cultural Ambassador/Coast Community Board Chair	46,057
Councillor (with no additional responsibilities) (4)	29,590
Councillor (Minimum Allowable Remuneration)	22,018

Coast Community Board

Office	Annual remuneration ($)
Chairperson	10,269
Member	5,135

Ōtorohanga District Council

Office	Annual remuneration ($)
Mayor	93,795
Deputy Mayor and Member Grants and Awards Committee	39,642
Council Representative on Ōtorohanga Community Board and Member Grants and Awards Committee	30,736
Council Representative on Ōtorohanga Community Board	28,612
Chairperson Grants and Awards Committee	24,432
Council Representative on Kawhia Community Board and Member Risk and Assurance Committee	27,552
Deputy Chairperson Risk and Assurance Committee	27,619
Member Risk and Assurance Committee	25,494
Councillor (Minimum Allowable Remuneration)	19,170

Kawhia Community Board

Office	Annual remuneration ($)
Chairperson	4,117
Member	2,058

Ōtorohanga Community Board

Office	Annual remuneration ($)
Chairperson	14,733
Member	7,367

Palmerston North City Council

Office	Annual remuneration ($)
Mayor	154,635
Deputy Mayor, Chair—Planning and Strategy Committee, Chair—Hearings Committee, and Chair—Chief Executive Performance Review	85,873
Chair—Finance and Audit Committee	55,440
Chair—Infrastructure Committee	55,440
Chair—Arts, Culture and Heritage Committee	52,036
Chair—Community Development	52,036
Chair—Economic Development Committee	52,036
Chair—Environmental Sustainability Committee	52,036
Chair—Play, Recreation and Sport Committee	52,036
Councillor (with no additional responsibilities) (7)	48,632
Councillor (Minimum Allowable Remuneration)	44,107

Porirua City Council

Office	Annual remuneration ($)
Mayor	147,030
Deputy Mayor	72,662
Chair Te Puna Kōrero	69,826
Chair Chief Executive's Employment Committee	56,195
Councillor (with no additional responsibilities) (7)	51,564
Councillor (Minimum Allowable Remuneration)	39,749

Queenstown-Lakes District Council

Office	Annual remuneration ($)
Mayor	129,792
Deputy Mayor	49,728
Chair of Standing Committee (4)	46,519
Councillor (with no additional responsibilities) (5)	40,103
Councillor (Minimum Allowable Remuneration)	33,375

Wanaka Community Board

Office	Annual remuneration ($)
Chairperson	24,659
Member	12,329

Rangitikei District Council

Office	Annual remuneration ($)
Mayor	108,498
Deputy Mayor and Chair of the Chief Executive Review Committee	41,487
Committee Chair (2)	29,653
Committee Deputy Chair (3)	25,537
Councillor (with no additional responsibilities) (5)	23,478
Councillor (Minimum Allowable Remuneration)	20,860

Ratana Community Board

Office	Annual remuneration ($)
Chairperson	4,377
Member	2,189

Taihape Community Board

Office	Annual remuneration ($)
Chairperson	8,929
Member	4,465

Rotorua District Council

Office	Annual remuneration ($)
Mayor	154,128
Deputy Mayor, Lead—Economic Development Working Group, and Lead—Sustainable Environment Working Group	110,125
Chairperson Strategy, Policy and Finance Committee and Lead—Four Wellbeings Working Group	91,450
Chairperson Operations and Monitoring Committee, Lead—Liveable Communities Working Group, and Lead—Housing Working Group	91,450
Deputy Chairperson Strategy, Policy and Finance Committee, Lead—Economic Development (Housing Development) Working Group, and Lead—Sport and Recreation Working Group	77,914
Deputy Chairperson Operations and Monitoring Committee and Lead—Arts and Culture Working Group	77,914
Cultural Ambassador	77,914
Lead—Climate Change Working Group	77,914
Councillor with no additional responsibilities (3)	60,569
Councillor (Minimum Allowable Remuneration)	54,431

Rotorua Lakes Community Board

Office	Annual remuneration ($)
Chairperson	17,288
Member	8,644

Rotorua Rural Community Board

Office	Annual remuneration ($)
Chairperson	19,321
Member	9,661

Ruapehu District Council

Office	Annual remuneration ($)
Mayor	111,033
Deputy Mayor	38,896
Councillor (with no additional responsibilities) (10)	26,463
Councillor (Minimum Allowable Remuneration)	20,211

National Park Community Board

Office	Annual remuneration ($)
Chairperson	6,028
Member	3,014

Waimarino–Waiouru Community Board

Office	Annual remuneration ($)
Chairperson	8,929
Member	4,465

Selwyn District Council

Office	Annual remuneration ($)
Mayor	138,411
Deputy Mayor	52,842
Councillor (with no additional responsibilities) (10)	44,039
Councillor (Minimum Allowable Remuneration)	35,624

Malvern Community Board

Office	Annual remuneration ($)
Chairperson	18,238
Member	9,119

South Taranaki District Council

Office	Annual remuneration ($)
Mayor	127,764
Deputy Mayor	49,631
Member Audit and Risk Committee (4)	36,397
Councillor with no additional responsibilities (7)	33,088
Councillor (Minimum Allowable Remuneration)	26,152

Eltham-Kaponga Community Board

Office	Annual remuneration ($)
Chairperson	11,733
Member	5,866

Pātea Community Board

Office	Annual remuneration ($)
Chairperson	11,330
Member	5,665

Taranaki Coastal Community Board

Office	Annual remuneration ($)
Chairperson	12,850
Member	6,425

Te Hāwera Community Board

Office	Annual remuneration ($)
Chairperson	14,440
Member	7,220

South Waikato District Council

Office	Annual remuneration ($)
Mayor	122,187
Deputy Mayor (Chair Community and Assets Committee)	50,017
Committee Chair A Corporate and Regulatory Committee	42,444
Committee Chair B Grants	39,794
Councillor (with no additional responsibilities) (7)	35,307
Councillor (Minimum Allowable Remuneration)	27,034

Tirau Community Board

Office	Annual remuneration ($)
Chairperson	6,886
Member	3,443

South Wairarapa District Council

Office	Annual remuneration ($)
Mayor	94,302
Deputy Mayor	35,275
Chair of Finance, Audit, and Risk Committee	27,934
Chair of Planning and Regulatory Committee	25,959
Chair of Assets and Services Committee	25,734
District Licensing Deputy Chair	23,501
Martinborough Community Board and Waste Minimisation responsibilities	26,422

Office	Annual remuneration ($)
Greytown Community Board and Water Management responsibilities	28,362
Martinborough Community Board	25,148
Wairarapa Policies and Road Safety Council	27,663
Councillor (Minimum Allowable Remuneration)	18,855

Featherston Community Board

Office	Annual remuneration ($)
Chairperson	6,697
Member	3,349

Greytown Community Board

Office	Annual remuneration ($)
Chairperson	6,697
Member	3,349

Martinborough Community Board

Office	Annual remuneration ($)
Chairperson	6,697
Member	3,349

Southland District Council

Office	Annual remuneration ($)
Mayor	125,736
Deputy Mayor	44,764
Committee Chairperson (2)	38,854
Councillor (with no additional responsibilities) (9)	31,710
Councillor (Minimum Allowable Remuneration)	26,630

Ardlussa Community Board

Office	Annual remuneration ($)
Chairperson	7,702
Member	3,851

Fiordland Community Board

Office	Annual remuneration ($)
Chairperson	9,469
Member	4,734

Northern Community Board

Office	Annual remuneration ($)
Chairperson	7,446
Member	3,723

Oraka Aparima Community Board

Office	Annual remuneration ($)
Chairperson	8,319
Member	4,160

Oreti Community Board

Office	Annual remuneration ($)
Chairperson	10,719
Member	5,360

Stewart Island/Rakiura Community Board

Office	Annual remuneration ($)
Chairperson	4,117
Member	2,058

Tuatapere Te Waewae Community Board

Office	Annual remuneration ($)
Chairperson	7,265
Member	3,633

Waihopai Toetoe Community Board

Office	Annual remuneration ($)
Chairperson	10,091
Member	5,046

Wallace Takitimu Community Board

Office	Annual remuneration ($)
Chairperson	8,845
Member	4,423

Stratford District Council

Office	Annual remuneration ($)
Mayor	91,767
Deputy Mayor	35,477
Chairperson Stratford Sport NZ Rural Travel Fund	26,354
Chairperson Farm and Aerodrome Committee	29,143
Councillor (with no additional responsibilities) (7)	25,342
Councillor (Minimum Allowable Remuneration)	18,905

Tararua District Council

Office	Annual remuneration ($)
Mayor	114,075
Deputy Mayor	50,528
Councillor with no additional responsibilities (7)	38,852

Office	Annual remuneration ($)
Councillor (Minimum Allowable Remuneration)	27,499

Dannevirke Community Board

Office	Annual remuneration ($)
Chairperson	11,996
Member	5,998

Eketahuna Community Board

Office	Annual remuneration ($)
Chairperson	7,775
Member	3,887

Tasman District Council

Office	Annual remuneration ($)
Mayor	156,156
Deputy Mayor	69,022
Chairperson Standing Committee (2)	55,217
Councillor with no additional responsibilities (10)	46,014
Councillor (Minimum Allowable Remuneration)	38,320

Golden Bay Community Board

Office	Annual remuneration ($)
Chairperson	13,486
Member	6,743

Motueka Community Board

Office	Annual remuneration ($)
Chairperson	15,033
Member	7,516

Taupo District Council

Office	Annual remuneration ($)
Mayor	135,876
Deputy Mayor	48,987
Chair—Emergency Management Committee	46,945
Chair—Taupo Reserves and Roading Committee	46,945
Chair—Mangakino/Pouakani Representative Group	46,945
Chair—Kinloch Representative Group	44,904
Chair—Taupo East Rural Representative Group	44,904
Councillor (with no additional responsibilities) (5)	40,823
Councillor (Minimum Allowable Remuneration)	35,762

Turangi–Tongariro Community Board

Office	Annual remuneration ($)
Chairperson	17,328
Member	8,664

Tauranga City Council

Office	Annual remuneration ($)
Mayor	168,831
Deputy Mayor	123,788
Chairperson of Standing Committee (3)	116,253
Deputy Chairperson of Standing Committee (4)	109,795
Councillor (with no additional responsibilities) (2)	107,642
Councillor (Minimum Allowable Remuneration)	79,538

Thames-Coromandel District Council

Office	Annual remuneration ($)
Mayor	131,820
Deputy Mayor, Member Audit and Risk Committee, and Member Chief Executive Liaison Committee	69,518
Chairperson Emergency Management Committee, Holder Emergency Management Portfolio, Member Audit and Risk Committee, Member Chief Executive Liaison Committee, and Member Regional Civil Defence Emergency Management Group	65,255
Holder Infrastructure Portfolio, Member Audit and Risk Committee, and Member Regional Transport Committee	65,255
Member Audit and Risk Committee, Member Coromandel Catchment Liaison Committee, and Member Emergency Management Committee	58,860
Member Audit and Risk Committee and Member Emergency Management Committee	49,101
Member Audit and Risk Committee and Member Chief Executive Liaison Committee	49,101
Member Audit and Risk Committee (2)	49,101
Councillor (Minimum Allowable Remuneration)	37,544

Coromandel–Colville Community Board

Office	Annual remuneration ($)
Chairperson	16,173
Member	8,087

Mercury Bay Community Board

Office	Annual remuneration ($)
Chairperson	19,350
Member	9,675

Tairua–Pauanui Community Board

Office	Annual remuneration ($)
Chairperson	16,173
Member	8,087

Thames Community Board

Office	Annual remuneration ($)
Chairperson	20,506
Member	10,253

Whangamata Community Board

Office	Annual remuneration ($)
Chairperson	17,617
Member	8,808

Timaru District Council

Office	Annual remuneration ($)
Mayor	134,355
Deputy Mayor	65,232
Chairperson Commercial and Strategy Committee	53,000
Chairperson Community Services Committee	53,000
Chairperson Environmental Services Committee	53,000
Chairperson Infrastructure Committee	53,000
Deputy Chairperson Commercial and Strategy Committee	46,885
Deputy Chairperson Community Services Committee	46,885
Deputy Chairperson Environmental Services Committee	46,885
Deputy Chairperson Infrastructure Committee	46,885
Councillor (Minimum Allowable Remuneration)	36,581

Geraldine Community Board

Office	Annual remuneration ($)
Chairperson	11,330
Member	5,665

Pleasant Point Community Board

Office	Annual remuneration ($)
Chairperson	8,885
Member	4,443

Temuka Community Board

Office	Annual remuneration ($)
Chairperson	11,552
Member	5,776

Upper Hutt City Council

Office	Annual remuneration ($)
Mayor	129,792
Deputy Mayor	55,464
Chair, Policy Committee	48,070
Chair, Finance and Performance Committee	48,070
Chair, City Development Committee	48,070
Chair, Risk and Assurance Committee	44,372
Chair, Hutt Valley Services Committee	44,372
Councillor (with no additional responsibilities) (4)	36,977
Councillor (Minimum Allowable Remuneration)	32,814

Waikato District Council

Office	Annual remuneration ($)
Mayor	150,579
Deputy Mayor	81,652
Chairperson (Infrastructure Committee)	71,261
Chairperson (Strategy and Finance Committee)	71,261
Chairperson (Policy and Regulatory Committee)	71,261
Chairperson (Discretionary and Funding Committee)	56,910
Chairperson (Proposed District Plan Subcommittee)	61,239
Councillor (with no additional responsibilities) (7)	49,486
Councillor (Minimum Allowable Remuneration)	43,767

Huntly Community Board

Office	Annual remuneration ($)
Chairperson	10,831
Member	5,416

Ngāruawāhia Community Board

Office	Annual remuneration ($)
Chairperson	10,831
Member	5,416

Onewhero–Tuakau Community Board

Office	Annual remuneration ($)
Chairperson	11,275
Member	5,637

Raglan Community Board

Office	Annual remuneration ($)
Chairperson	9,064
Member	4,532

Taupiri Community Board

Office	Annual remuneration ($)
Chairperson	4,117
Member	2,058

Waimakariri District Council

Office	Annual remuneration ($)
Mayor	139,425
Deputy Mayor	59,820
Councillor (with portfolio and committee chairing responsibilities) (9)	49,210
Councillor (Minimum Allowable Remuneration)	38,156

Kaiapoi–Tuahiwi Community Board

Office	Annual remuneration ($)
Chairperson	17,991
Member	8,995

Oxford–Ohoka Community Board

Office	Annual remuneration ($)
Chairperson	16,949
Member	8,475

Rangiora–Ashley Community Board

Office	Annual remuneration ($)
Chairperson	23,206
Member	11,603

Woodend–Sefton Community Board

Office	Annual remuneration ($)
Chairperson	14,863
Member	7,431

Waimate District Council

Office	Annual remuneration ($)
Mayor	88,725
Deputy Mayor	40,018
Councillor (with no additional responsibilities) (7)	26,678
Councillor (Minimum Allowable Remuneration)	19,579

Waipa District Council

Office	Annual remuneration ($)
Mayor	137,397
Deputy Mayor	44,601
Committee Chair (4)	41,169

Office	Annual remuneration ($)
Councillor (with no additional responsibilities) (8)	34,308
Councillor (Minimum Allowable Remuneration)	32,455

Cambridge Community Board

Office	Annual remuneration ($)
Chairperson	19,327
Member	9,663

Te Awamutu Community Board

Office	Annual remuneration ($)
Chairperson	18,662
Member	9,331

Wairoa District Council

Office	Annual remuneration ($)
Mayor	102,414
Deputy Mayor	44,119
Councillor (with no additional responsibilities) (5)	40,499
Councillor (Minimum Allowable Remuneration)	26,428

Waitaki District Council

Office	Annual remuneration ($)
Mayor	116,103
Deputy Mayor	47,432
Main Committee Chair (2)	40,557
Other Committee Chair (2)	35,487
Deputy Chair (4)	35,487
Councillor (Minimum Allowable Remuneration)	24,830

Ahuriri Community Board

Office	Annual remuneration ($)
Chairperson	11,979
Member	5,989

Waihemo Community Board

Office	Annual remuneration ($)
Chairperson	12,440
Member	6,220

Waitomo District Council

Office	Annual remuneration ($)
Mayor	99,879
Deputy Mayor	50,172

Office	Annual remuneration ($)
Councillor with no additional responsibilities (5)	33,598
Councillor (Minimum Allowable Remuneration)	24,424

Wellington City Council

Office	Annual remuneration ($)
Mayor	183,027
Deputy Mayor	142,017
Chair of Committee of the Whole (5)	123,256
Councillor (with no additional responsibilities) (7)	121,293
Councillor (Minimum Allowable Remuneration)	88,090

Makara–Ohariu Community Board

Office	Annual remuneration ($)
Chairperson	9,704
Member	4,852

Tawa Community Board

Office	Annual remuneration ($)
Chairperson	19,359
Member	9,680

Western Bay of Plenty District Council

Office	Annual remuneration ($)
Mayor	138,411
Deputy Mayor and Chairperson Annual Plan, Long Term Plan, Regulatory Hearings, and District Plan Committees	61,753
Chairperson Performance and Monitoring Committee	49,402
Chairperson Katikati—Waihi Beach Ward Forum	44,771
Chairperson Kaimai Ward Forum	44,771
Chairperson Maketu—Te Puke Ward Forum	44,771
Councillor with no additional responsibilities (6)	41,294
Councillor (Minimum Allowable Remuneration)	33,921

Katikati Community Board

Office	Annual remuneration ($)
Chairperson	11,330
Member	5,665

Maketu Community Board

Office	Annual remuneration ($)
Chairperson	5,997
Member	2,999

Ōmokoroa Community Board

Office	Annual remuneration ($)
Chairperson	8,220
Member	4,110

Te Puke Community Board

Office	Annual remuneration ($)
Chairperson	11,330
Member	5,665

Waihi Beach Community Board

Office	Annual remuneration ($)
Chairperson	9,330
Member	4,665

Westland District Council

Office	Annual remuneration ($)
Mayor	92,781
Deputy Mayor and Chairperson Capital Projects and Tenders Committee	49,312
Chairperson Planning Committee and Community Development Committee	38,343
Councillor (with no additional responsibilities) (6)	23,185
Councillor (Minimum Allowable Remuneration)	19,272

Whakatane District Council

Office	Annual remuneration ($)
Mayor	135,876
Deputy Mayor	68,294
Committee Chairperson (3)	56,912
Deputy Committee Chairperson (2)	41,735
Councillor with no additional responsibilities (4)	37,941
Councillor (Minimum Allowable Remuneration)	33,842

Murupara Community Board

Office	Annual remuneration ($)
Chairperson	8,220
Member	4,110

Rangitāiki Community Board

Office	Annual remuneration ($)
Chairperson	10,663
Member	5,331

Tāneatua Community Board

Office	Annual remuneration ($)
Chairperson	8,220
Member	4,110

Whakatāne–Ōhope Community Board

Office	Annual remuneration ($)
Chairperson	17,827
Member	8,913

Whanganui District Council

Office	Annual remuneration ($)
Mayor	142,974
Deputy Mayor	51,340
Chairperson Strategy and Finance Committee	47,391
Chairperson Infrastructure, Climate Change, and Emergency Management Committee	47,391
Chairperson Property and Community Services Committee and Advisory Group Chair	49,365
Advisory Group Chair (2)	43,442
Deputy Chair (3)	43,442
Councillor (with no additional responsibilities) (3)	39,492
Councillor (Minimum Allowable Remuneration)	33,872

Whanganui Rural Community Board

Office	Annual remuneration ($)
Chairperson	11,552
Member	5,776

Whangarei District Council

Office	Annual remuneration ($)
Mayor	158,184
Deputy Mayor	87,292
Chairperson Infrastructure Committee	76,382
Chairperson Community Development Committee	76,382
Chairperson Strategy, Planning and Development Committee	76,382
Chairperson Te Karearea Strategic Partnership Forum	76,382
Chairperson Civic Honours Committee	60,014
Councillor with no additional responsibilities (7)	54,558
Councillor (Minimum Allowable Remuneration)	50,051

Schedule 2
Remuneration from 2022 election of members

cl 7(2)

Part 1
Remuneration of members of regional councils

Bay of Plenty Regional Council

Office	Annual remuneration ($)
Chairperson	152,522
Councillor (Minimum Allowable Remuneration)	54,525

Canterbury Regional Council

Office	Annual remuneration ($)
Chairperson	180,000
Councillor (Minimum Allowable Remuneration)	64,460

Hawke's Bay Regional Council

Office	Annual remuneration ($)
Chairperson	142,761
Councillor (Minimum Allowable Remuneration)	58,224

Manawatū–Whanganui Regional Council

Office	Annual remuneration ($)
Chairperson	147,893
Councillor (Minimum Allowable Remuneration)	49,012

Northland Regional Council

Office	Annual remuneration ($)
Chairperson	133,892
Councillor (Minimum Allowable Remuneration)	53,710

Otago Regional Council

Office	Annual remuneration ($)
Chairperson	152,881
Councillor (Minimum Allowable Remuneration)	50,833

Southland Regional Council

Office	Annual remuneration ($)
Chairperson	129,434
Councillor (Minimum Allowable Remuneration)	37,788

Taranaki Regional Council

Office	Annual remuneration ($)
Chairperson	112,227
Councillor (Minimum Allowable Remuneration)	37,493

Waikato Regional Council

Office	Annual remuneration ($)
Chairperson	163,254
Councillor (Minimum Allowable Remuneration)	58,640

Wellington Regional Council

Office	Annual remuneration ($)
Chairperson	176,609
Councillor (Minimum Allowable Remuneration)	63,237

West Coast Regional Council

Office	Annual remuneration ($)
Chairperson	96,662
Councillor (Minimum Allowable Remuneration)	37,112

Part 2
Remuneration of members of territorial authorities and their community or local boards

Ashburton District Council

Office	Annual remuneration ($)
Mayor	132,690
Councillor (Minimum Allowable Remuneration)	29,842

Methven Community Board

Office	Annual remuneration ($)
Chairperson	5,554
Member	2,777

Auckland Council

Office	Annual remuneration ($)
Mayor	296,000
Councillor (Minimum Allowable Remuneration)	107,794

Albert–Eden Local Board

Office	Annual remuneration ($)
Chairperson	97,068

Office	Annual remuneration ($)
Deputy Chairperson	58,241
Member	48,534

Aotea/Great Barrier Local Board

Office	Annual remuneration ($)
Chairperson	60,060
Deputy Chairperson	36,036
Member	30,030

Devonport–Takapuna Local Board

Office	Annual remuneration ($)
Chairperson	91,348
Deputy Chairperson	54,809
Member	45,674

Franklin Local Board

Office	Annual remuneration ($)
Chairperson	95,468
Deputy Chairperson	57,281
Member	47,734

Henderson–Massey Local Board

Office	Annual remuneration ($)
Chairperson	106,921
Deputy Chairperson	64,152
Member	53,460

Hibiscus and Bays Local Board

Office	Annual remuneration ($)
Chairperson	97,639
Deputy Chairperson	58,584
Member	48,820

Howick Local Board

Office	Annual remuneration ($)
Chairperson	102,244
Deputy Chairperson	61,347
Member	51,122

Kaipātiki Local Board

Office	Annual remuneration ($)
Chairperson	96,867
Deputy Chairperson	58,120

Office	Annual remuneration ($)
Member	48,434

Māngere–Ōtāhuhu Local Board

Office	Annual remuneration ($)
Chairperson	107,640
Deputy Chairperson	64,584
Member	53,820

Manurewa Local Board

Office	Annual remuneration ($)
Chairperson	106,308
Deputy Chairperson	63,785
Member	53,154

Maungakiekie–Tāmaki Local Board

Office	Annual remuneration ($)
Chairperson	100,863
Deputy Chairperson	60,518
Member	50,431

Ōrākei Local Board

Office	Annual remuneration ($)
Chairperson	94,479
Deputy Chairperson	56,688
Member	47,240

Ōtara–Papatoetoe Local Board

Office	Annual remuneration ($)
Chairperson	107,207
Deputy Chairperson	64,324
Member	53,604

Papakura Local Board

Office	Annual remuneration ($)
Chairperson	98,116
Deputy Chairperson	58,869
Member	49,058

Puketāpapa Local Board

Office	Annual remuneration ($)
Chairperson	93,542
Deputy Chairperson	56,125
Member	46,771

Rodney Local Board

Office	Annual remuneration ($)
Chairperson	93,633
Deputy Chairperson	56,180
Member	46,817

Upper Harbour Local Board

Office	Annual remuneration ($)
Chairperson	92,413
Deputy Chairperson	55,448
Member	46,206

Waiheke Local Board

Office	Annual remuneration ($)
Chairperson	70,710
Deputy Chairperson	42,426
Member	35,355

Waitākere Ranges Local Board

Office	Annual remuneration ($)
Chairperson	91,497
Deputy Chairperson	54,898
Member	45,748

Waitematā Local Board

Office	Annual remuneration ($)
Chairperson	101,708
Deputy Chairperson	61,025
Member	50,854

Whau Local Board

Office	Annual remuneration ($)
Chairperson	99,427
Deputy Chairperson	59,656
Member	49,714

Buller District Council

Office	Annual remuneration ($)
Mayor	115,736
Councillor (Minimum Allowable Remuneration)	23,640

Inangahua Community Board

Office	Annual remuneration ($)
Chairperson	7,367

Office	Annual remuneration ($)
Member	3,684

Carterton District Council

Office	Annual remuneration ($)
Mayor	100,365
Councillor (Minimum Allowable Remuneration)	19,375

Central Hawke's Bay District Council

Office	Annual remuneration ($)
Mayor	119,272
Councillor (Minimum Allowable Remuneration)	31,401

Central Otago District Council

Office	Annual remuneration ($)
Mayor	120,841
Councillor (Minimum Allowable Remuneration)	27,182

Cromwell Community Board

Office	Annual remuneration ($)
Chairperson	14,661
Member	7,331

Maniototo Community Board

Office	Annual remuneration ($)
Chairperson	7,109
Member	3,554

Teviot Valley Community Board

Office	Annual remuneration ($)
Chairperson	7,109
Member	3,554

Vincent Community Board

Office	Annual remuneration ($)
Chairperson	15,774
Member	7,887

Chatham Islands Council

Office	Annual remuneration ($)
Mayor	57,408
Councillor (Minimum Allowable Remuneration)	13,765

Christchurch City Council

Office	Annual remuneration ($)
Mayor	200,000
Councillor (Minimum Allowable Remuneration)	100,278

Te Pātaka o Rākaihautū Banks Peninsula Community Board

Office	Annual remuneration ($)
Chairperson	20,305
Member	10,153

Waihoro Spreydon-Cashmere-Heathcote Community Board

Office	Annual remuneration ($)
Chairperson	52,077
Member	26,039

Waimāero Fendalton-Waimairi-Harewood Community Board

Office	Annual remuneration ($)
Chairperson	49,565
Member	24,810

Waipapa Papanui-Innes-Central Community Board

Office	Annual remuneration ($)
Chairperson	47,380
Member	23,690

Waipuna Hornby-Halswell-Riccarton Community Board

Office	Annual remuneration ($)
Chairperson	51,109
Member	25,572

Waitai Coastal-Burwood-Linwood Community Board

Office	Annual remuneration ($)
Chairperson	49,755
Member	24,905

Clutha District Council

Office	Annual remuneration ($)
Mayor	124,638
Councillor (Minimum Allowable Remuneration)	21,789

Lawrence–Tuapeka Community Board

Office	Annual remuneration ($)
Chairperson	5,998
Member	2,999

West Otago Community Board

Office	Annual remuneration ($)
Chairperson	7,109
Member	3,554

Dunedin City Council

Office	Annual remuneration ($)
Mayor	172,378
Councillor (Minimum Allowable Remuneration)	64,181

Mosgiel–Taieri Community Board

Office	Annual remuneration ($)
Chairperson	19,799
Member	9,899

Otago Peninsula Community Board

Office	Annual remuneration ($)
Chairperson	16,718
Member	8,359

Saddle Hill Community Board

Office	Annual remuneration ($)
Chairperson	16,939
Member	8,469

Strath Taieri Community Board

Office	Annual remuneration ($)
Chairperson	14,889
Member	7,445

Waikouaiti Coast Community Board

Office	Annual remuneration ($)
Chairperson	16,498
Member	8,249

West Harbour Community Board

Office	Annual remuneration ($)
Chairperson	16,939
Member	8,469

Far North District Council

Office	Annual remuneration ($)
Mayor	162,879
Councillor (Minimum Allowable Remuneration)	64,660

Bay of Islands–Whangaroa Community Board

Office	Annual remuneration ($)
Chairperson	32,186
Member	16,093

Kaikohe–Hokianga Community Board

Office	Annual remuneration ($)
Chairperson	27,589
Member	13,795

Te Hiku Community Board

Office	Annual remuneration ($)
Chairperson	28,164
Member	14,082

Gisborne District Council

Office	Annual remuneration ($)
Mayor	158,068
Councillor (Minimum Allowable Remuneration)	41,610

Gore District Council

Office	Annual remuneration ($)
Mayor	112,010
Councillor (Minimum Allowable Remuneration)	19,136

Mataura Community Board

Office	Annual remuneration ($)
Chairperson	4,242
Member	2,121

Grey District Council

Office	Annual remuneration ($)
Mayor	116,626
Councillor (Minimum Allowable Remuneration)	26,208

Hamilton City Council

Office	Annual remuneration ($)
Mayor	180,335
Councillor (Minimum Allowable Remuneration)	80,293

Hastings District Council

Office	Annual remuneration ($)
Mayor	160,955

Office	Annual remuneration ($)
Councillor (Minimum Allowable Remuneration)	47,747

Hastings District Rural Community Board

Office	Annual remuneration ($)
Chairperson	15,475
Member	7,738

Hauraki District Council

Office	Annual remuneration ($)
Mayor	128,976
Councillor (Minimum Allowable Remuneration)	25,811

Horowhenua District Council

Office	Annual remuneration ($)
Mayor	141,395
Councillor (Minimum Allowable Remuneration)	33,465

Te Awahou Foxton Community Board

Office	Annual remuneration ($)
Chairperson	12,884
Member	6,442

Hurunui District Council

Office	Annual remuneration ($)
Mayor	113,138
Councillor (Minimum Allowable Remuneration)	24,799

Hanmer Springs Community Board

Office	Annual remuneration ($)
Chairperson	8,259
Member	4,130

Hutt City Council

Office	Annual remuneration ($)
Mayor	164,046
Councillor (Minimum Allowable Remuneration)	57,870

Eastbourne Community Board

Office	Annual remuneration ($)
Chairperson	13,926
Member	6,963

Petone Community Board

Office	Annual remuneration ($)
Chairperson	16,580
Member	8,290

Wainuiomata Community Board

Office	Annual remuneration ($)
Chairperson	17,465
Member	8,732

Invercargill City Council

Office	Annual remuneration ($)
Mayor	149,291
Councillor (Minimum Allowable Remuneration)	38,642

Bluff Community Board

Office	Annual remuneration ($)
Chairperson	8,842
Member	4,421

Kaikōura District Council

Office	Annual remuneration ($)
Mayor	86,000
Councillor (Minimum Allowable Remuneration)	19,580

Kaipara District Council

Office	Annual remuneration ($)
Mayor	133,501
Councillor (Minimum Allowable Remuneration)	34,531

Kapiti Coast District Council

Office	Annual remuneration ($)
Mayor	145,588
Councillor (Minimum Allowable Remuneration)	38,964

Ōtaki Community Board

Office	Annual remuneration ($)
Chairperson	14,963
Member	7,481

Paekākāriki Community Board

Office	Annual remuneration ($)
Chairperson	7,924
Member	3,962

Paraparaumu Community Board

Office	Annual remuneration ($)
Chairperson	19,100
Member	9,550

Raumati Comunity Board

Office	Annual remuneration ($)
Chairperson	14,554
Member	7,277

Waikanae Community Board

Office	Annual remuneration ($)
Chairperson	17,373
Member	8,686

Kawerau District Council

Office	Annual remuneration ($)
Mayor	107,246
Councillor (Minimum Allowable Remuneration)	20,965

Mackenzie District Council

Office	Annual remuneration ($)
Mayor	88,714
Councillor (Minimum Allowable Remuneration)	21,933

Fairlie Community Board

Office	Annual remuneration ($)
Chairperson	4,117
Member	2,058

Tekapo Community Board

Office	Annual remuneration ($)
Chairperson	4,117
Member	2,058

Twizel Community Board

Office	Annual remuneration ($)
Chairperson	5,135
Member	2,567

Manawatu District Council

Office	Annual remuneration ($)
Mayor	132,068
Councillor (Minimum Allowable Remuneration)	33,403

Marlborough District Council

Office	Annual remuneration ($)
Mayor	149,909
Councillor (Minimum Allowable Remuneration)	38,306

Masterton District Council

Office	Annual remuneration ($)
Mayor	133,530
Councillor (Minimum Allowable Remuneration)	34,433

Matamata-Piako District Council

Office	Annual remuneration ($)
Mayor	134,533
Councillor (Minimum Allowable Remuneration)	32,437

Napier City Council

Office	Annual remuneration ($)
Mayor	153,888
Councillor (Minimum Allowable Remuneration)	49,073

Nelson City Council

Office	Annual remuneration ($)
Mayor	149,909
Councillor (Minimum Allowable Remuneration)	40,083

New Plymouth District Council

Office	Annual remuneration ($)
Mayor	160,757
Councillor (Minimum Allowable Remuneration)	48,531

Clifton Community Board

Office	Annual remuneration ($)
Chairperson	12,604
Member	6,302

Inglewood Community Board

Office	Annual remuneration ($)
Chairperson	17,563
Member	8,782

Kaitake Community Board

Office	Annual remuneration ($)
Chairperson	15,212

Office	Annual remuneration ($)
Member	7,606

Puketapu-Bell Block Community Board

Office	Annual remuneration ($)
Chairperson	16,928
Member	8,464

Waitara Community Board

Office	Annual remuneration ($)
Chairperson	16,928
Member	8,464

Ōpōtiki District Council

Office	Annual remuneration ($)
Mayor	114,200
Councillor (Minimum Allowable Remuneration)	31,579

Coast Community Board

Office	Annual remuneration ($)
Chairperson	10,269
Member	5,135

Ōtorohanga District Council

Office	Annual remuneration ($)
Mayor	107,465
Councillor (Minimum Allowable Remuneration)	24,693

Kawhia Community Board

Office	Annual remuneration ($)
Chairperson	4,117
Member	2,058

Ōtorohanga Community Board

Office	Annual remuneration ($)
Chairperson	14,733
Member	7,367

Palmerston North City Council

Office	Annual remuneration ($)
Mayor	160,314
Councillor (Minimum Allowable Remuneration)	47,849

Porirua City Council

Office	Annual remuneration ($)
Mayor	151,954
Councillor (Minimum Allowable Remuneration)	42,136

Queenstown-Lakes District Council

Office	Annual remuneration ($)
Mayor	143,734
Councillor (Minimum Allowable Remuneration)	40,710

Wānaka-Upper Clutha Community Board

Office	Annual remuneration ($)
Chairperson	24,659
Member	12,329

Rangitikei District Council

Office	Annual remuneration ($)
Mayor	114,624
Councillor (Minimum Allowable Remuneration)	23,883

Ratana Community Board

Office	Annual remuneration ($)
Chairperson	4,377
Member	2,189

Taihape Community Board

Office	Annual remuneration ($)
Chairperson	8,929
Member	4,465

Rotorua District Council

Office	Annual remuneration ($)
Mayor	159,679
Councillor (Minimum Allowable Remuneration)	59,442

Rotorua Lakes Community Board

Office	Annual remuneration ($)
Chairperson	17,288
Member	8,644

Rotorua Rural Community Board

Office	Annual remuneration ($)
Chairperson	19,321
Member	9,661

Ruapehu District Council

Office	Annual remuneration ($)
Mayor	120,497
Councillor (Minimum Allowable Remuneration)	23,948

Ōwhango-National Park Community Board

Office	Annual remuneration ($)
Chairperson	6,140
Member	3,070

Taumarunui-Ōhura Community Board

Office	Annual remuneration ($)
Chairperson	13,910
Member	6,955

Waimarino–Waiouru Community Board

Office	Annual remuneration ($)
Chairperson	13,910
Member	6,955

Selwyn District Council

Office	Annual remuneration ($)
Mayor	146,861
Councillor (Minimum Allowable Remuneration)	40,116

Malvern Community Board

Office	Annual remuneration ($)
Chairperson	18,238
Member	9,119

South Taranaki District Council

Office	Annual remuneration ($)
Mayor	139,953
Councillor (Minimum Allowable Remuneration)	30,888

Eltham-Kaponga Community Board

Office	Annual remuneration ($)
Chairperson	11,733
Member	5,866

Pātea Community Board

Office	Annual remuneration ($)
Chairperson	11,330
Member	5,665

Taranaki Coastal Community Board

Office	Annual remuneration ($)
Chairperson	12,850
Member	6,425

Te Hāwera Community Board

Office	Annual remuneration ($)
Chairperson	14,440
Member	7,220

South Waikato District Council

Office	Annual remuneration ($)
Mayor	133,621
Councillor (Minimum Allowable Remuneration)	30,725

Tirau Community Board

Office	Annual remuneration ($)
Chairperson	6,886
Member	3,443

South Wairarapa District Council

Office	Annual remuneration ($)
Mayor	105,157
Councillor (Minimum Allowable Remuneration)	18,855

Featherston Community Board

Office	Annual remuneration ($)
Chairperson	6,697
Member	3,349

Greytown Community Board

Office	Annual remuneration ($)
Chairperson	6,697
Member	3,349

Martinborough Community Board

Office	Annual remuneration ($)
Chairperson	6,697
Member	3,349

Southland District Council

Office	Annual remuneration ($)
Mayor	134,914
Councillor (Minimum Allowable Remuneration)	30,472

Ardlussa Community Board

Office	Annual remuneration ($)
Chairperson	7,702
Member	3,851

Fiordland Community Board

Office	Annual remuneration ($)
Chairperson	9,469
Member	4,734

Northern Community Board

Office	Annual remuneration ($)
Chairperson	7,446
Member	3,723

Oraka Aparima Community Board

Office	Annual remuneration ($)
Chairperson	8,319
Member	4,160

Oreti Community Board

Office	Annual remuneration ($)
Chairperson	10,719
Member	5,360

Stewart Island/Rakiura Community Board

Office	Annual remuneration ($)
Chairperson	4,117
Member	2,058

Tuatapere Te Waewae Community Board

Office	Annual remuneration ($)
Chairperson	7,265
Member	3,633

Waihopai Toetoe Community Board

Office	Annual remuneration ($)
Chairperson	10,091
Member	5,046

Wallace Takitimu Community Board

Office	Annual remuneration ($)
Chairperson	8,845
Member	4,423

Stratford District Council

Office	Annual remuneration ($)
Mayor	107,503
Councillor (Minimum Allowable Remuneration)	18,905

Tararua District Council

Office	Annual remuneration ($)
Mayor	128,685
Councillor (Minimum Allowable Remuneration)	35,851

Dannevirke Community Board

Office	Annual remuneration ($)
Chairperson	11,996
Member	5,998

Eketahuna Community Board

Office	Annual remuneration ($)
Chairperson	7,775
Member	3,887

Tasman District Council

Office	Annual remuneration ($)
Mayor	156,156
Councillor (Minimum Allowable Remuneration)	39,936

Golden Bay Community Board

Office	Annual remuneration ($)
Chairperson	13,486
Member	6,743

Motueka Community Board

Office	Annual remuneration ($)
Chairperson	15,033
Member	7,516

Taupo District Council

Office	Annual remuneration ($)
Mayor	143,105
Councillor (Minimum Allowable Remuneration)	38,999

Tauranga City Council

Office	Annual remuneration ($)
Mayor	172,918

Office	Annual remuneration ($)
Councillor (Minimum Allowable Remuneration)	84,566

Thames-Coromandel District Council

Office	Annual remuneration ($)
Mayor	141,188
Councillor (Minimum Allowable Remuneration)	42,327

Coromandel–Colville Community Board

Office	Annual remuneration ($)
Chairperson	16,173
Member	8,087

Mercury Bay Community Board

Office	Annual remuneration ($)
Chairperson	19,350
Member	9,675

Tairua–Pauanui Community Board

Office	Annual remuneration ($)
Chairperson	16,173
Member	8,087

Thames Community Board

Office	Annual remuneration ($)
Chairperson	20,506
Member	10,253

Whangamata Community Board

Office	Annual remuneration ($)
Chairperson	17,617
Member	8,808

Timaru District Council

Office	Annual remuneration ($)
Mayor	142,005
Councillor (Minimum Allowable Remuneration)	40,878

Geraldine Community Board

Office	Annual remuneration ($)
Chairperson	11,330
Member	5,665

Pleasant Point Community Board

Office	Annual remuneration ($)
Chairperson	8,885
Member	4,443

Temuka Community Board

Office	Annual remuneration ($)
Chairperson	11,552
Member	5,776

Upper Hutt City Council

Office	Annual remuneration ($)
Mayor	137,871
Councillor (Minimum Allowable Remuneration)	36,751

Waikato District Council

Office	Annual remuneration ($)
Mayor	157,039
Councillor (Minimum Allowable Remuneration)	47,967

Huntly Community Board

Office	Annual remuneration ($)
Chairperson	11,036
Member	5,518

Ngāruawāhia Community Board

Office	Annual remuneration ($)
Chairperson	11,154
Member	5,577

Raglan Community Board

Office	Annual remuneration ($)
Chairperson	10,066
Member	5,033

Rural-Port Waikato Community Board

Office	Annual remuneration ($)
Chairperson	9,510
Member	4,755

Taupiri Community Board

Office	Annual remuneration ($)
Chairperson	4,416
Member	2,208

Tuakau Community Board

Office	Annual remuneration ($)
Chairperson	10,785
Member	5,393

Waimakariri District Council

Office	Annual remuneration ($)
Mayor	146,838
Councillor (Minimum Allowable Remuneration)	42,143

Kaiapoi–Tuahiwi Community Board

Office	Annual remuneration ($)
Chairperson	17,991
Member	8,995

Oxford–Ohoka Community Board

Office	Annual remuneration ($)
Chairperson	16,949
Member	8,475

Rangiora–Ashley Community Board

Office	Annual remuneration ($)
Chairperson	23,206
Member	11,603

Woodend–Sefton Community Board

Office	Annual remuneration ($)
Chairperson	14,863
Member	7,431

Waimate District Council

Office	Annual remuneration ($)
Mayor	104,302
Councillor (Minimum Allowable Remuneration)	20,671

Waipa District Council

Office	Annual remuneration ($)
Mayor	145,391
Councillor (Minimum Allowable Remuneration)	36,532

Cambridge Community Board

Office	Annual remuneration ($)
Chairperson	19,327
Member	9,663

Te Awamutu Community Board

Office	Annual remuneration ($)
Chairperson	18,662
Member	9,331

Wairoa District Council

Office	Annual remuneration ($)
Mayor	116,979
Councillor (Minimum Allowable Remuneration)	29,533

Waitaki District Council

Office	Annual remuneration ($)
Mayor	129,041
Councillor (Minimum Allowable Remuneration)	30,765

Ahuriri Community Board

Office	Annual remuneration ($)
Chairperson	11,979
Member	5,989

Waihemo Community Board

Office	Annual remuneration ($)
Chairperson	12,440
Member	6,220

Waitomo District Council

Office	Annual remuneration ($)
Mayor	115,856
Councillor (Minimum Allowable Remuneration)	32,333

Wellington City Council

Office	Annual remuneration ($)
Mayor	183,027
Councillor (Minimum Allowable Remuneration)	89,860

Makara–Ohariu Community Board

Office	Annual remuneration ($)
Chairperson	9,704
Member	4,852

Tawa Community Board

Office	Annual remuneration ($)
Chairperson	19,359
Member	9,680

Western Bay of Plenty District Council

Office	Annual remuneration ($)
Mayor	145,667
Councillor (Minimum Allowable Remuneration)	37,589

Katikati Community Board

Office	Annual remuneration ($)
Chairperson	11,330
Member	5,665

Maketu Community Board

Office	Annual remuneration ($)
Chairperson	5,997
Member	2,999

Ōmokoroa Community Board

Office	Annual remuneration ($)
Chairperson	8,220
Member	4,110

Te Puke Community Board

Office	Annual remuneration ($)
Chairperson	11,330
Member	5,665

Waihi Beach Community Board

Office	Annual remuneration ($)
Chairperson	9,330
Member	4,665

Westland District Council

Office	Annual remuneration ($)
Mayor	105,174
Councillor (Minimum Allowable Remuneration)	20,907

Whakatane District Council

Office	Annual remuneration ($)
Mayor	142,977
Councillor (Minimum Allowable Remuneration)	37,575

Murupara Community Board

Office	Annual remuneration ($)
Chairperson	8,220
Member	4,110

Rangitāiki Community Board

Office	Annual remuneration ($)
Chairperson	10,663
Member	5,331

Tāneatua Community Board

Office	Annual remuneration ($)
Chairperson	8,220
Member	4,110

Whakatāne–Ōhope Community Board

Office	Annual remuneration ($)
Chairperson	17,827
Member	8,913

Whanganui District Council

Office	Annual remuneration ($)
Mayor	149,641
Councillor (Minimum Allowable Remuneration)	36,734

Whanganui Rural Community Board

Office	Annual remuneration ($)
Chairperson	11,552
Member	5,776

Whangarei District Council

Office	Annual remuneration ($)
Mayor	163,689
Councillor (Minimum Allowable Remuneration)	53,850

Dated at Wellington this 7 day of June 2022.

Chairperson.

Member.

Member.

Explanatory memorandum

This memorandum is not part of the determination, but is intended to indicate its general effect.

This determination comes into force on 1 July 2022 and expires at the close of 30 June 2023.

Councils and local boards

Since 2019, when setting remuneration for local government elected members, the Remuneration Authority (the **Authority**) has used a group of size indices that it has put together covering territorial, regional, and unitary authorities and Auckland local boards. The relevant workload and responsibilities of each council are assessed using a number of criteria, and each council is placed within the relevant index. The Authority decides the remuneration of mayors, regional council chairpersons, and Auckland local board members based on this data. The size index is also used to determine a governance remuneration pool for councillors on each council and the minimum allowable remuneration that must be paid to each councillor.

The governance remuneration pool provides the total amount to be fully allocated and paid in remuneration to the councillors. Each council is required to make proposals to the Authority on how its individual pool will be allocated according to that council's priorities and circumstances. Roles to which differential remuneration can be attached, in addition to the minimum allowable remuneration, include internal roles such as deputy mayor, committee chair, or portfolio holder as well as roles representing the council on outside groups. Councils submit their proposals to the Authority for its approval and inclusion in the determination. This is not automatic, and the Authority is able to request further information or make changes to the recommendations it receives.

Because the triennial local government elections are scheduled for later this year, the Authority recently completed a full review of the above framework. All councils were regularly consulted throughout the review process. The Authority found that the current approach is working well and no changes have been made to the framework. In this case, the Authority was interested in the time allocated by elected members to their local government roles. We asked members to participate in a short survey to assess whether the time demands had increased since the last assessment. Unfortunately, the response rate was not sufficient to allow us to make a definitive judgement, although the responses we did receive tended to confirm that our previous assessment was still relatively robust.

The size indices were updated with the most recent publicly available demographic, statistical, and economic data, and the updated size indices will apply for the triennium following the local elections in October 2022.

Community boards

Determining community boards' remuneration remains problematic because of the large variations in their number of members, the populations they represent, and their respective roles and powers. The Authority's 2019 review of community board remuneration concluded that, because of those variations, a workable ranking of community boards or a robust and intuitively sensible size index could not be developed. Therefore, the fixing of individual councils' community board members' remuneration over the past 3 years was informed in part by the population of each community board and by their individual current remuneration settings.

The Authority has decided to continue with its existing practice for determining the remuneration of community board members for this determination and during the next triennium. The Authority has communicated its concerns about community boards to the Review into the Future for Local Government, to the Local Government Commission, and to Local Government New Zealand.

Elected members' remuneration

Schedule 1 of this determination sets out the remuneration of elected members for the period beginning on 1 July 2022 and ending on the close of the day on which the official result of the 2022 election is declared for each individual council.

Schedule 2 of the determination sets out the remuneration for elected members that will come into force on and from the day after the date on which the official result of the 2022 local election of members for an individual council is declared.

At the end of this explanatory memorandum are the governance remuneration pools for each council that will apply on and from 1 July 2022 (table 1) and on and from the day after the date on which an individual council's official result is declared following the 2022 local elections (table 2).

Allowances

This determination also makes changes to the level and conditions of some allowances.

The maximum purchase price (*clause 9*) that may be paid for an electric or a hybrid vehicle purchased by a local authority for its mayor or regional council chairperson has been increased to $68,500 (including goods and services tax and on-road costs). This new rate is based on an assessment of the current motor vehicle market rates and takes into account the vehicle being fit for purpose, the safety of the driver and passengers, and fairness to ratepayers. The Authority recommends that councils use the All of Government procurement process and the Clean Car Discount (rebate) scheme to optimise the value of their purchases.

The vehicle-kilometre allowance rates (*clause 11*) have been adjusted from those shown in the previous determination to reflect the current rates prescribed by the Inland Revenue Department on 27 May 2022 for businesses, self-employed people, and employees.

The vehicle-kilometre allowance has been aligned with the travel-time allowance to ensure that an elected member, when travelling from a place in which they permanently or temporarily reside that is outside their local authority boundary, may claim the vehicle-kilometre allowance only when travelling on local authority business once they enter the local authority's boundary.

The travel-time allowance (*clause 12*) has been increased from $37.50 to $40 for each hour of eligible travel time after the first hour of time travelled in a day. This allowance was last increased in 2016.

The fee paid to a chairperson of a hearing (*clause 15*) has been increased from $100 to $116 per hour, and the fee paid to a member of a hearing has been increased from $80 per hour to $93 per hour. Hearing fees were last reviewed in 2011.

In their submissions, councils advised that the hearing times (*clause 6*) for formal meetings have become relatively shorter in comparison with the preparation work that councillors are required to undertake. Consequently, the Authority has removed the time constraint placed on preparing for hearings.

In making this determination for the remuneration of elected members of local authorities, local boards, and community boards listed in clause 6 of Schedule 7 of the Local Government Act 2002, the Authority had regard to the mandatory criteria listed in clause 7 of that schedule and the criteria listed in sections 18 and 18A of the Remuneration Authority 1977.

Governance remuneration pools: table 1

The table below sets out the local government governance remuneration pools for the councillors of each local authority, which will apply on and after 1 July 2022 until the close of the day on which the official result of the 2022 election in relation to an individual local council is declared. This period is covered by the current (2019/22) size indices.

Part 1
Remuneration pools for councillors of regional councils

Council	Governance remuneration pool ($)
Bay of Plenty Regional Council	869,154
Canterbury Regional Council	977,558
Hawke's Bay Regional Council	565,288
Manawatū-Whanganui Regional Council	647,920
Northland Regional Council	580,951
Otago Regional Council	713,448
Southland Regional Council	555,828
Taranaki Regional Council	473,595
Waikato Regional Council	933,748
Wellington Regional Council	934,354
West Coast Regional Council	327,018

Part 2
Remuneration pools for councillors of territorial authorities

Territorial authority	Governance remuneration pool ($)
Ashburton District Council	388,893
Auckland Council	2,592,269
Buller District Council	272,119
Carterton District Council	226,766
Central Hawke's Bay District Council	275,071
Central Otago District Council	284,556
Chatham Islands Council	151,796
Christchurch City Council	1,869,005
Clutha District Council	362,825
Dunedin City Council	1,127,010
Far North District Council	810,927
Gisborne District Council	646,775
Gore District Council	294,796
Grey District Council	256,100
Hamilton City Council	1,217,171
Hastings District Council	809,821
Hauraki District Council	360,438
Horowhenua District Council	445,804
Hurunui District Council	256,100
Hutt City Council	847,197
Invercargill City Council	521,686
Kaikōura District Council	204,089
Kaipara District Council	369,923
Kapiti Coast District Council	512,201
Kawerau District Council	226,766
Mackenzie District Council	181,413
Manawatu District Council	388,893
Marlborough District Council	597,552
Masterton District Council	398,378
Matamata-Piako District Council	398,378
Napier City Council	735,068
Nelson City Council	609,333
New Plymouth District Council	797,363
Ōpōtiki District Council	218,160
Ōtorohanga District Council	204,089
Palmerston North City Council	797,363
Porirua City Council	559,627
Queenstown-Lakes District Council	436,319
Rangitikei District Council	294,796
Rotorua District Council	786,353
Ruapehu District Council	303,526
Selwyn District Council	493,230

Territorial authority	Governance remuneration pool ($)
South Taranaki District Council	426,834
South Waikato District Council	379,408
South Wairarapa District Council	245,998
Southland District Council	407,864
Stratford District Council	268,362
Tararua District Council	322,497
Tasman District Council	639,604
Taupo District Council	483,745
Tauranga City Council	1,127,010
Thames-Coromandel District Council	455,290
Timaru District Council	464,775
Upper Hutt City Council	436,319
Waikato District Council	759,986
Waimakariri District Council	502,716
Waimate District Council	226,766
Waipa District Council	483,745
Wairoa District Council	246,615
Waitaki District Council	341,467
Waitomo District Council	218,160
Wellington City Council	1,607,344
Western Bay of Plenty District Council	493,230
Westland District Council	226,766
Whakatane District Council	474,260
Whanganui District Council	531,171
Whangarei District Council	834,739

Governance remuneration pools: table 2

This table sets out the local government governance remuneration pools that will apply on and after the day after the date on which the official result of the 2022 local election of members for an individual council is declared. From this date, the new size indices apply for the next council triennium.

Part 1
Remuneration pools for councillors of regional councils

Council	Governance remuneration pool ($)
Bay of Plenty Regional Council	869,154
Canterbury Regional Council	977,558
Hawke's Bay Regional Council	644,302
Manawatū–Whanganui Regional Council	690,226
Northland Regional Council	580,951
Otago Regional Council	734,869
Southland Regional Council	555,828
Taranaki Regional Council	473,595
Waikato Regional Council	933,748

Council	Governance remuneration pool ($)
Wellington Regional Council	947,216
West Coast Regional Council	330,000

Part 2
Remuneration pools for councillors of territorial authorities

Territorial authority	Governance remuneration pool ($)
Ashburton District Council	450,195
Auckland Council	2,592,269
Buller District Council	324,306
Carterton District Council	226,766
Central Hawke's Bay District Council	350,559
Central Otago District Council	362,213
Chatham Islands Council	151,796
Christchurch City Council	1,900,000
Clutha District Council	390,404
Dunedin City Council	1,191,826
Far North District Council	890,157
Gisborne District Council	700,000
Gore District Council	296,638
Grey District Council	293,506
Hamilton City Council	1,286,366
Hastings District Council	871,295
Hauraki District Council	422,618
Horowhenua District Council	514,833
Hurunui District Council	305,015
Hutt City Council	901,594
Invercargill City Council	573,463
Kaikōura District Council	204,089
Kaipara District Council	413,071
Kapiti Coast District Council	545,969
Kawerau District Council	261,262
Mackenzie District Council	207,000
Manawatu District Council	445,578
Marlborough District Council	609,333
Masterton District Council	456,435
Matamata-Piako District Council	463,877
Napier City Council	802,034
Nelson City Council	609,333
New Plymouth District Council	869,359
Ōpōtiki District Council	312,896
Ōtorohanga District Council	262,886
Palmerston North City Council	865,016
Porirua City Council	593,234
Queenstown-Lakes District Council	532,201

Territorial authority	Governance remuneration pool ($)
Rangitikei District Council	337,511
Rotorua District Council	858,787
Ruapehu District Council	359,652
Selwyn District Council	555,420
South Taranaki District Council	504,125
South Waikato District Council	431,208
South Wairarapa District Council	245,998
Southland District Council	466,709
Stratford District Council	268,362
Tararua District Council	420,455
Tasman District Council	666,580
Taupo District Council	527,532
Tauranga City Council	1,198,246
Thames-Coromandel District Council	513,295
Timaru District Council	519,365
Upper Hutt City Council	488,666
Waikato District Council	832,914
Waimakariri District Council	555,247
Waimate District Council	239,400
Waipa District Council	544,506
Wairoa District Council	275,588
Waitaki District Council	423,096
Waitomo District Council	288,802
Wellington City Council	1,639,633
Western Bay of Plenty District Council	546,556
Westland District Council	246,000
Whakatane District Council	526,578
Whanganui District Council	576,061
Whangarei District Council	898,097

Note: The above remuneration pools do not apply to mayors, regional council chairpersons, Auckland local board members, or community board members.

However, if a council has delegated significant powers and functions to a community board and as a consequence proposes an increase to the remuneration of community board members, the additional funds will come out of the council's governance remuneration pool.

Issued under the authority of the Legislation Act 2019.
Date of notification in *Gazette*:

7.2 ADOPTION OF STANDING ORDERS - 2022-2025 TRIENNIUM

Kaituhi | Author: **Fiona Story, Senior Advisor Democracy Services**

Kaiwhakamana | Authoriser: **Mike Mendonça, Acting Group Manager Place and Space**

TE PŪTAKE | PURPOSE

1 This report asks the Waikanae Community Board to adopt a revised set of standing orders for the 2022-2025 Triennium.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

2 An executive summary is not required for this report.

TE TUKU HAEPAPA | DELEGATION

3 The Waikanae Community Board has the authority to consider this matter.

TAUNAKITANGA | RECOMMENDATIONS.

A. That the Waikanae Community Board adopts the standing orders in the document Attachment 1 as the Waikanae Community Board standing orders for the 2022-2025 Triennium with effect from 1 March 2023.

B. That the Chairperson of the Waikanae Community Board is delegated the power under standing order 13.3 to grant a leave of absence to board members.

TŪĀPAPA | BACKGROUND

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

5 Clause 27, Schedule 7 of the Local Government Act (LGA) 2022 requires every council and community board to adopt a set of standing orders. Once adopted, standing orders ‘roll over’ from triennium to triennium, until amended. They may be amended at any time but require a 75% voting majority for any changes to take effect. Legislation requires all elected members to follow standing orders.

6 Local Government New Zealand (LGNZ) produce a standing orders template which draws heavily on those which were published by Te Mana Tautikanga o Aotearoa Standards New Zealand in 2001 and the Department of Internal Affairs Guidance for Local Authority Meetings published in 1993. LGNZ updates the template every three years, or when there is legislative change, to ensure it reflects new legislation and incorporates evolving standards of good practice.

7 The current Waikanae Community Board standing orders were adopted on 9 February 2021.

8 Leading up to the 2022 local authority elections and a newly elected Community Board, LGNZ have released updated standing orders. The changes proposed largely provide clarification in areas where there was previously some ambiguity. A summary of the changes will be discussed in more detail below.

HE KŌRERORERO | DISCUSSION

He take | Issues

9 The table below discusses the proposed amendments to the existing Waikanae Community Board standing orders to incorporate a revision to LGNZ's model standing orders. Revised draft standing orders are attached at Attachment 1. The current Waikanae Community Board standing orders are attached at Attachment 2.

10 The draft changes proposed largely provide clarification in areas where there was previously some ambiguity. While it may appear a long list of changes, the majority of changes are minor in their effect and are simply a change to wording to provide clarity, improve practice or to better align with the underlying legislation. Where there has been a change in numbering, this is included to provide easy comparison to the current standing orders.

11 A number of standing orders are updated to refer to audio visual links. Currently technology is not available for all community board venues to support audiovisual links or livestreaming of community board meetings. However, the reference to audiovisual links is included in standing orders so that it can be drawn upon if needed (i.e. during a future Covid-19 lockdown).

12 Standing order 13.3 provides that the board may delegate to the Chairperson the power to grant a leave of absence to board members. The advantage of the Chairperson being granted this power ensures that members do not have to request a leave of absence during a meeting and provides both privacy and security to board members who may not wish for their absence from their residence to be so widely known.

13 The current Waikanae community board standing orders provide for the Chairperson to have a casting vote at standing order 19.3.

Table 1: Summary of proposed changes to Standing Orders

Section/Clause in revised version	Amendment
All headings	Te reo Māori headings first, followed by English headings.
2 - Definitions	Appointed member Audiovisual link Conflict of interest (new) Debate (new) Division (new) Item (new) Leave of the meeting (new) Mayor (new) Meeting (amended – refers to community board instead of local authority) Member of the police (new) Officer (new) Pecuniary interest (new) Petition (amended – refers to community board instead of local authority) Presiding member (amended for clarity) Public speaking time (new)

	Seconder (amended to refer to “motion and amendment”) Working day (addition of Matariki) Workshop (amended for clarity)
3.1 – Standing orders	Simplified by the removal of the words “and the meetings of its committees and subcommittees”.
3.2 Process for adoption and alteration of standing orders	Amended to clarify that the 75% majority is require for both the adoption of standing orders and the amendment of standing orders.
3.3 – Members must obey standing orders	Amended for clarity.
3.4 – Application of standing orders	Amended for clarity.
3.5 Temporary suspension of standing orders	Amended to replace “may” with “must” regarding identifying the specific standing order being suspended. Additional words added to clarify that other standing orders will continue to apply.
3.7 – Physical address of members	The words “Public access to those addresses is subject to the Privacy Act” added.
4.1 Legal requirement to hold meetings	Amended for clarity.
4.4 – Livestreaming meetings (if we are going to use it, we should say livestream for consistency)	Inserted to give guidelines if a meeting it livestreamed. Currently Community Board meetings are not livestreamed.
Change in numbering	Standing Orders 4.5 and 4.6 were previously numbered 4.4 and 4.5.
5.1 Elections of chairpersons and deputy chairpersons	Amended to refer specifically to community board instead of location authority.
Change in numbering	Previous 5.3 now numbered 5.2 with the removal of the standing order “Removal of a Chairperson or deputy chairperson”.
6.1 Limits on delegations	Has been removed as it related to Council rather than the Community Boards.
Change in numbering	New 6.1 Duty to consider delegations to community boards used to be 6.6.
7.1 Appointment of committees and subcommittees	Addition of the words “and other subordinate decision-making bodies”.
7.2 Discharge or reconstitution of committees and subcommittees	Addition of the words “or other subordinate decision-making body”.
8 – Giving Notice	New explanatory words inserted for clarity.
8.10 – Meeting schedules	Amended to refer to community board rather than “committee or subcommittee”.

9.1 Preparation of the agenda	Addition of the words “on behalf of the chairperson” for clarity. Addition of “unless impracticable, such as in the case of the inaugural meeting” and “or the person acting as chairperson for the coming meeting”. These additions have been included to clarify intent.
9.2 Process for raising matters for a decision	Amended to refer to community board specifically rather than local authority. Removed: “A process for requesting reports is described in Appendix 13”.
9.3 Chief executive may delay or refuse request	The final sentence has been amended for clarity, but intention remains the same.
9.4 Order of business	Now refers to Appendix 10 rather than Appendix 12 as appendix number have been adjusted.
9.5 Chairperson’s recommendation	For clarity, the addition of the words “A recommendation that differs significantly from the officer’s recommendation must comply with the decision-making requirements of Part 6, LGA 2002”.
9.6 Chairperson may prepare report	Previously titled “Chairperson’s report”. Reworded to make intention clear.
11.2 Committees and subcommittee meetings	The addition of the words “or if established by a local board or community board, the relevant board” for clarity.
11.5 Meeting lapses where no quorum	Addition of the words “Should a quorum be lost the meeting will lapse if the quorum is not present within 15 minutes” for clarity.
12.1 Meetings open to the public	Refers specifically to “community board” rather than “local authority”.
12.2 Grounds for removing the public	Reworded to provide clarity and provide more broad grounds for removal of public due to conduct.
13.1 Members right to attend meetings	Addition of the words “or of a committee of a community board”.
13.3 Leave of Absence	The board can agree to delegate the power to approve a leave of absence to the chairperson. Note that the Mayor may also be delegated the power to grant a leave of absence.
13.4 Apologies	Removal of the word “Specific” in the final sentence.
13.7 Right to attend by audio or audiovisual link	In the title – addition of the words “or audiovisual link”. Addition of the words “(and members of the public for the purpose of a deputation approved by the chairperson)”.
13.11 Conditions for attending by audio or audiovisual link	Inclusion of “audiovisual”
13.12 Request to attend by audio or audiovisual link	Inclusion of “audiovisual”.
13.13 Chairperson may terminate link	Addition of the reason: “(e) Information classified as confidential may be compromised (see also SO 13.16”.

13.14 Giving or showing a document	Addition of the means: “(b) Using the audiovisual link”.
13.15 Link failure	New
13.16 Confidentiality	Addition of the words “If the chairperson is not satisfied by the explanation they may terminate the link”.
Clause 14 Chairperson’s role in meetings	Removal of SO 14.2 “Other meetings”
14.2-14.6	Change in numbering – previously 14.3-14.7
14.3 Chairperson’s rulings	Addition of words “(except in cases where a point of order questions the chairperson’s ruling)”
15.1 Time limits	Note that we are keeping this the same as it was to be consistent with Council standing orders around public speaking time rather than public forum.
17.2 Petition presented by petitioner	Amended to refer to Community board instead of local authority.
18.5 Release of information from public excluded session	The requirement for the Chief Executive to inform a subsequent meeting of the nature of any public excluded information released has been deleted due to administrative impracticability.
20.2 Behaviour consistent with Code of Conduct	Change from title “Disrespect” to specifically refer to the Code of Conduct, but the intention remains the same.
20.5 Contempt	Addition of the words “A member who has been found to be in contempt, and continues to be cautioned by the Chairperson for disorderly conduct, may be subject to standing order 20.6”.
20.11 Electronic devices at meetings	This standing order has been restructured for clarity, but the meaning remains the same.
21.8 Speaking only to relevant matters	This standing order has been restructured for clarity, but the content remains the same.
21.11 Objecting to words	Addition of the words “**Note:** This provision does not preclude a member from making a complaint at any time during, or after, a meeting about the use of inappropriate or offensive language”.
21.12 Right of reply	The final paragraph of this standing order has been reworded to provide clarity.
Clause 22 General procedures for speaking and moving motions	It is proposed that Option C applies as it is the least restrictive option and preferable for a smaller committee. Whilst the current Waikanae Community Board standing orders state that option C is preferred in 22.2, at 22.1 it is stated that Option A applies unless the meeting resolves to adopt another option. For clarity it is proposed that at 22.1 it is clearly stated that Option C applies.
Clause 23.1 Proposing and seconding motions	Addition of the words “A motion should be moved and seconded before debate but after questions” and “Note: Members who move or second a motion are not required to be present for the entirety of the debate”.
23.5 Amendments to be relevant and not direct negatives	The addition of reasons for not accepting an amendment are inserted to provide clarity.

Previous 23.6 Chairperson may recommend amendment	Removed.
23.6-23.11	Change in numbering – previously 23.7-23.12.
23.10 Withdrawal of motions and amendments	First paragraph reworded to simplify.
24.2 Revocation must be made by the body responsible for the decision	Addition of the words “or subordinate decision-making body, or a local or community board”.
26.5 Chairperson’s decision on points of order	Addition of the final paragraph for clarity.
27.2 Refusal of notice of motion	At (e) addition of the words “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”.
28.2 Matters recorded in minutes	Addition of (e) and (f).
Appendix 7: Livestreaming protocols	Added.
Appendix 8: Powers of a Chairperson	Previously Appendix 7.
Appendix 9: Process for removing a chairperson from office	Previously Appendix 8.
Previous Appendix 9: Workshops and Briefings	Removed.

Ngā kōwhiringa | Options

Option 1

14 Adopt revised draft standing orders set out at Attachment 1.

14.1 This is the recommended approach given most of the changes in the revised draft standing orders are minor in their effect and are simply a change to wording to provide clarity, improve practice or to better align with the underlying legislation. Additional revisions to Community Board standing orders may be made at a later date if they are required.

Option 2

15 Continue to operate under Waikanae Community Board’s existing standing orders set out at Attachment 2, which carry over until Council adopt a revision to these.

15.1 This is an option open to the Community Board, however is not the recommended option as it will result in a delay to the incorporation of the wording changes which are clarity, improve practice or to better align with the underlying. If further substantive changes are identified as being required once the Community Board begins operating under the new standing orders, it would be possible to make a further amendment to the standing orders at that time.

Tangata whenua

16 Te reo Māori headings are included in the document for the first time. Council's reports and agenda have the te reo Māori headings first followed by the English headings and the standing orders attached at Attachment 1 retain that order for consistency.

17 Standing order 4.3 provides that a member may address a meeting in English, te reo Māori or New Zealand Sign Language.

18 Section 10 of standing orders provides for the opening and closing of meetings and suggests options for opening a meeting could include karakia timitanga, mihi whakatau or powhiri and suggests the use of karakia whakamutunga to close the meeting where appropriate.

Panonitanga āhuarangi | Climate change

19 There are no climate change considerations

Ahumoni me ngā rawa | Financial and resourcing

20 There are no financial and resourcing considerations.

Ture me ngā Tūraru | Legal and risk

21 The adoption of standing orders is a requirement under Schedule 7 of the Local Government Act 2002.

22 This report has been reviewed by the Governance and Legal Services Manager.

Ngā pānga ki ngā kaupapa here | Policy impact

23 There are no policy considerations.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

Te mahere tūhono | Engagement planning

24 There are no engagement planning considerations.

Whakatairanga | Publicity

25 If adopted, the new version of standing orders will be published on the Council website.

NGĀ ĀPITIHANGA | ATTACHMENTS

1. Proposed Waikanae Community Board Standing Orders 2022-2025 Triennium ⇩
2. Current Waikanae Community Board standing orders ⇩

+

Ngā Tikanga Whakahaere Hui e te Poari ā Hapori o Waikanae

Waikanae Community Board Standing Orders

As adopted by Waikanae Community Board on XX 2023

I whakamanahia e te Poari ā-Hapori o Waikanae XX 2023

2

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 community boards. They fulfil, with regard to 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 order for the conduct of their meetings, it is not necessary that they are adopted every triennium. However, LGNZ recommends that community board's review their standing orders within the first six months following an election to ensure that they fully meet their needs for effective and inclusive meetings (see LGA 2002, cl. 27, Schedule 7).

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 community board must abide by standing orders.

LGNZ has made every reasonable effort to provide accurate information in this document, however it is not advice and we do not accept any responsibility for actions taken that may be based on reading it.

Contents | Ihirangi

1. Kupu Whakataki | Introduction 12

1.1 Ngā Mātāpono | Principles 12

1.2 Ngā tohutoro ā-ture | Statutory references 13

1.3 Ngā kupu rāpoto | Acronyms 13

1.4 Te hāngaitanga | Application 13

2. Ngā whakamārama | Definitions 13

Ngā take whānui | General matters 18

3. Ngā tikanga whakahaere hui | Standing orders 18

3.1 Te kawenga ki te whakatū tikanga whakahaere hui | Obligation to adopt standing orders 18

3.2 Te tukanga mō te whakatū me te whakahou i ngā tikanga whakahaere hui | Process for adoption and alteration of standing orders 18

3.3 Me whai ngā mema i ngā tikanga whakahaere hui | Members must obey standing orders 18

3.4 Te whakahāngai i ngā tikanga whakahaere hui | Application of standing orders 18

3.5 Te tārewa taupua i ngā tikanga whakahaere hui | Temporary suspension of standing orders 18

3.6 Ngā whakawā a te kaunihera | Quasi-judicial proceedings 19

3.7 Ngā wāhi noho ō ngā mema | Physical address of members 19

4. Ngā hui | Meetings 19

4.1 Te tikanga ā-ture ki te whakahaere hui | Legal requirement to hold meetings 19

4.2 Te roa o ngā hui | Meeting duration 19

4.3 Te reo | Language 19

4.4 Te pāho mataora i ngā hui | Livestreaming meetings 20

4.5 Te hui tuatahi | First meeting (inaugural) 20

4.6 Ngā tikanga mō te hui tuatahi | Requirements for the first meeting 20

5. Appointments and elections | Ngā kopounga me ngā pōtitanga 20

5.1 Te pūnaha pōti mō ngā ūpoko, ngā Koromatua tuarua me ngā ūpoko komiti | Elections of chairpersons and deputy chairpersons 20

5.2 Te whakakore a te Kaunihera i tētahi tūranga i kopoua e te Koromatua | Voting system for chairs and deputy chairs 21

6. Delegations | Te tuku mana 21

6.1 Te haepapa ki te tuku mana ki ngā poari hapori | Duty to consider delegations to community boards 21

6.2 Ngā tepenga o te tuku mana | Community board may delegate 21

6.3 Ka taea e ngā komiti te tuku mana | Use of delegated powers 22

6.4 Te whakamahi i ngā mana tuku | Decisions made under delegated authority cannot be rescinded or amended 22

6.5 E kore e taea te whakakore, te whakahou rānei i ngā whakatau i raro i te mana tuku | Committees and sub committees subject to the direction of the community board 22

7. Ngā komiti | Committees 22

7.1 Te kopounga o ngā komiti me ngā komiti āpiti | Appointment of committees and subcommittees 22

7.2 Te whakakore, te whakahou rānei i ngā komiti me ngā komiti āpiti | Discharge or reconstitution of committees and subcommittees 22

7.3 Te koupounga, te whakakore rānei i ngā mema komiti me ngā mema komiti āpiti | Appointment or discharge of committee members and subcommittee members 23

7.4 Te tū a ngā mema pōti ki ngā komiti me ngā komiti āpiti | Elected members on committees and subcommittees 23

7.5 Ka āhei te mana ā-rohe ki te whakakapi i ngā mema mēnā kāore i whakakorehia te komiti | Community board may replace members if committee not discharged 23

7.6 Kāore e whakanautia te whakataunga ahakoa harangotengote te tae mai o ngā mema | Decision not invalid despite irregularity in membership 23

7.7 Kāore e noho manakore tētahi whakatau ahakoa i rangirua te mematanga | Appointment of joint committees 24

7.8 Te kopounga o ngā komiti hono | Status of joint committees 24

7.9 Te tūnga o ngā komiti hono | Power to appoint or discharge individual members of a joint committee 24

I mua i te hui | Pre-meeting 25

8. Te tuku pānui | Giving notice 25

8.1 Te pānui tūmatanui – ngā hui noa | Public notice – ordinary meetings 25

8.2 Te pānui ki ngā mema – ngā hui noa | Notice to members - ordinary meetings 25

8.3 Ka āhei ki te karanga hui Motuhake | Extraordinary meeting may be called 25

8.4 Te pānui ki ngā mema – ngā hui Motuhake | Notice to members - extraordinary meetings 25

8.5 Ka āhei ki te karanga hui ohotata | Emergency meetings may be called 26

8.6 Te pūnaha mō te karanga hui ohotata | Process for calling an emergency meeting 26

8.7 Te pānui tūmatanui – ngā hui ohotata me te motuhake | Public notice – emergency and extraordinary meetings 26

8.8 Kāore e manakore ngā hui | Meetings not invalid 26

8.9 Ngā tatūnga i whakamanahia i te hui motuhake | Resolutions passed at an extraordinary meeting 27

8.10 Ngā hōtaka hui | Meeting schedules 27

8.11 Te kore e whiwhi pānui a ngā mema | Non-receipt of notice to members 27

8.12 Te whakakore hui | Meeting cancellations 27

9. Te rārangi take o ngā hui | Meeting agenda 28

9.1 Te whakarite i te rārangi take | Preparation of the agenda 28
9.2 Te pūnaha mō te whakatakoto take hei whakatau | Process for raising matters for a decision 28
9.3 Ka āhei te tumu whakarae ki te whakaroa, whakakore rānei i tētahi tono | Chief executive may delay or refuse request 28
9.4 Te raupapatanga o ngā mahi | Order of business 28
9.5 Te marohi a te ūpoko | Chairperson's recommendation 28
9.6 Te pūrongo a te ūpoko | Chairperson may prepare report 28
9.7 Te wātea o te rārangi take ki te marea | Public availability of the agenda 29
9.8 Te tirotiro a te marea i te rārangi take | Public inspection of agenda 29
9.9 Te tango take i te rārangi take | Withdrawal of agenda items 29
9.10 Te tuari i te rārangi take | Distribution of the agenda 29
9.11 Te tūnga o te rārangi take | Status of agenda 29
9.12 Ngā take kāore i runga i te rārangi take e kore e taea te whakaroa | Items of business not on the agenda which cannot be delayed 29
9.13 Te kōrerorero i ngā take iti kāore i runga i te rārangi take | Discussion of minor matters not on the agenda 30
9.14 Ngā take o te rārangi take kāore e whārikihia ki te marea | Public excluded business on the agenda 30
9.15 Te maru whāiti e pā ana ki te rārangi take me ngā meneti | Qualified privilege relating to agenda and minutes 30

Ngā Tikanga Hui |Meeting Procedures 31

10. Te whakatuwhera me te whakakapi | Opening and closing 31

11. Kōrama | Quorum 31

11.1 Ngā hui kaunihera | Community board meetings 31
11.2 Ngā hui komiti me te komiti āpiti | Committees and subcommittee meetings 31
11.3 Ngā komiti hono | Joint Committees 31
11.4 Te herenga mō te kōrama | Requirement for a quorum 31
11.5 Ka tārewa te hui mēnā karekau he kōrama | Meeting lapses where no quorum 32
11.6 Ngā take mai i ngā hui tārewa | Business from lapsed meetings 32

12. Te urunga a te marea me te hopunga | Public access and recording 32

12.1 E tuwhera ana ngā hui ki te marea | Meetings open to the public 32
12.2 Ngā take e panaia ai te marea | Grounds for removing the public 32
12.3 Ka āhei te mana ā-rohe ki te hopu i ngā hui | Community board may record meetings 32
12.4 Ka āhei te marea ki te hopu i ngā hui | Public may record meetings 32

13. Te taenga | Attendance 33

13.1 Te mōtika a ngā mema ki te tae ki ngā hui | Members right to attend meetings 33

13.2 Te tae ki ngā hui ina whakahaere whakawā te komiti | Attendance when a committee is performing judicial or quasi-judicial functions 33
13.3 Te tuku tamōtanga | Leave of absence 33
13.4 Whakapāha | Apologies 33
13.5 Ngā whakapāha | Recording apologies 33
13.6 Te hopu whakapāha | Absent without leave 34
13.7 Te tamōtanga kāore i whakaaetia | Right to attend by audio or audiovisual link 34
13.8 Te mōtika kia tae atu mā te hononga ā-oro, ataata-rongo rānei | Member's status: quorum 34
13.9 Te tūnga a te mema: kōrama | Member's status: voting 34
13.10 Te tūnga a te mema: te pōti | Chairperson's duties 34
13.11 Ngā mahi a te ūpoko | Conditions for attending by audio or audiovisual link 34
13.12 Ngā tikanga mō te taenga mā te hononga ā-oro, ataata-rongo rānei | Request to attend by audio or audiovisual link 35
13.13 Te tono kia tae mā te hononga ā-oro, ataata-rongo rānei | Chairperson may terminate link 35
13.14 Ka āhei te ūpoko ki te whakakore i te hononga | Giving or showing a document 35
13.15 Te tuku, te whakaatu rānei i tētahi tuhinga | Link failure 35
13.16 Ina mūhore te hononga | Confidentiality 35
14. Te mahi a te ūpoko i roto i ngā hui | Chairperson's role in meetings 36
14.1 Ngā hui kaunihera | Community board meetings 36
14.2 Ētahi atu hui | Addressing the chairperson 36
14.3 Me pēhea te whakaingoa i te ūpoko | Chairperson's rulings 36
14.4 Ngā whakataunga a te ūpoko | Chairperson standing 36
14.5 Ina tū te ūpoko | Member's right to speak 36
14.6 Te mōtika a te mema ki te kōrero | Chairperson may prioritise speakers 36
15. He wā kōrero ki te marea | Public speaking time 37
15.1 Ngā tepenga wā | Time limits 37
15.2 Ngā herenga | Restrictions 37
15.3 Ngā pātai He wā kōrero ki te marea | Questions at public speaking time 37
15.4 Kāore he tatūnga | No resolutions 37
16. Ngā Teputeihana | Deputations 37
16.1 Ngā tepenga wā | Time limits 38
16.2 Ngā Herenga | Restrictions 38
16.3 Te pātai i ngā teputeihana | Questions of a deputation 38
16.4 Ngā tatūnga | Resolutions 38
17. Ngā Petihana | Petitions 38
17.1 Te āhua o ngā petihana | Form of petitions 38

17.2 Te petihana ka whakatakotohia e te kaipetihana | Petition presented by petitioner 38
17.3 Te petihana ka whakatakotohia e tētahi mema | Petition presented by member 39
18. Te aukati i te marea | Exclusion of public 39
18.1 Ngā mōtini me ngā tatūnga ki te aukati i te marea | Motions and resolutions to exclude the public 39
18.2 Ka āhei ngā tāngata ka tohua ki te noho mai | Specified people may remain 39
18.3 Ngā take e aukatihia ana ki te marea | Public excluded items 40
18.4 Te kore e whāki i ngā mōhiohio | Non-disclosure of information 40
18.5 Te tuku i ngā mōhiohio nō te nohoanga aukati ki te marea | Release of information from public excluded session 40
19. Te pōti | Voting 40
19.1 Mā te nuinga e whakatau | Decisions by majority vote 40
19.2 Te pōti tuwhera | Open voting 40
19.3 Kei te ūpoko te pōti whakatau | Chairperson has a casting vote 40
19.4 Te tikanga pōti | Method of voting 41
19.5 Te tono i te wehenga | Calling for a division 41
19.6 Te tono kia tuhi i ngā pōti | Request to have votes recorded 41
19.7 Ka āhei ngā mema ki te noho puku | Members may abstain 41
20. Ngā whanonga | Conduct 42
20.1 Te tono kia tau ngā mema | Calling to order 42
20.2 Ngā whanonga e hāngai ana ki te Tikanga Whakahaere | Behaviour consistent with Code of Conduct 42
20.3 Te tango kōrero me te whakapāha | Retractions and apologies 42
20.4 Ngā whanonga kino | Disorderly conduct 42
20.5 Te whakahāwea | Contempt 42
20.6 Te pana i te tangata i te hui | Removal from meeting 42
20.7 Ngā take taharua ahumoni | Financial conflicts of interests 43
20.8 Ngā take taharua ahumoni-kore | Non-financial conflicts of interests 43
20.9 Te maru whāiti mō ngā whakaritenga hui | Qualified privilege for meeting proceedings 43
20.10 He āpitihanga te maru whāiti ki ētahi atu whakaritenga | Qualified privilege additional to any other provisions 43
20.11 Ngā pūrere hiko i ngā hui | Electronic devices at meetings 43
21. Ngā tikanga whānui mō te tautohetohe | General rules of debate 44
21.1 Kei te ūpoko te tikanga | Chairperson may exercise discretion 44
21.2 Te tepenga wā mā ngā kaikōrero | Time limits on speakers 44
21.3 Ngā pātai ki ngā kaimahi | Questions to staff 44
21.4 Ngā pātai whakamārama | Questions of clarification 44

21.5 Kotahi noa iho te wā e āhei ai te mema ki te korero | Members may speak only once 44
21.6 Ngā tepenga mō te maha o ngā kaikōrero | Limits on number of speakers 44
21.7 Ka āhei te kaitautoko ki te whakatārewa i tana kōrero | Seconder may reserve speech 45
21.8 Me hāngai ngā kōrero ki ngā take whai pānga | Speaking only to relevant matters 45
21.9 Te whakahua anō i te mōtini | Restating motions 45
21.10 Te whakahē i ngā tatūnga | Criticism of resolutions 45
21.11 Te whakahē kupu | Objecting to words 45
21.12 Te mōtika ki te whakautu | Right of reply 45
21.13 E kore e āhei tētahi atu mema ki te kōrero | No other member may speak 46
21.14 Ngā mōtini hei hiki i te hui | Adjournment motions 46
21.15 Te whakaae a te ūpoko ki ngā mōtini whakakapi | Chairperson's acceptance of closure motions 46

22. Ngā tikanga whānui mō te kōrero me te mōtini | General procedures for speaking and moving motions 46

22.1 Ngā kōwhiringa mō te kōrero me te mōtini | Options for speaking and moving 46
22.2 Kōwhiringa A | Option A 46
22.3 Kōwhiringa B | Option B 47
22.4 Kōwhiringa C | Option C 47

23. Ngā mōtini me ngā whakahoutanga | Motions and amendments 47

23.1 Te whakatakoto me te tautoko mōtini | Proposing and seconding motions 47
23.2 Te tuhi i ngā mōtini | Motions in writing 48
23.3 Ngā mōtini i whakawehea | Motions expressed in parts 48
23.4 Te whakakapi mōtini | Substituted motion 48
23.5 Me hāngai ngā whakahoutanga me kaua e whakahē i te mōtini | Amendments to be relevant and not direct negatives 48
23.6 Ngā whakahoutanga kua kōrerotia kētia | Foreshadowed amendments 48
23.7 Ngā whakahoutanga i whakahēngia | Lost amendments 48
23.8 Ngā whakahoutanga i whakaaetia | Carried amendments 48
23.9 Ina whakahēngia tētahi mōtini | Where a motion is lost 49
23.10 Te tango i ngā mōtini me ngā whakahoutanga | Withdrawal of motions and amendments 49
23.11 Kāore e āhei he kaikōrero i muri i te whakautu a te kaimōtini, i te tono rānei i te pōti | No speakers after reply or motion has been put 49

24. Te whakakore, te whakahou rānei i ngā tatūnga | Revocation or alteration of resolutions 49

24.1 Ka āhei tētahi mema ki te mōtini ki te whakakore i tētahi whakataunga | Member may move revocation of a decision 49

24.2 Mā te rōpū nāna te whakatau e whakakore | Revocation must be made by the body responsible for the decision 49
24.3 Te herenga ki te tuku pānui | Requirement to give notice 50
24.4 Ngā herenga mō ngā mahi i raro i te tatūnga whai pānga | Restrictions on actions under the affected resolution 50
24.5 Te whakakore, te whakahou rānei mā te tatūnga i taua hui tonu | Revocation or alteration by resolution at same meeting 50
24.6 Te whakakore, te whakahou rānei mā te marohi ki rō pūrongo | Revocation or alteration by recommendation in report 50
25. Ngā mōtini whakahaere | Procedural motions 51
25.1 Me pōti ngā mōtini whakahaere i taua wā tonu | Procedural motions must be taken immediately 51
25.2 Ngā mōtini whakahaere ki te whakakapi, whakatārewa rānei i tētahi tautohetohe | Procedural motions to close or adjourn a debate 51
25.3 Te pōti mō ngā mōtini whakahaere | Voting on procedural motions 51
25.4 Te tautohetohe i ngā take i whakatārewatia | Debate on adjourned items 51
25.5 Ngā take e toe ana i ngā hui i whakatārewatia | Remaining business at adjourned meetings 51
25.6 Ngā take e tukuna ana ki te kaunihera, komiti, poari hapori rānei | Business referred to the community board 52
25.7 Etahi atu momo mōtini whakahaere | Other types of procedural motions 52
26. Te tono ki te whakatika hapa | Points of order 52
26.1 Ka āhei ngā mema ki te tono ki te whakatika hapa | Members may raise points of order 52
26.2 Ngā kaupapa mō te whakatika hapa | Subjects for points of order 52
26.3 Ngā whakahē | Contradictions 52
26.4 Te tono whakatika hapa i te wā o te wehenga | Point of order during division 52
26.5 Te whakatau a te ūpoko mō ngā tono whakatika hapa | Chairperson's decision on points of order 53
27. Te pānui i ngā mōtini | Notices of motion 53
27.1 Me tuhi te pānui mō te mōtini e takune ana | Notice of intended motion to be in writing 53
27.2 Te whakahē i te pānui mōtini | Refusal of notice of motion 53
27.3 Te kaimōtini o te pānui mōtini | Mover of notice of motion 53
27.4 Te whakarerekē i te pānui mōtini | Alteration of notice of motion 54
27.5 Ka tārewa te pānui mōtini | When notices of motion lapse 54
27.6 Te tuku i ngā pānui mōtini | Referral of notices of motion 54
27.7 Ngā pānui mōtini tārua | Repeat notices of motion 54
28. Ngā meneti | Minutes 54

28.1 Ka noho ngā meneti hei taunakitanga mō te hui | Minutes to be evidence of proceedings 54
28.2 Ngā take ka tuhi ki ngā meneti | Matters recorded in minutes 54
28.3 Kāore e āhei te whakawhiti kōrero mō ngā meneti | No discussion on minutes 55
28.4 Ngā meneti o te hui whakamutunga i mua i te pōtitanga | Minutes of last meeting before election 55
29. Te whakarite mauhanga | Keeping a record 56
29.1 Te whakarite i ngā mauhanga tika | Maintaining accurate records 56
29.2 Te tikanga mō te tiaki i ngā mauhanga | Method for maintaining records 56
29.3 Te tirotiro | Inspection 56
29.4 Te tirotiro i ngā take aukati marea | Inspection of public excluded matters 56
Ngā tohutoro tuhinga | Referenced documents 57
Āpitihanga 1: Ngā take e aukatihia ai te marea | Appendix 1: Grounds to exclude the public 58
Āpitihanga 2: He tauira mō te tatūnga ki te aukati i te marea | Appendix 2: Sample resolution to exclude the public 60
Āpitihanga 3: Ngā mōtini me ngā whakahoutanga (Kōwhiringa A) | Appendix 3: Motions and amendments (Option A) 63
Āpitihanga 4: Ngā mōtini me ngā whakahoutanga (Kōwhiringa B) | Appendix 4: Motions and amendments (Option B) 64
Āpitihanga 5: Ngā mōtini me ngā whakahoutanga (Kōwhiringa C) (Option C) | Appendix 5: Motions and amendments 65
Āpitihanga 6: Tūtohi mō ngā mōtini whakahaere | Appendix 6: Table of procedural motions 66
Āpitihanga 7: Ngā tikanga mō te pāhotanga mataora | Appendix 7: Livestreaming protocols 68
Āpitihanga 8: Ngā Mana Whakahaere a te Ūpoko | Appendix 8: Powers of a Chairperson 69
Āpitihanga 9: Te pūnaha mō te whakakore i te tūranga a te ūpoko, te Koromatua tuarua rānei | Appendix 9: Process for removing a chairperson from office 73
Āpitihanga 10: He tauira mō te whakaraupapatanga o ngā take | Appendix 10: Sample order of business 74
Āpitihanga 11: Te pūnaha mō te whakatakoto take hei whakatau | Appendix 11: Process for raising matters for a decision 75

1. Kupu Whakataki | Introduction

These standing orders have been prepared to enable the orderly conduct of community board 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 Appendices, 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 and are also not part of the standing orders.

1.1 Ngā Mātāpono | Principles

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 community board 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; 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" (s. 39 LGA 2002).

1.2 Ngā tohutoro ā-ture | Statutory references

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 or not 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.

1.3 Ngā kupu rāpoto | Acronyms

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

1.4 Te hāngaitanga | Application

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. Ngā whakamārama | Definitions

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 community board 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 community board, 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 section 42 of the LGA 2002, and includes, for the purposes of these standing orders, any other officer authorised 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 community board:

(a) A committee comprising all the members of that community board;

(b) A standing committee or special committee appointed by that authority;

(c) A joint committee appointed under clause 30A of Schedule 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

Deputation means a request from any person or group to make a presentation to the community board which is approved by the Chairperson and which may be made in English, te reo Māori or New Zealand Sign Language.

Division means a formal vote at a Community board, 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 Schedule 7 of the LGA 2002.

Extraordinary meeting has the same meaning as defined in cl. 22 of Schedule 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.

Joint committee means a committee in which the members are appointed by more than one community board in accordance with clause 30A of Schedule 7 of the LGA 2002.

Karakia timatanga means an opening prayer.

Karakia whakamutunga means a closing prayer.

Lawfully excluded means a member of a community board 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.

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

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 community board convened under the provisions of LGOIMA.

Member means any person elected or appointed to the community board.

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 community board.

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.

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 community board publicly notified in accordance with sections 46(1) and (2) of LGOIMA.

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

Petition means a request to a community board 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 community board; and
- Any other information which has not been released by the community board 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 community board as provided for in LGOIMA.

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.

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

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 Schedule 7 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 community board 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 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 community board 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 community board 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 community board at which no decisions are made and to which these standing orders will not apply, unless required by the community board. Workshops may include non-elected members. Workshops may also be described as briefings.

Ngā take whānui | General matters

3. Ngā tikanga whakahaere hui | Standing orders

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

A community board is required to operate in accordance with standing orders for the conduct of its meetings. Standing orders must not contravene any Act.

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

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

The adoption of standing orders and any amendment to standing orders must be made by the Community board 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.

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

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

All members of a community board which has adopted these standing orders must also comply with them.

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

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

These standing orders apply to all meetings of a community board and its committees and subcommittees. This includes meetings and parts of meetings that the public are excluded from.

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

Any member of a 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.

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

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 Ngā whakawā a te kaunihera | Quasi-judicial proceedings

For quasi-judicial proceedings the community board may amend its meeting procedures. For example, committees hearing applications under the RMA 1991 have additional powers under the Commissions of Inquiry Act 1908.

3.7 Ngā wāhi noho ō ngā mema | Physical address of members

Every member of a community board must give their 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 Te tikanga ā-ture ki te whakahaere hui | Legal requirement to hold meetings

The local authority must hold meetings for the good government of its community. 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 Te roa o ngā hui | Meeting duration

A meeting cannot continue more than six hours from when it starts (including any adjournments) or after 10.30pm, unless the meeting 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 Te reo | Language

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 Te pāho mataora i ngā hui | Livestreaming meetings

When meetings are livestreamed, they should be provided in accordance with the protocols contained in Appendix 7.

4.5 Te hui tuatahi | First meeting (inaugural)

The first meeting of a community board, following a community board 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.

cl. 21(1) - (4), Schedule 7, LGA 2002.

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

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 cl. 21(4), Schedule 7 (LGA 2002)).

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 members under cl.14, Schedule7, (LGA 2002);

(b) The election of the chairperson and the making and attesting of the declaration required of the chairperson under cl. 14 Schedule7, (LGA 2002);

(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 sections 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 community board, or the adoption of a schedule of meetings.

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

It is common for community boards 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.

5. Appointments and elections | Ngā kopounga me ngā pōtitanga

5.1 Te pūnaha pōti mō ngā ūpoko, ngā Koromatua tuarua me ngā ūpoko komiti | Elections of chairpersons and deputy chairpersons

The community board must decide by resolution to use one of two voting systems (see standing order 5.6) when electing the chairperson and deputy chairperson.

cl. 25 Schedule 7, LGA 2002.

5.2 Te whakakore a te Kaunihera i tētahi tūranga i kopoua e te Koromatua | Voting system for chairs and deputy chairs

When electing a community board chair, the meeting 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 community board 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.

cl. 25 Schedule 7, LGA 2002.

6. Delegations | Te tuku mana

6.1 Te haepapa ki te tuku mana ki ngā poari hapori | Duty to consider delegations to community boards

The governing body of a territorial authority must consider whether or not to delegate to a community board if the delegation will enable the community board to best achieve its role.

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

6.2 Ngā tepenga o te tuku mana | Community board may delegate

A community board 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.

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

6.3 Ka taea e ngā komiti te tuku mana | Use of delegated powers

The community board to which 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.

cl. 32(2) & (3)(4) Schedule 7, LGA 2002.

6.4 Te whakamahi i ngā mana tuku | Decisions made under delegated authority cannot be rescinded or amended

Nothing in these standing orders allows a community board 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.

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

6.5 E kore e taea te whakakore, te whakahou rānei i ngā whakatau i raro i te mana tuku | Committees and sub committees subject to the direction of the community board

A committee or subcommittee of a community board is subject in all things to the control of the community board, and must carry out all general and special directions given to them by the board.

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

7. Ngā komiti | Committees

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

A community board 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 community board.

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

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

Unless expressly provided otherwise in legislation or regulation:

(a) A community board may discharge or reconstitute a committee or subcommittee, or other subordinate decision-making body; and

(b) A community board may discharge or reconstitute a subcommittee.

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

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

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

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

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

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

The members of a committee or subcommittee may be, but are not required to be, elected members of a local authority. A community board may appoint a person who is not a member of the local authority to a committee or subcommittee if, in the opinion of the community board, 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 community board. In the case of a committee established by a 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.

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

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

If a community board resolves that a committee, subcommittee or other subordinate decision-making body is not to be discharged under cl. 30 (7) Schedule7, LGA 2002, the community board may replace the members of that committee, subcommittee or subordinate decision-making body after the next triennial general election of members.

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

7.6 Kāore e whakanautia te whakataunga ahakoa harangotengote te tae mai o ngā mema | Decision not invalid despite irregularity in membership

For the purpose of these standing orders a decision of a community board is not invalidated if:

1. There is a vacancy in the membership of the 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.

cl. 29, Schedule 7, LGA 2002.

7.7 Kāore e noho manakore tētahi whakatau ahakoa i rangirua te mematanga | Appointment of joint committees

A community board may appoint a joint committee with another community board or other public body if it has reached agreement with each community board 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.

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

7.8 Te kopounga o ngā komiti hono | Status of joint committees

A joint committee is deemed to be both a committee of a community board and a committee of each other participating community board or public body.

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

7.9 Te tūnga o ngā komiti hono | Power to appoint or discharge individual members of a joint committee

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

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

I mua i te hui | Pre-meeting

8. Te tuku pānui | Giving notice

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 Te pānui tūmatanui – ngā hui noa | Public notice – ordinary meetings

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).

s. 46, LGOIMA.

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

The chief executive must give notice in writing to each member of the community board 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.

cl. 19 (5), Schedule7, LGA 2002.

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

An extraordinary community board meeting may be called by:

(a) Resolution of the community board, or

(b) A requisition in writing delivered to the chief executive which is signed by:

  i. The chairperson; or

  ii. Not less than one third of the total membership of the community board (including vacancies).

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

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

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 community board 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.

cl. 22 (3), Schedule7, LGA 2002.

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

If the business a community board 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 Chairperson; or

(b) If the Chairperson is unavailable, the chief executive.

cl. 22A(1), Schedule7 LGA 2002.

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

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 community board, and to the chief executive, at least 24 hours before the time appointed for the meeting.

cl. 22A (2), Schedule7 LGA 2002.

8.7 Te pānui tūmatanui – ngā hui ohotata me te motuhake | Public notice – emergency and extraordinary meetings

Where an emergency or extraordinary meeting of a community board is called but the notice of the meeting is inconsistent with these standing orders, due to the manner in which it was called, the community board 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.

s. 46 (3) LGOIMA.

8.8 Kāore e manakore ngā hui | Meetings not invalid

The failure to notify a public meeting under these standing orders does not of itself make that meeting invalid. However, where a community board 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.

s. 46 (6), LGOIMA.

8.9 Ngā tatūnga i whakamanahia i te hui motuhake | Resolutions passed at an extraordinary meeting

A community board must, as soon as practicable, publicly notify any resolution passed at an extraordinary meeting of the community board 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.

s. 51A, LGOIMA.

8.10 Ngā hōtaka hui | Meeting schedules

Where the community board adopts a meeting schedule it may cover any period that the community board 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 also publicly notify each meeting.

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

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

A meeting of a community board is not invalid if notice of that meeting was not received, or not received in due time, by a member of the community 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 community board may waive the need to be given notice of a meeting.

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

8.12 Te whakakore hui | Meeting cancellations

The chairperson of a scheduled meeting may cancel the meeting if, in consultation with the chief executive, they consider this is necessary for reasons that include lack of business, lack of quorum or clash with another event.

The chief executive must make a reasonable effort to notify members and the public as soon as practicable of the cancellation and the reasons behind it.

9. Te rārangi take o ngā hui | Meeting agenda

9.1 Te whakarite i te rārangi take | Preparation of the agenda

It is the chief executive's responsibility, on behalf of the chairperson, to prepare an agenda for each meeting listing and attaching information on the items of business to be brought before the meeting so far as is known, including the names of the relevant members.

When preparing business items for an agenda the chief executive must consult, unless impracticable, such as in the case of the inaugural meeting, the chairperson, or the person acting as chairperson for the coming meeting.

9.2 Te pūnaha mō te whakatakoto take hei whakatau | Process for raising matters for a decision

Requests for reports may be made by a resolution of the community board and, in the case of all decision-making bodies other than the council, must also fall within the scope of their specific delegations.

9.3 Ka āhei te tumu whakarae ki te whakaroa, whakakore rānei i tētahi tono | Chief executive may delay or refuse request

The chief executive may delay commissioning any reports that involve significant cost or are beyond the scope of the community board or committee that made the request. In such cases the chief executive will discuss options for meeting the request with the respective chairperson and report back to a subsequent meeting with an estimate of the cost involved and seek direction on whether the report should still be prepared.

Where a Chief executive refuses a member's request to prepare a report, an explanation for that refusal should be provided to the member.

9.4 Te raupapatanga o ngā mahi | Order of business

At the meeting the business is to be dealt with in the order in which it stands on the agenda unless the chairperson, or the meeting, decides otherwise. An example of a default order of business is set out in Appendix 10.

The order of business for an extraordinary meeting must be limited to items that are relevant to the purpose for which the meeting has been called.

9.5 Te marohi a te ūpoko | Chairperson's recommendation

A chairperson, either prior to the start of the meeting and/or at the meeting itself, may include a recommendation regarding any item on the agenda brought before the meeting. Where a chairperson's recommendation varies significantly from an officer's recommendation the reason for the variation must be explained. A recommendation that differs significantly from the officer's recommendation must comply with the decision-making requirements of Part 6, LGA 2002.

9.6 Te pūrongo a te ūpoko | Chairperson may prepare report

The chairperson of a meeting has the right to prepare a report to be included in the agenda on any matter which falls within the responsibilities of that meeting, as described in its terms of reference.

For clarity, any recommendation must comply with the decision-making requirements of Part 6, LGA 2002.

9.7 Te wātea o te rārangi take ki te marea | Public availability of the agenda

All information provided to members at a community board, meeting must be publicly available, except where an item included in the agenda refers to a matter reasonably expected to be discussed with the public excluded.

s. 5 & 46A, LGOIMA.

9.8 Te tirotiro a te marea i te rārangi take | Public inspection of agenda

Any member of the public may, without payment of a fee, inspect, during normal office hours and within a period of at least 2 working days before a meeting, all agendas and associated reports circulated to members of the community board relating to that meeting. The agenda:

(a) Must be available for inspection at the public offices of the local authority (including service centres), at public libraries under the authority's control and on the council's website, and:

(b) Must be accompanied by either:

i. The associated reports; or

ii. A notice specifying the places at which the associated reports may be inspected.

s. 46A (1), LGOIMA.

9.9 Te tango take i te rārangi take | Withdrawal of agenda items

If justified by circumstances, an agenda item may be withdrawn by the chief executive. In the event of an item being withdrawn the chief executive should inform the chairperson.

9.10 Te tuari i te rārangi take | Distribution of the agenda

The chief executive must send the agenda to every member of a meeting at least two clear working days before the day of the meeting, except in the case of an extraordinary meeting or an emergency meeting (see Standing Orders 8.4 and 8.10).

The chief executive may send the agenda, and other materials relating to the meeting or other community board business, to members by electronic means.

9.11 Te tūnga o te rārangi take | Status of agenda

No matter on a meeting agenda, including recommendations, may be considered final until determined by a formal resolution of that meeting.

9.12 Ngā take kāore i runga i te rārangi take e kore e taea te whakaroa | Items of business not on the agenda which cannot be delayed

A meeting may deal with an item of business that is not on the agenda where the meeting resolves to deal with that item and the chairperson provides the following information during the public part of the meeting:

(a) The reason the item is not on the agenda; and

(b) The reason why the discussion of the item cannot be delayed until a subsequent meeting.

s. 46A (7), LGOIMA.

Items not on the agenda may be brought before the meeting through a report from either the chief executive or the chairperson.

Please note, that nothing in this standing order removes the requirement to meet the provisions of Part 6, LGA 2002 with regard to consultation and decision-making.

9.13 Te kōrerorero i ngā take iti kāore i runga i te rārangi take | Discussion of minor matters not on the agenda

A meeting may discuss an item that is not on the agenda only if it is a minor matter relating to the general business of the meeting and the chairperson explains at the beginning of the public part of the meeting that the item will be discussed. However, the meeting may not make a resolution, decision, or recommendation about the item, except to refer it to a subsequent meeting for further discussion.

s. 46A (7A), LGOIMA.

9.14 Ngā take o te rārangi take kāore e whārikihia ki te marea | Public excluded business on the agenda

Items that are likely to be discussed under public-excluded must be indicated on each agenda, including the general subject of the item. The chief executive, however, may exclude public access to any reports, or parts of reports, which are reasonably expected to be discussed with the public excluded.

s. 46A (9), LGOIMA.

9.15 Te maru whāiti e pā ana ki te rārangi take me ngā meneti | Qualified privilege relating to agenda and minutes

Where any meeting is open to the public and a member of the public is supplied with a copy of the agenda, or the minutes of that meeting, the publication of any defamatory matter included in the agenda or in the minutes is privileged. This does not apply if the publication is proved to have been made with ill will, or improper advantage has been taken of the publication.

s. 52, LGOIMA.

Ngā Tikanga Hui |Meeting Procedures

10. Te whakatuwhera me te whakakapi | Opening and closing

Community boards may, at the start of a meeting, choose to recognise the civic importance of the occasion through some form of reflection. This could be an expression of community values, a reminder of the contribution of members who have gone before or a formal welcome, such as a mihi whakatau.

Options for opening a meeting could include a karakia timitanga, mihi whakatau, or powhiri as well as a karakia whakamutunga to close a meeting where appropriate.

11. Kōrama | Quorum

11.1 Ngā hui kaunihera | Community board meetings

The quorum for a meeting of the community board is:

(a) Half of the members physically present, where the number of members (including vacancies) is even; and

(b) A majority of the members physically present, where the number of members (including vacancies) is odd.

cl. 23 (3)(a) Schedule 7, LGA 2002.

11.2 Ngā hui komiti me te komiti āpiti | Committees and subcommittee meetings

A community board sets the quorum for its committees and subcommittees, either by resolution or by stating the quorum in the terms of reference. Committees may set the quorums for their subcommittees by resolution, provided that it is not less than two members. (See also 7.4).

In the case of subcommittees the quorum will be two members unless otherwise stated. In the case of committees at least one member of the quorum must be a member of the community board, or if established by a local board or community board, the relevant board.

cl. 23 (3)(b) Schedule 7, LGA 2002.

11.3 Ngā komiti hono | Joint Committees

The quorum at a meeting of a joint committee must be consistent with Standing Order 11.1. Community boards participating in the joint committee may decide, by agreement, whether or not the quorum includes one or more members appointed by each community board or any party.

cl. 30A (6)(c) Schedule 7, LGA 2002.

11.4 Te herenga mō te kōrama | Requirement for a quorum

A meeting is constituted where a quorum of members is present, whether or not they are all voting or entitled to vote. In order to conduct any business at a meeting, a quorum of members must be present for the whole time that the business is being considered.

cl. 23(1) & (2) Schedule 7, LGA 2002.

11.5 Ka tārewa te hui mēnā karekau he kōrama | Meeting lapses where no quorum

A meeting must lapse and the chairperson vacate the chair, if a quorum is not present within 30 minutes of the advertised start of the meeting. Where members are known to be travelling to the meeting, but are delayed due to extraordinary circumstance, the chairperson has discretion to wait for a longer period.

No business may be conducted while waiting for the quorum to be reached. Minutes will record when a meeting lapses due to a lack of a quorum, along with the names of the members who attended.

Should a quorum be lost the meeting will lapse if the quorum is not present within 15 minutes.

11.6 Ngā take mai i ngā hui tārewa | Business from lapsed meetings

Where meetings lapse the remaining business will be adjourned and be placed at the beginning of the agenda of the next ordinary meeting, unless the chairperson sets an earlier meeting and this is notified by the chief executive.

12. Te urunga a te marea me te hopunga | Public access and recording

12.1 E tuwhera ana ngā hui ki te marea | Meetings open to the public

Except as otherwise provided by Part 7 of LGOIMA, every meeting of the community board, must be open to the public.

s.47 & 49(a), LGOIMA.

12.2 Ngā take e panaia ai te marea | Grounds for removing the public

The chairperson may require any member of the public to be removed from the meeting if they believe that person's behaviour is likely to prejudice the orderly conduct of the meeting.

s.50(1), LGOIMA

12.3 Ka āhei te mana ā-rohe ki te hopu i ngā hui | Community board may record meetings

Meeting venues should contain clear signage indicating and informing members, officers and the public that proceedings may be recorded by the community board and may be subject to direction by the chairperson.

12.4 Ka āhei te marea ki te hopu i ngā hui | Public may record meetings

Members of the public may make electronic or digital recordings of meetings which are open to the public. Any recording of meetings should be notified to the chairperson at the commencement of the meeting to ensure that the recording does not distract the meeting from fulfilling its business.

Where circumstances require, the chairperson may direct the recording to stop for a period of time.

13. Te taenga | Attendance

13.1 Te mōtika a ngā mema ki te tae ki ngā hui | Members right to attend meetings

A member of a community board, or of a committee of a community board, has, unless lawfully excluded, the right to attend any meeting of the community board or committee.

cl. 19(2), Schedule 7, LGA 2002.

If a member of the community board is not an appointed member of the meeting which they are attending, they may not vote on any matter at that meeting. However, they may, with the leave of the chair, take part in the meeting's discussions.

A member attending a meeting of which they are not an appointed member is not a member of the public for the purpose of s.48 LGOIMA. Consequently, if the meeting resolves to exclude the public then any members of the community board who are present may remain, unless they are lawfully excluded.

Please note: this section does not confer any rights to non-elected members appointed to committees of a community board.

13.2 Te tae ki ngā hui ina whakahaere whakawā te komiti | Attendance when a committee is performing judicial or quasi-judicial functions

When a committee is performing judicial or quasi-judicial functions, members of the community board who are not members of that committee are not entitled to take part in the proceedings.

13.3 Te tuku tamōtanga | Leave of absence

A community board may grant a member leave of absence following an application from that member. The community board may delegate the power to grant a leave of absence to the Chairperson in order to protect a members' privacy and the Community board may approve an application from the Chairperson. The Chairperson will advise all members of the community board whenever a member has been granted leave of absence under delegated authority. Meeting minutes will record that a member has leave of absence as an apology for that meeting.

13.4 Whakapāha | Apologies

A member who does not have leave of absence may tender an apology should they be absent from all or part of a meeting. The Chairperson (or acting chair) must invite apologies at the beginning of each meeting, including apologies for lateness and early departure. The meeting may accept or decline any apologies. Members may be recorded as absent on community board business where their absence is a result of a commitment made on behalf of the community board.

For clarification, the acceptance of a member's apology constitutes a grant of 'leave of absence' for that meeting.

13.5 Ngā whakapāha | Recording apologies

The minutes will record any apologies tendered before or during the meeting, including whether they were accepted or declined and the time of arrival and departure of all members.

13.6 Te hopu whakapāha | Absent without leave

Where a member is absent from four consecutive meetings of the community board without leave of absence or an apology being accepted (not including extraordinary or emergency meetings) then the office held by the member will become vacant. A vacancy created in this way is treated as an extraordinary vacancy.

cl. 5 (d) Schedule 7, LGA 2002.

13.7 Te tamōtanga kāore i whakaaetia | Right to attend by audio or audiovisual link

Provided the conditions in standing orders 13.11 and 13.12 are met, members of the local authority and its committees (and members of the public for the purpose of a deputation approved by the chairperson), have the right to attend meetings by means of an electronic link, unless they have been lawfully excluded.

13.8 Te mōtika kia tae atu mā te hononga ā-oro, ataata-rongo rānei | Member's status: quorum

Members who attend meetings by electronic link will not be counted as present for the purposes of a quorum.

cl. 25A (4), Schedule 7, LGA 2002.

13.9 Te tūnga a te mema: kōrama | Member's status: voting

Where a meeting has a quorum, determined by the number physically present, the members attending by electronic link can vote on any matters raised at the meeting.

13.10 Te tūnga a te mema: te pōti | Chairperson's duties

Where the technology is available and a member is attending a meeting by audio or audiovisual 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 of that person 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.

cl. 25A (3) schedule 7, LGA 2002.

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.

13.11 Ngā mahi a te ūpoko | Conditions for attending by audio or audiovisual link

Noting standing order 13.7, the chairperson may give approval for a member to attend meetings by electronic link, either generally or for a specific meeting. Examples of situations where approval can be given include:

(a) Where the member is at a place that makes their physical presence at the meeting impracticable or impossible;

(b) Where a member is unwell; and

(c) Where a member is unable to attend due to an emergency.

13.12 Ngā tikanga mō te taenga mā te hononga ā-oro, ataata-rongo rānei | Request to attend by audio or audiovisual link

Where possible, a member will give the chairperson and the chief executive at least 2 working days' notice when they want to attend a meeting by audio or audiovisual link. Should, due to illness or emergency, this is not possible the member may give less notice.

Where such a request is made and the technology is available, the chief executive must take reasonable steps to enable the member to attend by audio or audiovisual link. However, the council or community board has no obligation to make the technology for an audio or audio-visual link available.

If the member's request cannot be accommodated, or there is a technological issue with the link, this will not invalidate any acts or proceedings of the local authority, its committees or community boards.

13.13 Te tono kia tae mā te hononga ā-oro, ataata-rongo rānei | Chairperson may terminate link

The chairperson may direct that an electronic link should be terminated where:

(a) Use of the link is increasing, or may unreasonably increase, the length of the meeting;

(b) The behaviour of the members using the link warrants termination, including the style, degree and extent of interaction between members;

(c) It is distracting to the members who are physically present at the meeting;

(d) The quality of the link is no longer suitable;

(e) Information classified as confidential may be compromised (see also SO 13.16).

13.14 Ka āhei te ūpoko ki te whakakore i te hononga | Giving or showing a document

A person attending a meeting by audio or audio visual link may give or show a document by:

(a) Transmitting it electronically;

(b) Using the audio visual link; or

(c) Any other manner that the chairperson thinks fit.

cl. 25(A) (6) schedule 7, LGA 2002.

13.15 Te tuku, te whakaatu rānei i tētahi tuhinga | Link failure

Where an audio or audiovisual link fails, or there are other technological issues that prevent a member who is attending by link from participating in a meeting, that member must be deemed to be no longer attending the meeting.

13.16 Ina mūhore te hononga | Confidentiality

A member who is attending a meeting by audio or audio visual link must ensure that the meeting's proceedings remain confidential during any time that the public is excluded. At such a time, the

chairperson may require the member to confirm that no unauthorised people are able to view or hear the proceedings. If the chairperson is not satisfied by the explanation they may terminate the link.

14. Te mahi a te ūpoko i roto i ngā hui | Chairperson's role in meetings

14.1 Ngā hui kaunihera | Community board meetings

The appointed chairperson must preside at each meeting unless they vacate the chair for all or part of a meeting. If the chairperson is absent from a meeting or vacates the chair, the deputy chairperson (if any) will act as chairperson. If the deputy chairperson is also absent, or has not been appointed, the committee members who are present must elect a member to act as chairperson. This person may exercise the meeting responsibilities, duties and powers of the chairperson.

cl. 26(2), (5) & (6), schedule 7 LGA 2002.

14.2 Ētahi atu hui | Addressing the chairperson

Members will address the Chairperson in a manner that the Chairperson has determined.

14.3 Me pēhea te whakaingoa i te ūpoko | Chairperson's rulings

The chairperson will decide all procedural questions, including points of order, where insufficient provision is made by these standing orders (except in cases where a point of order questions the chairperson's ruling). Any refusal to obey a Chairperson's ruling or direction constitutes contempt (see SO 20.5).

14.4 Ngā whakataunga a te ūpoko | Chairperson standing

Whenever the chairperson stands during a debate members are required to sit down (if required to stand to address the meeting) and be silent so that they can hear the chairperson without interruption.

14.5 Ina tū te ūpoko | Member's right to speak

Members are entitled to speak in accordance with these standing orders. Members should address the chairperson when speaking. They may not leave their place while speaking, unless they have the leave of the chairperson.

14.6 Te mōtika a te mema ki te kōrero | Chairperson may prioritise speakers

When two or more members want to speak the chairperson will name the member who may speak first. Other members who wish to speak have precedence where they intend to:

(a) Raise a point of order, including a request to obtain a time extension for the previous speaker; and/or

(b) Move a motion to terminate or adjourn the debate; and/or

(c) Make a point of explanation; and/or

(d) Request the chair to permit the member a special request.

15. He wā kōrero ki te marea | Public speaking time

Public speaking time is usually at the start of a meeting, which is put aside for the purpose of public input. Public speaking time is designed to enable members of the public to bring matters to the attention of the community board.

In the case of a community board and its committees, any issue, idea, or matter raised in a public speaking time, must fall within the terms of reference of that body.

15.1 Ngā tepenga wā | Time limits

A period will be available for the public speaking time at each scheduled community board meeting. Members of the public wishing to address the community board may book ahead by contacting Democracy Services or may add their name to the list of public speakers at the meeting.

Speakers can speak for up to 3 minutes, or longer at the Chairs discretion. No more than two speakers can speak on behalf of an organisation during public speaking. Where the number of speakers presenting in the public speaking time exceeds 6 in total, the Chairperson has discretion to restrict the speaking time permitted for all presenters.

The Chair will take into account at their discretion any cultural considerations brought to their attention by members of the public wishing to speak.

15.2 Ngā herenga | Restrictions

The chairperson has the discretion to decline to hear a speaker or to terminate a presentation at any time where:

- A speaker is repeating views presented by an earlier speaker at the same public forum;
- The speaker is criticising elected members and/or staff;
- The speaker is being repetitious, disrespectful or offensive;
- The speaker has previously spoken on the same issue;
- The matter is subject to legal proceedings; and
- The matter is subject to a hearing, including the hearing of submissions where the community board or committee sits in a quasi-judicial capacity.

15.3 Ngā pātai He wā kōrero ki te marea | Questions at public speaking time

At the conclusion of the presentation, with the permission of the chairperson, elected members may ask questions of speakers. Questions are to be confined to obtaining information or clarification on matters raised by a speaker.

15.4 Kāore he tatūnga | No resolutions

Following the public forum no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda. (See the LGNZ Guide to Standing Orders for suggestions of good practice in dealing with issues raised during a forum).

16. Ngā Teputeihana | Deputations

The purpose of a deputation is to enable a person, group, or organisation to make a presentation to a meeting on a matter or matters covered by that meeting's terms of reference. Deputations should be approved by the chairperson, or an official with delegated authority, five working days before the

meeting; however this requirement may be waived by the chairperson. Deputations may be heard at the commencement of the meeting or at the time that the relevant agenda item is being considered.

16.1 Ngā tepenga wā | Time limits

Speakers can speak for up to 5 minutes, or longer at the discretion of the chairperson. No more than two speakers can speak on behalf of an organisation's deputation.

16.2 Ngā Herenga | Restrictions

The chairperson has the discretion to decline to hear or terminate a deputation at any time where:

- A speaker is repeating views presented by an earlier speaker at the meeting;
- The speaker is criticising elected members and/or staff;
- The speaker is being repetitious, disrespectful or offensive;
- The speaker has previously spoken on the same issue;
- The matter is subject to legal proceedings; and
- The matter is subject to a hearing, including the hearing of submissions where the community board or committee sits in a quasi-judicial capacity.

16.3 Te pātai i ngā teputeihana | Questions of a deputation

At the conclusion of the deputation members may, with the permission of the chairperson, ask questions of any speakers. Questions are to be confined to obtaining information or clarification on matters raised by the deputation.

16.4 Ngā tatūnga | Resolutions

Any debate on a matter raised in a deputation must occur at the time at which the matter is scheduled to be discussed on the meeting agenda and once a motion has been moved and seconded.

17. Ngā Petihana | Petitions

17.1 Te āhua o ngā petihana | Form of petitions

Petitions may be presented to the community board as long as the subject matter falls within the terms of reference of the intended meeting.

Petitions must contain at least 20 signatures and consist of fewer than 150 words (not including signatories). They must be received by the chief executive at least five working days before the meeting at which they will be presented; however this requirement may be waived by the chairperson.

Petitions must not be disrespectful, use offensive language or include malicious, inaccurate, or misleading statements (see standing order 20.9 on qualified privilege). They may be written in English or te reo Māori. Petitioners planning to present their petition in te reo or sign language should advise the chief executive in time to allow translation services to be arranged.

17.2 Te petihana ka whakatakotohia e te kaipetihana | Petition presented by petitioner

A petitioner who presents a petition to the community board, may speak for 5 minutes (excluding questions) about the petition, unless the meeting resolves otherwise. The chairperson must terminate

the presentation of the petition if he or she believes the petitioner is being disrespectful, offensive or making malicious statements.

Where a petition is presented as part of a deputation or public forum the speaking time limits relating to deputations or public forums shall apply. The petition must be received by the chief executive at least 5 working days before the date of the meeting concerned.

17.3 Te petihana ka whakatakotohia e tētahi mema | Petition presented by member

Members may present petitions on behalf of petitioners. In doing so, members must confine themselves to presenting:

(a) The petition;

(b) The petitioners' statement; and

(c) The number of signatures.

18. Te aukati i te marea | Exclusion of public

18.1 Ngā mōtini me ngā tatūnga ki te aukati i te marea | Motions and resolutions to exclude the public

Members of a meeting may resolve to exclude the public from a meeting. The grounds for exclusion are those specified in section 48 of LGOIMA (see Appendix 1).

Every motion to exclude the public must be put while the meeting is open to the public, and copies of the motion must be available to any member of the public who is present. If the motion is passed the resolution to exclude the public must be in the form set out in schedule 2A of LGOIMA (see Appendix 2). The resolution must state:

(a) The general subject of each matter to be excluded;

(b) The reason for passing the resolution in relation to that matter; and

(c) The grounds on which the resolution is based.

The resolution will form part of the meeting's minutes.

s. 48 LGOIMA.

18.2 Ka āhei ngā tāngata ka tohua ki te noho mai | Specified people may remain

Where a meeting resolves to exclude the public, the resolution may provide for specified persons to remain if, in the opinion of the meeting, they will assist the meeting to achieve its purpose. Any such resolution must state, in relation to the matter to be discussed, how the knowledge held by the specified people is relevant and be of assistance.

No such resolution is needed for people who are entitled to be at the meeting, such as relevant staff and officials contracted to the council for advice on the matter under consideration.

s.48 (6) LGOIMA.

18.3 Ngā take e aukatihia ana ki te marea | Public excluded items

The chief executive must place in the public-excluded section of the agenda any items that he or she reasonably expects the meeting to consider with the public excluded. The public excluded section of the agenda must indicate the subject matter of the item and the reason the public are excluded.

s.46A (8) LGOIMA.

18.4 Te kore e whāki i ngā mōhiohio | Non-disclosure of information

No member or officer may disclose to any person, other than another member, officer or person authorised by the chief executive, any information that has been, or will be, presented to any meeting from which the public is excluded, or proposed to be excluded.

This restriction does not apply where a meeting has resolved to make the information publicly available or where the chief executive has advised, in writing, that one or both of the following apply:

(a) There are no grounds under LGOIMA for withholding the information; and

(b) The information is no longer confidential.

18.5 Te tuku i ngā mōhiohio nō te nohoanga aukati ki te marea | Release of information from public excluded session

A community board may provide for the release to the public of information which has been considered during the public excluded part of a meeting.

Each public excluded meeting must consider and agree by resolution, what, if any, information will be released to the public. In addition the chief executive may release information which has been considered at a meeting from which the public has been excluded where it is determined the grounds to withhold the information no longer exist.

19. Te pōti | Voting

19.1 Mā te nuinga e whakatau | Decisions by majority vote

Unless otherwise provided for in the LGA 2002, other legislation, or standing orders, the acts of, and questions before, a local authority must be decided at a meeting through a vote exercised by the majority of the members that are present and voting.

cl. 24 (1), Schedule 7, LGA 2002.

19.2 Te pōti tuwhera | Open voting

An act or question coming before the community board must be done or decided by open voting.

cl. 24 (3) Schedule 7, LGA 2002.

19.3 Kei te ūpoko te pōti whakatau | Chairperson has a casting vote

The chairperson, or any other person presiding at a meeting, has a deliberative vote and, in the case of an equality of votes, has a casting vote.

cl. 24 (2) Schedule 7, LGA 2002.

19.4 Te tikanga pōti | Method of voting

The method of voting must be as follows:

(a) The chairperson in putting the motion must call for an expression of opinion on the voices or take a show of hands, the result of either of which, as announced by the chairperson, must be conclusive unless such announcement is questioned immediately by any member, in which event the chairperson will call a division;

(b) The chairperson or any member may call for a division instead of or after voting on the voices and/or taking a show of hands; and

(c) Where a suitable electronic voting system is available that system may be used instead of a show of hands, vote by voices, or division, and the result publicly displayed and notified to the chairperson who must declare the result.

19.5 Te tono i te wehenga | Calling for a division

When a division is called, the chief executive must record the names of the members voting for and against the motion, and abstentions, and provide the names to the chairperson to declare the result. The result of the division must be entered into the minutes and include members' names and the way in which they voted.

The Chairperson may call a second division where there is confusion or error in the original division.

19.6 Te tono kia tuhi i ngā pōti | Request to have votes recorded

If requested by a member, immediately after a vote the minutes must record the member's vote or abstention. Recording any other matters, such as a members' reason for their vote or abstention, is not permitted.

19.7 Ka āhei ngā mema ki te noho puku | Members may abstain

Any member may abstain from voting.

20. Ngā whanonga | Conduct

20.1 Te tono kia tau ngā mema | Calling to order

When the chairperson calls members to order they must be seated and stop speaking. If the members fail to do so, the chairperson may direct that they should immediately leave the meeting for a specified time.

20.2 Ngā whanonga e hāngai ana ki te Tikanga Whakahaere | Behaviour consistent with Code of Conduct

At a meeting no member may act inconsistently with their Code of Conduct, or speak or act in a manner which is disrespectful of other members, staff or the public.

20.3 Te tango kōrero me te whakapāha | Retractions and apologies

In the event of a member, or speaker, who has been disrespectful of another member or contravened the community board's Code of Conduct, the chairperson may call upon that member, or speaker, to withdraw the offending comments, and may require them to apologise. If the member refuses to do so the chairperson may direct that they should leave the meeting immediately for a specified time and/or make a complaint under the Code of Conduct.

20.4 Ngā whanonga kino | Disorderly conduct

Where the conduct of a member is disorderly or is creating a disturbance the chairperson may require that member to leave the meeting immediately for a specified time.

If the disorder continues the chairperson may adjourn the meeting for a specified time. At the end of this time the meeting must resume and decide, without debate, whether the meeting should proceed or be adjourned.

The chairperson may also adjourn the meeting if other people cause disorder or in the event of an emergency.

20.5 Te whakahāwea | Contempt

Where a member is subject to repeated cautions by the chairperson for disorderly conduct the meeting may, should it so decide, resolve that the member is in contempt. Any such resolution must be recorded in the meeting's minutes.

A member who has been found to be in contempt, and continues to be cautioned by the Chairperson for disorderly conduct, may be subject to standing order 20.6.

20.6 Te pana i te tangata i te hui | Removal from meeting

A member of the police or authorised security personnel may, at the chairperson's request, remove or exclude a member from a meeting.

This standing order will apply where the chairperson has ruled that the member should leave the meeting and the member has refused or failed to do so; or has left the meeting and attempted to re-enter it without the chairperson's permission.

20.7 Ngā take taharua ahumoni | Financial conflicts of interests

Every member present at a meeting must declare any direct or indirect financial interest that they hold in any matter being discussed at the meeting, other than an interest that they hold in common with the public.

No member may vote on, or take part in, a discussion about any matter in which they have a direct or indirect financial interest unless an exception set out in s.6 LAMIA applies to them, or the Auditor-General has granted them an exemption or declaration under s.6.

Members with a financial interest should physically withdraw themselves from the table unless the meeting is in public excluded in which case they should leave the room.

Neither the chairperson, nor the meeting, may rule on whether a member has a financial interest in the matter being discussed. The minutes must record any declarations of financial interests and the member's abstention from any discussion and voting on the matter.

s. 6 & 7 LAMIA.

20.8 Ngā take taharua ahumoni-kore | Non-financial conflicts of interests

Non-financial interests involve questions about whether the judgement of a member of a community board could be affected by a separate interest, or duty, which that member may have in relation to a particular matter. If a member considers that they have a non-financial conflict of interest in a matter they must not take part in the discussions about that matter, or any subsequent vote.

The member must leave the table when the matter is considered, but does not need to leave the room. The minutes must record the declaration and member's subsequent abstention from discussion and voting.

Neither the chairperson, nor the meeting, may rule on whether a member has a non-financial interest in the matter being discussed.

20.9 Te maru whāiti mō ngā whakaritenga hui | Qualified privilege for meeting proceedings

Any oral statement made at any meeting of the community board in accordance with the rules adopted by the local authority for guiding its proceedings is privileged, unless the statement is proved to have been made with ill will, or took improper advantage of the occasion of publication.

s. 53, LGOIMA.

20.10 He āpitihanga te maru whāiti ki ētahi atu whakaritenga | Qualified privilege additional to any other provisions

The privilege referred to above is in addition to any other privilege, whether absolute or qualified, that applies as a result of any other enactment or rule of law applying to any meeting of the local authority.

s. 53, LGOIMA.

20.11 Ngā pūrere hiko i ngā hui | Electronic devices at meetings

Electronic devices and phones can only be used to advance the business of a meeting. Personal use may only occur at the discretion of the chair. A chairperson may require that an electronic device is switched off if:

I. its use is likely to distract a meeting from achieving its business, or,

II. a member is found to be receiving information or advice from sources not present at the meeting that may affect the integrity of the proceedings.

21. Ngā tikanga whānui mō te tautohetohe | General rules of debate

21.1 Kei te ūpoko te tikanga | Chairperson may exercise discretion

The application of any procedural matters in this section of the standing orders, such as the number of times a member may speak or when a chair can accept a procedural motion to close or adjourn a debate, is subject to the discretion of the chairperson.

21.2 Te tepenga wā mā ngā kaikōrero | Time limits on speakers

The following time limits apply to members speaking at meetings:

(a) Movers of motions when speaking to the motion – not more than 5 minutes;

(b) Movers of motions when exercising their right of reply – not more than 5 minutes; and

(c) Other members – not more than 5 minutes.

Time limits can be extended if a motion to that effect is moved, seconded and supported by a majority of members present.

21.3 Ngā pātai ki ngā kaimahi | Questions to staff

During a debate members can ask staff questions about the matters being discussed. Questions must be asked through the chairperson, and how the question is to be dealt with is at the chairperson's discretion.

21.4 Ngā pātai whakamārama | Questions of clarification

At any point in a debate a member may ask the chairperson for clarification about the nature and content of the motion which is the subject of the debate and/or the particular stage the debate has reached.

21.5 Kotahi noa iho te wā e āhei ai te mema ki te korero | Members may speak only once

A member, depending on the choice of options for speaking and moving set out in Cl. 22.2 -22.4, may not speak more than once to a motion at a meeting of the community board, except with permission of the chairperson. Members can speak more than once to a motion at a committee or subcommittee meeting with the chairperson's permission.

21.6 Ngā tepenga mō te maha o ngā kaikōrero | Limits on number of speakers

If three speakers have spoken consecutively in support of, or in opposition to, a motion, the Chairperson may call for a speaker to the contrary. If there is no speaker to the contrary, the Chairperson must put the motion after the mover's right of reply.

Members speaking must, if requested by the chairperson, announce whether they are speaking in support of, or opposition to, a motion.

21.7 Ka āhei te kaitautoko ki te whakatārewa i tana kōrero | Seconder may reserve speech

A member may second a motion or amendment without speaking to it, reserving the right to speak until later in the debate.

21.8 Me hāngai ngā kōrero ki ngā take whai pānga | Speaking only to relevant matters

Members may only speak to;

I. any matter before the meeting

II. a motion or amendment which they propose, and

III. to raise a point of order arising out of debate,

Members must confine their remarks strictly to the motion or amendment they are speaking to.

The chairperson's rulings on any matters arising under this standing order are final and not open to challenge.

21.9 Te whakahua anō i te mōtini | Restating motions

At any time during a debate a member may ask, for their information, that the chairperson restate a motion and any amendments; but not in a manner that interrupts a speaker.

21.10 Te whakahē i ngā tatūnga | Criticism of resolutions

A member speaking in a debate may not unduly criticise the validity of any resolution, except by a notice of motion to amend or revoke the resolution.

21.11 Te whakahē kupu | Objecting to words

When a member objects to any words used by another member in a speech and wants the minutes to record their objection, they must object at the time when the words are used and before any other member has spoken. The chairperson must order the minutes to record the objection.

Note: This provision does not preclude a member from making a complaint at any time during, or after, a meeting about the use of inappropriate or offensive language.

21.12 Te mōtika ki te whakautu | Right of reply

The mover of an original motion has a right of reply. A mover of an amendment to the original motion does not. In their reply, the mover must confine themselves to answering previous speakers and not introduce any new matters.

A mover's right of reply can only be used once. It can be exercised either at the end of the debate on the original, substantive or substituted motion or at the end of the debate on a proposed amendment.

The original mover may speak once to the principal motion and once to each amendment without losing that right of reply. If a closure motion is carried, the mover of the motion may use their right of reply before the motion or amendment is put to the vote. The mover of the original motion may choose to indicate that they wish to reserve their right or reply until the closure motion.

21.13 E kore e āhei tētahi atu mema ki te kōrero | No other member may speak

In exercising a right of reply, no other member may speak:

I. After the mover has started their reply;
II. After the mover has indicated that they want to forego this right; and
III. Where the mover has spoken to an amendment to the original motion and the chairperson has indicated that he or she intends to put the motion.

21.14 Ngā mōtini hei hiki i te hui | Adjournment motions

The carrying of any motion to adjourn a meeting must supersede other business still remaining to be disposed of. Any such business must be considered at the next meeting. Business referred to, or referred back to, a specified committee or local or community board, is to be considered at the next ordinary meeting of that committee or board, unless otherwise specified.

21.15 Te whakaae a te ūpoko ki ngā mōtini whakakapi | Chairperson's acceptance of closure motions

The Chairperson may only accept a closure motion where there have been at least two speakers for and two speakers against the motion that is proposed to be closed, or the chairperson considers it reasonable to do so.

However, the chairperson must put a closure motion if there are no further speakers in the debate. When the meeting is debating an amendment, the closure motion relates to the amendment. If a closure motion is carried, the mover of the motion under debate has the right of reply after which the chairperson puts the motion or amendment to the vote.

22. Ngā tikanga whānui mō te kōrero me te mōtini | General procedures for speaking and moving motions

22.1 Ngā kōwhiringa mō te kōrero me te mōtini | Options for speaking and moving

This subsection provides three options for speaking and moving motions and amendments at a meeting of a community board and its committees or subcommittees.

Option C applies unless, on the recommendation of the chairperson at the beginning of a meeting, the meeting resolves by simple majority to adopt either of the other two options for the meeting generally, or for any specified items on the agenda.

22.2 Kōwhiringa A | Option A

- The mover and seconder of a motion cannot move or second an amendment. (This does not apply when the mover or seconder of a motion to adopt a report of a committee wants to amend an item in the report. In this case the original mover or seconder may also propose or second the suggested amendment).
- Only members who have not 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 (in which case it becomes the substantive motion) or lost, cannot move or second a subsequent amendment.

- Members can speak to any amendment and, provided they have not spoken to the motion or moved or seconded an amendment, they can move or second further amendments.
- The meeting, by agreement of the majority of members present, may amend a motion with the agreement of the mover and seconder.

22.3 Kōwhiringa B | Option B

- The mover and seconder of a motion cannot move or second an amendment. (This does not apply when the mover or seconder of a motion to adopt a report of a committee wants to amend an item in the report. In this case the original mover or seconder may also propose or second the suggested 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 that is carried can move or second a subsequent amendment. A mover or seconder of an amendment which is lost cannot move or second a subsequent amendment.
- 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.

22.4 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.

23. Ngā mōtini me ngā whakahoutanga | Motions and amendments

23.1 Te whakatakoto me te tautoko mōtini | Proposing and seconding motions

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.

23.2 Te tuhi i ngā mōtini | Motions in writing

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

23.3 Ngā mōtini i whakawehea | Motions expressed in parts

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

23.4 Te whakakapi mōtini | Substituted motion

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.

23.5 Me hāngai ngā whakahoutanga me kaua e whakahē i te mōtini | Amendments to be relevant and not direct negatives

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 the Part 6, LGA 2002.

23.6 Ngā whakahoutanga kua kōrerotia kētia | Foreshadowed amendments

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.

23.7 Ngā whakahoutanga i whakahēngia | Lost amendments

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 clauses 22.2 – 22.4, speak to it, and may move or second a further amendment.

23.8 Ngā whakahoutanga i whakaaetia | Carried amendments

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 clauses 22.2 – 22.4, speak to the substantive motion, and may move or second a further amendment to it.

23.9 Ina whakahēngia tētahi mōtini | Where a motion is lost

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.

23.10 Te tango i ngā mōtini me ngā whakahoutanga | Withdrawal of motions and amendments

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.

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

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 chas started putting the motion.

24. Te whakakore, te whakahou rānei i ngā tatūnga | Revocation or alteration of resolutions

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

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 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, 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.

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

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.

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

24.3 Te herenga ki te tuku pānui | Requirement to give notice

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 community board, 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.

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

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 community board 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.

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

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.

24.6 Te whakakore, te whakahou rānei mā te marohi ki rō pūrongo | Revocation or alteration by recommendation in report

The community board, 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.

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

25. Ngā mōtini whakahaere | Procedural motions

25.1 Me pōti ngā mōtini whakahaere i taua wā tonu | Procedural motions must be taken immediately

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.

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

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.

25.3 Te pōti mō ngā mōtini whakahaere | Voting on procedural motions

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.

25.4 Te tautohetohe i ngā take i whakatārewatia | Debate on adjourned items

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

25.5 Ngā take e toe ana i ngā hui i whakatārewatia | Remaining business at adjourned meetings

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

25.6 Ngā take e tukuna ana ki te kaunihera, komiti, poari hapori rānei | Business referred to the community board

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.

25.7 Etahi atu momo mōtini whakahaere | Other types of procedural motions

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

26. Te tono ki te whakatika hapa | Points of order

26.1 Ka āhei ngā mema ki te tono ki te whakatika hapa | Members may raise points of order

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).

26.2 Ngā kaupapa mō te whakatika hapa | Subjects for points of order

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.

26.3 Ngā whakahē | Contradictions

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

26.4 Te tono whakatika hapa i te wā o te wehenga | Point of order during division

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

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

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.

27. Te pānui i ngā mōtini | Notices of motion

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

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.

27.2 Te whakahē i te pānui mōtini | Refusal of notice of motion

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 community board 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 s.77-82 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; 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.

27.3 Te kaimōtini o te pānui mōtini | Mover of notice of motion

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.

27.4 Te whakarerekē i te pānui mōtini | Alteration of notice of motion

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.

27.5 Ka tārewa te pānui mōtini | When notices of motion lapse

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

27.6 Te tuku i ngā pānui mōtini | Referral of notices of motion

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.

27.7 Ngā pānui mōtini tārua | Repeat notices of motion

When a motion has been considered and rejected by the community board 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 community board no other notice of motion which, in the opinion of the chairperson has the same effect, may be put while the original motion stands.

28. Ngā meneti | Minutes

28.1 Ka noho ngā meneti hei taunakitanga mō te hui | Minutes to be evidence of proceedings

The community board, its committees and subcommittees 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.

cl. 28 Schedule 7, LGA 2002.

28.2 Ngā take ka tuhi ki ngā meneti | Matters recorded in minutes

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, Dog Control Act 1996 and Sale and Supply of Alcohol Act 2012 may have special requirements for minute taking.

28.3 Kāore e āhei te whakawhiti kōrero mō ngā meneti | No discussion on minutes

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

28.4 Ngā meneti o te hui whakamutunga i mua i te pōtitanga | Minutes of last meeting before election

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 community board before the next election of members.

29. Te whakarite mauhanga | Keeping a record

29.1 Te whakarite i ngā mauhanga tika | Maintaining accurate records

A community board 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.

s. 17 Public Records Act 2005.

29.2 Te tikanga mō te tiaki i ngā mauhanga | Method for maintaining records

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.

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

29.3 Te tirotiro | Inspection

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

s. 51 LGOIMA.

29.4 Te tirotiro i ngā take aukati marea | Inspection of public excluded matters

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.

Ngā tohutoro tuhinga | Referenced documents

- Commissions of Inquiry Act 1908
- Contract and Commercial Law Act 2017
- Crimes Act 1961
- 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

Āpitihanga 1: Ngā take e aukatihia ai te marea | Appendix 1: Grounds to exclude the public

A community board 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/community board holding the information to carry out, without prejudice or disadvantage, commercial activities; or

(i) Enable any council/community board 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.

s.7 LGOIMA 1987.

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/community board by an Ombudsman under section 30(1) or section 38(3) of this Act (in the case of a Community board 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 Community board 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.

s. 48 LGOIMA.

Āpitihanga 2: He tauira mō te tatūnga ki te aukati i te marea | Appendix 2: Sample resolution to exclude the public

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— 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: 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)).
		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)).

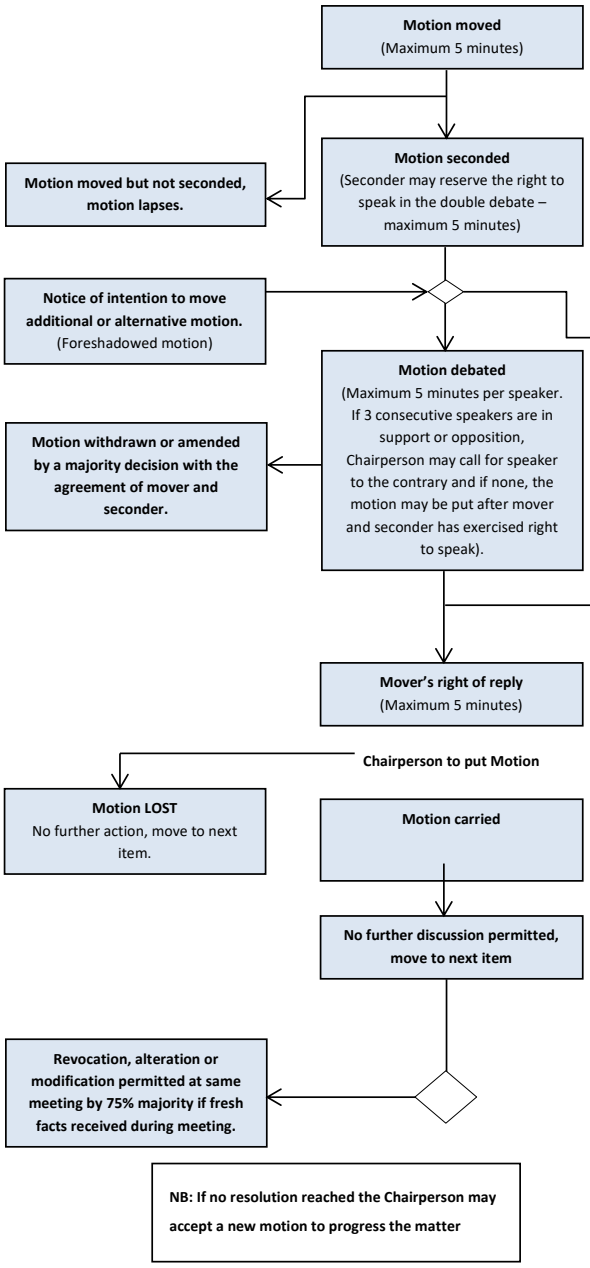
Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public
		To maintain legal professional privilege (s 7(2)(g)).
		To prevent the disclosure or use of official information for improper gain or advantage (s. 7(2)(j)).
		To protect information which if public would; 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; • 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: 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)).
		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,

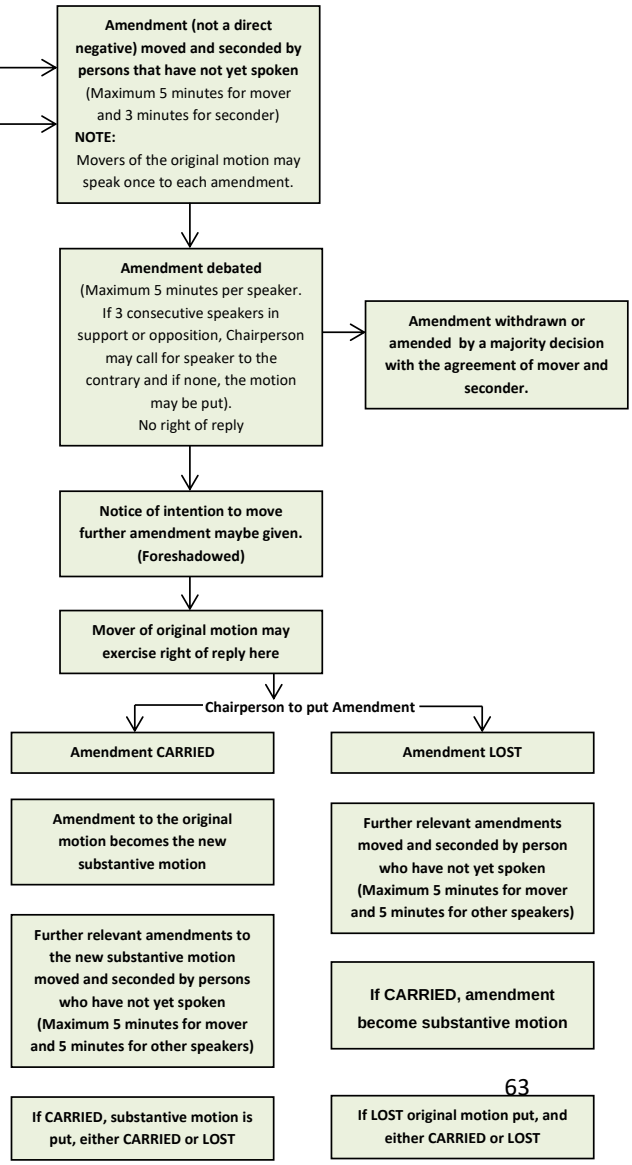
which will be of assistance in relation to the matter to be discussed, is relevant to that matter because *(specify)*. *(Delete if inapplicable.)*

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

Motions without amendments



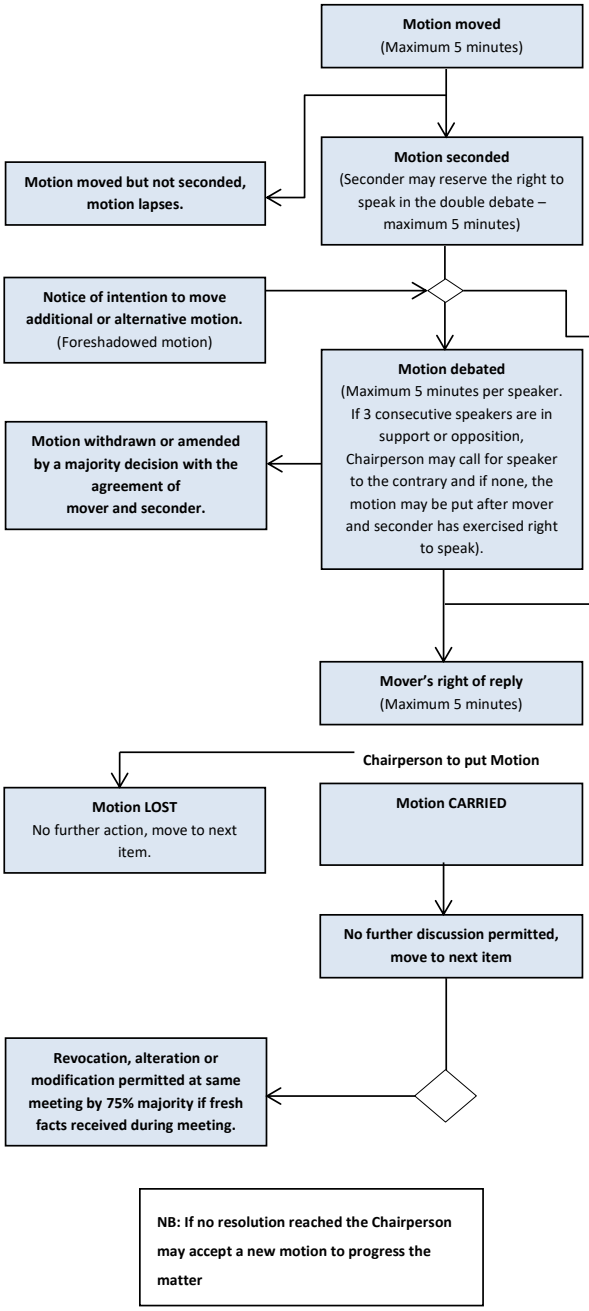
Motions with amendments



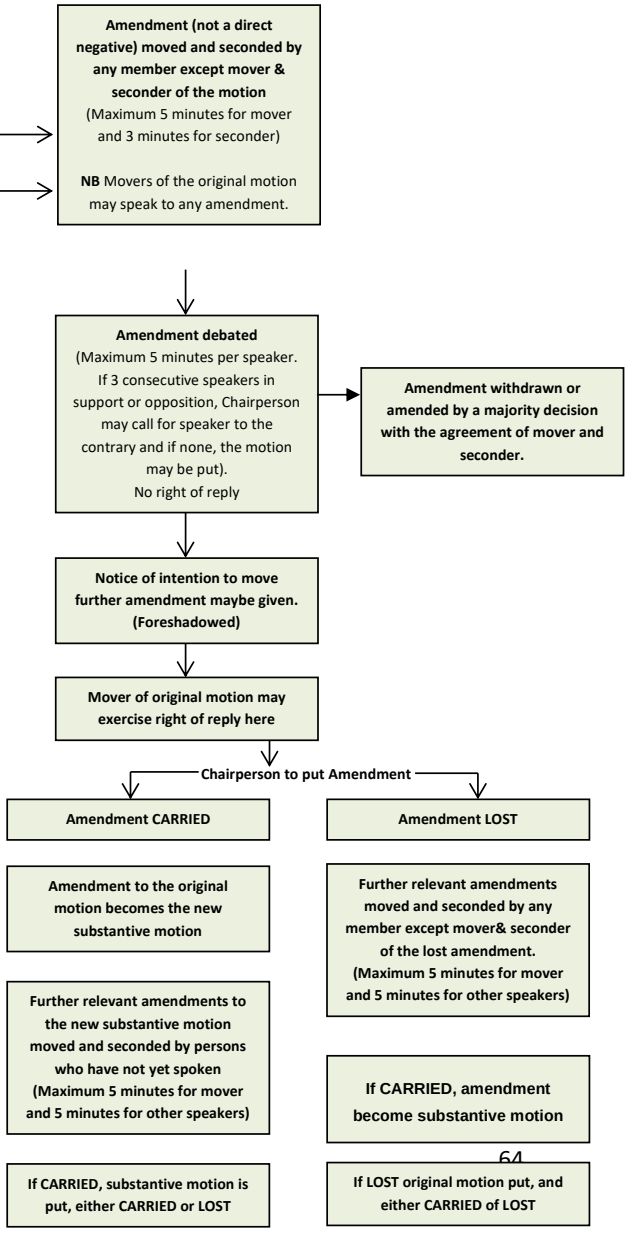
63

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

Motions without amendments

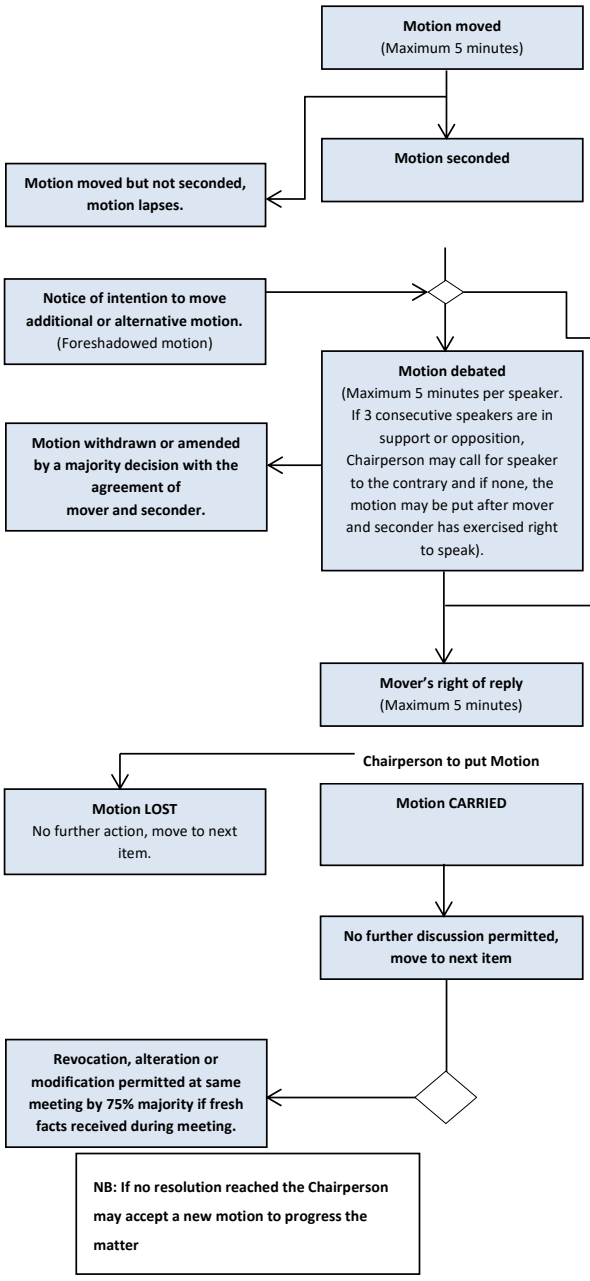


Motions with amendments

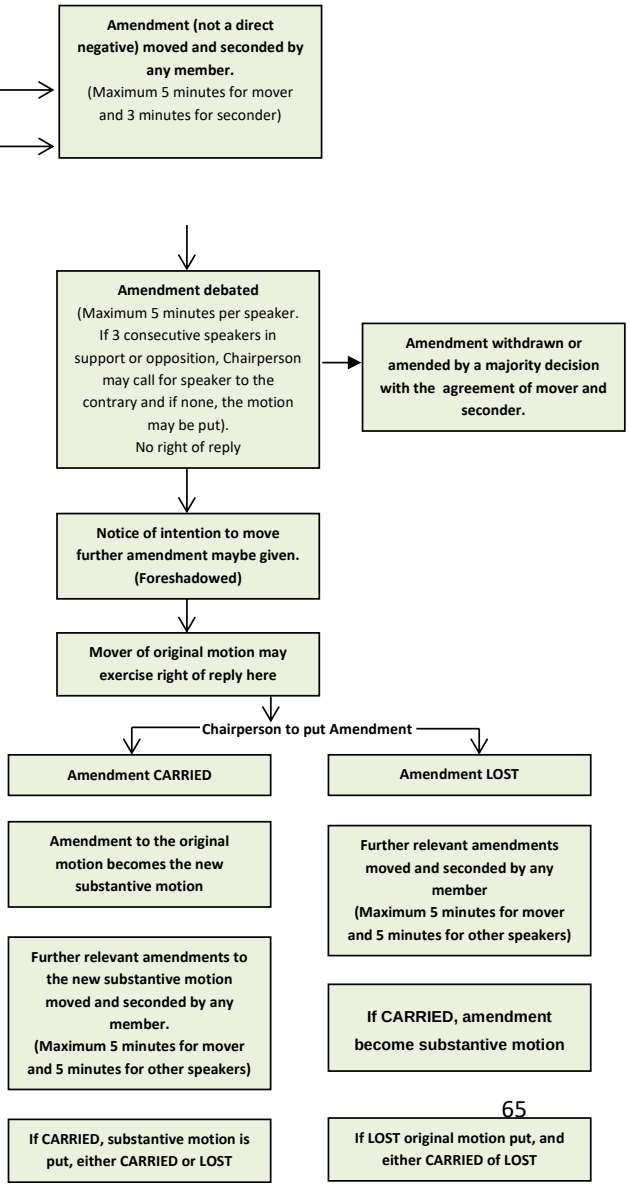


Āpitihanga 5: Ngā mōtini me ngā whakahoutanga (Kōwhiringa C) (Option C) | Appendix 5: Motions and amendments

Motions without amendments



Motions with amendments



65

Āpitihanga 6: Tūtohi mō ngā mōtini whakahaere | Appendix 6: Table of procedural motions

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	Are previous participants in debate entitled to move this	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 o debate, the mover of the adjournment speaks first. Members who have spoken in the 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 entitlec to exercise a right of reply before the motion or amendment under 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	

66

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	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 community board 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

Āpitihanga 7: Ngā tikanga mō te pāhotanga mataora | Appendix 7: Livestreaming protocols

The provisions are intended as a good practice guide to local authorities that are livestreaming 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.

Āpitihanga 8: Ngā Mana Whakahaere a te Ūpoko | Appendix 8: Powers of a Chairperson

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 community board 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 community board 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 community board to any matter or subject within the role or function of the community board.

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 community board; 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 community board, 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 community board, 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 community board, including vacancies.

Revocation or alteration of previous resolution

A chairperson may recommend in a report to the community board the revocation or alteration of all or part of any resolution previously passed, and the community board 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 community board 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 deputations/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 community board 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.

Āpitihanga 9: Te pūnaha mō te whakakore i te tūranga a te ūpoko, te Koromatua tuarua rānei | Appendix 9: Process for removing a chairperson from office

1. At a meeting that is in accordance with this clause, a community board remove its chairperson from office.
2. If a chairperson is removed from office at that meeting, the community board may elect a new chairperson.
3. A meeting to remove a chairperson may be called by:
   (a) A resolution of the community board; or
   (b) A requisition in writing signed by the majority of the total membership of the community board (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 is removed from office, a new chairperson to be elected at the meeting if a majority of the total membership of the community board (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 carries if a majority of the total membership of the community board (excluding vacancies) votes in favour of the resolution.

cl. 18 Schedule 7, LGA 2002.

Āpitihanga 10: He tauira mō te whakaraupapatanga o ngā take | Appendix 10: Sample order of business

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 the chief executive and staff
(m) Chairperson's report (information)

Public excluded section

(n) Reports of committees
(o) Reports of the chief executive and staff
(p) Chairperson's report (information)

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

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.

Waikanae Community Board

Standing Orders

As adopted 9 February 2021

Preface

Standing orders contain rules for the conduct of the proceedings of local authorities, committees, subcommittees and 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 community boards and their committees and subcommittees. They fulfil the requirements of the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 with regard to the conduct of meetings.

It is mandatory that community boards adopt standing order for the conduct of their meetings and the meetings of any subordinate bodies, such as committees and subcommittees (see cl. 27 Schedule 7 of the Local Government Act 2002).

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 community board must abide by standing orders.

Contents

1. Introduction 10

1.1 Principles 10

1.2 Statutory references 11

1.3 Acronyms 11

1.4 Application 11

2. Definitions 11

General matters 16

3. Standing orders 16

3.1 Obligation to adopt standing orders 16

3.2 Process for adoption and alteration of standing orders 16

3.3 Members must obey standing orders 16

3.4 Application of standing orders 16

3.5 Temporary suspension of standing orders 16

3.6 Quasi-judicial proceedings 17

3.7 Physical address of members 17

4. Meetings 17

4.1 Legal requirement to hold meetings 17

4.2 Meeting duration 17

4.3 Language 17

4.4 First meeting (inaugural) 18

4.5 Requirements for the first meeting 18

5. Appointments and elections 19

5.1 Elections of Chairpersons, and deputy Chairpersons 19

5.2 Removal of a Chairperson deputy Chairperson 19

5.3 Voting system for Chairpersons, deputy Chairpersons and committee chairs 19

6. Delegations 20

6.1 Limits on delegations 20

6.2 Committees may delegate 20

6.3 Use of delegated powers 21

6.4 Decisions made under delegated authority cannot be rescinded or amended 21

6.5 Committees and sub committees subject to the direction of the local authority 21

6.6 Duty to consider delegations to community boards 21

7. Committees 21

7.1 Appointment of committees and subcommittees 21

7.2 Discharge or reconstitution of committees and subcommittees 22

7.3 Appointment or discharge of committee members and subcommittee members 22

7.4 Elected members on committees and subcommittees 22
7.5 Local authority may replace members if committee not discharged 22
7.6 Decision not invalid despite irregularity in membership 23
7.7 Appointment of joint committees 23
7.8 Status of joint committees 23
7.9 Power to appoint or discharge individual members of a joint committee 23

Pre-meeting 24

8. Giving notice 24

8.1 Public notice – ordinary meetings 24
8.2 Notice to members - ordinary meetings 24
8.3 Extraordinary meeting may be called 24
8.4 Notice to members - extraordinary meetings 24
8.5 Emergency meetings may be called 25
8.6 Process for calling an emergency meeting 25
8.7 Public notice – emergency and extraordinary meetings 25
8.8 Meetings not invalid 25
8.9 Resolutions passed at an extraordinary meeting 26
8.10 Meeting schedules 26
8.11 Non-receipt of notice to members 26
8.12 Meeting cancellations 26

9. Meeting agenda 27

9.1 Preparation of the agenda 27
9.2 Process for raising matters for a decision 27
9.3 Chief executive may delay or refuse request 27
9.4 Order of business 27
9.5 Chairperson’s recommendation 27
9.6 Chairperson’s report 28
9.7 Public availability of the agenda 28
9.8 Public inspection of agenda 28
9.9 Withdrawal of agenda items 28
9.10 Distribution of the agenda 28
9.11 Status of agenda 28
9.12 Items of business not on the agenda which cannot be delayed 29
9.13 Discussion of minor matters not on the agenda 29
9.14 Public excluded business on the agenda 29
9.15 Qualified privilege relating to agenda and minutes 29

Meeting Procedures 30

10.	**Opening and closing**	**30**
11.	**Quorum**	**30**
11.1	Community board meetings	30
11.2	Committees and subcommittee meetings	30
11.3	Joint Committees	30
11.4	Requirement for a quorum	31
11.5	Meeting lapses where no quorum	31
11.6	Business from lapsed meetings	31
12.	**Public access and recording**	**31**
12.1	Meetings open to the public	31
12.2	Grounds for removing the public	31
12.3	Local authority may record meetings	31
12.4	Public may record meetings	32
13.	**Attendance**	**32**
13.1	Members right to attend meetings	32
13.2	Attendance when a committee is performing judicial or quasi-judicial functions	32
13.3	Leave of absence	32
13.4	Apologies	33
13.5	Recording apologies	33
13.6	Absent without leave	33
13.7	Right to attend by audio link	33
13.8	Member’s status: quorum	33
13.9	Member’s status: voting	33
13.10	Chairperson’s duties	33
13.11	Conditions for attending by audio link	34
13.12	Request to attend by audio link	34
13.13	Chairperson may terminate link	34
13.14	Giving or showing a document	35
13.15	Link failure	35
13.16	Confidentiality	35
14.	**Chairperson’s role in meetings**	**35**
14.1	Community board meetings	35
14.2	Other meetings	35
14.3	Addressing the Chairperson	36
14.4	Chairperson’s rulings	36
14.5	Chairperson standing	36
14.6	Member’s right to speak	36
14.7	Chairperson may prioritise speakers	36

15.	**Public Speaking Time**	**36**
	15.1 Time limits	37
	15.2 Restrictions	37
	15.3 Questions at public speaking time	37
	15.4 No resolutions	37
16.	**Deputations**	**37**
	16.1 Time limits	38
	16.2 Restrictions	38
	16.3 Questions of a deputation	38
	16.4 Resolutions	38
17.	**Petitions**	**39**
	17.1 Form of petitions	39
	17.2 Petition presented by petitioner	39
	17.3 Petition presented by member	39
18.	**Exclusion of public**	**39**
	18.1 Motions and resolutions to exclude the public	39
	18.2 Specified people may remain	40
	18.3 Public excluded items	40
	18.4 Non-disclosure of information	40
	18.5 Release of information from public excluded session	41
19.	**Voting**	**41**
	19.1 Decisions by majority vote	41
	19.2 Open voting	41
	19.3 Chairperson has a casting vote	41
	19.4 Method of voting	41
	19.5 Calling for a division	42
	19.6 Request to have votes recorded	42
	19.7 Members may abstain	42
20.	**Conduct**	**42**
	20.1 Calling to order	42
	20.2 Disrespect	**Error! Bookmark not defined.**
	20.3 Retractions and apologies	42
	20.4 Disorderly conduct	43
	20.5 Contempt	43
	20.6 Removal from meeting	43
	20.7 Financial conflicts of interests	43
	20.8 Non-financial conflicts of interests	44
	20.9 Qualified privilege for meeting proceedings	44

20.10 Qualified privilege additional to any other provisions 44
20.11 Electronic devices at meetings 44
21. General rules of debate 44
21.1 Chairperson may exercise discretion 44
21.2 Time limits on speakers 45
21.3 Questions to staff 45
21.4 Questions of clarification 45
21.5 Members may speak only once 45
21.6 Limits on number of speakers 45
21.7 Seconder may reserve speech 45
21.8 Speaking only to relevant matters 46
21.9 Restating motions 46
21.10 Criticism of resolutions 46
21.11 Objecting to words 46
21.12 Right of reply 46
21.13 No other member may speak 46
21.14 Adjournment motions 47
21.15 Chairperson's acceptance of closure motions 47
22. General procedures for speaking and moving motions 47
22.1 Options for speaking and moving 47
22.2 Option A 47
22.3 Option B 48
22.4 Option C 48
22.5 Procedure if no resolution reached 48
23. Motions and amendments 48
23.1 Proposing and seconding motions 48
23.2 Motions in writing 49
23.3 Motions expressed in parts 49
23.4 Substituted motion 49
23.5 Amendments to be relevant and not direct negatives 49
23.6 Chairperson may recommend amendment 49
23.7 Foreshadowed amendments 49
23.8 Lost amendments 49
23.9 Carried amendments 50
23.10 Where a motion is lost 50
23.11 Withdrawal of motions and amendments 50
23.12 No speakers after reply or motion has been put 50
24. Revocation or alteration of resolutions 50

24.1 Member may move revocation of a decision 50
24.2 Revocation must be made by the body responsible for the decision 51
24.3 Requirement to give notice 51
24.4 Restrictions on actions under the affected resolution 51
24.5 Revocation or alteration by resolution at same meeting 51
24.6 Revocation or alteration by recommendation in report 51

25. Procedural motions 52
25.1 Procedural motions must be taken immediately 52
25.2 Procedural motions to close or adjourn a debate 52
25.3 Voting on procedural motions 52
25.4 Debate on adjourned items 52
25.5 Remaining business at adjourned meetings 52
25.6 Business referred to the council, committee or local or community board 53
25.7 Other types of procedural motions 53

26. Points of order 53
26.1 Members may raise points of order 53
26.2 Subjects for points of order 53
26.3 Contradictions 53
26.4 Point of order during division 53
26.5 Chairperson's decision on points of order 54

27. Notices of motion 54
27.1 Notice of intended motion to be in writing 54
27.2 Refusal of notice of motion 54
27.3 Mover of notice of motion 54
27.4 Alteration of notice of motion 55
27.5 When notices of motion lapse 55
27.6 Referral of notices of motion 55
27.7 Repeat notices of motion 55

28. Minutes 55
28.1 Minutes to be evidence of proceedings 55
28.2 Matters recorded in minutes 56
28.3 No discussion on minutes 56
28.4 Minutes of last meeting before election 56

29. Keeping a record 57
29.1 Maintaining accurate records 57
29.2 Method for maintaining records 57
29.3 Inspection 57
29.4 Inspection of public excluded matters 57

Referenced documents **58**
Appendix 1: Grounds to exclude the public **59**
Appendix 2: Sample resolution to exclude the public **61**
Appendix 3: Motions and amendments (Option A) **64**
Appendix 4: Motions and amendments (Option B) **65**
Appendix 5: Motions and amendments (Option C) **66**
Appendix 6: Table of procedural motions **67**
Appendix 7: Powers of a Chairperson **69**
Appendix 8: Process for removing a Chairperson or deputy Chairperson from office **74**
Appendix 9: Workshops and briefings **75**
Appendix 10: Sample order of business **76**
Appendix 11: Process for raising matters for a decision **77**

1. Introduction

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 and are also not part of the standing orders.

1.1 Principles

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; 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" (s. 39 LGA 2002).

1.2 Statutory references

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 or not 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.

1.3 Acronyms

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

1.4 Application

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

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.

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

Chairperson means the person presiding at a meeting – the presiding member.

Chief executive means the chief executive of a territorial authority or regional council appointed under section 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 clause 30A of Schedule 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.

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.

Deputation means a request from any person or group to make a presentation to the local authority which is approved by the Chairperson and which may be made in English, te reo Māori or New Zealand Sign Language.

Electronic link means both an audio and audio visual link.

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

Extraordinary meeting has the same meaning as defined in cl. 22 of Schedule 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.

Joint committee means a committee in which the members are appointed by more than one local authority in accordance with clause 30A of Schedule 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.

Meeting means any first, inaugural, ordinary, or extraordinary 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.

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.

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 sections 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 person chairing a meeting.

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 notice in relation to a notice given by a local authority, 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 Internet site. 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 Schedule 7 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.

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, 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 do not apply. Workshops may include non-elected members. See definition of "advisory group". Workshops are also described as briefings.

General matters

3. Standing orders

3.1 Obligation to adopt standing orders

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

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

3.2 Process for adoption and alteration of standing orders

The adoption of standing orders and any amendment to standing orders must be made by the community board and by a vote of not less than 75% of the members present.

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

3.3 Members must obey standing orders

All members of the community board must obey these standing orders.

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

3.4 Application of standing orders

These standing orders apply to all meetings of 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

Any member of a community board, committee or subcommittee 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.

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

A motion to suspend standing orders may also identify the specific standing orders to be suspended. 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

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

3.7 Physical address of members

Every member of a community board must give to the chief executive a physical residential or business address within the district 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.

4. Meetings

4.1 Legal requirement to hold meetings

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

A meeting cannot continue more than six hours from when it starts (including any adjournments) or after 10.30pm, unless the meeting resolves to continue. If there is no such resolution 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

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 First meeting (inaugural)

The first meeting of a community board 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.

cl. 21(1) - (4), Schedule 7, LGA 2002.

4.5 Requirements for the first meeting

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 cl. 21(4), Schedule 7 (LGA 2002)).

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 Chairperson (if any) and members under cl.14, Schedule7, (LGA 2002);

(b) The election of the Chairperson and the making and attesting of the declaration required of the Chairperson under cl. 14 Schedule7, (LGA 2002);

(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 sections 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 community board or the adoption of a schedule of meetings; and

(e) The election of the deputy Chairperson in accordance with cl.17 Schedule7, (LGA 2002).

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

It is common for community boards 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.

5. Appointments and elections

5.1 Elections of Chairpersons, and deputy Chairpersons

The community board must decide by resolution to use one of two voting systems (see standing order 5.3) when electing people to the following positions:

- The Chairperson and deputy Chairperson of a community board;
- The Chairperson and deputy Chairperson of a committee; or
- A representative of a local authority.

cl. 25 Schedule 7, LGA 2002.

5.2 Removal of a Chairperson deputy Chairperson

A Chairperson or deputy Chairperson can only be removed in accordance with the process set out in cl. 18, Schedule 7, of the LGA 2002. See Appendix 9.

cl. 18, Schedule 7, LGA 2002.

5.3 Voting system for Chairpersons, deputy Chairpersons and committee chairs

When electing a community board Chairperson the board 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.

cl. 25 Schedule 7, LGA 2002.

6. Delegations

6.1 Limits on delegations

Unless clearly stated in the LGA 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.

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

6.2 Committees may delegate

A 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.

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

6.3 Use of delegated powers

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

cl. 32(2) & (3)(4) Schedule 7, LGA 2002.

6.4 Decisions made under delegated authority cannot be rescinded or amended

Nothing in these standing orders allows a community to rescind or amend a lawfully made decision of a committee or subcommittee carried out under a delegation authorising the making of that decision.

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

6.5 Committees and sub committees subject to the direction of the community board

A committee or subcommittee established by a community board is subject in all things to the control of the community board, and must carry out all general and special directions given to them by the community board.

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

6.6 Duty to consider delegations to community boards

The council of a territorial authority must consider whether or not to delegate to a community board if the delegation will enable the community board to best achieve its role.

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

7. Committees

7.1 Appointment of committees and subcommittees

A community board may appoint the committees and subcommittees that it considers appropriate. A committee may appoint the subcommittees that it considers appropriate, unless it is prohibited from doing so by the community board.

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

7.2 Discharge or reconstitution of committees and subcommittees

Unless expressly provided otherwise in legislation or regulation:

(a) A community board may discharge or reconstitute a committee or subcommittee; and

(b) A committee may discharge or reconstitute a subcommittee.

A committee or subcommittee is, unless a community board resolves otherwise, discharged when members elected at a subsequent triennial general election come into office.

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

Please note: s.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. This may also apply to District Licensing Committees (see SO Guide).

7.3 Appointment or discharge of committee members and subcommittee members

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

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

7.4 Elected members on committees and subcommittees

The members of a committee or subcommittee may be, but are not required to be, elected members of a local authority. A community board 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 community board 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 community 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.

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

7.5 Local authority may replace members if committee not discharged

If a community board resolves that a committee or subcommittee is not to be discharged under cl. 30 (7) Schedule7, LGA 2002, the community board may replace the members of that committee or subcommittee after the next triennial general election of members.

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

7.6 Decision not invalid despite irregularity in membership

For the purpose of these standing orders a decision of a community board is not invalidated if:

1. There is a vacancy in the membership of community board or committee 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 community board or committee at the time is found to have been ineligible.

cl. 29, Schedule 7, LGA 2002.

7.7 Appointment of joint committees

A community board may appoint a joint committee with another community board or other public body if it has reached agreement with each community board 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.

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

7.8 Status of joint committees

A joint committee is deemed to be both a committee of a community board and a committee of each other participating community board or public body.

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

7.9 Power to appoint or discharge individual members of a joint committee

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

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

Pre-meeting

8. Giving notice

8.1 Public notice – ordinary meetings

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 Guide to Standing Orders for more information).

s. 46, LGOIMA.

8.2 Notice to members - ordinary meetings

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

cl. 19 (5), Schedule7, LGA 2002.

8.3 Extraordinary meeting may be called

An extraordinary community board meeting may be called by:

(a) Resolution of the community board; or

(b) A requisition in writing delivered to the chief executive which is signed by:

i. The Chairperson; or

ii. Not less than one third of the total membership of the community board (including vacancies).

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

8.4 Notice to members - extraordinary meetings

The chief executive must give notice, in writing, of the time and place of an extraordinary meeting called under standing order 8.3, as well as the general nature of business to be considered to each member of the community board 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.

cl. 22 (3), Schedule7, LGA 2002.

8.5 Emergency meetings may be called

If the business a community board 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 Chairperson; or

(b) If the Chairperson is unavailable, the Chief Executive.

cl. 22A(1), Schedule7 LGA 2002.

8.6 Process for calling an emergency meeting

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 community board and the chief executive, at least 24 hours before the time appointed for the meeting.

cl. 22A (2), Schedule7 LGA 2002.

8.7 Public notice – emergency and extraordinary meetings

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 community board 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 parent local authority's Internet site and in any other manner that is reasonable in the circumstances.

s. 46 (3) LGOIMA.

8.8 Meetings not invalid

The failure to notify a public meeting under these standing orders does not of itself make that meeting invalid. However, where a community board 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.

s. 46 (6), LGOIMA.

8.9 Resolutions passed at an extraordinary meeting

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.

s. 51A, LGOIMA.

8.10 Meeting schedules

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 also publicly notify each meeting.

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

8.11 Non-receipt of notice to members

A meeting of a community board is not invalid if notice of that meeting was not received, or not received in due time, by a member of the community 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 community board may waive the need to be given notice of a meeting.

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

8.12 Meeting cancellations

The Chairperson of a scheduled meeting may cancel the meeting if, in consultation with the chief executive, they consider this is necessary for reasons that include lack of business, lack of quorum or clash with another event.

The chief executive must make a reasonable effort to notify members and the public as soon as practicable of the cancellation and the reasons behind it.

9. Meeting agenda

9.1 Preparation of the agenda

It is the chief executive's responsibility to prepare an agenda for each meeting listing and attaching information on the items of business to be brought before the meeting so far as is known, including the names of the relevant members.

When preparing business items for an agenda the chief executive should consult the Chairperson.

9.2 Process for raising matters for a decision

Requests for reports may be made by a resolution of the community board, committee or subcommittee and, in the case of decision-making bodies other than the community board, must fall within the scope of their specific delegations. A process for requesting reports is described in Appendix 13.

9.3 Chief executive may delay or refuse request

The chief executive may delay commissioning any reports that involve significant cost or are beyond the scope of the community board or committee that made the request. In such cases the chief executive will discuss options for meeting the request with the respective Chairperson and report back to a subsequent meeting with an estimate of the cost involved and seek direction on whether the report should still be prepared.

If a member makes a direct request to a chief executive asking that a report is prepared the chief executive may refuse. In such cases an explanation should be provided to the member.

9.4 Order of business

At the meeting the business is to be dealt with in the order in which it stands on the agenda unless the Chairperson, or the meeting, decides otherwise. An example of a default order of business is set out in Appendix 12.

The order of business for an extraordinary meeting must be limited to items that are relevant to the purpose for which the meeting has been called.

9.5 Chairperson's recommendation

A Chairperson, either prior to the start of the meeting and/or at the meeting itself, may include a recommendation regarding any item on the agenda brought before the meeting. Where a Chairperson's recommendation varies significantly from an officer's recommendation the reason for the variation must be explained.

9.6 Chairperson's report

The Chairperson of a meeting has the right, through a report, to direct the attention of a meeting to any matter which is on the agenda or which falls within the responsibilities of that meeting, as described in its terms of reference.

9.7 Public availability of the agenda

All information provided to members at a community board meeting must be publicly available, except where an item included in the agenda refers to a matter reasonably expected to be discussed with the public excluded.

s. 5 & 46A, LGOIMA.

9.8 Public inspection of agenda

Any member of the public may, without payment of a fee, inspect, during normal office hours and within a period of at least 2 working days before a meeting, all agendas and associated reports circulated to members of the local authority and local and community boards relating to that meeting. The agenda:

(a) Must be available for inspection at the public offices of the local authority (including service centres), at public libraries under the authority's control and on the council's website; and

(b) Must be accompanied by either:

i. The associated reports; or

ii. A notice specifying the places at which the associated reports may be inspected.

s. 46A (1), LGOIMA.

9.9 Withdrawal of agenda items

If justified by circumstances an agenda item may be withdrawn by the chief executive. In the event of an item being withdrawn the chief executive should inform the Chairperson.

9.10 Distribution of the agenda

The chief executive must send the agenda to every member of a meeting at least two clear working days before the day of the meeting, except in the case of an extraordinary meeting or an emergency meeting (see Standing Orders 8.4 and 8.10).

The chief executive may send the agenda, and other materials relating to the meeting or other community board business, to members by electronic means.

9.11 Status of agenda

No matter on a meeting agenda, including recommendations, may be considered final until determined by formal resolution of that meeting.

9.12 Items of business not on the agenda which cannot be delayed

A meeting may deal with an item of business that is not on the agenda where the meeting resolves to deal with that item and the Chairperson provides the following information during the public part of the meeting:

(a) The reason the item is not on the agenda; and

(b) The reason why the discussion of the item cannot be delayed until a subsequent meeting.

s. 46A (7), LGOIMA.

Items not on the agenda may be brought before the meeting through a report from either the chief executive or the Chairperson.

Please note that nothing in this standing order removes the requirement to meet the provisions of Part 6, LGA 2002 with regard to consultation and decision-making.

9.13 Discussion of minor matters not on the agenda

A meeting may discuss an item that is not on the agenda only if it is a minor matter relating to the general business of the meeting and the Chairperson explains at the beginning of the public part of the meeting that the item will be discussed. However, the meeting may not make a resolution, decision or recommendation about the item, except to refer it to a subsequent meeting for further discussion.

s. 46A (7A), LGOIMA.

9.14 Public excluded business on the agenda

Items that are likely to be discussed under public excluded must be indicated on each agenda and state the general subject of the item. The chief executive, however, may exclude public access to any reports, or parts of reports, which are reasonably expected to be discussed with the public excluded.

s. 46A (9), LGOIMA.

9.15 Qualified privilege relating to agenda and minutes

Where any meeting is open to the public and a member of the public is supplied with a copy of the agenda, or the minutes of that meeting, the publication of any defamatory matter included in the agenda or in the minutes is privileged. This does not apply if the publication is proved to have been made with ill will or improper advantage has been taken of the publication.

s. 52, LGOIMA.

Meeting Procedures

10. Opening and closing

Community boards may, at the start of a meeting, choose to recognise the civic importance of the occasion through some form of reflection. This could be an expression of community values, a reminder of the contribution of members who have gone before or a formal welcome, such as a mihi whakatau.

Options for opening a meeting could include a karakia timitanga, mihi whakatau, or powhiri as well as a karakia whakamutunga to close a meeting where appropriate.

11. Quorum

11.1 Community board meetings

The quorum for a meeting of the community board is:

(a) Half of the members physically present, where the number of members (including vacancies) is even; and

(b) A majority of the members physically present, where the number of members (including vacancies) is odd.

cl. 23 (3)(a) Schedule 7, LGA 2002.

11.2 Committees and subcommittee meetings

A community board sets the quorum for its committees and subcommittees, either by resolution or by stating the quorum in the terms of reference. Committees may set the quorums for their subcommittees by resolution provided that it is not less than two members. (See also 7.4).

In the case of subcommittees the quorum will be two members unless otherwise stated. In the case of committees at least one member of the quorum must be a member of the community board.

cl. 23 (3)(b) Schedule 7, LGA 2002.

11.3 Joint Committees

The quorum at a meeting of a joint committee must be consistent with Standing Order 11.3. Community boards participating in the joint committee may decide, by agreement, whether or not the quorum includes one or more members appointed by each community board or any party.

cl. 30A (6)(c) Schedule 7, LGA 2002.

11.4 Requirement for a quorum

A meeting is constituted where a quorum of members is present, whether or not they are all voting or entitled to vote. In order to conduct any business at a meeting, a quorum of members must be present for the whole time that the business is being considered.

cl. 23(1) & (2) Schedule 7, LGA 2002.

11.5 Meeting lapses where no quorum

A meeting must lapse, and the Chairperson vacate the chair, if a quorum is not present within 30 minutes of the advertised start of the meeting. Where members are known to be travelling to the meeting, but are delayed due to extraordinary circumstance, the Chairperson has discretion to wait for a longer period.

No business may be conducted while waiting for the quorum to be reached. Minutes will record when a meeting lapses due to a lack of a quorum, along with the names of the members who attended.

11.6 Business from lapsed meetings

Where meetings lapse the remaining business will be adjourned and be placed at the beginning of the agenda of the next ordinary meeting, unless the Chairperson sets an earlier meeting and this is notified by the chief executive.

12. Public access and recording

12.1 Meetings open to the public

Except as otherwise provided by Part 7 of LGOIMA, every meeting of the local authority, its committees, subcommittees, local boards and community boards, must be open to the public.

s.47 & 49(a), LGOIMA.

12.2 Grounds for removing the public

The Chairperson may require any member of the public whose conduct is disorderly, or who is creating a disturbance, to be removed from the meeting.

12.3 Local authority may record meetings

Meeting venues should contain clear signage indicating and informing members, officers and the public that proceedings may be recorded by the local authority and may be subject to direction by the Chairperson.

12.4 Public may record meetings

Members of the public may make electronic or digital recordings of meetings which are open to the public. Any recording of meetings must be notified to the Chairperson at the commencement of the meeting to ensure that the recording does not distract the meeting from fulfilling its business.

Where circumstances require the Chairperson may stop the recording for a period of time.

13. Attendance

13.1 Members right to attend meetings

A member of a community board has, unless lawfully excluded, the right to attend any meeting of the community board or committees or subcommittees established by the board.

cl. 19(2), Schedule 7, LGA 2002.

If the member of the community board is not an appointed member of the meeting at which they are in attendance they may not vote on any matter at that meeting. However, they may, with the leave of the chair, take part in the meeting's discussions.

A community board member attending a meeting of which they are not an appointed member is not a member of the public for the purpose of s.48 LGOIMA. Consequently, if the meeting resolves to exclude the public any members of the community board who are present may remain unless they are lawfully excluded.

Please note: this section does not confer any rights to non-elected members appointed to committees of a local authority.

13.2 Attendance when a committee is performing judicial or quasi-judicial functions

When a committee is performing judicial or quasi-judicial functions members of the local authority who are not members of that committee are not entitled to take part in the proceedings.

13.3 Leave of absence

A community board may grant a member leave of absence following an application from that member. The community board may delegate the power to grant a leave of absence to the Chairperson in order to protect a members' privacy.

The Chairperson may approve a members' application, and the Community board may approve an application from the Chairperson. The Chairperson will advise all members of the community board whenever a member has been granted leave of absence under delegated authority. Meeting minutes will record a leave of absence for a member as an apology for that meeting.

13.4 Apologies

A member who does not have leave of absence may tender an apology should they be absent from all or part of a meeting. The Chairperson (or acting chair) must invite apologies at the beginning of each meeting, including apologies for lateness and early departure. The meeting may accept or decline any apologies. Members may be recorded as absent on community board business where their absence is a result of a commitment made on behalf of the community board.

For clarification, the acceptance of a member's apology constitutes a grant of 'leave of absence' for that specific meeting(s).

13.5 Recording apologies

The minutes will record any apologies tendered before or during the meeting, including whether they were accepted or declined and the time of arrival and departure of all members.

13.6 Absent without leave

Where a member is absent from four consecutive meetings of theor community board without leave of absence or an apology being accepted (not including extraordinary or emergency meetings) then the office held by the member will become vacant. A vacancy created in this way is treated as an extraordinary vacancy.

cl. 5 (d) Schedule 7, LGA 2002.

13.7 Right to attend by audio link

Provided the conditions in standing orders 13.11 and 13.12 are met members of the community board and its committees, have the right to attend meetings by means of an electronic link, unless they have been lawfully excluded.

13.8 Member's status: quorum

Members who attend meetings by electronic link will not be counted as present for the purposes of a quorum.

cl. 25A (4), Schedule 7, LGA 2002.

13.9 Member's status: voting

Where a meeting has a quorum, determined by the number physically present, the members attending by electronic link can vote on any matters raised at the meeting.

13.10 Chairperson's duties

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 of that person 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.

cl. 25A (3) schedule 7, LGA 2002.

13.11 Conditions for attending by audio link

Noting standing order 13.7, the Chairperson may give approval for a member to attend meetings by electronic link, either generally or for a specific meeting. Examples of situations where approval can be given include:

(a) Where the member is at a place that makes their physical presence at the meeting impracticable or impossible;

(b) Where a member is unwell; and

(c) Where a member is unable to attend due to an emergency.

13.12 Request to attend by audio link

Where possible, a member will give the Chairperson and the chief executive at least 2 working days' notice when they want to attend a meeting by audio link. Should, due to illness or emergency, this is not possible the member may give less notice.

Where such a request is made and the technology is available, the chief executive must take reasonable steps to enable the member to attend by audio link. However, the council has no obligation to make the technology for an audio link available.

If the member's request cannot be accommodated, or there is a technological issue with the link, this will not invalidate any acts or proceedings of the local authority or its committees.

13.13 Chairperson may terminate link

The Chairperson may direct that an electronic link should be terminated where:

(a) Use of the link is increasing, or may unreasonably increase, the length of the meeting;

(b) The behaviour of the members using the link warrants termination, including the style, degree and extent of interaction between members;

(c) It is distracting to the members who are physically present at the meeting; and

(d) The quality of the link is no longer suitable.

13.14 Giving or showing a document

A person attending a meeting by audio link may give or show a document by:

(a) Transmitting it electronically;

(b) Any other manner that the Chairperson thinks fit.

cl. 25(A) (6) schedule 7, LGA 2002.

13.15 Link failure

Where an audio link fails, or there are other technological issues that prevent a member who is attending by link from participating in a meeting, that member must be deemed to be no longer attending the meeting.

13.16 Confidentiality

A member who is attending a meeting by audio link must ensure that the meeting's proceedings remain confidential during any times that the public are excluded. At such times, the Chairperson may require the member to confirm that no unauthorised people are able to hear the proceedings.

14. Chairperson's role in meetings

14.1 Community board meetings

The Chairperson must preside at meetings of the community board unless they vacate the chair for a part or all of a meeting. If the Chairperson is absent from a meeting or vacates the chair, the deputy Chairperson must act as chairperson. If the deputy Chairperson is also absent the community board members who are present must elect a member to be the Chairperson at that meeting. This person may exercise the meeting responsibilities, duties and powers of the Chairperson for that meeting.

cl. 26(1), (5) & (6) Schedule 7, LGA 2002.

14.2 Other meetings

In the case of committees and subcommittees, the appointed Chairperson must preside at each meeting unless they vacate the chair for all or part of a meeting. If the Chairperson is absent from a meeting or vacates the chair, the deputy Chairperson (if any) will act as Chairperson. If the deputy Chairperson is also absent, or has not been appointed, the committee members who are present must elect a member to act as Chairperson. This person may exercise the meeting responsibilities, duties and powers of the Chairperson.

cl. 26(2), (5) & (6), schedule 7 LGA 2002.

14.3 Addressing the Chairperson

Members will address the Chairperson in a manner that the Chairperson has determined.

14.4 Chairperson's rulings

The Chairperson will decide all procedural questions where insufficient provision is made by these standing orders and with regard to all points of order. Any refusal to obey a Chairperson's ruling or direction constitutes contempt.

14.5 Chairperson standing

Whenever the Chairperson stands during a debate members are required to sit down (if required to stand to address the meeting) and be silent so that they can hear the Chairperson without interruption.

14.6 Member's right to speak

Members are entitled to speak in accordance with these standing orders. Members should address the Chairperson when speaking. They may not leave their place while speaking, unless they have the leave of the Chairperson.

14.7 Chairperson may prioritise speakers

When two or more members want to speak the Chairperson will name the member who may speak first. Other members who wish to speak have precedence where they intend to:

(a) Raise a point of order, including a request to obtain a time extension for the previous speaker; and/or

(b) Move a motion to terminate or adjourn the debate; and/or

(c) Make a point of explanation; and/or

(d) Request the chair to permit the member a special request.

15. Public Speaking Time

Public Speaking Time is usually at the start of a meeting, which is put aside for the purpose of public input. Public Speaking Time is designed to enable members of the public to bring matters to the attention of the community board.

In the case of a community board and its committees, any issue, idea or matter raised in a Public Speaking Time must fall within the terms of reference of that body.

15.1 Time limits

A period will be available for the public speaking time at each scheduled community board meeting. Member of the public wishing to address the community board may book ahead by contacting Democracy Services or may add their name to the list of public speakers at the meeting.

Speakers can speak for up to 3 minutes, or longer at the Chairs discretion. No more than two speakers can speak on behalf of an organisation during public speaking. Where the number of speakers presenting in the public speaking exceeds 6 in total, the Chairperson has discretion to restrict the speaking time permitted for all presenters.

The Chair will take into account at their discretion any cultural considerations brought to their attention by members of the public wishing to speak.

15.2 Restrictions

The Chairperson has the discretion to decline to hear a speaker or to terminate a presentation at any time where:

- a speaker is repeating views presented by an earlier speaker at the same public forum;
- the speaker is criticising elected members and/or staff;
- the speaker is being repetitious, disrespectful or offensive;
- the speaker has previously spoken on the same issue;
- the matter is subject to legal proceedings; and
- the matter is subject to a hearing, including the hearing of submissions where the local authority or committee sits in a quasi-judicial capacity.

15.3 Questions at public forums

At the conclusion of the presentation, with the permission of the Chairperson, elected members may ask questions of speakers. Questions are to be confined to obtaining information or clarification on matters raised by a speaker.

15.4 No resolutions

Following the public forum no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda. (See the 2019 Guide to Standing Orders for suggestions of good practice in dealing with issues raised during a forum).

16. Deputations

The purpose of a deputation is to enable a person, group or organisation to make a presentation to a meeting on a matter or matters covered by that meeting's terms of reference. Deputations should be approved by the Chairperson, or an official with delegated authority, five working days before the meeting. Deputations may be heard at the commencement of the meeting or at the time that the relevant agenda item is being considered.

16.1 Time limits

Speakers can speak for up to 5 minutes, or longer at the discretion of the Chairperson. No more than two speakers can speak on behalf of an organisation's deputation.

16.2 Restrictions

The Chairperson has the discretion to decline to hear or terminate a deputation at any time where:

- A speaker is repeating views presented by an earlier speaker at the meeting;
- The speaker is criticising elected members and/or staff;
- The speaker is being repetitious, disrespectful or offensive;
- The speaker has previously spoken on the same issue;
- The matter is subject to legal proceedings; and
- The matter is subject to a hearing, including the hearing of submissions where the local authority or committee sits in a quasi-judicial capacity.

16.3 Questions of a deputation

At the conclusion of the deputation members may, with the permission of the Chairperson, ask questions of any speakers. Questions are to be confined to obtaining information or clarification on matters raised by the deputation.

16.4 Resolutions

Any debate on a matter raised in a deputation must occur at the time at which the matter is scheduled to be discussed on the meeting agenda and once a motion has been moved and seconded.

17. Petitions

17.1 Form of petitions

Petitions may be presented to the community board or any of its committees, as long as the subject matter falls within the terms of reference of the intended meeting.

Petitions must contain at least 20 signatures and consist of fewer than 150 words (not including signatories). They must be received by the chief executive at least 5 working days before the date of the meeting at which they will be presented.

Petitions must not be disrespectful, use offensive language or include malicious statements (see standing order 19.9 on qualified privilege). They may be written in English or te reo Māori. Petitioners planning to present their petition in te reo or sign language should advise the chief executive in time to allow translation services to be arranged.

17.2 Petition presented by petitioner

A petitioner who presents a petition to the local authority or any of its committees and subcommittees, local boards or community boards, may speak for 5 minutes (excluding questions) about the petition, unless the meeting resolves otherwise. The Chairperson must terminate the presentation of the petition if he or she believes the petitioner is being disrespectful, offensive or making malicious statements.

Where a petition is presented as part of a deputation or public forum the speaking time limits relating to deputations or public forums shall apply. The petition must be received by the chief executive at least 5 working days before the date of the meeting concerned.

17.3 Petition presented by member

Members may present petitions on behalf of petitioners. In doing so, members must confine themselves to presenting:

(a) The petition;

(b) The petitioners' statement; and

(c) The number of signatures.

18. Exclusion of public

18.1 Motions and resolutions to exclude the public

Members of a meeting may resolve to exclude the public from a meeting. The grounds for exclusion are those specified in section 48 of LGOIMA (see Appendix 1).

Every motion to exclude the public must be put while the meeting is open to the public, and copies of the motion must be available to any member of the public who is present.

If the motion is passed the resolution to exclude the public must be in the form set out in schedule 2A of LGOIMA (see Appendix 2). The resolution must state:

(a) The general subject of each matter to be excluded;

(b) The reason for passing the resolution in relation to that matter; and

(c) The grounds on which the resolution is based.

The resolution will form part of the meeting's minutes.

s. 48 LGOIMA.

18.2 Specified people may remain

Where a meeting resolves to exclude the public, the resolution may provide for specified persons to remain if, in the opinion of the meeting, they will assist the meeting to achieve its purpose. Any such resolution must state, in relation to the matter to be discussed, how the knowledge held by the specified people is relevant and be of assistance.

No such resolution is needed for people who are entitled to be at the meeting, such as relevant staff and officials contracted to the council for advice on the matter under consideration.

s.48 (6) LGOIMA.

18.3 Public excluded items

The chief executive must place in the public-excluded section of the agenda any items that he or she reasonably expects the meeting to consider with the public excluded. The public excluded section of the agenda must indicate the subject matter of the item and the reason the public are excluded.

s.46A (8) LGOIMA.

18.4 Non-disclosure of information

No member or officer may disclose to any person, other than another member, officer or person authorised by the chief executive, any information that has been, or will be, presented to any meeting from which the public is excluded, or proposed to be excluded.

This restriction does not apply where a meeting has resolved to make the information publicly available or where the chief executive has advised, in writing, that one or both of the following apply:

(a) There are no grounds under LGOIMA for withholding the information; or

(b) The information is no longer confidential.

18.5 Release of information from public excluded session

A local authority may provide for the release to the public of information which has been considered during the public excluded part of a meeting.

Each public excluded meeting must consider and agree by resolution, what, if any, information will be released to the public. In addition the chief executive may release information which has been considered at a meeting from which the public has been excluded where it is determined the grounds to withhold the information no longer exist. The chief executive will inform the subsequent meeting of the nature of the information released.

19. Voting

19.1 Decisions by majority vote

Unless otherwise provided for in the LGA 2002, other legislation or standing orders, the acts of and questions before a community board must be decided at a meeting through a vote exercised by the majority of the members of that meeting voting.

cl. 24 (1), Schedule 7, LGA 2002.

19.2 Open voting

An act or question coming before the community board must be done or decided by open voting.

cl. 24 (3) Schedule 7, LGA 2002.

19.3 Chairperson has a casting vote

The Chairperson or any other person presiding at a meeting has a deliberative vote and, in the case of an equality of votes, has a casting vote.

cl. 24 (2) Schedule 7, LGA 2002.

19.4 Method of voting

The method of voting must be as follows:

(a) The Chairperson in putting the motion must call for an expression of opinion on the voices or take a show of hands, the result of either of which, as announced by the Chairperson, must be conclusive unless such announcement is questioned immediately by any member, in which event the Chairperson will call a division;

(b) The Chairperson or any member may call for a division instead of or after voting on the voices and/or taking a show of hands; and

(c) Where a suitable electronic voting system is available that system may be used instead of a show of hands, vote by voices, or division, and the result publicly displayed and notified to the Chairperson who must declare the result.

19.5 Calling for a division

When a division is called, the chief executive must record the names of the members voting for and against the motion and abstentions and provide the names to the Chairperson to declare the result. The result of the division must be entered into the minutes and include members' names and the way in which they voted.

The Chairperson may call a second division where there is confusion or error in the original division.

19.6 Request to have votes recorded

If requested by a member immediately after a vote the minutes must record the member's vote or abstention. Recording any other matters e.g. reason for the vote or abstention is not permitted.

19.7 Members may abstain

Any member may abstain from voting.

20. Conduct

20.1 Calling to order

When the Chairperson calls members to order they must be seated and stop speaking. If the members fail to do so, the Chairperson may direct that they should leave the meeting immediately for a specified time.

20.2 Disrespect

No member may speak or act in a manner which is disrespectful of other members, staff or the public.

20.3 Retractions and apologies

In the event of a member or speaker who has been disrespectful of another member or contravened the community board's Code of Conduct (if adopted), the Chairperson may call upon that member or speaker to withdraw the offending comments, and may require them to apologise. If the member refuses to do so the Chairperson may direct that they should leave the meeting immediately for a specified time and/or make a complaint under the Code of Conduct.

20.4 Disorderly conduct

Where the conduct of a member is disorderly or is creating a disturbance the Chairperson may require that member to leave the meeting immediately for a specified time.

If the disorder continues the Chairperson may adjourn the meeting for a specified time. At the end of this time the meeting must resume and decide, without debate, whether the meeting should proceed or be adjourned.

The Chairperson may also adjourn the meeting if other people cause disorder or in the event of an emergency.

20.5 Contempt

Where a member is subject to repeated cautions by the Chairperson for disorderly conduct the meeting may, should it so decide, resolve that the member is in contempt. Any such resolution must be recorded in the meeting's minutes.

20.6 Removal from meeting

A member of the police or authorised security personnel may, at the Chairperson's request, remove or exclude a member from a meeting.

This standing order will apply where the Chairperson has ruled that the member should leave the meeting and the member has refused or failed to do so; or has left the meeting and attempted to re-enter it without the Chairperson's permission.

20.7 Financial conflicts of interests

Every member present at a meeting must declare any direct or indirect financial interest that they hold in any matter being discussed at the meeting, other than an interest that they hold in common with the public.

No member may vote on, or take part in, a discussion about any matter in which they have a direct or indirect financial interest unless an exception set out in s.6 LAMIA applies to them, or the Auditor-General has granted them an exemption or declaration under s.6.

Members with a financial interest should physically withdraw themselves from the table unless the meeting is in public excluded in which case they should leave the room.

Neither the Chairperson nor the meeting may rule on whether a member has a financial interest in the matter being discussed. The minutes must record any declarations of financial interests and the member's abstention from any discussion and voting on the matter.

s. 6 & 7 LAMIA.

20.8 Non-financial conflicts of interests

Non-financial interests always involve questions of judgement and degree about whether the responsibility of a member of a community board could be affected by some other separate interest or duty of that member in relation to a particular matter. If a member considers that they have a non-financial conflict of interest in a matter they must not take part in the discussions about that matter or any subsequent vote.

The member must leave the table when the matter is considered, but does not need to leave the room. The minutes must record the declaration and member's subsequent abstention from discussion and voting.

Neither the Chairperson nor the meeting may rule on whether a member has a non-financial interest in the matter being discussed.

20.9 Qualified privilege for meeting proceedings

Any oral statement made at any meeting of the local authority in accordance with the rules adopted by the local authority for guiding its proceedings is privileged, unless the statement is proved to have been made with ill will or took improper advantage of the occasion of publication.

s. 53, LGOIMA.

20.10 Qualified privilege additional to any other provisions

The privilege referred to above is in addition to any other privilege, whether absolute or qualified, that applies as a result of any other enactment or rule of law applying to any meeting of the local authority.

s. 53, LGOIMA.

20.11 Electronic devices at meetings

Electronic devices and phones can only be used to advance the business of a meeting.

Personal use may only occur at the discretion of the chair. A Chairperson may require that an electronic device is switched off if its use is likely to distract a meeting from achieving its business or a member is found to be receiving information or advice from sources not present at the meeting which may affect the integrity of the proceedings.

21. General rules of debate

21.1 Chairperson may exercise discretion

The application of any procedural matters in this section of the standing orders, such as the number of times a member may speak or when a chair can accept a procedural motion to close or adjourn a debate, is subject to the discretion of the Chairperson.

21.2 Time limits on speakers

The following time limits apply to members speaking at meetings:

(a) Movers of motions when speaking to the motion – not more than 5 minutes;

(b) Movers of motions when exercising their right of reply – not more than 5 minutes; and

(c) Other members – not more than 5 minutes.

Time limits can be extended if a motion to that effect is moved, seconded and supported by a majority of members present.

21.3 Questions to staff

During a debate members can ask staff questions about the matters being discussed. Questions must be asked through the Chairperson and how the question should be dealt with is at the Chairperson's discretion.

21.4 Questions of clarification

At any point of a debate a member may ask the Chairperson for clarification about the nature and content of the motion which is the subject of the debate and the particular stage the debate has reached.

21.5 Members may speak only once

A member may not speak more than once to a motion at a meeting of the community board, except with permission of the Chairperson. Members can speak more than once to a motion at a committee or subcommittee meeting with the chairperson's permission.

21.6 Limits on number of speakers

If three speakers have spoken consecutively in support of, or in opposition to, a motion, the Chairperson may call for a speaker to the contrary. If there is no speaker to the contrary, the Chairperson must put the motion after the mover's right of reply.

Members speaking must, if requested by the Chairperson, announce whether they are speaking in support of, or opposition to, a motion.

21.7 Seconder may reserve speech

A member may second a motion or amendment without speaking to it, reserving the right to speak later in the debate.

21.8 Speaking only to relevant matters

Members may speak to any matter before the meeting; a motion or amendment which they propose; and to raise a point of order arising out of debate, but not otherwise. Members must confine their remarks strictly to the motion or amendment they are speaking to.

The Chairperson's rulings on any matters arising under this standing order are final and not open to challenge.

21.9 Restating motions

At any time during a debate a member may ask, for their information, that the Chairperson restate a motion and any amendments; but not in a manner that interrupts a speaker.

21.10 Criticism of resolutions

A member speaking in a debate may not unduly criticise the validity of any resolution except by a notice of motion to amend or revoke the resolution.

21.11 Objecting to words

When a member objects to any words used by another member in a speech and wants the minutes to record their objection, they must object at the time when the words are used and before any other member has spoken. The Chairperson must order the minutes to record the objection.

21.12 Right of reply

The mover of an original motion has a right of reply. A mover of an amendment to the original motion does not. In their reply, the mover must confine themselves to answering previous speakers and not introduce any new matters.

A mover's right of reply can only be used once. It can be exercised either at the end of the debate on the original, substantive or substituted motion or at the end of the debate on a proposed amendment.

However, the original mover may reserve their right of reply and speak once to the principal motion and once to each amendment without losing that right of reply. If a closure motion is carried the mover of the motion has the right of reply before the motion or amendment is put to the vote.

21.13 No other member may speak

In exercising a right of reply, no other member may speak:

(a) After the mover has started their reply;

(b) After the mover has indicated that they want to forego this right; and

(c) Where the mover has spoken to an amendment to the original motion and the Chairperson has indicated that he or she intends to put the motion.

21.14 Adjournment motions

The carrying of any motion to adjourn a meeting must supersede other business still remaining to be disposed of. Any such business must be considered at the next meeting. Business referred to, or referred back to, a specified committee or local or community board, is to be considered at the next ordinary meeting of that committee or board, unless otherwise specified.

21.15 Chairperson's acceptance of closure motions

The Chairperson may only accept a closure motion where there have been at least two speakers for and two speakers against the motion that is proposed to be closed, or the Chairperson considers it reasonable to do so.

However, the Chairperson must put a closure motion if there are no further speakers in the debate. When the meeting is debating an amendment, the closure motion relates to the amendment. If a closure motion is carried, the mover of the motion under debate has the right of reply after which the Chairperson puts the motion or amendment to the vote.

22. General procedures for speaking and moving motions

22.1 Options for speaking and moving

This subsection provides three options for speaking and moving motions and amendments at a meeting of a local authority, its committees and subcommittees, and any local or community boards.

Option A applies unless, on the recommendation of the chairperson at the beginning of a meeting, the meeting resolves [by simple majority] to adopt either Option B or Option C for the meeting generally, or for any specified items on the agenda.

22.2 Option A

- The mover and seconder of a motion cannot move or second an amendment. (This does not apply when the mover or seconder of a motion to adopt a report of a committee wants to amend an item in the report. In this case the original mover or seconder may also propose or second the suggested amendment).
- Only members who have not 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 cannot move or second a subsequent amendment.
- Members can speak to any amendment and, provided they have not spoken to the motion or moved or seconded an amendment, they can move or second further amendments.
- The meeting by agreement of the majority of members present may amend a motion with the agreement of the mover and seconder.

22.3 Option B

- The mover and seconder of a motion cannot move or second an amendment. (This does not apply when the mover or seconder of a motion to adopt a report of a committee wants to amend an item in the report. In this case the original mover or seconder may also propose or second the suggested 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 that is carried can move or second a subsequent amendment. A mover or seconder of an amendment which is lost cannot move or second a subsequent amendment.
- 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.

22.4 Option C (preferred)

- 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.

22.5 Procedure if no resolution reached

If no resolution is reached the Chairperson may accept a new motion to progress the matter under discussion.

23. Motions and amendments

23.1 Proposing and seconding motions

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.

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

23.2 Motions in writing

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

23.3 Motions expressed in parts

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

23.4 Substituted motion

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.

23.5 Amendments to be relevant and not direct negatives

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.

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

23.6 Chairperson may recommend amendment

A Chairperson, when moving the adoption of a recommendation from a committee or sub-committee to the community board can include in the motion an amendment to the committee or sub-committee's recommendation.

23.7 Foreshadowed amendments

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

23.8 Lost amendments

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 speak to it, and may move or second a further amendment.

23.9 Carried amendments

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 speak to the substantive motion, and may move or second a further amendment to it.

23.10 Where a motion is lost

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

23.11 Withdrawal of motions and amendments

Once a motion or amendment which has been seconded has been put to the meeting by the Chairperson the mover cannot withdraw it without the consent 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.

23.12 No speakers after reply or motion has been put

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 Chairperson has started putting the motion.

24. Revocation or alteration of resolutions

24.1 Member may move revocation of a decision

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 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 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.

24.2 Revocation must be made by the body responsible for the decision

If a resolution is made under delegated authority by a committee or subcommittee, only that body may revoke or amend the resolution, assuming the resolution is legally made.

This provision does not prevent a community board that made the delegation from removing or amending the delegation given to a committee or subcommittee.

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

24.3 Requirement to give notice

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 community board, 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.

24.4 Restrictions on actions under the affected resolution

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; or

(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.

24.5 Revocation or alteration by resolution at same meeting

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.

24.6 Revocation or alteration by recommendation in report

The community board, on a recommendation in a report by the Chairperson, chief executive, or any committee or subcommittee, 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.

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

25. Procedural motions

25.1 Procedural motions must be taken immediately

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.

25.2 Procedural motions to close or adjourn a debate

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); or

(e) That the item being discussed should be referred (or referred back) to the relevant committee or subcommittee.

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

25.3 Voting on procedural motions

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.

25.4 Debate on adjourned items

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

25.5 Remaining business at adjourned meetings

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

25.6 Business referred to the community board

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

25.7 Other types of procedural motions

The Chairperson has discretion about whether to allow any other procedural motion that is not contained in these standing orders.

26. Points of order

26.1 Members may raise points of order

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).

26.2 Subjects for points of order

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.

26.3 Contradictions

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

26.4 Point of order during division

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

26.5 Chairperson's decision on points of order

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.

27. Notices of motion

27.1 Notice of intended motion to be in writing

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.

27.2 Refusal of notice of motion

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 s.77-82 LGA 2002; or

(f) Concerns a matter where decision-making authority has been delegated to a committee or subcommittee.

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 subcommittee.

27.3 Mover of notice of motion

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.

27.4 Alteration of notice of motion

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.

27.5 When notices of motion lapse

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

27.6 Referral of notices of motion

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

27.7 Repeat notices of motion

When a motion has been considered and rejected by the local authority or a committee, no similar notice of motion which, in the opinion of the Chairperson has the same effect, 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 community board no other notice of motion which, in the opinion of the Chairperson has the same effect, may be put while the original motion stands.

28. Minutes

28.1 Minutes to be evidence of proceedings

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.

cl. 28 Schedule 7, LGA 2002.

28.2 Matters recorded in minutes

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) The arrival and departure times of members;

(f) Any failure of a quorum;

(g) A list of any external speakers and the topics they addressed;

(h) A list of the items considered;

(i) 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;

(j) The names of all movers, and seconders;

(k) Any objections made to words used;

(l) All divisions taken and, if taken, a record of each members' vote;

(m) The names of any members requesting that their vote or abstention be recorded;

(n) Any declarations of financial or non-financial conflicts of interest;

(o) The contempt, censure and removal of any members;

(p) Any resolutions to exclude members of the public;

(q) The time at which the meeting concludes or adjourns; and

(r) The names of people permitted to stay in public excluded.

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

28.3 No discussion on minutes

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

28.4 Minutes of last meeting before election

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.

29. Keeping a record

29.1 Maintaining accurate records

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.

s. 17 Public Records Act 2005.

29.2 Method for maintaining records

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.

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

29.3 Inspection

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

s. 51 LGOIMA.

29.4 Inspection of public excluded matters

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

- 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

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.

See s.7 LGOIMA 1987.

Where A2 of this Appendix applies 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.

See s. 48 LGOIMA.

Appendix 2: Sample resolution to exclude the public

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— 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: 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)).

61

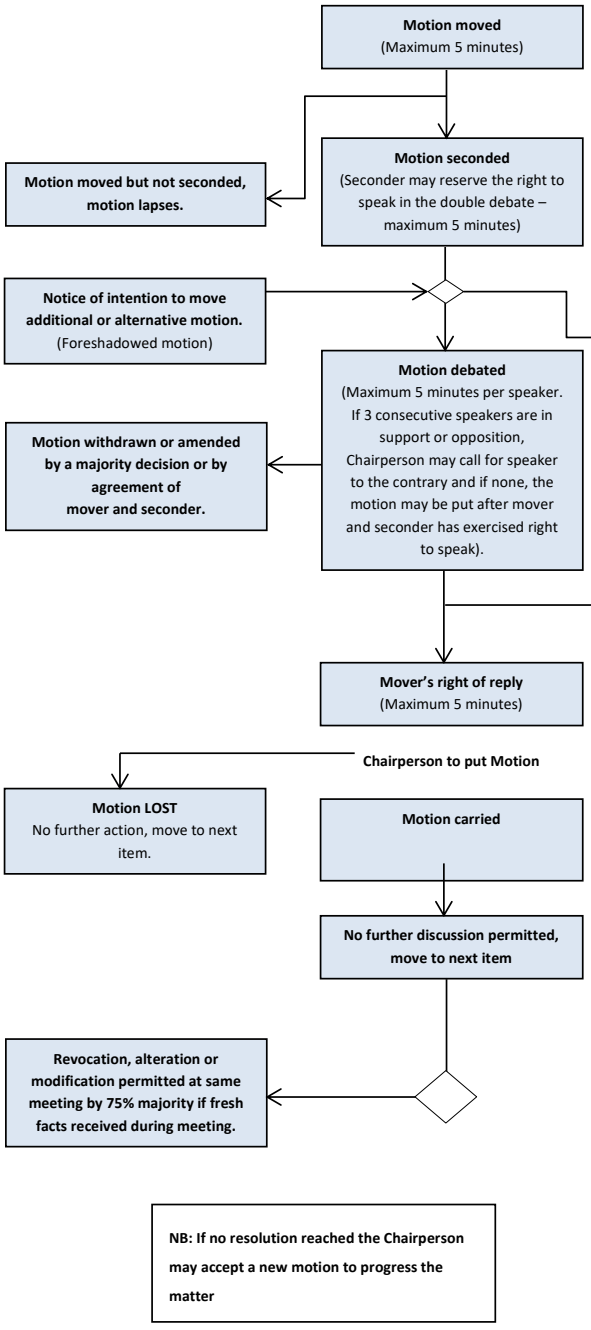
Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public
		To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).
		To protect the privacy of natural persons, including that of deceased natural 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; 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; • 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: 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)).

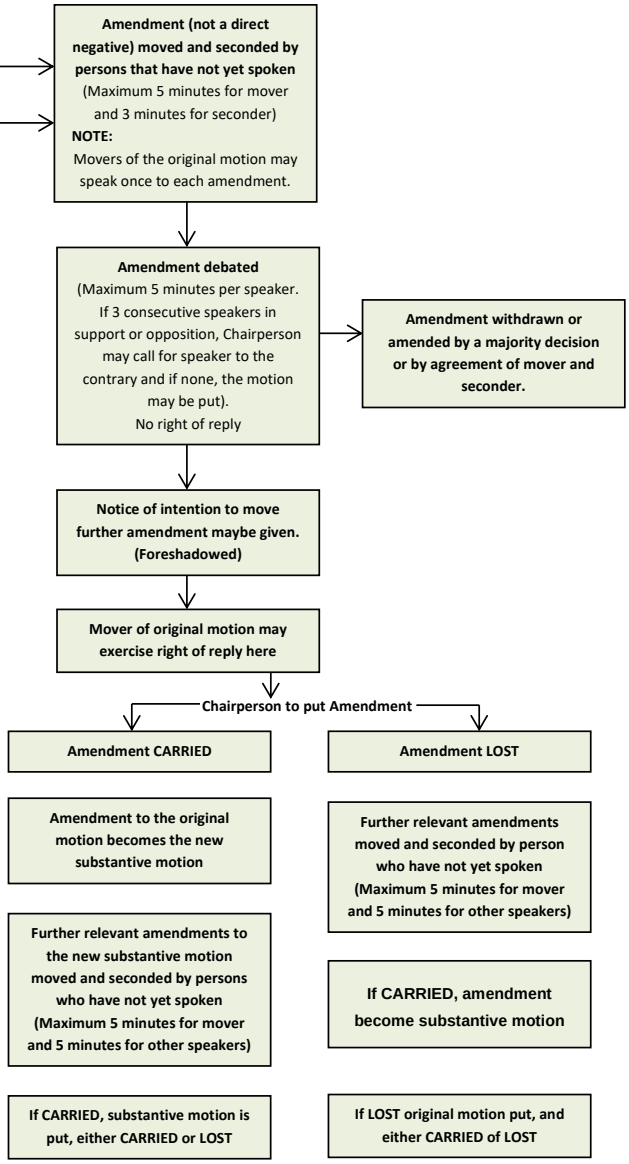
2. That *(name of person(s))* is permitted to remain at this meeting after the public has been excluded because of their knowledge of *(specify topic under discussion)*. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because *(specify)*.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

Appendix 3: Motions and amendments (Option A)

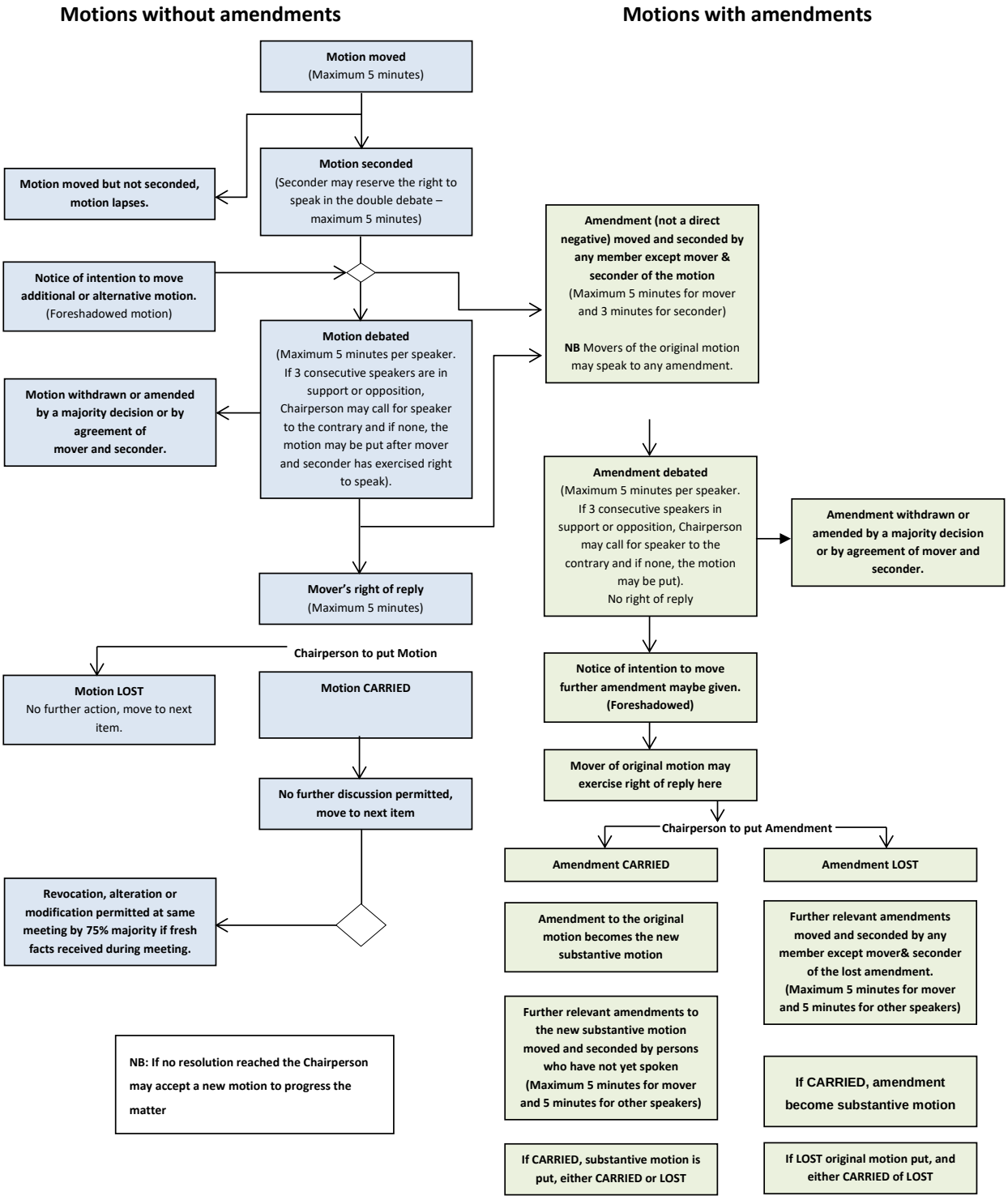
Motions without amendments



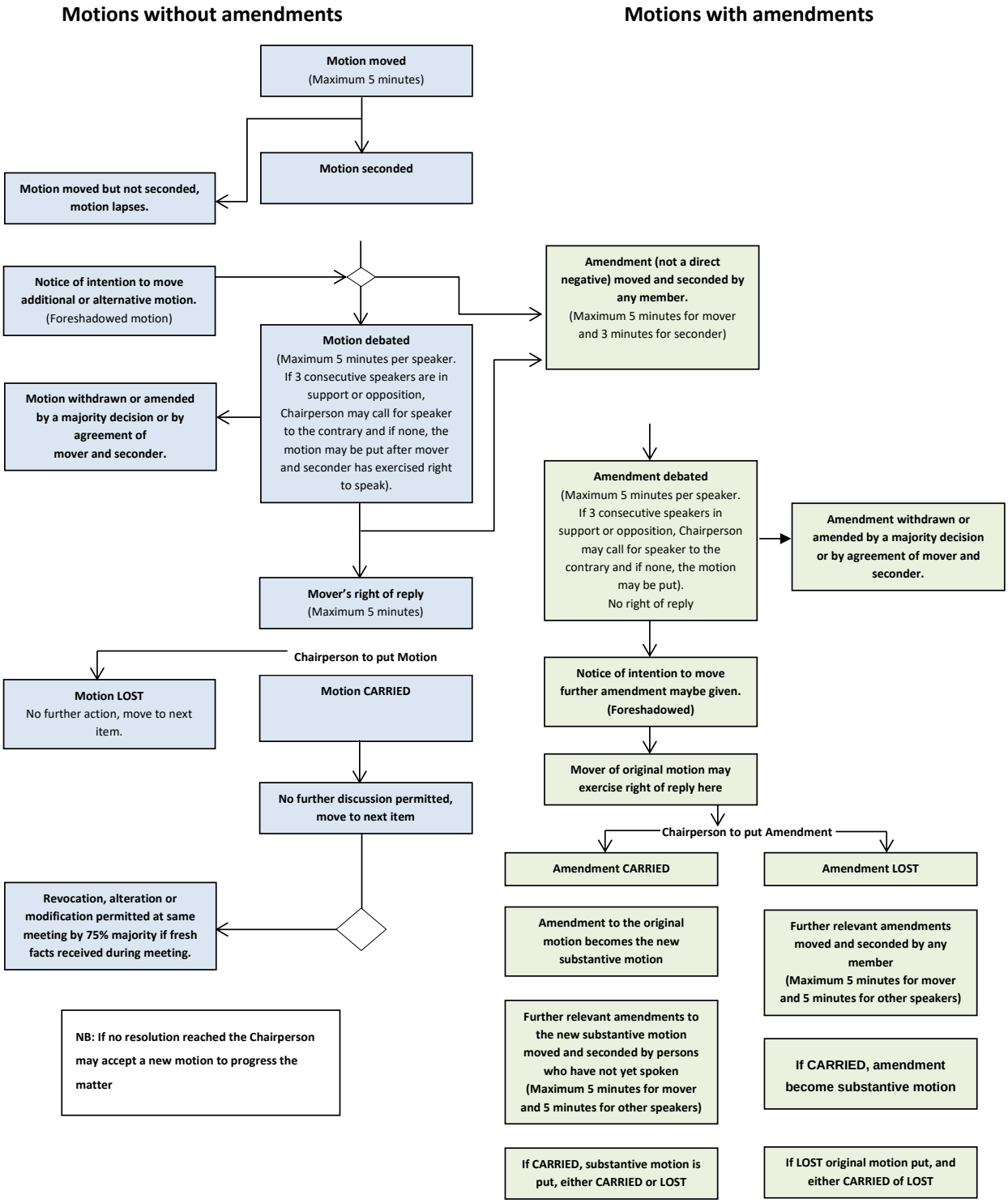
Motions with amendments



Appendix 4: Motions and amendments (Option B)



Appendix 5: Motions and amendments (Option C)



Appendix 6: Table of procedural motions

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	

67

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 orde 3.14

68

Appendix 7: Powers of a Chairperson

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

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

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

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

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

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

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

Motion in parts

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

Notice of motion

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

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

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 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

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

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

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

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

Priority of speakers

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

Minutes

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

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

Withdrawal of offensive or malicious expressions

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

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

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

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 attendance

Where the technology is available and a member is attending a meeting by audio link, the Chairperson must ensure that:

(a) The technology for the link is available and of suitable quality;

(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 link then chairing duties will be undertaken by the deputy chair or a member who is physically present.

Appendix 8: Process for removing a Chairperson or deputy Chairperson from office

1. At a meeting that is in accordance with this clause, a community board may remove its Chairperson, or deputy Chairperson from office.
2. If a Chairperson or deputy Chairperson is removed from office at that meeting, the community board may elect a new Chairperson or deputy Chairperson at that meeting.
3. A meeting to remove a Chairperson, or deputy Chairperson may be called by:
   (a) A resolution of the community board; or
   (b) A requisition in writing signed by the majority of the total membership of community board (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 or deputy Chairperson is removed from office, a new Chairperson or deputy Chairperson is to be elected at the meeting if a majority of the total membership of the community board (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 or deputy Chairperson carries if a majority of the total membership of the community board (excluding vacancies) votes in favour of the resolution.

See cl. 18 Schedule 7, LGA 2002.

Appendix 9: Workshops and briefings

Definition of workshop

Workshops and briefings, however described, provide opportunities for members to discuss particular matters, receive briefings and provide guidance for officials. These are not meetings and cannot be used to either make decisions or come to agreements that are then confirmed without the opportunity for meaningful debate at a formal meeting.

Application of standing orders to workshops and briefings

Standing orders do not apply to workshops and briefings. The Chairperson or workshop organisers will decide how the workshop, briefing or working party should be conducted.

Calling a workshop

Workshops, briefings and working parties may be called by:

(a) A resolution of the local authority or its committees;

(b) The Mayor;

(c) A committee Chairperson; or

(d) The chief executive.

Process for calling workshops

The chief executive will give at least 24 hours' notice of the time and place of the workshop and the matters to be discussed at it. Notice may be given by whatever means are reasonable in the circumstances. Any notice given must expressly:

(a) State that the meeting is a workshop;

(b) Advise the date, time and place; and

(c) Confirm that the meeting is primarily for the provision of information and discussion, and will not make any decisions or pass any resolutions.

Public notice of a workshop is not required and workshops can be either open to the public or public excluded.

Record of workshop

A written record of the workshop should be kept and include:

- Time, date, location and duration of workshop;
- Person present; and
- General subject matter covered.

Appendix 10: Sample order of business

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) Chairperson and elected members' reports (information)

Public excluded section

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

Appendix 11: Process for raising matters for a decision

Matters requiring a decision may be placed on an agenda of a meeting by a:

- Report of chief executive;
- Report of a Chairperson;
- Report of a committee;
- 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 chief executive; or
- Report of 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 meeting chair.

NO	AMENDMENT/S SUMMARY	Sign Off/Comment
1	Adopted by the Community Board 9 February 2021	Adopted 9 February 2021
2	Administrative correction following email from Mike Reid at LGNZ. Repeat Notice of Motion missing phrase 'has the same effect' now included.	Administrative correction 14 July 2021
3		
4		

7.3 PROPOSED NEW MOBILITY PARKING SPACES, MARAE LANE CARPARK, WAIKANAE

Kaituhi | Author: **Alison Law, Manager, Project Management Office**

Kaiwhakamana | Authoriser: **Sean Mallon, Group Manager Infrastructure Services**

TE PŪTAKE | PURPOSE

1 The purpose of this report is to seek approval to convert two standard parking spaces in Marae Lane carpark (close to the Countdown supermarket) into two mobility parking spaces.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

2 Approval is sought to convert two standard parking spaces in Marae Lane carpark (close to the Countdown supermarket) into two mobility parking spaces.

TE TUKU HAEPAPA | DELEGATION

3 Under Part D of the 2022-2025 Triennium Governance Structure and Delegations, the Waikanae Community Board has the authority to consider this matter.

*"Authority to approve or reject officer recommendations relating to **traffic control and signage matters** for existing local roads, except those matters that involve significant safety issues."*

TAUNAKITANGA | RECOMMENDATIONS

A. That the Waikanae Community Board approve converting two standard parking spaces in Marae Lane carpark (close to the Countdown supermarket) into two mobility parking spaces as shown on the plans at Attachments 3 and 4.

TŪĀPAPA | BACKGROUND

4 Mahara Gallery is currently being rebuilt to provide a quality gallery experience for the Kāpiti community and visitors.

5 Boffa Miskell urban landscape designers have worked with Athfield Architects to create a landscape design that enhances the entrance to the Gallery and Mahara Gallery.

6 On 6 September 2022 the Waikanae Community Board approved the location of six mobility parks and drop off zone adjacent to the Mahara Galley, as shown on the plan at Attachment 1.

7 As part of their resolution the Waikanae Community Board requested that a minimum of two mobility parks be retained at the western end of the Marae Lane carpark. The landscaping plans have been updated to reflect this change as shown on the plan at Attachment 2.

8 Separate to this Council received a request from community members to investigate providing an additional two mobility carparks in the Marae Lane carpark, closer to the Countdown supermarket.

9 The provision of adequate mobility parking contributes to the Long-term Plan community outcome:

"Our communities are resilient, safe, healthy, thriving and connected. Everyone has a sense of belonging and ca access the resources and services they need."

HE KŌRERORERO | DISCUSSION

10 In response to the request Transport and Land Development ("TLD") Engineers were engaged to investigate and design two additional mobility parking spaces in the Marae Lane Carpark, near the Countdown supermarket.

11 Council's Access and Transport team identified two existing standard parking spaces that could be converted into mobility parking spaces as shown on the Plan at Attachment 3.

12 The location of these two existing standard parking spaces in the north-east corner of the carpark is already wide enough to accommodate two mobility parks without having to forfeit a third standard parking space.

13 The location identified for these mobility parking spaces by Council is deemed suitable by TLD Engineers as they are strategically within the Waikanae Town Centre.

14 Accessibility needs to be improved to cater for the two new mobility parking spaces to enable people to easily move through the area. These improvements include a new mobility/pedestrian ramp cut into the existing curb and a new connection to the existing footpath on Ngaio Road as shown on the plan at Attachment 4. Access to the north of these new mobility parking spaces is considered excellent due to the raised intersection/platform at Ngaio Road and Parata Street.

15 As per the plans appended at Attachments 3 and 4, the mobility parking bays will share a hatched "No Parking" median between them which will allow mobility users to exit their vehicle either from the passenger side or driver side depending on which parking space they choose to pull into. This gives greater flexibility to mobility users. In case a mobility vehicle pulls into the parking space on the eastern side and needs to exit using the driver's side, additional space has been allowed for between this parking space and the block wall adjacent.

He take | Issues

16 Converting two existing parking spaces into two mobility parking spaces and improving accessibility to cater for the new mobility spaces has a low degree of significance under the Council's Significance and Engagement Policy.

Ngā kōwhiringa | Options

Table 1: Table Name

Kōwhiringa | Options	Hua | Benefits	Tūraru | Risks
Option A (recommended) • Convert two standard parking spaces in Marae Lane carpark (close to the Countdown supermarket) into two mobility parking spaces as shown on the plans at Attachments 3 and 4.	Providing two additional mobility parking spaces closer to the Countdown supermarket will make it easier for people with mobility issues to access essential services.	There are no risks associated with this option.
Option B (not recommended) • Do nothing now and reassess need at a later date.	Allows for the new configuration of the six mobility parks and drop off zone adjacent to the Mahara Gallery to be completed and demand	Patrons with mobility issues will be required to travel further from Countdown supermarket to the mobility parks.

	for these parks to be determined.	

Tangata whenua

17 The Town Centres Iwi Working Group (Ātiawa ki Whakarongotai) have been kept informed with regard to the changes.

Panonitanga āhuarangi | Climate change

18 As this is a minor car parking change there are no climate change impacts.

Ahumoni me ngā rawa | Financial and resourcing

19 The cost associated with the changed parking layout will be minimal and covered within the Waikanae Town Centres budget.

Ture me ngā Tūraru | Legal and risk

20 There are no legal considerations.

21 Any parking infringement areas that may encompass parking or traffic fines must be completed using the appropriate resolution process under the Council Transport Bylaw 2022.

Ngā pānga ki ngā kaupapa here | Policy impact

22 There is no policy impact.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

23 The proposed plans and associated changes have been reviewed by the Disability Advisory Group and Countdown Supermarket.

Te mahere tūhono | Engagement planning

24 An engagement plan is not needed to implement this decision.

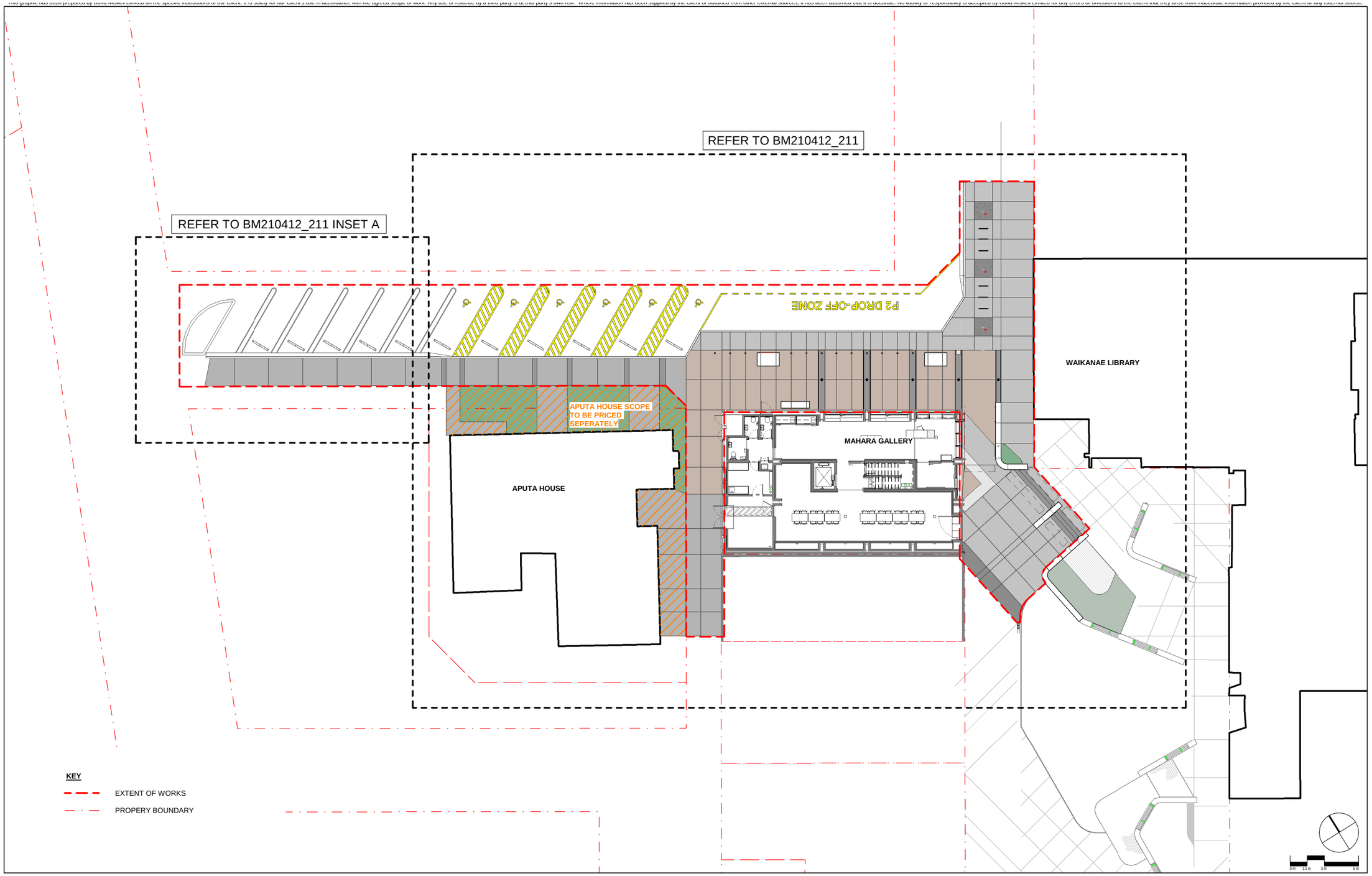
Whakatairanga | Publicity

25 Council will communicate parking changes through its established communications channels.

NGĀ ĀPITIHANGA | ATTACHMENTS

1. Original Plan - six mobility carparks and drop off zone, Mahara Gallery ⇩
2. Updated Plan - six mobility carparks and drop off zone, Mahara Gallery ⇩
3. Proposed Plan - two existing parking spaces to be converted into mobility parking spaces ⇩
4. Proposed Plan - improvements to cater for two new mobility parking spaces ⇩

This graphic has been prepared by Boffa Miskell Limited on the specific instructions of our Client. It is solely for our Client's use in accordance with the agreed scope of work. Any use or reliance by a third party is at that party's own risk. Where information has been supplied by the Client or obtained from other external sources, it has been assumed that it is accurate. No liability or responsibility is accepted by Boffa Miskell Limited for any errors or omissions to the extent that they arise from inaccurate information provided by the Client or any external source.



ORIGINAL IN COLOUR

Boffa Miskell

Boffa Miskell Limited
Level 4, Huddart Parker Building
1 Post Office Square
Wellington 6011
New Zealand
Tel: +64 4 385 9315
www.boffamiskell.co.nz

Printed 18/07/2022 2:40:27 pm

DRAFT UNDER REVISION

NOTES

CONTRACTORS TO VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCING WORK;

CONTRACTORS ARE RESPONSIBLE FOR CONFIRMING THE LOCATION OF ALL UNDERGROUND SERVICES ON SITE PRIOR TO COMMENCING WORK;

FIGURED DIMENSIONS TO BE TAKEN IN PREFERENCE TO SCALED DIMENSIONS.

KEY

REV	DATE	DESCRIPTION	APr
	03.06.22	Draft Developed Design	BGi
A	15.07.22	Draft Detailed Design	BGi

CLIENT
Kāpiti Coast District Council

CONSULTANTS
Athfield Architects

DETAILED DESIGN

Mahara Gallery

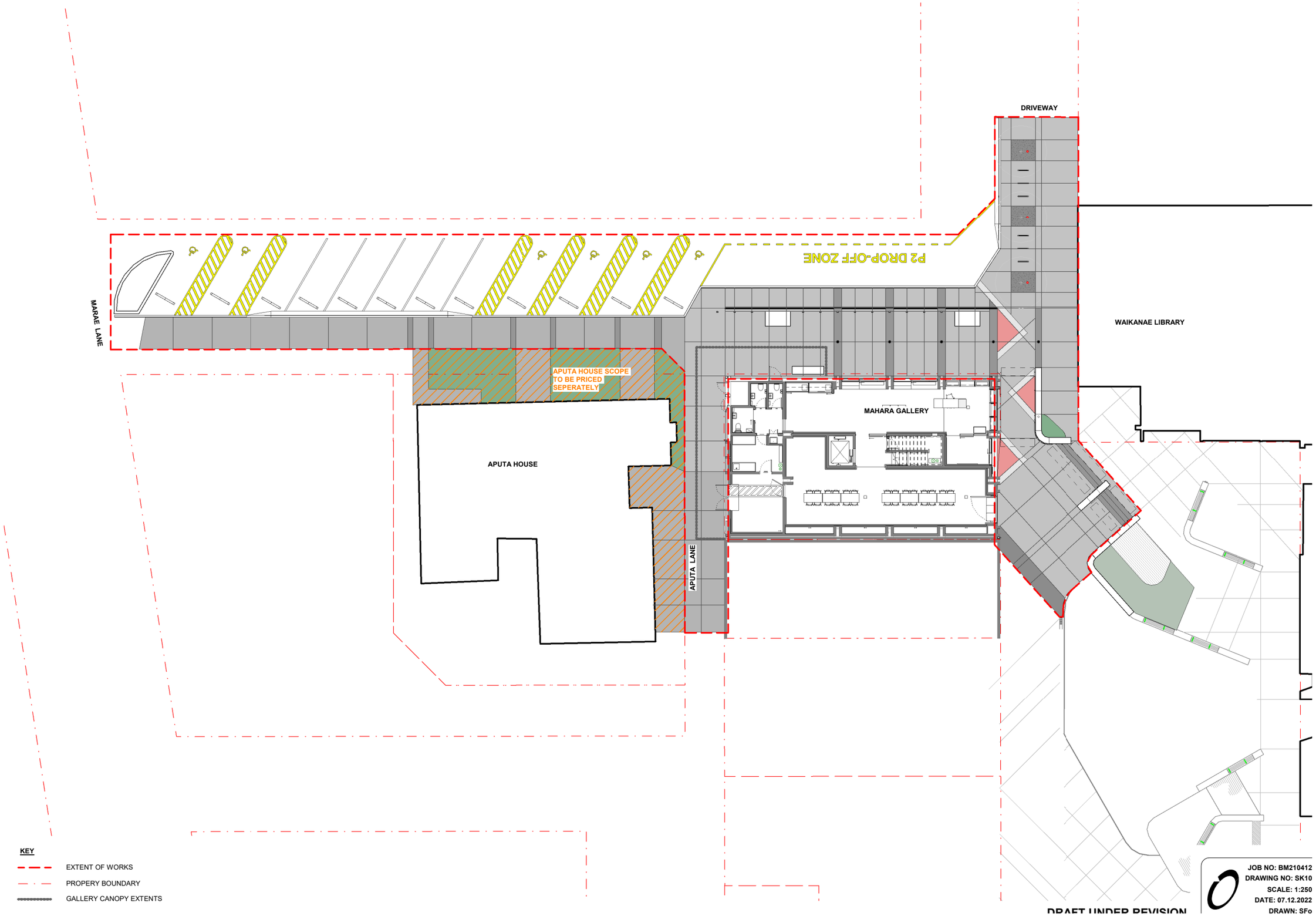
General Arrangement Overview Plan

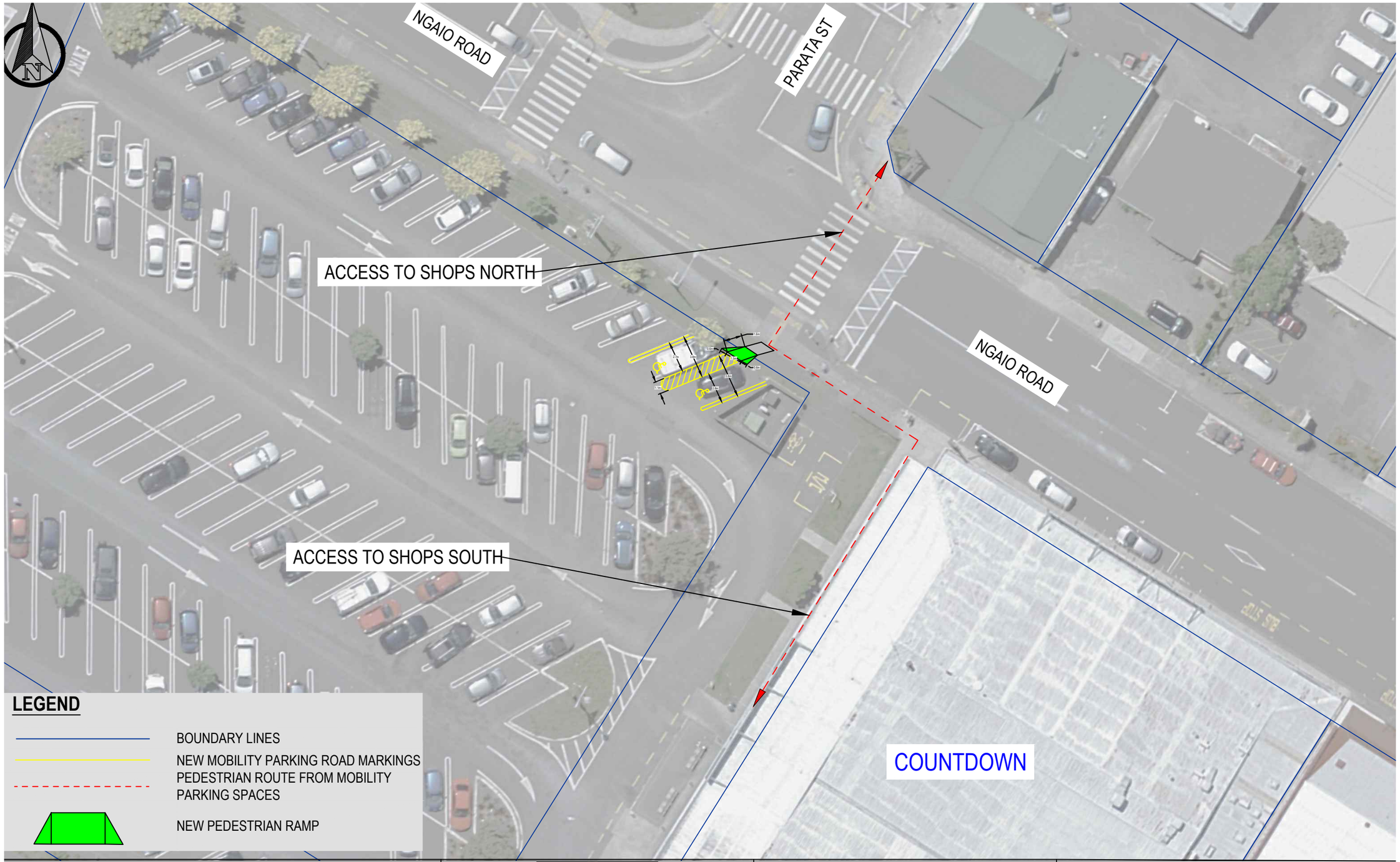
Design	SFo	Scale	Date
Drawn	SFo	1:150 @ A1	03.05.2022
Check	BGi	1:300 @ A3	

DRAWING NO. BM210412_210

REVISION A

C:\Users\darylb\Documents\BM210412_Waikanae_Gallery_Landscape_NZTM_R21_Daryl.BaldwinEKHPT.rvt


DRIVEWAY
P2 DROP-OFF ZONE
MARAE LANE
WAIKANAE LIBRARY
APUTA HOUSE SCOPE TO BE PRICED SEPERATELY
MAHARA GALLERY
APUTA HOUSE
APUTA LANE
KEY
EXTENT OF WORKS
PROPERY BOUNDARY
GALLERY CANOPY EXTENTS
JOB NO: BM210412
DRAWING NO: SK10
SCALE: 1:250
DATE: 07.12.2022
DRAWN: SFo
DRAFT UNDER REVISION



eneral Notes:
All dimensions are in Metres. All dimensions are not to be scaled off the drawings - the contractor is to contact the engineer if there are any screpancies
All works to comply with NZTA's Manual of Traffic Signs and Markings (MOTSAM), NZS 4121:2001 – Design for access and obility & ASNZS2890.1-2004 Parking facilities Part 1 Off-street car parking
All existing services to be located on-site by the Contractor prior to commencing physical works - it is the contractor's responsibility to locate Services.
Although the information displayed has been prepared with care and in good faith, this map is designed to be illustrative only. TLDE cannot guarantee e accuracy or completeness of the information and accepts no liability for any loss suffered as a result of reliance on it.
Property boundary/Asset display may not be survey accurate, and can only be verified by a registered surveyor.
This map is drawn on the New Zealand Transverse Mercator projection, using New Zealand Geodetic Datum 2000 Cadastral information sourced om Land Information New Zealand: Crown Copyright Reserved.

	First Draft	AS	ME	25/08/22

Kāpiti Coast DISTRICT COUNCIL
Me Huri Whakamuri, Ka Titiro Whakamua

TRANSPORT AND LAND DEVELOPMENT
TLD ENGINEERS

0 8 16 Meters
Scale: (A3 1:300)

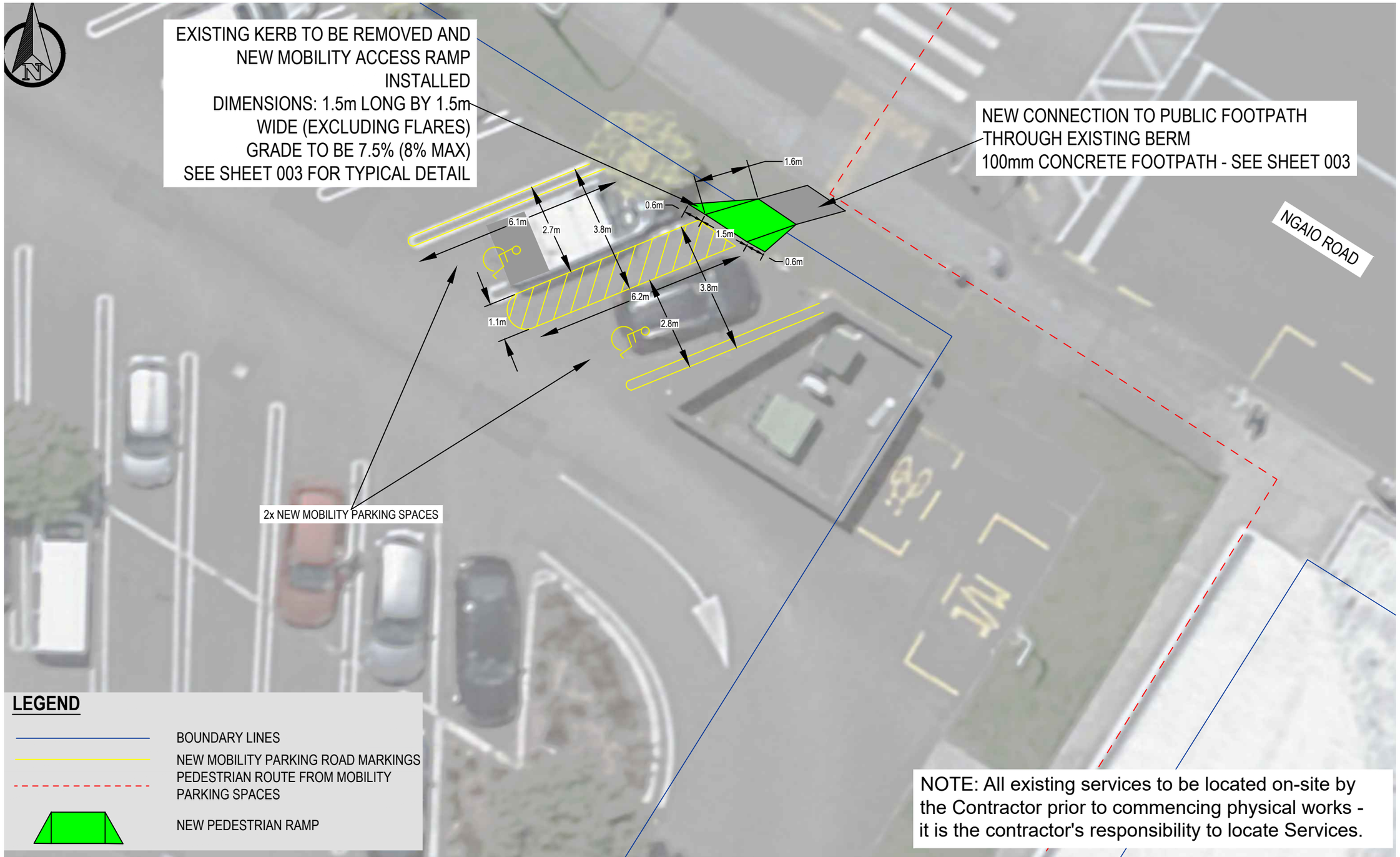
Drawn:	AS	Designer:	AS
Drafting Check	ME	Design check:	ME

ISSUED FOR REVIEW

GENERAL LAYOUT - PEDESTRIAN ROUTES

MARAE LANE CARPARK MOBILITY PARKING DESIGN

Original Size A3 Drawing No 002



eneral Notes:
All dimensions are in Metres. All dimensions are not to be scaled off the drawings - the contractor is to contact the engineer if there are any screpancies
All works to comply with NZTA's Manual of Traffic Signs and Markings (MOTSAM), NZS 4121:2001 – Design for access and obility & ASNZS2890.1-2004 Parking facilities Part 1 Off-street car parking
All existing services to be located on-site by the Contractor prior to commencing physical works - it is the contractor's responsibility to locate Services.
Although the information displayed has been prepared with care and in good faith, this map is designed to be illustrative only. TLDE cannot guarantee e accuracy or completeness of the information and accepts no liability for any loss suffered as a result of reliance on it.
Property boundary/Asset display may not be survey accurate, and can only be verified by a registered surveyor.
This map is drawn on the New Zealand Transverse Mercator projection, using New Zealand Geodetic Datum 2000 Cadastral information sourced om Land Information New Zealand: Crown Copyright Reserved.

First Draft	AS	ME	25/08/22

Kāpiti Coast DISTRICT COUNCIL
Me Huri Whakamuri, Ka Titiro Whakamua

TRANSPORT AND LAND DEVELOPMENT
TLD ENGINEERS

0 3 6 Meters
Scale: (A3 1:100)

Drawn:	AS	Designer:	AS
Drafting Check	ME	Design check:	ME

issue: ISSUED FOR REVIEW

GENERAL LAYOUT

MARAE LANE CARPARK MOBILITY PARKING DESIGN

Original Size A3
Drawing No 001

7.4 CONSIDERATION OF APPLICATIONS FOR FUNDING

Kaituhi | Author: **Kate Coutts, Democracy Services Advisor**

Kaiwhakamana | Authoriser: **Mike Mendonça, Acting Group Manager Place and Space**

TE PŪTAKE | PURPOSE

1 This report asks the Waikanae Community Board to consider grant applications for the Promotion Fund and the Discretionary Fund, and to note the accountability reports received.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

2 An executive summary is not required.

TE TUKU HAEPAPA | DELEGATION

3. The Waikanae Community Board has the delegated authority as at Section D of the Governance Structure approved by Council on 24 November 2022:

> *Approve criteria for, and disbursement of, community-based grant funds as approved through the LTP or Annual Plan*.

TAUNAKITANGA | RECOMMENDATIONS

A. That the Waikanae Community Board approves a Promotional Fund grant of $..... to Ngā Manu Nature Reserve, to assist with the cost of upgrading the Robin's Nest event and education facility.

B. That the Waikanae Community Board approves a Discretionary Fund grant of $..... to the Kapakapanui Lions Club Inc., to assist with the cost of hiring the Waikanae Community Hall to hold the fundraising event "Sweet Louise"; with proceeds going to support women in the community with breast cancer.

C. That the Waikanae Community Board approves a Discretionary Fund grant of $..... to the Waikanae Orchard Establishment Group, to assist with the cost of purchasing fruit trees and materials to establish a community orchard.

TŪĀPAPA | BACKGROUND

4 This is the fourth Waikanae Community Board meeting of the 2022/2023 financial year and the second meeting of the board for the 2022-2025 triennium.

5 Grants are allocated in accordance with specific evaluation criteria (at Attachment 1). Criteria include that accountability reports on grants allocated are required to be submitted six months after the event or activity for which the grant was awarded takes place.

6 All applicants have been advised by email of the meeting date and time.

Initiatives Fund

7 The Waikanae Community Board has also been allocated an initiatives fund budget of $21,512 for the 2022/2023 financial year. The board will need to decide how it would like to use this fund.

8 In the 2019-2022 triennium, the board resolved to approve $20,000 to promote Waikanae as a destination, including its parks and reserves. Further details of this role and project will defined.

HE KŌRERORERO | DISCUSSION

9 Three applications for funding have been received and are attached to this report (under separate cover) as Attachments 2-4. Those applications are summarised below.

Promotion Fund

10 There is currently $28,278 available for distribution from the Promotion Fund in the 2022/2023 financial year.

11 One new grant application in the amount of $7,922.57 is presented for the Board's consideration:

Ngā Manu Nature Reserve

12 Funding of $7,922.57 is sought to assist with the cost of upgrading the Robin's Nest event and education facility.

13 This application outlines that it can be considered under all four of the criteria:

- *Contributing to making Waikanae a Good Place to live;*
- *Contributing to making Waikanae an Active Community;*
- *Attracting visitors to the area;*
- *Promoting Waikanae as a visitor destination.*

14 Some upgrade activities within this application have already been completed, therefore some of the funding request is retrospective. The criteria states grants will not be considered retrospectively; however, the criteria also states that the Waikanae Community Board has the discretion to make grants outside of the criteria.

Discretionary Fund

15 There is currently $3,721 available for distribution from the Discretionary Fund in the 2022/2023 financial year.

16 Two grant applications to the amount of $796.40 are presented for the board's consideration, of which can be considered under Eligible Purpose 1: *Community, cultural or sports purposes, including travel both within New Zealand and overseas*:

Kapakapanui Lions Club Inc.

17 Funding of $296.40 is sought to assist with the cost of hiring the Waikanae Community Hall to hold the fundraising event "Sweet Louise"; with proceeds going to support women in the community with breast cancer.

Waikanae Community Orchard Establishment Group

18 Funding of $500.00 is sought to assist with the cost of purchasing fruit trees, soil, compost, tools, and materials to establish a community orchard.

He take | Issues

19 There are no issues to be considered.

Ngā kōwhiringa | Options

20 There are no options to be considered.

Tangata whenua

21 There are no tangata whenua matters to be considered.

Panonitanga āhuarangi | Climate change

22 There are no climate change matters to be considered.

Ahumoni me ngā rawa | Financial and resourcing

23 Budget allocations for the 2022/2023 financial year for the Promotions Fund, the Discretionary Fund and the Capital Improvement Fund are as follows:

Fund	2022/23 budget allocation	Total allocated to date[1]	Total unallocated to date
Discretionary Grants Fund	**$6,871**	**$3,150**	**$3,721**
Waikanae Promotion Fund	**$38,477**	**$10,199**	**$28,278**
Waikanae Capital Improvement Grant	**$38,477**	**$0**	**$38,477**

24 Promotion and Discretionary Grants approved for the 2022/2023 year are as follows:

Promotion Fund

Date	Recipient	Purpose of Grant	Amount	Report Back
16 Aug 2022	Lions Club of Waikanae (Year 3 of 3)	To assist with the cost of the Super Spring Garden Trails held in January each year.	$4,500	Due July 23
15 Sept 2022	Combined Lions Club of Kapiti Charitable Projects Inc	To assist with the cost of hiring the Waikanae Memorial Hall and sound system for the weekend of the Monster Lions Book Fair.	$1,000	Received.
15 Sept 2022	Waikanae Music Society (Year 3 of 3)	To assist with the cost of printing marketing material.	$2,200	Due Mar 23
7 Dec 2022	Reikorangi Residents Assoc.	To assist with the cost of purchasing a heavy-duty pop-up gazebo for local events run by the association.	$2,499	Received.

Balance Available: $28,278

Discretionary Fund

Date	Recipient	Purpose of Grant	Amount	Report Back
11 Aug 2022	Kidz Need Dadz (Year 3 of 3)	To assist with the costs of the annual Kāpiti Father's Day community event.	$500	Due Mar 23
29 Sept 2022	Combined Lions Club of Kāpiti (Year 2 of 3)	To assist with the costs of the annual Foodbank collection.	$500	Due Mar 23

[1] Includes 3 yearly grant payments previously approved

10 Nov 2022	Waikanae Swimming Club (Year 2 of 3)	To assist with the cost of covering pool hire fees.	$500	Due May 23
March 2023	Ōtaki & Districts RSA	To assist with the cost of annual Waikanae ANZAC Day commemorations.	$500	Due Oct 23
7 Dec 2022	Ferndale Residents Assoc.	To assist with the cost of purchasing six traps to extend their community pest control trapping programme.	$450	Due May 23
7 Dec 2022	Ebony Mason	To assist with the cost to assist with the cost of attending the National U16 Touch Tournament in Christchurch.	$200	Due May 23
7 Dec 2022	Rangi Halbert	To assist with the cost of equipment and resources for teaching their Te Ao Māori classes	$500	Received.

Balance Available: $3,721

25 Attached to this report as Attachments 5-8 (under separate cover) are four accountability reports received since the last Waikanae Community Board meeting in 2022.

26 An amount of approximately $913,000 is held in the Waikanae Capital Improvement Fund, and this is expected to reduce to $884,000 by the end of the current financial year, as shown in the table below:

Amount	Commentary
$936,000	Balance as at 30 June 2021 as per Annual Report
-$38,000	Grants paid in 2021/22
$15,000	Interest earnings for the 2021/22 year
$913,000	Balance as at 30 June 2022 as per Annual Report *(subject to audit)*
-$38,000	Forecast grants for 2022/23
$9,000	Estimated interest earnings for the 2022/23 year
$884,000	**Forecast Balance as at 30 June 2023**

Ture me ngā Tūraru | Legal and risk

27 There are no legal or risk matters to be considered.

Ngā pānga ki ngā kaupapa here | Policy impact

28 As noted previously, grants are allocated in accordance with established criteria (at Attachment 1).

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

29 Board members actively engage with the community to promote the various grants available.

30 Information on grants and the application process are also available via the Council's website.

31 All applicants will be contacted via email once decisions around funding have been made.

Te mahere tūhono | Engagement planning

32 This matter has a low level of significance under the Council's Significance and Engagement Policy.

Whakatairanga | Publicity

33 Successful grants are published through Council's established communication channels.

NGĀ ĀPITIHANGA | ATTACHMENTS

1. Waikanae Community Board Grant Criteria ⇩
2. Grant Application - Ngā Manu Nature Reserve (under separate cover) ⇨
3. Grant Application - Kapakapanui Lions Club Inc. (under separate cover) ⇨
4. Grant Application - Waikanae Orchard Establishment Group (under separate cover) ⇨
5. Accountability Report - Reikorangi Residents Assocation (under separate cover) ⇨
6. Accountability Report - The Combined Lions Club of Kapiti Charitable Projects (under separate cover) ⇨
7. Accountability Report - Rangi Halbert (under separate cover) ⇨
8. Accountability Report - Ngā Manu Nature Reserve (under separate cover)

Attachment 1 - Grant Criteria and Accountability Report Form

WAIKANAE COMMUNITY BOARD
PROMOTION FUND GRANT APPLICATION FORM

Criteria for Promotion Fund Grants

The purpose of the Waikanae Community Board's Promotion Fund is to provide financial assistance for groups or individuals who, through their activities, are promoting the Waikanae Ward.

Eligibility Criteria

1. Applications must be for promotions within the Waikanae Ward.
2. Applications will be considered for "events based" activities.
3. Applications will be considered for exceptional circumstances.

Applications must include an outline of the expected benefits to the Waikanae Ward.

Does the application promote Waikanae by:

1. Contributing to making Waikanae a Good Place to Live; or
2. Contributing to making Waikanae an Active Community; or
3. Attracting visitors to the area; or
4. Promoting Waikanae as a visitor destination.

To allow the Community Board to forward plan they encourage organisations to provide an annual calendar of events and activities, and to note the activities which they may need funding for.

Applicants must provide at least 3 quotes for any items to be purchased with the grant money.

Applicants are to give full details of the reason for application, and amount requested, and to note any other applications for funding currently sought from other bodies.

Where an application for funding for a particular purpose might be received from individual members of an organisation and from the organisation as a whole, preference will be given to ONLY funding the organisation as a whole.

Where an organisation anticipates that it will require ongoing annual funding, to be used for the same purpose each year, it may apply for three consecutive years of annual funding within a single application. If such an application is approved, the funding will be released in annual instalments. The second and third instalments will only be released once the Community Board has received a satisfactory accountability report in relation to the previous year's funding. First-time applicants to the Promotion Fund will not be eligible for three years of annual funding.

In a given financial year, the Council may not allocate sufficient funding to the Community Board to enable it to pay all grants arising from three year funding arrangements approved in a previous year. In such situations the available funding will be distributed on a pro-rata basis to those organisations to which funding has already been approved.

Ineligible Purposes

Activities for which funding has already been received from either the Grants Allocation Committee or one of the other community boards in the district will not be eligible for funding from the Waikanae Community Board for the same activities.

Applications will not be considered retrospectively.

Notwithstanding all of the above, the Waikanae Community Board has the right if justification can be proven, to make a grant outside the criteria.

Updated January 2023

WAIKANAE COMMUNITY BOARD
PROMOTION FUND GRANT APPLICATION FORM

Accountability

Successful applicants will be asked to provide a report on how the grant was spent, within **six months** of receipt of the grant.

Successful applicants must contact the Community Board immediately if, for any reason, they are unable to use the grant funding for the purposes for which it was originally approved.

Procedure for Applications

1. Applications must be made on the approved application form and must contain all supporting information.
2. Applications must include a bank deposit slip.

Applications are to be addressed to:

Democracy Services Team
Kāpiti Coast District Council
Private Bag 60601
Paraparaumu 5254

or democracy.services@kapiticoast.govt.nz

Please Note: Applications must be received by the Kāpiti Coast District Council at least 8 working days before the Waikanae Community Board meeting date to meet the reporting deadline.

Updated January 2023

WAIKANAE COMMUNITY BOARD
DISCRETIONARY FUND GRANT APPLICATION FORM

Criteria for Discretionary Grants

The purpose of the Waikanae Community Board's Discretionary Fund is to provide financial assistance for groups or individuals who promise a future input into the development of community, cultural or sports activities within the district.

Eligibility Criteria

1. Applicants must reside in the Waikanae Ward.
2. Groups must be non-profit making.
3. Applications may only be made once in a 12-month period, calculated from the date funding was last received, except in exceptional circumstances and at the Board's discretion.

Applications will be considered for:

1. Community, cultural or sports purposes, including travel both within New Zealand and overseas.
2. Groups or individuals who are unable to receive sufficient grants from other sources because of the time frame or because they are otherwise ineligible.
3. Grants to partially or fully offset the cost of any Council permit, licence or resource consent fees on the basis that the proposed activity falls into a "worthy cause" category.
4. The remission of hall rental for "worthy causes" in line with Council policy that all remissions of hall rentals are accounted for by being funded from approved grants budgets.
5. Where an application for funding for a particular purpose might be received from individual members of an organisation and from the organisation as a whole, preference will be given to ONLY funding the organisation as a whole.
6. Where an organisation anticipates that it will require ongoing annual funding, to be used for the same purpose each year, it may apply for three consecutive years of annual funding within a single application. If such an application is approved, the funding will be released in annual instalments. The second and third instalments will only be released once the Community Board has received a satisfactory accountability report in relation to the previous year's funding. First-time applicants to the Discretionary Grants Fund will not be eligible for three years of annual funding.

Ineligible Purposes:

1. Capital expenditure.
2. Expenses incurred for school curriculum activities.
3. Grants will not be considered retrospectively and must be received by the Kāpiti Coast District Council prior to the event taking place and at least eight working days before the Community Board meeting date.
4. Activities for which funding has already been received from either the Grants Allocation Committee or one of the other community boards in the district will not be eligible for further funding from the Waikanae Community Board for the same activities.

Notwithstanding all of the above, the Waikanae Community Board has the right if justification can be proven, to make a grant outside the criteria.

Updated January 2023

WAIKANAE COMMUNITY BOARD
DISCRETIONARY FUND GRANT APPLICATION FORM

Grant allocation guidelines

To ensure that funds are managed carefully throughout the entire financial year, funds for sporting or travel activity will generally have a maximum amount payable as follows:

For sports/competitions (including associated travel costs):

$100	Participation in a national or international event without selection (i.e. if you pay you can participate)
$200	Competing in a national event (after selection)
$500	Competing in an international event (after selection)

For travel:

$200	To attend coaching/training clinics out of Waikanae (national or international), which will benefit more members of the community
$200	Attending national AGMs (or similar) for Waikanae community groups
$250	Attending national AGMs (or similar) for very active or highly beneficial Waikanae community groups

For all other applications, the **maximum grant payable is $500 per grant**.

Applicants must provide at least three quotes for any items to be purchased with the grant money.

Note – all applications must include full supporting documentation.

Consideration of Grants

Grants will be considered quarterly and at each meeting the Board will allocate up to 25% of the annual budget, with the exception of the last meeting of the financial year, which may allocate all remaining funds available.

In a given financial year, the Council may not allocate sufficient funding to the Community Board to enable it to pay all grants arising from three-year funding arrangements approved in a previous year. In such situations the available funding will be distributed on a pro-rata basis to those organisations to which funding has already been approved.

Accountability

Applicants must provide evidence that the money was spent for the purpose granted, within **six months** of receipt of the grant.

Procedure for Applications

1. Applications must be made on the approved application form and must contain all supporting information.
2. Applications must include a bank deposit slip.

Applications are to be addressed to:

Democracy Services Team
Kāpiti Coast District Council
Private Bag 60601
Paraparaumu 5254

or

democracy.services@kapiticoast.govt.nz

Please Note: Applications must be received by the Kāpiti Coast District Council at least 8 working days before the Waikanae Community Board meeting date to meet the reporting deadline.

Updated January 2023

WAIKANAE COMMUNITY BOARD
COMMUNITY GRANTS

Accountability Report Back

You/your organisation received a grant from the Waikanae Community Board recently. As part of the acceptance of this grant we require you to complete the Accountability Report Back form and attach copies of receipts of payments and any other financial information as applicable.

Please complete this form **within six months** of the use of the grant and return to the address below.

Please Note: You must return this form to be considered for future funding.

Name of Individual/Organisation: _____

Amount of Grant: **$** _____ Date Received: _____

Project/Event for which grant was made: _____

Please give details of how money was spent, the benefits you received and the benefits to the Waikanae Ward as a result of the grant:

Note: If the money has not been spent, please explain why and your intentions for the money.

Please sign below:
Two signatories required for organisations only.

Grant Recipient: _____ Second Contact: _____

Signature: _____ Signature: _____

Position: _____ Position: _____

Date: _____ Date: _____

Please return accountability report to:

Democracy Services Team
Kāpiti Coast District Council
Private Bag 60601
Paraparaumu 5254

OR

democracy.services@kapiticoast.govt.nz

8 CONFIRMATION OF MINUTES | TE WHAKAŪ I NGĀ ĀMIKI

8.1 CONFIRMATION OF MINUTES

Author: **Kate Coutts, Democracy Services Advisor**

Authoriser: **Mike Mendonça, Acting Group Manager Place and Space**

Taunakitanga | Recommendations

That the minutes of the Waikanae Community Board meeting of 22 November 2022 be accepted as a true and correct record.

APPENDICES

1. Confirmation of Minutes - 22 November 2022 ⇩

MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL
WAIKANAE COMMUNITY BOARD MEETING
HELD AT THE WAIKANAE COMMUNITY CENTRE, UTAUTA STREET, WAIKANAE
ON TUESDAY, 22 NOVEMBER 2022 AT 7.03PM

PRESENT:	Mr Tonchi Begovich, Ms Michelle Lewis, Mr Richard Mansell, Mr Michael Moore, Cr Nigel Wilson
IN ATTENDANCE:	Mayor Janet Holborow, Kate Coutts, Mike Mendonça, Fiona Story, Sean Mallon, Deputy Mayor Lawrence Kirby
WHAKAPĀHA | APOLOGIES:	Nil
LEAVE OF ABSENCE:	Nil

1 NAU MAI | WELCOME

Mike Mendonça Acting Group Manager Place and Space, as the chair, opened the meeting with a karakia and welcomed everyone to the meeting.

Mr Mendonça invited each community board member to come forward to make their declarations.

Each community board member read and signed their declarations, pursuant to Schedule 7, Part 1, s14(3) of the Local Government Act 2002, which were witnessed by Mr Mendonça.

2 EXPLANATION OF LEGISLATION FOR NEW ELECTED MEMBERS (2022-2025 TRIENNIUM)

Mr Mendonça spoke to the report, which was taken as read.

COMMITTEE RESOLUTION WCB2022/45

Moved: Cr Nigel Wilson
Seconder: Mr Richard Mansell

That the Waikanae Community Board members of the 2022-2025 triennium note the general explanation of legislation provided by the Chief Executive's representative, pursuant to section 1 of Schedule 7, Local Government Act 2002.

CARRIED

3 ELECTION OF COMMUNITY BOARD CHAIR AND DEPUTY CHAIR FOR 2022-2025 TRIENNIUM

Mr Mendonça spoke to the report, and called for nominations for the role of Chair.

COMMITTEE RESOLUTION WCB2022/46

Moved: Mr Michael Moore
Seconder: Cr Nigel Wilson

That the Waikanae Community Board adopts System B as outlined in clause 25 of Schedule 7 of the Local Government Act 2002 for the election of the Board's Chair and Deputy Chair for the 2022-2025 Triennium.

CARRIED

COMMITTEE RESOLUTION WCB2022/47

Moved: Mr Michael Moore
Seconder: Cr Nigel Wilson

That, using System B, Richard Mansell is elected as Chair of the Waikanae Community Board for the 2022-2025 Triennium.

CARRIED

Following the Election of the Chair, the meeting was adjourned for a few minutes to discuss the running of the meeting going forward.

The meeting adjourned at 7.11pm and reconvened at 7.16pm.

Richard Mansell, the newly elected Chair, took over as the chair, and presided over the rest of the meeting.

Mr Mansell invited Deputy Mayor Lawrence Kirby to sit at the table.

COMMITTEE RESOLUTION WCB2022/48

Moved: Mr Richard Mansell
Seconder: Cr Nigel Wilson

That, using System B, Michael Moore is elected as Deputy Chair of the Waikanae Community Board for the 2022-2025 Triennium.

CARRIED

4 WHAKAPĀHA | APOLOGIES

Nil

5 TE TAUĀKĪ O TE WHAITAKE KI NGĀ MEA O TE RĀRANGI TAKE | DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA

Mr Begovich declared an interest in the grant application made by the Ferndale Residents Association; Mr Begovich did not take part in the discussion relating to this application, nor did he vote.

6 HE WĀ KŌRERO KI TE MAREA | PUBLIC SPEAKING TIME

Julia Palmer, on behalf of the Reikorangi Residents Association, spoke to their grant application.

Rangi Halbert spoke to his grant application.

Rebecca Bond, on behalf of the Kāpiti Art Studio, spoke to their grant application.

Maria McKee spoke in regards to the roadworks on the Main Highway (as part of the M2PP revocation).

Lynn Sleath, spoke on behalf of Kāpiti Cycling Action, regarding the groups purpose and specific cycling issues within Waikanae. Mr Sleath also distributed material to board members.

TABLED DOCUMENTS
The following documents were tabled.
Appendices
1 Kapiti Cycling Action - Update

Peter Gibson congratulated the newly elected board members and spoke in regard to the M2PP expressway, and a potential sewer rising main. Mr Gibson answered member's questions.

Sean Mallon, Group Manager Infrastructure Services, provided further information to Mr Gibson and board members. Mr Mallon advised there would be a briefing held for councillors, and following this, a report back to the board to provide more information.

Doug White, on behalf of Jenny Askwith and the group Finish our Road, read a letter from Ms Askwith, regarding the building of an interchange at Peka Peka. Members requested this letter be distributed to them after the meeting.

Louise Hinton spoke in regard to cars speeding down Te Horo Beach road, and installing a speed hump at Te Horo Beach.

Mike McDonald spoke in regard to installing a speed hump at Te Horo Beach Road.

Drew McKenzie, owner of the Makuhiri (the Old Marycrest site), spoke in regard to co-housing, reforesting activities they had undertaken, and planned activities at Makuhiri.

Wayne Stevens read a letter on behalf of Marilyn Stevens, which regarded the building of an interchange at Peka Peka.

Gordon Shroff spoke on behalf of Gerald Rys of the Waikanae Beach Association, to extend his congratulations to the newly elected board.

Gordon Shroff spoke in regard to the Mahara Gallery, and extended his congratulations to the newly elected board.

Sue Chetwin of Friends of the Mangaone Lagoon spoke regarding flooding and vehicle access at the Mangaone Estuary. In response to Ms Chetwin, Mr Mendonça gave an update regarding beach access.

Joanna Poole spoke to the Waikanae Futures Document, the vision included in this document and how communication with the community could be improved off of social media, and the changes proposed in District Plan Change 2.

7 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

(a) Public Speaking Time Responses

Responses to public speakers took place during Item 6.

(b) Leave of Absence

There were none.

(c) Matters of an Urgent Nature

There were none.

(d) Community Board Members' Activities

There were none.

9.4 CONSIDERATION OF APPLICATIONS FOR FUNDING

This item was brought forward in the meeting for decision so that the applicants for grant funding in attendance were able to hear the deliberations and resolutions.

COMMITTEE RESOLUTION WCB2022/49

Moved: Mr Tonchi Begovich
Seconder: Cr Nigel Wilson

Subject to Council's approval of the Governance Structure and Delegations for the Waikanae Community Board, the Waikanae Community Board approves a Promotion Fund grant of $2499.00 to the Reikorangi Residents Association, to assist with the cost of purchasing a heavy-duty pop-up gazebo for local events run by the association.

CARRIED

COMMITTEE RESOLUTION WCB2022/50

Moved: Cr Nigel Wilson
Seconder: Ms Michelle Lewis

Subject to Council's approval of the Governance Structure and Delegations for the Waikanae Community Board, the Waikanae Community Board approves a Discretionary Fund grant of $450.00 to the Ferndale Residents Association, to assist with the purchase of six traps to extend their community pest control trapping programme.

CARRIED

COMMITTEE RESOLUTION WCB2022/51

Moved: Cr Nigel Wilson
Seconder: Ms Michelle Lewis

Subject to Council's approval of the Governance Structure and Delegations for the Waikanae Community Board, the Waikanae Community Board approves a Discretionary Fund grant of $200.00 to Ebony Mason, to assist with the cost of attending the National U16 Touch Tournament in Christchurch.

CARRIED

COMMITTEE RESOLUTION WCB2022/52

Moved: Mr Michael Moore
Seconder: Ms Michelle Lewis

Subject to Council's approval of the Governance Structure and Delegations for the Waikanae Community Board, the Waikanae Community Board approves a Discretionary Fund grant of $500.00 to Rangi Halbert, to assist with the cost of equipment and resources for teaching their Te

Ao Māori classes.

CARRIED

COMMITTEE RESOLUTION WCB2022/53

Moved: Cr Nigel Wilson
Seconder: Mr Michael Moore

Subject to Council's approval of the Governance Structure and Delegations for the Waikanae Community Board, the Waikanae Community Board declines the Kāpiti Art Studio grant application, which was to assist with the cost of printing and sharing an educational children's book about normalising and believing in those with differences.

CARRIED

The board advised the Kāpiti Art Studio to go to the Paraparaumu Community Board in the new year, and if there was still funding required, to come back to the board with another application.

8 HE KŌRERO HOU | UPDATES

8.1 M2PP REVOCATION UPDATE FROM WAKA KOTAHI

Emma Speight, Director Regional Relationships (Wellington and Top of the South) and Jetesh Bhula, Regional Manager, from Waka Kotahi gave the following updates regarding the M2PP Revocation:

- Recognised the disruption caused by the revocation;
- The cause of the delays being supply chain challenges, significant nationwide personnel constraints, the wet weather and the delay in obtaining approvals to operate in the Kiwirail corridor at the railway crossing on Elizabeth Street.
- That works would largely be completed by Christmas.

Waka Kotahi and Council staff responded to matters raised by board members, as summarised below:

- The new road layout implemented by the revocation work is primarily driven by the safety of pedestrians and cyclists.
- There is a plan for Council to follow up on the pavement that had been removed and is to be replaced with asphalt, but is currently on hold until the current work programme is complete.

Mr Mallon, in response to the speeding, beach access and speed hump issues raised during Item 6, advised that an update would be brought back to the board regarding the Council's current Minor Safety Improvements work programme.

8.2 TE HORO BEACH ACCESS AT THE NORTHERN ENTRANCE ON RODNEY AVE

This matter was dealt with during public speaking time.

8.3 WAIMANU LAGOONS/ESTUARY ACCESS

It was decided that this update was not needed.

9 PŪRONGO | REPORTS

9.1 APPOINTMENT OF BOARD MEMBERS TO EXTERNAL ORGANISATIONS

COMMITTEE RESOLUTION WCB2022/54

Moved: Mr Richard Mansell
Seconder: Cr Nigel Wilson

That the Waikanae Community Board appoints Michelle Lewis to the Pharazyn Reserve Focus Group, as the Chairperson of the group.

CARRIED

COMMITTEE RESOLUTION WCB2022/55

Moved: Mr Richard Mansell
Seconder: Cr Nigel Wilson

That the Waikanae Community Board appoints [name] to the Pharazyn Reserve Focus Group.

That the item of business, 9.1 Recommendation B, being discussed should lie on the table and not be discussed further at this meeting.

CARRIED

COMMITTEE RESOLUTION WCB2022/56

Moved: Cr Nigel Wilson
Seconder: Mr Richard Mansell

That the Waikanae Community Board appoints Tonchi Begovich to the Waimanu Lagoons Focus Group, as the Chairperson of the group.

CARRIED

9.2 COMMUNITY BOARD REMUNERATION 2022-2023

Ms Fiona Story, Senior Advisor Democracy Services, spoke to the report and noted that the community board remuneration is set by the Remuneration Authority.

COMMITTEE RESOLUTION WCB2022/57

Moved: Mr Richard Mansell
Seconder: Mr Michael Moore

That the Waikanae Community Board notes the information on board remuneration in the report 'Community Board Remuneration 2022-2023'.

CARRIED

9.3 DRAFT CALENDAR OF COMMUNITY BOARD MEETINGS 2023

Ms Story spoke to this report, and answered members questions. The Chair raised that the board would like to hold meetings throughout the Waikanae ward area. Staff would advise of available locations for the dates set out in Appendix 1 of the report 'Draft Calendar of Meetings 2023.'

COMMITTEE RESOLUTION WCB2022/58

Moved: Cr Nigel Wilson
Seconder: Mr Richard Mansell

That the Waikanae Community Board adopts the schedule for meetings for 2023 as set out in Appendix 1 of this report 'Draft Calendar of Meetings 2023.'

CARRIED

Item – 9.4 Consideration of Applications for Funding - was moved to another part of the minutes.

10 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION

10.1 MATTERS UNDER ACTION

Board members discussed the matters under action, and requested that an informal meeting be organised with the Manager, Project Management Office, to brief the board on the current status of the Waikanae Library. The board also requested that the issues of speeding, speed humps, beach access and the sewer main be added to matters under action; and that the board be included on the invitation list for various advisory groups and panels.

COMMITTEE RESOLUTION WCB2022/59

Moved: Mr Richard Mansell
Seconder: Mr Michael Moore

That the Waikanae Community Board notes the following matters under action.

CARRIED

11 TE WHAKAŪNGA O NGĀ ĀMIKI KĀORE E WĀTEA KI TE MAREA | CONFIRMATION OF PUBLIC EXCLUDED MINUTES

Nil

Mr Mendonça closed the meeting with a karakia.

The Waikanae Community Board meeting closed at 9.18pm.

.....

HEAMANA | CHAIRPERSON

9 MATTERS UNDER ACTION | NGĀ TAKE E MAHIA ANA

9.1 MATTERS UNDER ACTION

Author: **Kate Coutts, Democracy Services Advisor**

Authoriser: **Mike Mendonça, Acting Group Manager Place and Space**

The updated matters under action, as attached at Appendix 1, for the Board's review.

Taunakitanga | Recommendations

That the Waikanae Community Board notes the following matters under action.

APPENDICES

1. Matters under Action - 28 February 2023 ⇩

WAIKANAE COMMUNITY BOARD
MATTERS UNDER ACTION REGISTER

as of 14 November 2022

Item	Date Raised	Target Date	Matter	Progress

1	Ongoing	2023	Waikanae Town Centres project:
			- Library and Service Centre
			- Mahara Gallery
				Updates to be provided as standing item at each Board meeting:
				Library and Service Centre
				• Currently, this is the timeline for the decision on the Library and Service Centre:
				  • Mid-March (Date/Time TBC) – Briefing to the Waikanae Community Board
				  • Late March – Council Briefing/Workshop
				  • April Meeting – Council decision on Consultation
				  • May/June – Consultation with Waikanae Community
				  • July Meeting – Report and Decision
				• Ātiawa ki Whakarongotai have considered naming options and are due to make a decision in February, for formal presentation to Council at an appropriate time in March.
				• Boffa Miskell are preparing design scenarios for the following options:
				  • Fit within each existing building
				  • Fit within both existing buildings
				  • Staging of fit over time
				  • Meet full functional brief
				• Each option will identify what is included, and what is excluded from the functional brief.
				• The anticipated capital cost estimate of each scenario will be included.
				Mahara Gallery
				• Cumulative delays during project including materials supply, Covid and weather impacts have resulted in project completion being moved from early December 2022 to early April 2023. Project on track to achieve practical completion early April.
				• Ply and gib wall linings completed.
				• Gib stopping and painting in progress.
				• Lift installed and commissioning in progress
				• Finalising audio visual and sound system design.
				• Finalising construction plans for landscaping. Scheduling is complex for this work as landscaping and building contractors will need to work in parallel on respective external works.
				• Scaffold removal in progress.

2	22/06/21		Old State Highway 1 revocation (including widening of Waikanae Bridge once work commences)	Waka Kotahi provided an update to the board via email, outlining that work between the Otaihanga roundabout and Waikanae Bridge would be completed early March 2023, and that there continues to be delays in receiving the materials for the Waikanae Bridge Pedestrian/Cycleway. Installation would commence as soon as said materials arrive.
3	22/06/21		Old State Highway 1 road naming	The process for the renaming of what will be the old SH1 route will be worked through once the state highway status is legally revoked, at which time the state highway reverts to the status of a local road. This is still to come before Council and is not likely to occur until after completion of works. At this time the revocation works for M2PP will most likely be complete in April/May 2023 and for PP2O in 2026. The formal revocation process will need to be confirmed so this will also take some time after completion of the physical works.
4	09/11/21		Mahara Gallery Trust	Update from board representative Tonchi Begovich to be provided as a standing item at each board meeting.
5	09/11/21		Takutai Kāpiti Coastal Adaptation Panel	Update from board representative Richard Mansell to be provided as a standing item at each board meeting.
6	09/11/21		Pharazyn Reserve Focus Group	Update from board representative Michelle Lewis to be provided as a standing item at each board meeting.
7	09/11/21		Library Working Group	Update from board representative Tonchi Begovich to be provided as a standing item at each board meeting.
8	01/02/22		Status of reserves in Waikanae	A consultant has been engaged to help to develop the 'omnibus' Reserve Management Plan program. Two planning sessions have been conducted and a third workshop is scheduled to take place in late March which will produce a programme plan. This work involves defining all reserve land parcels and their associated status. It is a significant piece of work that involves around 900 parcels.
9	01/02/21		Work planned for Waikanae Park	Officers have commenced planning around the Waikanae Park destination development. There are several threads to this planning and officers are keen to engage with the Board in April or May.
10	01/06/22		Waikanae Beach Hall future plans	The future of the Beach Hall is the subject of ongoing Board discussions.
11	22/11/22		Beach Access	Recently an assessment of all KCDC beach accessways has been completed, including those in Waikanae. Districtwide there are more than 100 accessways, many of them are informal and have ongoing maintenance issues that are exacerbated each time there is a weather event involving storm surge or high winds. The assessment will inform a prioritised approach to accessway management through formal asset management plans that are currently under development, and will be presented to Council later during the year.
12	22/11/22		Sewer Rising Main M2PP	There is no further update on this item at this time.
13	22/11/22		Te Horo Speeds and Speedbumps	A briefing on the draft KCDC Speed Management Plan 2024-27 was given to Councillors in early February, where speeding within Te Horo Beach was raised as an issue. Staff are currently awaiting information from Waka Kotahi to explore this issue within the Plan. Consultation on the plan would be opening in April.