



RĀRANGI TAKE AGENDA

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, 20 August 2024

Te Wā | Time: 7.00pm

**Te Wāhi | Location: Waikanae Community Centre, Utauta
Street, Waikanae**

**Brendan Owens
Group Manager Customer and Community**

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 20 August 2024, 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

Te Raupapa Take | Order Of Business

1	Nau mai Welcome	5
2	Whakapāha Apologies.....	5
3	Te Tauākī o Te Whaitake ki ngā Mea o te Rārangi Take Declarations of Interest Relating to Items on the Agenda	5
4	He Wā Kōrero ki te Marea Public Speaking Time	5
5	Ngā Teputeihana Deputations.....	5
	Nil	
6	Ngā Take a ngā Mema Members' Business	5
7	He Kōrero Hou Updates.....	6
	7.1 Update on 56-62 Main Road, Waikanae.....	6
	7.2 Waikanae Property Fund.....	10
8	Pūrongo Reports.....	12
	8.1 Consideration of Applications for Funding	12
	8.2 Amendment to Standing Orders for Meetings of the Waikanae Community Board	25
9	Te Whakaū i ngā Āmiki Confirmation of Minutes	107
	9.1 Confirmation of Minutes	107
10	Ngā Take e Mahia ana Matters Under Action	113
	10.1 Matters Under Action.....	113
11	Karakia Whakamutunga Closing Karakia.....	117

1 NAU MAI | WELCOME

2 WHAKAPĀHA | APOLOGIES

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

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 HE WĀ KŌRERO KI TE MAREA | PUBLIC SPEAKING TIME

5 NGĀ TEPUTEIHANA | DEPUTATIONS

Nil

6 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

(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

7 HE KŌRERO HOU | UPDATES

7.1 UPDATE ON 56-62 MAIN ROAD, WAIKANAĒ

Kaituhi | Author: **Isaac Cant, Development Facilitation Lead**

Kaiwhakamana | Authoriser: **Kris Pervan, Group Manager Strategy & Growth**

TE PŪTAKE | PURPOSE

1. To update the Waikanae Community Board on the property at 56-62 Main Road Waikanae, and work currently underway.

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Waikanae Community Board note the update on the property at 56-62 Main Road Waikanae and the proposed pop-up development.
- B. That that Waikanae Community Board provide any feedback for inclusion in next steps and further discussion with Council.

TŪĀPAPA | BACKGROUND

2. In September 2023, Council acquired the property at 56-62 Main Road Waikanae. See Attachment 1 which shows the location of the property. The land was acquired as a strategic property purchase to support future strategic development opportunities in the Waikanae Town Centre.
3. At the time of purchase, it was signalled that the existing improvements were of little value and would require significant investment to rectify current safety issues, including asbestos containment. The building has subsequently been demolished and removed, which included appropriate disposal of any asbestos material.
4. Council agreed in principle that, before longer term work around the future strategic development of the Waikanae Town Centre progresses, it would be valuable for low-cost options to be explored and progressed to address short-term challenges and needs of business and the community. It is intended that this initial stage of work will:
 - (a) Address short-term challenges raised by business and the community in Waikanae.
 - (b) Be cost-neutral, in that the space will provide space that can be rented for modest rates and that operating costs will be covered through this period.
 - (c) Provide an opportunity to pilot an innovative approach which may be refined and replicated where opportunity arises in other parts of the district.

HE TAKE | ISSUES

N/A

NGĀ KŌWHIRINGA | OPTIONS

5. This paper provides you with an update on the property at 56-62 Main Road Waikanae and the proposed pop-up development.
6. Pending any decision on the long-term use of the site, temporary usage opportunities have been explored with members of the local Waikanae community. This occurred via Council's existing communications channels, signage onsite and in discussion with the Waikanae Business Association. Feedback to date includes:
 - (a) It was often difficult for small or new businesses to find space that was low risk and flexible to their needs.

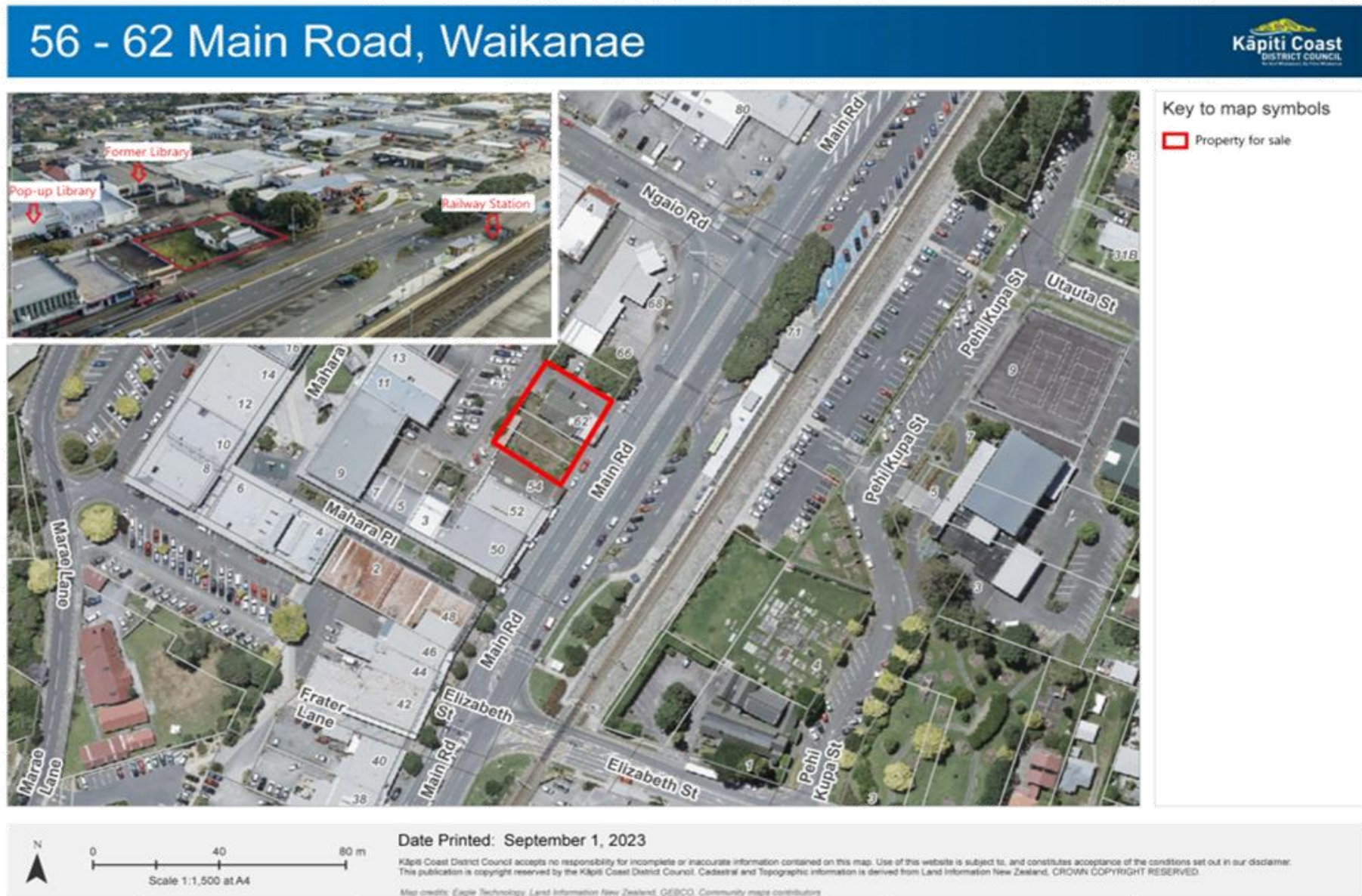
- (b) There is limited space currently available for businesses in the town centre, despite some buildings being empty for an extended period of time.
- 7. In order to understand how different uses could be accommodated on site in a low cost and flexible approach we have engaged, a local architect, Rosalind Darby to assist with potential site options, including options to provide temporary green / open space for other users in the area. The brief for this work includes:
 - (a) Options for the design of the short-term activity to activate the town centre, and to support potential longer-term use of the site.
 - (b) The potential for future movement through the site to the proposed library.
- 8. A copy of the draft, high-level layout developed through this work is attached in Attachment 2. The proposed design includes the use of converted shipping containers linked together by temporary walkways and overhead sails providing some shelter which are all designed to create a collaborative and interactive environment.

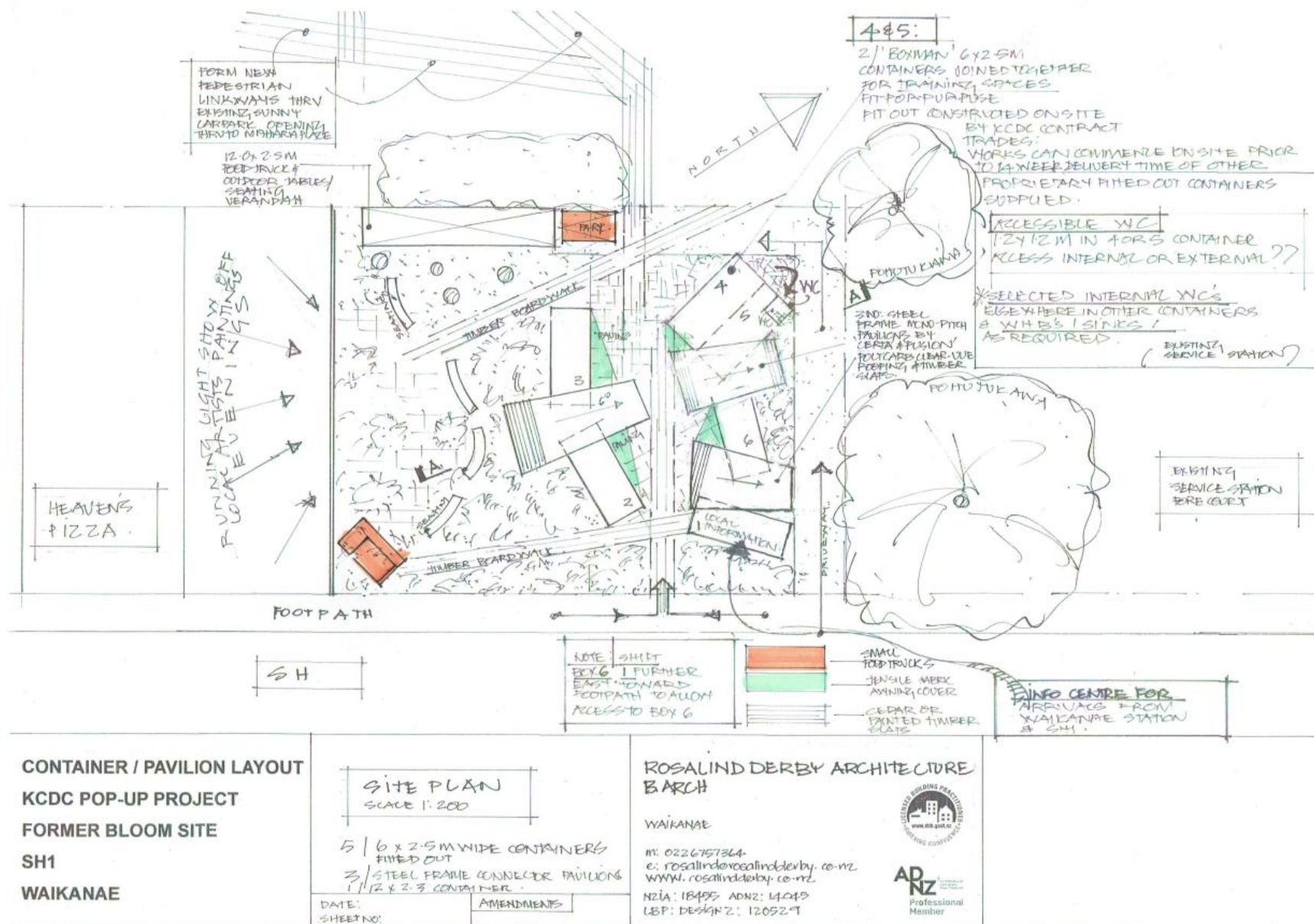
NGĀ MAHI PANUKU | NEXT STEPS

- 9. Following engagement with you, we will be briefing Council on feedback from the Waikanae Community and proposed next steps which will include:
 - (a) Exploring any necessary consents.
 - (b) Identifying ground and civil works (expected to be minor).
 - (c) Implementing the design, including containers located on site and connection to services; and confirming initial businesses and organisation that may wish to occupy the site.
 - (d) Organising community days to introduce the new pop-up area.
 - (e) Releasing information about the initial businesses and organisations that will occupy the site.

NGĀ ĀPITI HANGA | ATTACHMENTS

- 1. Overview of the site
- 2. Draft Waikanae pop-up design





7.2 WAIKANAĒ PROPERTY FUND

Kaituhi | Author: **Morag Taimalietane, Principal Advisor Customer and Community**

Kaiwhakamana | Authoriser: **Brendan Owens, Group Manager Customer and Community**

TE PŪTAKE | PURPOSE

- 1 To provide the Waikanae Community Board with a brief update on the Waikanae Property Fund.

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Waikanae Community Board note that officers are investigating options for projects the Waikanae Property Fund could be used to fund in 2024/25.
- B. That the Waikanae Community Board provide direction on their support for each of the three projects noted within the report.
- C. That the Waikanae Community Board note that delegation for decisions around the Waikanae Property Fund currently sits with Council, and therefore a report to Council would be required to enable approval of any grant from the Fund.

TŪĀPAPA | BACKGROUND

- 2 The Waikanae Property Fund (the Fund) is a restricted equity reserve created for the purpose of funding improvements to Council-owned properties in Waikanae. The source of the Fund is the proceeds from the sale of other Council property in the Waikanae ward (excluding districtwide funded properties).
- 3 The Fund, totalling \$187,000 capex, is currently the only ward specific property fund and has not been used in recent years.
- 4 At the Council hui on 25 July 2024, the Council approved a Waikanae Property Fund grant to the Reikorangi Residents' Association of \$35,000.00 to assist with the cost of installing a playground at the Reikorangi Hall.
- 5 Therefore, with \$152,000 capex remaining in the fund, this report is focused on options for projects the Waikanae Property Fund could be used to fund in 2024/25.

HE TAKE | ISSUES

- 6 Council owns many properties in the Waikanae ward, however the focus for this report has narrowed the scope to only consider properties where Council has current projects / initiatives in planning or underway and:
 - the project / initiative supports our top 10 priorities; and
 - the project would benefit from additional capex funding in 2024/25.
- 7 A benefit, as noted above, has included considerations such as:
 - the project is underway and currently overbudget.
 - the project has been approved by SLT but is unable to progress due to a lack of available funding in 2024/25.
 - the projects positive outcomes would be notably increased by additional funding.

NGĀ KŌWHIRINGA | OPTIONS

Option A: Public Toilets - Waikanae Boating Club

- 8 There is a requirement for new public toilets to be installed this financial year. The installation was not planned, and therefore was unbudgeted with a shortfall of funding totalling approximately \$180k.

Option B: Te Ara Whetū

- 9 Te Ara Whetū is a key project within the Waikanae Town Centre. Additional funding could be used to enable opportunities that improve the integration of Te Ara Whetū to Mahara Place and support the activation of Mahara Place.

Option C: Waikanae Park – Stage Two

- 10 Council currently has a helicopter view of the future Waikanae Park development. Additional funding would provide an opportunity to bring forward stage two (feasibility and more detailed design planning for the precinct).

NGĀ MAHI PANUKU | NEXT STEPS

- 11 Council officers will consider direction provided by the Waikanae Community Board, and present a report to Council recommending an option/s for projects the Waikanae Property Fund could be used to fund in 2024/25.

NGĀ ĀPITI HANGA | ATTACHMENTS

Nil

8 PŪRONGO | REPORTS

8.1 CONSIDERATION OF APPLICATIONS FOR FUNDING

Kaituhi | Author: **Kate Coutts, Advisor Governance**

Kaiwhakamana | Authoriser: **Brendan Owens, Group Manager Customer and Community**

TE PŪTAKE | PURPOSE

- 1 This report asks the Waikanae Community Board to consider grant applications for the Promotion Fund and the Discretionary Fund.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 The Promotion Fund has received one application for funding in the amount of \$1,450.
- 3 The Discretionary Fund has received three applications for funding in the amount of \$4,050. Two of the discretionary fund applications are for three years of funding.

TE TUKU HAEPAPA | DELEGATION

- 4 The Waikanae Community Board has the delegated authority as at Section D of the Governance Structure approved by Council on 24 November 2022. The section states that the community board has the delegation to:
 - 4.1 *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 Promotion Fund grant of \$_____ to Waikanae Gymnastics Club to assist with the cost of hall hire and purchasing medals and certificates for the Club's Team Gym competition in Waikanae.
- B. That the Waikanae Community Board approves a Discretionary Fund grant to Good Bitches Baking to assist with the cost of running the Baking it Better Kapiti programme:
 - B.1 \$_____ for the 2024/25 financial year;
 - B.2 \$_____ for the 2025/26 financial year;
 - B.3 \$_____ for the 2026/27 financial year.
- C. That the Waikanae Community Board approves a Discretionary Fund grant of \$_____ to the Nourish Trust to assist with the cost of providing Christmas hampers for families in need in the Waikanae community.
- D. That the Waikanae Community Board approves a Discretionary Fund grant of \$_____ per year for the next three years, to Alana Reardon to assist with the cost of attending and competing in the 2024 World Skate Games in Rome, and subsequent annual New Zealand Scooter National Competitions at Bay Skate Napier.
- E. That the Waikanae Community Board note the accountability reports received, as attached under a separate cover at Attachments 7-10.

TŪĀPAPA | BACKGROUND

- 5 This is the first Waikanae Community Board meeting of the 2024/2025 financial year.
- 6 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.

- 7 All applicants have been advised by email of the meeting date and time.

HE KŌRERORERO | DISCUSSION

- 8 Four applications for funding have been received and are attached to this report (under separate cover) as Attachments 3-6.

Promotion Fund

- 9 There is currently \$29,959 available for distribution from the Promotion Fund in the 2024/2025 financial year.
- 10 One grant application in the amount of \$1,450 is presented for the board's consideration.

Waikanae Gymnastics Club

- 11 Funding of \$1,450 is sought to assist with the cost of hall hire, and purchasing medals and certificates for the Club's Team Gym competition in Waikanae.
- 12 The application can be considered under Eligible Criteria 1 and 2: *Promotions within the Waikanae Ward* and *"Events based" activities*.

Discretionary Fund

- 13 There is currently \$6,797 available for distribution from the Discretionary Fund for distribution in the 2024/2025 financial year.
- 14 Three discretionary grant applications in the amount of \$4,050 are presented for the board's consideration.

The applications can all be considered under Eligible Purpose 1: *Community, cultural or sports purposes, including travel both within New Zealand and overseas*:

Good Bitches Trust – Good Bitches Baking

- 15 Three years of funding in the amounts of \$500 for 2024, \$750 for 2025, and \$1000 for 2026 (\$2,250 total over three years) is sought to assist with the cost of running the Baking it Better Kapiti programme.
- 16 Good Bitches Baking is eligible for the three years of funding as they have previously received funding from the Waikanae Community Board (June 2023).

Nourish Trust

- 17 Funding of \$300.00 is sought to assist with the cost of providing Christmas hampers for families in need in the Waikanae community.

Alana Reardon

- 18 Three years of funding in the amount of \$500 per year (\$1,500 total over three years) is sought to assist with the cost of attending and competing in the 2024 World Skate Games in Rome, and subsequent annual New Zealand Scooter Nationals events at Bay Skate Napier.

He take | Issues

- 19 There are no issues to be considered.

Ngā kōwhiringa | Options

- 20 There are no options to be considered.

Mana whenua

- 21 There are no mana whenua matters to be considered.

Panonitanga Āhuarangi me te Taiao | Climate change and Environment

- 22 There are no climate change and environment matters to be considered.

Ahumoni me ngā rawa | Financial and resourcing

- 23 Budget allocations for the 2024/2025 financial year for the Promotions Fund, the Discretionary Fund and the Capital Improvement Fund are as follows:

Fund	2024/2025 budget allocation	Total allocated to date*	Total unallocated to date
Discretionary Grant Fund	\$7,297	\$500	\$6,797
Promotion Grant Fund	\$40,859	\$10,900	\$29,959
Waikanae Capital Improvement Grant Fund	\$40,859	\$-	\$40,859

*Includes 3 yearly grant payments previously approved.

- 24 Promotion and Discretionary grants approved in the 2023/2024 financial year can be found at Attachment 2 of this report.

- 25 Promotion and Discretionary grants approved for the 2024/2025 year are as follows:

Promotion Fund

Date	Recipient	Purpose of Grant	Amount	Report Back
1 Aug 2023	Lions Club of Waikanae (Year 2 of 3)	To assist with the cost of promoting the Super Garden Trail held in January each year.	\$6000	Due July 2024
12 Sept 2023	Waikanae Music Society (Year 2 of 3)	To assist with the cost of printing, distributing and advertising promotional material for the Society's annual concert seasons.	\$2400	Due Mar 2025
21 May 2024	Waikanae Business Association (Year 2 of 3)	To assist with the cost of maintaining and updating the Association's website promoting Waikanae as a destination.	\$2000	Due Dec 2025
21 May 2024	Combined Lions Club of Kapiti (Year 2 of 3)	To assist with the cost of advertising and printing costs for the Club's annual Foodbank Collection.	\$500	Due Mar 2026

Discretionary Fund

Date	Recipient	Purpose of Grant	Amount	Report Back
18 June 2024	Benefit Advocacy Kapiti (Year 2 of 3)	To assist with the groups operating costs.	\$500	Due Jan 2025

- 26 Attached to this report as Attachments 7-10 (under separate cover) are four accountability reports received since the last meeting of the Waikanae Community Board.

- 27 An amount of approximately \$946,000 is held in the Waikanae Capital Improvement Fund, and this is expected to increase to \$960,000 by the end of the current financial year, as shown in the table below:

Amount	Commentary
\$930,045	Balance as of 30 June 2023 as per Annual Report
-\$38,477	Grants paid in 2023/24

\$54,544	Interest earnings for the 2023/24 year
\$946,112	Balance as of 30 June 2024 as per Annual Report (<i>subject to audit</i>)
-\$40,000	Forecast grants for 2024/25
\$54,500	Estimated interest earnings for the 2024/25 year
\$960,612	Forecast balance as of 30 June 2025

Tūraru ā-Ture me te Whakahaere | Legal and Organisational Risk

28 There are no legal or risk matters to be considered.

Ngā pānga ki ngā kaupapa here | Policy impact

29 As noted previously, grants are allocated in accordance with established criteria (at Attachment 1).

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

30 Board members actively engage with the community to promote the various grants available.

31 Information on grants and the application process are also available via the Council's website.

32 All applicants will be contacted via email once decisions around funding have been made.

Te mahere tūhono | Engagement planning

33 This matter has a low level of significance under the Council's Significance and Engagement Policy.

Whakatairanga | Publicity

34 Successful grants are published through Council's established communication channels.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Waikanae Community Board Grant Criteria [↓](#)
2. Grant Applications Funded in the 2023/2024 Financial Year [↓](#)
3. Promotion Fund - Waikanae Gymnastics Club (under separate cover) [⇒](#)
4. Discretionary Fund - Good Bitches Trust (under separate cover) [⇒](#)
5. Discretionary Fund - Nourish Trust (under separate cover) [⇒](#)
6. Discretionary Fund - Alana Reardon (under separate cover) [⇒](#)
7. Accountability Report - Dakota Bell (under separate cover) [⇒](#)
8. Accountability Report - Lions Club of Waikanae (under separate cover) [⇒](#)
9. Accountability Report - Waikanae Swimming Club (under separate cover) [⇒](#)
10. Accountability Report - Waikanae United Bowling Club Inc (under separate cover) [⇒](#)

WAIKANAĒ 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.

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.

WAIKANAĒ 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

WAIKANAĒ 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.

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

Grant Applications Funded in the 2023/2024 Financial Year

Promotion Fund

Date	Recipient	Purpose of Grant	Amount	Report Back
1 Aug 2023	Lions Club of Waikanae (Year 1 of 3)	To assist with the cost of promoting the Super Garden Trail held in January each year.	\$6,000	Received (<i>attached</i>)
12 Sept 2023	Waikanae Music Society (Year 1 of 3)	To assist with the cost of printing, distributing and advertising promotional material for the Society's annual concert seasons.	\$2,300	Received.
12 Sept 2023	Waikanae Bowling Club	To assist with the cost of customs charges when importing the smaller bowls for "Kids in Bowls" events and tournaments for primary school aged children.	\$614.14 (<i>\$500.00 returned</i>)	Received.
27 Feb 2024	Ella Wingate	To assist with the costs of attending the London International Youth Science Forum for 2024.	\$500	Due Sept 2024
27 Feb 2024	Paraparaumu College - Culture Festival	To assist with the cost of hiring resources and promoting a mini night market celebrating the diverse cultures in the Kāpiti Community.	\$750	Due Sept 2024
21 May 2024	Waikanae Business Association (Year 1 of 3)	To assist with the cost of maintaining and updating the Association's website promoting Waikanae as a destination.	\$2000	Due Dec 2024
21 May 2024	Jenny Davis	To assist with the cost of refitting her bird rehabilitation hospital with three new built-in veterinary cages.	\$7,500	Due Feb 2025
21 May 2024	Combined Lions Club of Kapiti (Year 1 of 3)	To assist with the cost of advertising and printing costs for the Club's annual Foodbank Collection.	\$500	Due Mar 2025
21 May 2024	Cancer Society of New Zealand Wellington Division Inc.	To assist with the cost of on-going maintenance of the Kāpiti Support Centre's garden and purchasing stackable folding chairs for the Centre.	\$500	Due Mar 2025
18 June 2024	Anja Wilhelmer	To assist with the cost of painting a colourful and vibrant mural in an alleyway connected to Mahara Place.	\$4,500	Due Feb 2025
18 June 2024	Waikanae Beach Predator Free Group	To assist with the cost of purchasing rat and stoat traps for the Waikanae Beach Predator Free project.	\$3,500	Due Feb 2025

Grant Applications Funded in the 2023/2024 Financial Year

18 June 2024	Friends of Te Horo Beach Inc	To assist with the cost of purchasing and installing a new and updated automated external defibrillator at Te Horo Beach.	\$5,500	Due Feb 2025
18 June 2024	Friends of Te Horo Beach Inc	To assist with the cost of purchasing and installing community safety cameras at two access points at Te Horo Beach.	\$922.21	Due Feb 2025

Discretionary Fund

Date	Recipient	Purpose of Grant	Amount	Report Back
17 Mar 2020	Ōtaki & Districts RSA (Year 3 of 3)	To assist with the cost of the annual ANZAC Day commemorative service in Waikanae.	\$500	Due Oct 2024
10 Aug 2021	Combined Lions Club of Kāpiti (Year 3 of 3)	To assist with the cost of printing leaflets for the Combined Lions Clubs' annual collection of donated food for the Kapiti Foodbank.	\$500 (\$35.35 returned)	Received.
9 Nov 2021	Waikanae Swimming Club (Year 3 of 3)	To assist with the cost of covering pool hire fees during the season.	\$500	Received (attached)
1 Aug 2023	Alana Reardon	To assist with the cost of attending and competing in the International Scooter Federation's World Scooter Championships in Sydney, Australia.	\$500	Received.
1 Aug 2023	Waikanae Badminton Club	To assist with the cost of hall hire and shuttle supplies.	\$500	Received.
1 Aug 2023	Paraparaumu College First XI Boys Team	To assist with the cost of attending and competing in the Winter Football Tournament in Auckland.	\$500	Received.
12 Sept 2023	Cancer Society Wellington Division	To assist with the cost of maintaining the garden and outdoor area at the Kāpiti Support Centre.	\$500	Received.
27 Feb 2024	Kāpiti Senior Singers	To assist with the cost of hiring a pianist for choir rehearsals and concerts at rest homes and retirement villages throughout Kāpiti.	\$750	Due Sept 2024
2 April 2024	The Loss and Grief Centre Kāpiti	To assist with the cost of venue hire and running the WAVES Bereaved by Suicide Support Group.	\$500	Due Oct 2024

Grant Applications Funded in the 2023/2024 Financial Year

2 April 2024	Phoebe Nelson	To assist with the cost of attending and competing in the Oceania Swimming Championship on the Gold Coast in April.	\$500	Due Oct 2024
21 May 2024	Dakota Bell	To assist with the cost of attending and competing in the Global Cheerleading Games in Hawai'i in May 2024.	\$500	Received (<i>attached</i>)
21 May 2024	Ella Huff	To assist with the costs of attending and participating in the New South Wales Softball U14 State Championship Tournament.	\$500	Due Feb 2025
21 May 2024	Waikanae CAMEO Society Inc	To assist with the cost of rent and expenses of running the 'Come and Meet Each Other Pop in Centre'.	\$500	Due Dec 2024
18 June 2024	Benefit Advocacy Kāpiti (Year 1 of 3)	To assist with the groups operating costs.	\$500	Due Jan 2025
18 June 2024	Volunteer Kapiti	To assist with the cost of their volunteer outreach programme in Waikanae and promoting volunteering in Waikanae.	\$2,000	Due Jan 2025
18 June 2024	Molly Cutting	To assist with the cost of attending the Gymnastikhøjskolen i Ollerup academy in Denmark in August 2024.	\$500	Due Feb 2025
18 June 2024	Lucas Robins	To assist with cost of attending the New Zealand Tri-Series Championships in Hamilton, as part of the New Zealand Para Swim team.	\$500	Due Apr 2025
18 June 2024	Paraparaumu College - Year 10 Student Initiative	To assist with the cost of a Year 10 student initiative to build wētā boxes and birdhouses for Ngā Manu, and cat and kitten housing boxes for the Levin SPCA.	\$500	Due Jan 2025

Capital Improvement Fund and Waikanae Property Fund

Date	Recipient	Purpose of Grant	Amount	Report Back
18 June 2024	Waikanae United Bowling Club Inc	To assist with the cost of replacing one of the artificial bowling greens at the Club's Te Moana Road site.	\$5,000	Received (<i>attached</i>)
18 June 2024	Waikanae Beach Tennis Club	To assist with the cost of purchasing and installing new floodlights for two of the Club's tennis courts.	\$7,500	Due Feb 2025

Grant Applications Funded in the 2023/2024 Financial Year

18 June 2024	Waikanae Montessori Preschool	To assist with the cost of purchasing and installing shade sails in the Preschool's play area.	\$5,977	Due Feb 2025
18 June 2024	Te Horo Hall Society Inc	To assist with the cost of upgrading the facilities of the Te Horo Community Hall.	\$15,000	Due Feb 2025
18 June 2024	Friends of Te Horo Beach Inc	To assist with the cost of purchasing and installing two community safety cameras at two access points at Te Horo Beach.	\$5,000	Due Feb 2025
18 June 2024	Reikorangi Residents' Association*	To assist with the cost of installing a playground at the Reikorangi Hall.	\$35,000	Due Feb 2025

**Recipient of a funding grant from the Waikanae Property Fund, approved by Council, at the recommendation of the Waikanae Community Board.*

8.2 AMENDMENT TO STANDING ORDERS FOR MEETINGS OF THE WAIKANAE COMMUNITY BOARD

Kaituhi | Author: **Steffi Haefeli, Manager Governance**

Kaiwhakamana | Authoriser: **Brendan Owens, Group Manager Customer and Community**

TE PŪTAKE | PURPOSE

- 1 This report asks the Waikanae Community Board to consider the adoption of an amended set of Standing Orders with the inclusion for remote participants (attending via audio or audiovisual link) to continue to count towards quorum once the Severe Weather and Emergency Recovery Legislation Bill provisions lapse on 30 September 2024.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 Schedule 7, clauses 23 – 25B of the Local Government Act 2002 (LGA) provide the legislative parameters for the conduct of Community Board meetings and outline what constitutes a quorum for the conduct of meetings. The Board's current version of Standing Orders is based on these provisions in the LGA, and the current version of Standing Orders (Standing Orders 11.1, 13.8 and 13.9) provides for remote participants at meetings to be able to participate and vote in meetings but not be counted towards quorum.
- 3 During the COVID-19 pandemic and most recently during the Cyclone Gabrielle response, to enable councils and community boards to continue to conduct their business when the ability to meet in person and meet this legislative requirement was restricted, the Government enacted temporary provisions in the LGA to allow for remote participants (via audio or audiovisual link) to also count toward quorum.
- 4 On 30 September 2024 the latest temporary provisions enacted by Government during the Cyclone Gabrielle response will expire. However, an amendment to the LGA was enacted on 30 August 2023, which provides for all participants (in person and remote) to count towards quorum if Standing Orders allow for it.
- 5 A minor amendment to Standing Orders 11.1, 13.8 and 13.9 is therefore proposed in order to enable the Board to consider meeting remotely if needed and lower the risk of meeting cancellation due to lack of quorum once the temporary provisions enabling this have lapsed.

TE TUKU HAEPAPA | DELEGATION

- 6 Under the provisions of schedule 7 clause 27 of the LGA, a community board must adopt a set of Standing Orders for the conduct of meetings. The adoption of a new or amended set of Standing Orders can only be resolved by the community board and must achieve a vote of not less than 75 percent of members present (a supermajority).

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Waikanae Community Board approve the following amendments to Standing Orders (as attached in Appendix 1):
 - A.1 amend Standing Order 11.1 (Community Board Meetings) to reflect that a quorum is achieved with:
 - A.1.1 half of the members present (in person or via audio/audio visual link), where the number of members (including vacancies) is even; and
 - A.1.2 a majority of members present (in person or via audio/audiovisual link) where the number of members (including vacancies) is odd.

- A.2 amend Standing Order 13.8 (Member's Status: Quorum) to reflect that members who attend meetings by electronic link will be counted as present for the purposes of a quorum.
- A.3 amend Standing Order 13.9 (Member's Status: Voting) to reflect that quorum is achieved by members present both in person and via audio/audiovisual link.
- A.4 amend the Definitions section to define 'present at the meeting to constitute quorum' as the member is to be present in person or via audio/audiovisual link.

TŪĀPAPA | BACKGROUND

- 7 Under schedule 7 clause 27 of the LGA, community boards are required to adopt a set of Standing Orders for the conduct of meetings. The Waikanae Community Board adopted its current version of Standing Orders on 28 February 2023. The Board can only amend its Standing Orders by a vote of not less than 75% of members present (a supermajority).

Current Standing Orders

- 8 The current set of Standing Orders allow for members to attend meetings via electronic (or audio/audiovisual) link provided certain conditions are met. Members who attend meetings by electronic (or audio/audiovisual) link cannot not be counted as present for the purposes of a quorum, but if a quorum has been met by those physically present, then members attending via electronic (or audio/audiovisual) link are able to participate in and vote on any matters raised during the meeting. The current version of Standing Order specifically states:
 - 8.1 Standing Order 11.1 – Community Board meetings:

*"The quorum of a meeting of the community board is a majority of the members **physically present**, where the number of members (including vacancies) is odd."*
 - 8.2 Standing Order 13.8 – Member's status: quorum:

*"Members who attend meeting by **electronic link will not be counted as present** for the purposes of a quorum."*
 - 8.3 Standing Order 13.9 – Member's status: voting:

*"Where a meeting has a quorum, determine by the number **physically present**, the members attending by electronic link can vote on any matters raised at the meeting."*
- 9 Further to the above, the Definitions section of Standing Orders notes that "Present at the meeting to constitute quorum means the member is to be **physically present** in the room."

Temporary legislative provisions to count remote participants towards quorum

- 10 During the COVID-19 pandemic, an Epidemic Management – Covid-19 Notice 2020 (the Notice) was in force which made temporary amendments to the Local Government Act 2002 under section 25B to enable councils and community boards to hold virtual meetings and count all remote participants towards quorum. The Notice was in force from March 2020 until October 2022.
- 11 The effect of this temporary amendment was to ensure that quorum requirements, which would otherwise require physical attendance by elected members, were met when elected members attended meetings remotely due to adhering to lockdown or isolation requirements set by Government direction. In October 2022, after multiple extensions, the Notice lapsed, which required councils and community boards to revert to holding meetings under the standard provisions of the LGA. In practice this meant elected members were required to be present in person at meetings in order to be counted towards quorum. They were still able to attend remotely and vote in these meetings. In March 2023, at the start of the Cyclone Gabrielle response, the Government passed the Severe Weather Emergency Recovery Legislation Bill, which amongst other provisions, brought back the same provisions for councils and community boards to allow for remote participants to be counted towards quorum to enable councils to continue to conduct their business when the ability to meet in person was restricted.

- 12 While Council has been holding a combination of in-person and remote meetings (hybrid meetings) to enable Zoom participation if required, between October 2022 and March 2023 any members deciding to access such meetings remotely were not able to be counted towards quorum and if quorum requirements were not met, the meeting had to be cancelled. For community boards meetings this has meant that between October 2022 and March 2023, if circumstances arose that meant some or none of the members were able to make the meeting in person, the meeting had to be cancelled due to a lack of quorum.

Changes to legislation

- 13 On 30 August 2023, the Local Government Electoral Legislation Bill received royal assent. Amongst changes to the Local Electoral Act 2001, the Bill also sought permanent amendments to the LGA provisions around quorum requirements in the supplementary order paper dated 18 July 2023 in the Explanatory Note section (as attached in Appendix 2). As a result of the Bill, once the provisions enacted by the Severe Weather and Emergency Recovery Legislation Bill lapse, from 1 October 2024, member attendance by audio or audio-visual link at community board meetings will only count towards quorum if the Board's Standing Orders allow for this.
- 14 The LGA enables councils and community boards to manage provisions for remote participation through their Standing Orders themselves and makes the changes enabled throughout the COVID-19 pandemic and the Cyclone Gabrielle response permanent.

HE KŌRERORERO | DISCUSSION

He take | Issues

- 15 For the Waikanae Community Board to be able to conduct a fully remote meeting via Zoom if needed and to allow for members to attend via audio or audiovisual link and be counted towards quorum, from 1 October 2024, the Board must amend its Standing Orders to enable this on a permanent basis.
- 16 There is no legislative requirement for the Board to amend its Standing Orders and meetings can continue to be held under the current set of Standing Orders. However, in the event of an emergency where members cannot attend a meeting in person, without an amendment to the relevant Standing Order sections, the Board may risk a lack of quorum and therefore risk a meeting being cancelled. Considering new legislation is now in place, giving community boards the ability to manage their own provisions, it is considered less likely that Government will pass urgent legislation to enact temporary provisions, which will more likely lead to full cancellation of meetings if such events arise.

Ngā kōwhiringa | Options

- 17 The Board has the option to retain its current set of Standing Orders or amend its Standing Orders with the proposed changes to allow for remote participation to be counted towards quorum. Council officers recommend the adoption of an amended set of Standing Orders to enable the Board to hold fully remote meetings via Zoom as required and mitigate any risks presented by possible emergencies.

Kōwhiringa Options	Hua Benefits	Tūraru Risks
Option A Do not amend Standing Orders (status quo)	Elected members and staff are familiar with the Standing Orders as adopted.	From 1 October 2024, elected members joining a meeting remotely will not count as present for the purpose of quorum following the cessation of the temporary provisions enacted during the Cyclone Gabrielle response.

Kōwhiringa Options	Hua Benefits	Tūraru Risks
		<p>If a quorum is not achieved through physical presence after 1 October 2024, a meeting may need to be cancelled at short notice (e.g. on the day of the meeting).</p> <p>In the event of an emergency, the Board would not be able to hold fully remote meetings without a quorum achieved through in person attendance unless the Government passes legislation to allow for this. This is considered less likely.</p>
<p>Option B (recommended)</p> <p>Amend Standing Orders to:</p> <p><i>11.1 Ngā hui kaunihera Community Board meetings</i></p> <p>The quorum for a meeting of the community board is a majority of the members present (in person or via audio/audio visual link), where the number of members (including vacancies) is odd; and half of the members present (in person or via audio/audio visual link), where the number of members (including vacancies) is even.</p> <p><i>13.8 Te tūnga a te mema: kōrama Member's status: quorum</i></p> <p>Members who attend meetings by electronic link will be counted as present for the purposes of a quorum.</p> <p><i>13.9 Te tūnga a te mema: te pōti Member's status: voting</i></p> <p>Where a meeting has quorum, the members attending by electronic link can vote on any matters raised at the meeting.</p> <p><i>2. Ngā whakamārama Definitions</i></p> <p>Present at the meeting to constitute quorum means the member is to be present (in person or via audio/audiovisual link).</p>	<p>The amended Standing Orders will allow for remote participation to be counted towards quorum in line with the intent of the amended legislation to enable councils to decide to make these provisions permanent.</p> <p>There is less risk of a meeting being cancelled due to lack of quorum and in the event of an emergency, the Board would be able to hold fully remote meetings and continue to conduct its business when the ability to meet in person is restricted.</p>	<p>No direct risks have been identified.</p>

Mana whenua

- 18 Mana whenua and tangata whenua have not been consulted for this report.

Panonitanga Āhuarangi me te Taiao | Climate change and Environment

- 19 There are no climate change considerations as part of this report.

Ahumoni me ngā rawa | Financial and resourcing

- 20 The required hardware, implementation, and training to provide the ability to hold fully remote meetings was put in place during the COVID-19 lockdown period and the expense was absorbed within the existing IT budget. The current cost to utilise Zoom software licences for meetings is \$161.86 per month.
- 21 There are no further costs associated with enabling this change to the Board's Standing Orders.

Tūraru ā-Ture me te Whakahaere | Legal and Organisational Risk

- 22 Not implementing the proposed amendments to Standing Orders may present a risk to the Board not being able to continue to conduct its business if a force majeure or emergency event would prevent elected members from attending a meeting in person. If such an event occurred after 1 October 2024, non-attendance in person would lead to a lack of quorum resulting in the cancellation of a meeting. Due to the amendments to legislative provisions, after 1 October 2024, the Board could no longer depend on Government to enact temporary provisions to allow for remote participation to count towards quorum as was the case during the COVID-19 pandemic and the response to Cyclone Gabrielle.

Ngā pānga ki ngā kaupapa here | Policy impact

- 23 This decision does not have an impact on existing or planned policies.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

- 24 This matter has a low level of significance under the Council's Significance and Engagement Policy.

Te mahere tūhono | Engagement planning

- 25 An engagement plan is not needed to implement this decision.

Whakatairanga | Publicity

- 26 Once adopted, the amended Standing Orders will be made publicly available on the Council's website.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Waikanae Community Board Standing Orders 2022-2025 Amended August 2024 [↓](#)
2. Local Government Electoral Legislation Bill Supplementary Order Paper [↓](#)



**Ngā Tikanga Whakahaere Hui e te
Poari ā Hapori o Waikanae
Waikanae Community Board
Standing Orders**

As adopted by Waikanae Community Board on 28 February 2023

I whakamanahia e te Poari ā-Hapori o Waikanae 28 Hui-Tanguru 2023

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 orders for the conduct of their meetings, it is not necessary that they are adopted every triennium. However, Local Government New Zealand (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 cl. 27, Schedule 7, LGA 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.

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 o 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. Ngā kopounga me ngā pōtitanga Appointments and elections	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. Te tuku mana Delegations	21
6.1 Te haepapa ki te tuku mana ki ngā poari hāpori 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 subcommittees 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 kōupounga, 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 tiroiro 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	36
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	38
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	39
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 pōtītanga 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 tiroiro Inspection	56
29.4 Te tiroiro i ngā take aukati marea Inspection of public excluded matters	56
Ngā tohutoro tuhinga Referenced documents	57
Āpitihianga 1: Ngā take e aukatihia ai te marea Appendix 1: Grounds to exclude the public	58
Āpitihianga 2: He tauira mō te tatūnga ki te aukati i te marea Appendix 2: Sample resolution to exclude the public	60
Āpitihianga 3: Ngā mōtini me ngā whakahoutanga (Kōwhiringa A) Appendix 3: Motions and amendments (Option A)	63
Āpitihianga 4: Ngā mōtini me ngā whakahoutanga (Kōwhiringa B) Appendix 4: Motions and amendments (Option B)	64
Āpitihianga 5: Ngā mōtini me ngā whakahoutanga (Kōwhiringa C) (Option C) Appendix 5: Motions and amendments	65
Āpitihianga 6: Tūtohi mō ngā mōtini whakahaere Appendix 6: Table of procedural motions	66
Āpitihianga 7: Ngā tikanga mō te pāhotanga mataora Appendix 7: Livestreaming protocols	68
Āpitihianga 8: Ngā mana whakahaere a te ūpoko Appendix 8: powers of a chairperson	69
Āpitihianga 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
Āpitihianga 10: He tauira mō te whakaraupapatanga o ngā take Appendix 10: Sample order of business	74
Āpitihianga 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 follow Part 3, provides templates and additional guidance for implementing provisions within the standing orders. Please note, the appendix are 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 percent 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 groups, 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 publication; 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, 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 s. 3 and s. 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~~ present (in person or via audio/audiovisual link).

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 a 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.

Second 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 the 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 20 December and the 10 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 percent 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 percent 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 percent 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 Resource Management Act 1991 have additional powers under the Commissions of Inquiry Act 1908.

3.7 Ngā wāhi noho o 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 five 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 10 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 two 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 two 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 seven 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. Ngā kopounga me ngā pōtitanga | Appointments and elections

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 chairperson, 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. Te tuku mana | Delegations

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. 32(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 or 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) - (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 subcommittees 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 kōupounga, 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) Schedule 7, 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:

- (a) there is a vacancy in the membership of the community board at the time of the decision; or
- (b) 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 mematangā | 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 five 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 five 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), Schedule 7, 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 three 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), Schedule 7, 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), Schedule 7, 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), Schedule 7, 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 five 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 attach 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 two 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: 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 business 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 timatanga, mihi whakatau, or pōwhiri 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 (in person or via audio/visual link), where the number of members (including vacancies) is even; and
- (b) a majority of the members ~~physically~~ present (in person or via audio/visual link), 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 standing order 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 circumstances, 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 chairperson, 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 chairperson) 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 audiovisual 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 audiovisual link, then chairing duties will be undertaken by the deputy chairperson, 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 two 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 audiovisual 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 Standing Order 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 audiovisual 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 audiovisual 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 Standing Order 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 three minutes, or longer at the chairperson's 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 six in total, the Chairperson has discretion to restrict the speaking time permitted for all presenters.

The chairperson 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 five 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 five 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 five 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 s. 48, 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, 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 will 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
- (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 chairperson. A chairperson may require that an electronic device is switched off if:

- (a) its use is likely to distract a meeting from achieving its business, or,
- (b) 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 chairperson 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 five minutes;
- (b) movers of motions when exercising their right of reply – not more than five minutes; and
- (c) other members – not more than five 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 Standing Orders. 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 | Seconders 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;

- (a) any matter before the meeting
- (b) a motion or amendment which they propose, and
- (c) 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.

Please 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 of 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:

- (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 they intend 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 has 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.

Please 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 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 Standing Orders 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 Standing Orders 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 chairperson 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 s. 77 – 82, 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 five 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 12 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 percent 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)
- (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
- (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 chairperson, then the chairperson will refer the point of order to the deputy chairperson 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 five 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 two 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
- (b) is not related to the role or functions of the community board or meeting concerned
- (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
- (d) is concerned with matters which are already the subject of reports or recommendations from a committee to the meeting concerned
- (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
- (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 member's 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 adjourn
- (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 tiro tiro | 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 tiro tiro 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 LGOIMA.

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.

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.

Āpitianga 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— <ul style="list-style-type: none"> i. be contrary to the provisions of a specified enactment; or ii. constitute contempt of court or of the House of Representatives (s.48(1)(b)).
		To consider a recommendation made by an Ombudsman (s. 48(1)(c)).
		To deliberate on matters relating to proceedings where: <ul style="list-style-type: none"> i. a right of appeal lies to a court or tribunal against the final decision of the councils in those proceedings; or ii. the council is required, by an enactment, to make a recommendation in respect of the matter that is the subject of those proceedings (s.48(1)(d)).
		To deliberate on proceedings in relation to an application or objection under the Marine Farming Act 1971 (s.48(1)(d)).
		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)).

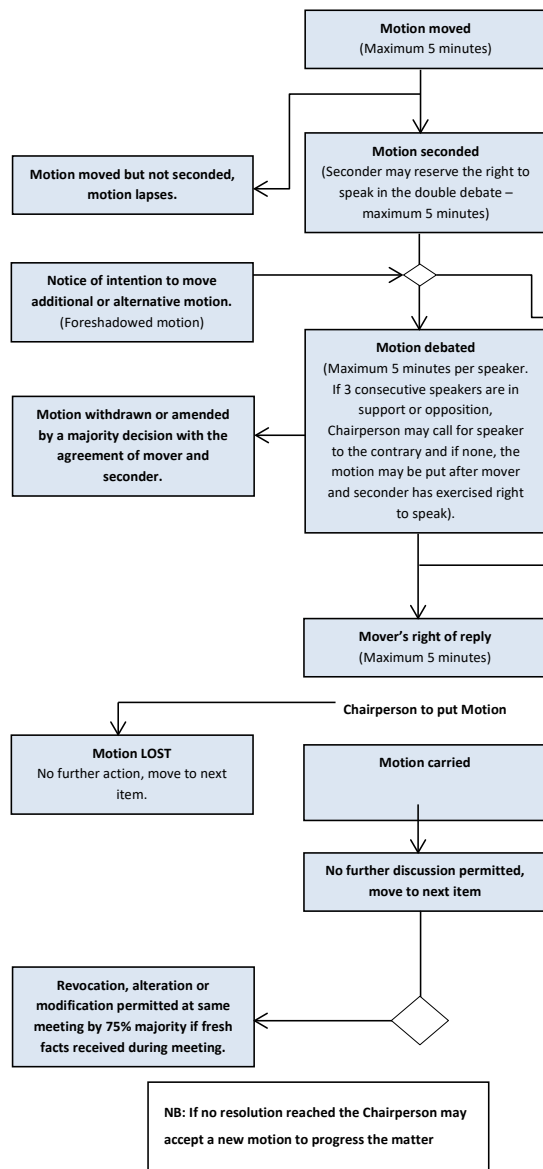
Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public
		To maintain legal professional privilege (s 7(2)(g)).
		To prevent the disclosure or use of official information for improper gain or advantage (s. 7(2)(j)).
		To protect information which if public would; <ul style="list-style-type: none"> i. disclose a trade secret; or ii. unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information (s 7(2)(b)).
		To avoid serious offence to Tikanga Māori, or the disclosure of the location of waahi tapu in relation to an application under the RMA 1991 for; <ul style="list-style-type: none"> • a resource consent, or • a water conservation order, or • a requirement for a designation or • an heritage order, (s 7(2)(ba)).
		To protect information which is subject to an obligation of confidence where the making available of the information would be likely to: <ul style="list-style-type: none"> i. prejudice the supply of similar information, or information from the same source, where it is in the public interest that such information should continue to be supplied; or ii. would be likely otherwise to damage the public interest (s 7(2)(c)).
		To avoid prejudice to measures protecting the health or safety of members of the public (s 7(2)(d)).
		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,

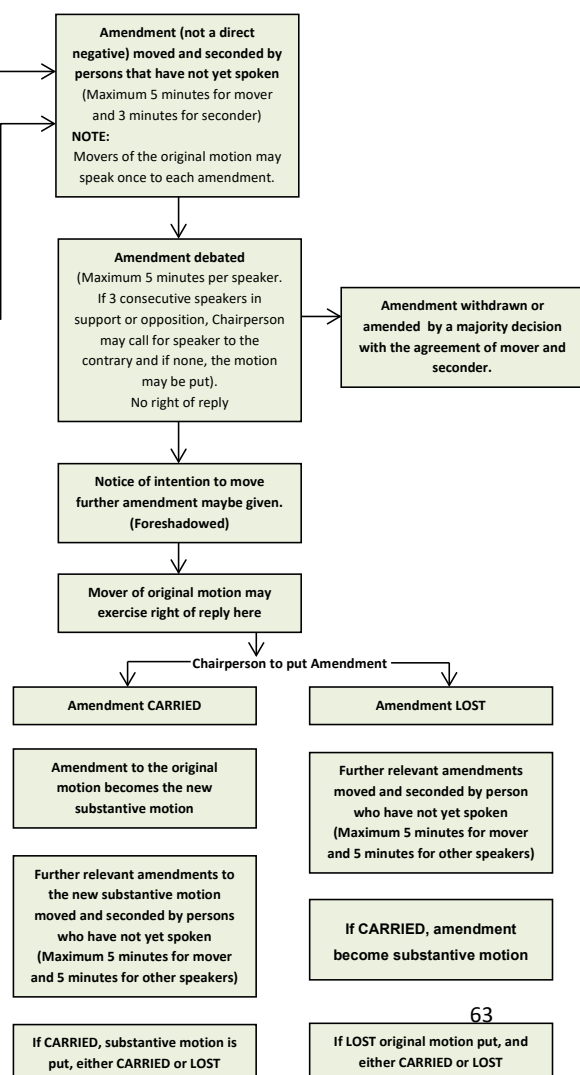
which will be of assistance in relation to the matter to be discussed, is relevant to that matter because *(specify)*. *(Delete if inapplicable.)*

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

Motions without amendments

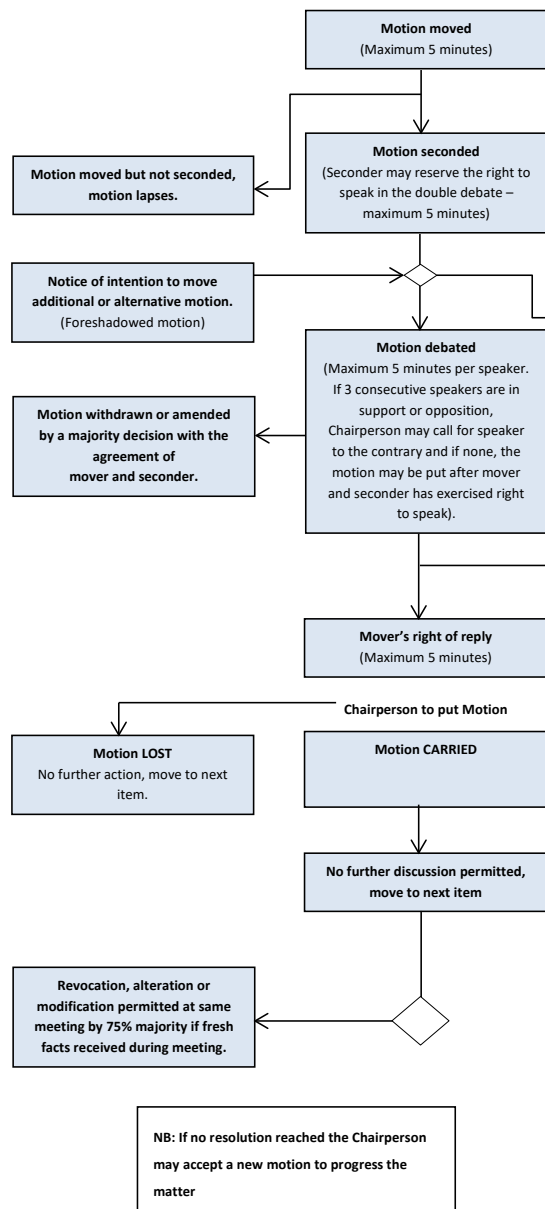


Motions with amendments

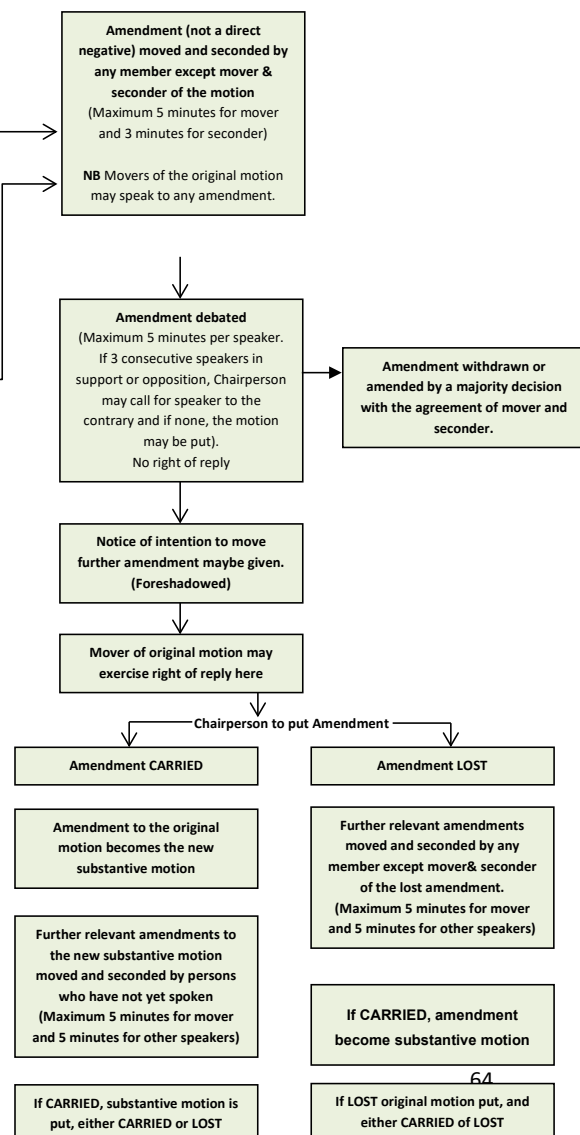


**Āpitianga 4: Ngā mōtini me ngā whakahoutanga (Kōwhiringa B) |
Appendix 4: Motions and amendments (Option B)**

Motions without amendments

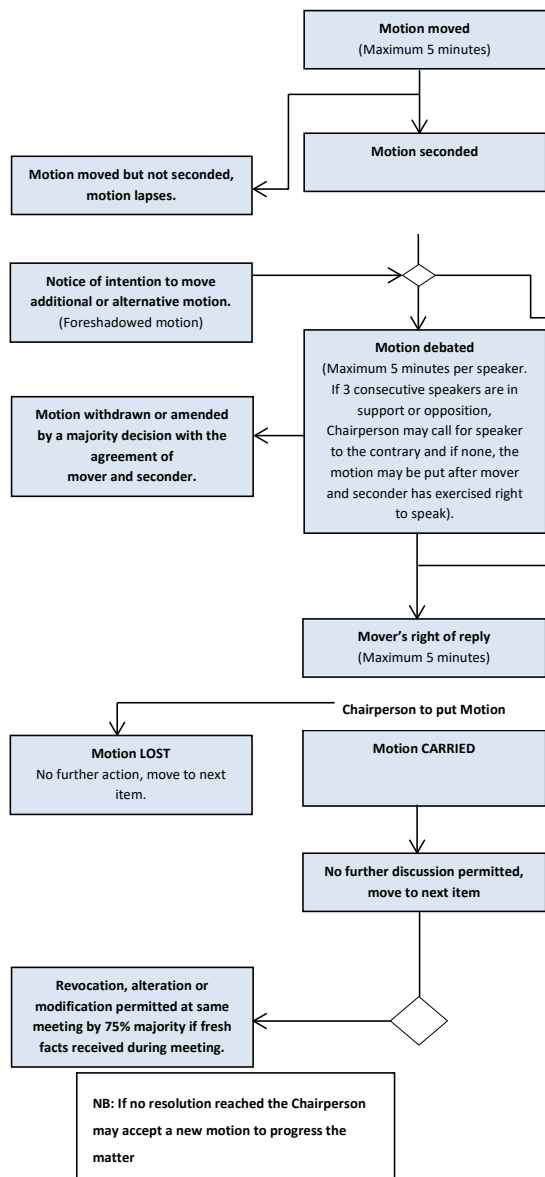


Motions with amendments

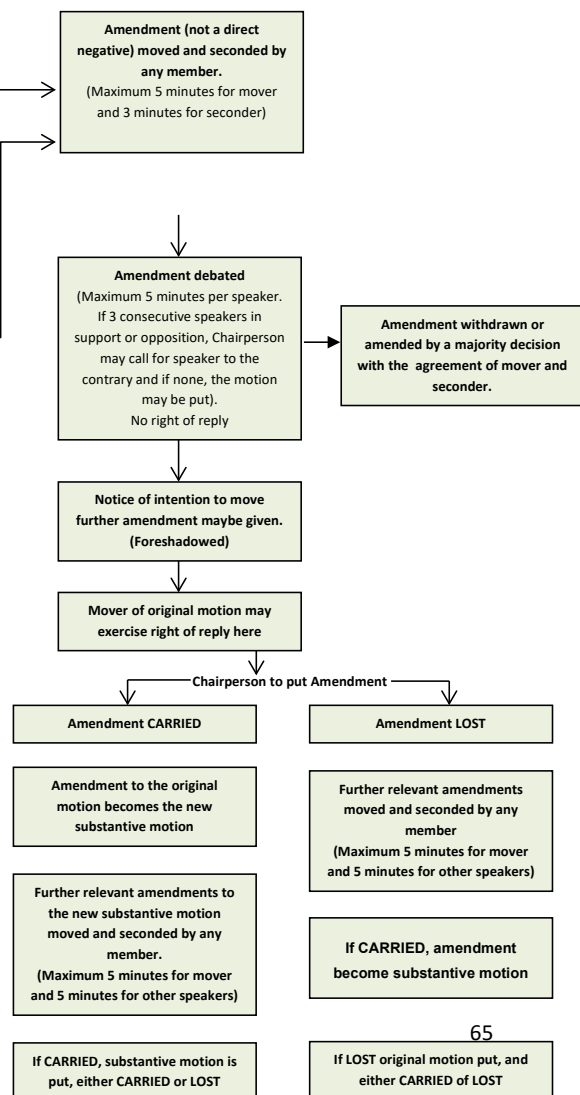


Āpitihanga 5: Ngā mōtini me ngā whakahoutanga (Kōwhiringa C)
(Option C) | Appendix 5: Motions and amendments

Motions without amendments



Motions with amendments



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 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 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 entitled 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 on the original motion and amendment are adjourned	If carried, debate on the original motion and procedural motion are adjourned	

Motion	Has the Chair discretion to refuse this Motion?	Is seconder required?	Is discussion in order?	Are amendments in order?	Is mover of procedural motion entitled	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

Āpitianga 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.

- (a) The default shot will be on the chairperson or a wide-angle shot of the meeting room.
- (b) 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.
- (c) 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.
- (d) PowerPoint presentations, recording of votes by division and other matters displayed by overhead projector may be shown.
- (e) Shots unrelated to the proceedings, or not in the public interest, are not permitted.
- (f) If there is general disorder or a disturbance from the public gallery, coverage will revert to the chairperson.
- (g) Appropriate signage will be displayed both in and outside the meeting room alerting people that the proceedings are being web cast.

Āpitiḡanga 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 (Standing Order. 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 (Standing Order.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 (Standing Order.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 (Standing Order.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 (Standing Orders19.3)

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 (Standing Orders .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 (Standing Orders.23.3)

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

Notice of motion (Standing Orders .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
- (b) is not within the scope of the role or functions of the community board
- (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
- (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

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 (Standing Orders 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 (Standing Orders 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 (Standing Order 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 (Standing Order 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 (Standing Order.14.6)

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

Priority of speakers (Standing Order 14.7)

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

Minutes (Standing Order 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 (Standing Order 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 (Standing Order 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 (Standing Order 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 (Standing Order 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 (Standing Order 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 (Standing Order 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**

- (a) At a meeting that is in accordance with this clause, a community board remove its chairperson from office.
- (b) If a chairperson is removed from office at that meeting, the community board may elect a new chairperson.
- (c) A meeting to remove a chairperson may be called by:
 - i. A resolution of the community board; or
 - ii. A requisition in writing signed by the majority of the total membership of the community board (excluding vacancies).
- (d) A resolution or requisition must:
 - i. Specify the day, time, and place at which the meeting is to be held and the business to be considered at the meeting; and
 - ii. 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.
- (e) 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.
- (f) 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.
- (g) 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)

Āpitianga 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:

- (a) report of the chief executive;
- (b) report of the chairperson;
- (c) report of a committee;
- (d) report of a community or local board; or
- (e) 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:

- (a) report of the chief executive; or
- (b) 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.

No 367

House of Representatives

Supplementary Order Paper

Tuesday, 18 July 2023

Local Government Electoral Legislation Bill

Proposed amendments

Hon Kieran McNulty, in Committee, to move the following amendments:

Clause 2

In *clause 2(1)*, replace “**subsection (2)**” (page 3, line 5) with “**subsections (1A) and (2)**”.

After *clause 2(1)* (page 3, after line 6), insert:

- (1A) **Section 44(6)** (which relates to local government members attending meetings remotely counting as present) comes into force on **1 October 2024**.

Clause 44

After *clause 44(5)* (page 20, after line 7), insert:

- (6) In Schedule 7, replace clause 25A(4) with:
- (4) A member of the local authority or committee who attends a meeting by means of audio link or audiovisual link, in accordance with this clause, is to be counted as present for the purposes of clause 23.
- (7) In Schedule 7, heading to clause 25B, replace “**1 April 2024**” with “**30 September 2024**”.
- (8) In Schedule 7, clause 25B(7), replace “the close of 1 October 2024” with “1 October 2024”.

**Proposed amendments to
SOP No 367 Local Government Electoral Legislation Bill**

Explanatory note

This Supplementary Order Paper amends the Local Government Electoral Legislation Bill.

These amendments provide for members of a local authority or committee who attend meetings remotely to be counted towards a quorum under clause 23 of Schedule 7 of the Local Government Act 2002.

These amendments replace similar temporary measures that were established in response to COVID-19 and severe weather events and that are due to expire at the end of September 2024. However, whereas the temporary measures provide that all members of local authorities and their committees are entitled to attend meetings remotely and that any remote attendance will count towards a meeting's quorum, these amendments would, from the beginning of October 2024, leave it to individual local authorities to decide in their standing orders whether remote attendance is allowed, with remote attendance counting towards a meeting's quorum only if the standing orders allow remote attendance.

Departmental disclosure statement

The Department of Internal Affairs considers that a departmental disclosure statement is not required to be prepared for this Supplementary Order Paper.

Wellington, New Zealand:
Published under the authority of the House of Representatives—2023

9 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

9.1 CONFIRMATION OF MINUTES

Author: Kate Coutts, Advisor Governance

Authoriser: Brendan Owens, Group Manager Customer and Community

TAUNAKITANGA | RECOMMENDATIONS

That the minutes of the Waikanae Community Board meeting of 18 June 2024 be accepted as a true and correct record.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Waikanae Community Board Meeting Minutes - 18 June 2024 [📄](#)

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

18 JUNE 2024

**MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL
WAIKANAĒ COMMUNITY BOARD MEETING
HELD IN THE WAIKANAĒ BEACH HALL, 24 RAUPARAHĀ STREET, WAIKANAĒ BEACH
ON TUESDAY, 18 JUNE 2024 AT 7.00PM**

PRESENT: Mr Richard Mansell, Mr Michael Moore, Mr Tonchi Begovich, Ms Michelle Lewis, Cr Nigel Wilson

IN ATTENDANCE: Cr Jocelyn Prvanov, Ms Kate Coutts, Mr Brendan Owens

1 NAU MAI | WELCOME

The Chair welcomed everyone to the meeting and at the invitation of the Chair, Brendan Owens, Group Manager Customer and Community opened the meeting with karakia.

2 WHAKAPĀHA | APOLOGIES

There were no apologies.

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

There were no declarations of interest relating to items on the agenda.

4 HE WĀ KŌRERO KI TE MAREA | PUBLIC SPEAKING TIME

Glenn McGregor, Chair of Benefit Advocacy Kāpiti, spoke to Group's grant applications under Item 8.1 Consideration of Applications for Funding.

Cr Nigel Wilson arrived at the meeting at 7.05pm.

Ian Ingleton, on behalf of the Waikanae United Bowling Club Inc, spoke to the Club's grant application under Item 8.1 Consideration of Applications for Funding. Mr Ingleton answered members' questions.

Murray Ballinger and Mark Gibbin, on behalf of the Reikorangi Residents' Association, spoke to the Association's grant applications under Item 8.1 Consideration of Applications for Funding. Mr Ballinger and Mr Gibbin answered members' questions.

Andrew Annakin, on behalf of the Te Horo Hall Society Inc, spoke to the Society's grant application under Item 8.1 Consideration of Applications for Funding. Mr Annakin answered members' questions.

Steve Joss, on behalf of the Waikanae Beach Tennis Club, spoke to the Club's grant application under Item 8.1 Consideration of Applications for Funding. Mr Joss answered members' questions.

Cushla Holford and Tracey Solomon, on behalf of the Waikanae Montessori Preschool, spoke to the Preschool's grant application under Item 8.1 Consideration of Applications for Funding. Ms Holford and Ms Solomon answered members' questions.

Matthew Ineson, on behalf of the Friends of Te Horo Beach, spoke to the Group's two grant applications under Item 8.1 Consideration of Applications for Funding. Mr Ineson answered members' questions.

Chris Joseph, Chair of Volunteer Kāpiti, spoke to the Group's grant application under Item 8.1 Consideration of Applications for Funding. Mr Joseph answered members' questions.

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

18 JUNE 2024

Jo Coffey and Grace Bassett, on behalf of the Waikanae Predator Free Group, spoke to the Group's grant application under Item 8.1 Consideration of Applications for Funding. Ms Coffey and Ms Bassett answered members' questions.

Richard Young, on behalf of Kapiti Cycle Action, spoke to the group's Climate Action Grant to the Climate and Environment Subcommittee for establishing a Waikanae Bike Bus, and requested the board formally support the initiative. Mr Young distributed a copies of the Group's Climate Action Grant application and supporting documents to board members.

The meeting adjourned at 8.22pm and reconvened at 8.36pm.

5 NGĀ TEPUTEIHANA | DEPUTATIONS

There were no scheduled deputations for this meeting.

6 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

- (a) There were no requests for a leave of absence.
- (b) There were no matters of an urgent nature raised.
- (c) Where appropriate board members gave updates under Item 10.1 Matters under Action.

7 HE KŌRERO HOU | UPDATES

There were no scheduled updates for this meeting.

8 PŪRONGO | REPORTS

8.1 CONSIDERATION OF APPLICATIONS FOR FUNDING

The board discussed the applications for funding received, and resolved to move funding from the Promotion Fund to the Discretionary Fund:

COMMITTEE RESOLUTION WCB2024/22

Moved: Mr Richard Mansell
 Seconder: Mr Michael Moore

That the Waikanae Community Board moves \$4,000.00 from the Promotion Fund to the Discretionary Fund.

CARRIED

COMMITTEE RESOLUTION WCB2024/23

Moved: Mr Richard Mansell
 Seconder: Mr Tonchi Begovich

- J. That the Waikanae Community Board approves a Discretionary Fund grant of \$500.00 per year for the next three years, to Benefit Advocacy Kāpiti to assist with the groups operating costs.
- K. That the Waikanae Community Board approves a Discretionary Fund grant of \$2,000.00 to Volunteer Kapiti to assist with the cost of their volunteer outreach programme in Waikanae and promoting volunteering in Waikanae.
- L. That the Waikanae Community Board approves a Discretionary Fund grant of \$500.00 to Molly Cutting to assist with the cost of attending the Gymnastikhøjskolen i Ollerup

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

18 JUNE 2024

academy in Denmark in August 2024.

M. That the Waikanae Community Board approves a Discretionary Fund grant of \$500.00 to Lucas Robins to assist with cost of attending the New Zealand Tri-Series Championships in Hamilton, as part of the New Zealand Para Swim team.

N. That the Waikanae Community Board approves a Discretionary Fund grant to Paraparaumu College of \$500.00 to assist with the cost of a Year 10 student initiative to build wētā boxes and birdhouses for Ngā Manu, and cat and kitten housing boxes for the Levin SPCA.

CARRIED

COMMITTEE RESOLUTION WCB2024/24

Moved: Cr Nigel Wilson

Seconder: Mr Michael Moore

B. That the Waikanae Community Board approves a Promotion Fund grant to Anja Wilhelmer of \$4,500.00 to assist with the cost of painting a colourful and vibrant mural in an alleyway connected to Mahara Place.

I. That the Waikanae Community Board approves a Promotion Fund grant to Waikanae Beach Predator Free Group of \$3,500.00 to assist with the cost of purchasing 65 rat and stoat traps for the Waikanae Beach Predator Free project.

H. That the Waikanae Community Board approves a Promotion Fund grant to Friends of Te Horo Beach Inc of \$5,500.00 to assist with the cost of purchasing and installing a new and updated automated external defibrillator at Te Horo Beach.

O. That the Waikanae Community Board declines a Promotion Fund grant to Kāpiti Castles to assist with the cost of holding and running the Kāpiti Teddy Bears Picnic event in Waikanae.

CARRIED

COMMITTEE RESOLUTION WCB2024/25

Moved: Cr Nigel Wilson

Seconder: Mr Richard Mansell

G. That the Waikanae Community Board approves a Promotion grant to Friends of Te Horo Beach Inc of \$922.21 to assist with the cost of purchasing and installing community safety cameras at two access points at Te Horo Beach.

For: Mr Richard Mansell, Mr Michael Moore, Mr Tonchi Begovich, and Cr Nigel Wilson

Against: Ms Michelle Lewis

CARRIED 4/1

COMMITTEE RESOLUTION WCB2024/26

Moved: Mr Richard Mansell

Seconder: Mr Tonchi Begovich

C. That the Waikanae Community Board approves a Waikanae Capital Improvement grant to the Waikanae United Bowling Club Inc of \$5,000.00 to assist with the cost of replacing one of the artificial bowling greens at the Club's Te Moana Road site.

D. That the Waikanae Community Board approves a Waikanae Capital Improvement grant to Waikanae Beach Tennis Club of \$7,500.00 to assist with the cost of purchasing and installing new floodlights for two of the Club's tennis courts.

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

18 JUNE 2024

- E. That the Waikanae Community Board approves a Waikanae Capital Improvement grant to Waikanae Montessori Preschool of \$5,977.00 to assist with the cost of purchasing and installing shade sails in the Preschool's play area.
- F. That the Waikanae Community Board approves a Waikanae Capital Improvement grant to Te Horo Hall Society Inc of \$15,000.00 to assist with the cost of upgrading the facilities of the Te Horo Community Hall.
- G. That the Waikanae Community Board approves a Waikanae Capital Improvement grant to Friends of Te Horo Beach Inc of \$5,000.00 to assist with the cost of purchasing and installing two community safety cameras at two access points at Te Horo Beach.

CARRIED

Members discussed the applications to the Promotion and Capital Improvement Fund by the Reikorangi Residents' Association. The board noted their support for the initiative the Association has sought funding for, but due to the large amount of funding requested, resolved to recommend to Council to fund the installation of a playground on the grounds of the Reikorangi Hall from the Waikanae Property Fund.

The board then discussed the requirement to recommend to Council to grant funding from the Waikanae Property Fund (the Fund), and resolved to recommend to Council to delegate the authority to the Waikanae Community Board to grant from the Fund:

COMMITTEE RESOLUTION WCB2024/27

Moved: Cr Nigel Wilson
 Seconder: Ms Michelle Lewis

- R. That the Waikanae Community Board support the application made by the Reikorangi Residents' Association to assist with the cost of installing a playground at the Reikorangi Hall.
- S. That the Waikanae Community Board recommends to Council to approve a Waikanae Property Fund grant to the Reikorangi Residents' Association of \$35,000.00 to install a playground at the Reikorangi Hall.
- T. That the Waikanae Community Board recommends to Council to delegate to the Waikanae Community Board the authority to administer and disburse the Waikanae Property Fund.

CARRIED

9 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

9.1 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION WCB2024/28

Moved: Mr Richard Mansell
 Seconder: Mr Michael Moore

That the minutes of the Waikanae Community Board meeting of 21 May 2024 be accepted as a true and correct record.

CARRIED

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

18 JUNE 2024

10 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION

10.1 MATTERS UNDER ACTION

Members discussed the items on the matters under action register, and noted their thanks for the support provided by Council officers with the recent Arbor Day event at Pharazyn Reserve.

Brendan Owens, Group Manager Customer and Community provided a brief update to the board on the service level agreement between Toi MAHARA and the Council.

11 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA

Brendan Owens, Group Manager Customer and Community closed the meeting with karakia.

The Poari ā-Hapori o Waikanae | Waikanae Community Board meeting closed at 10.01pm.

.....
HEAMANA | CHAIRPERSON

10 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION

10.1 MATTERS UNDER ACTION

Author: Kate Coutts, Advisor Governance
Authoriser: Brendan Owens, Group Manager Customer and Community

TE PŪTAKE | PURPOSE

The purpose of this report is to present the Waikanae Community Board with the updated matters under action (as of 14 August 2024) to review and note.

TAUNAKITANGA | RECOMMENDATIONS

That the Waikanae Community Board notes the following matters under action.

Item	Date Raised	Matter	Progress
1.	Ongoing	Te Ara Whetū (Waikanae Library and Service Centre)	The Concept Design is currently going through a cost estimate phase to ensure the project is staying on budget. Once Council officers have this confirmation, they will be in a position to present to the Waikanae Community Board and Council. Following this, in early September, there will be a community engagement update on the concept design plans.
2.	21/5/24	Old State Highway 1 Beautification	The Project Management Office are looking at Town Centre upgrades for the footpath along the Main Road in Waikanae, with a focus on the area between Te Ara Tangata and Mahara Place outside the shops. Due to feedback from the Community board the scope has been decreased to minimise the effects on the local businesses. The main items to

Item 10.1

			be repaired are the footpath's stormwater grate between Te Ara Tangata and Mahara Place outside the shops and footpath repairs.
3.	09/11/21	Takutai Kāpiti Coastal Adaptation Panel	The Coastal Advisory Panel's recommendation report was received by Council on 20 June 2024. At that meeting, Council confirmed the completion of the project and the role the Panel (which is now disestablished). Council will consider next steps in due course, with updates provided via formal Council meetings. The Takutai Kapiti project team is also no longer in place. No further updates will therefore be available on this item. <i>Previously this item was a standing update provided by Deputy Chair Michael Moore.</i>
4. C	09/11/21	Pharazyn Reserve Focus Group	Update from board representative Michelle Lewis to be provided as a standing item at each board meeting.
5.	01/02/22	Status of reserves in Waikanae	All three Iwi will help evaluate the current reserves land purpose and legal status, and will identify any specific mana whenua interests for inclusion into the next stage evaluations of reserve land ahead of classification. A planned two day session with Te Atiawa has been arranged (hosted by Ātiawa Awa ki Whakarongotai) to work through all land parcels within the rohe (district). The majority of reserves sit within the Ātiawa Awa ki Whakarongotai rohe so this will see a significant portion of assessments completed.
6.	01/02/21	Work planned for Waikanae Park	The Waikanae Park Development plan has been received from Recreation, Sport and Leisure (RSL) and was presented to the Waikanae Community Board early June 2024. A copy of the report and plan was circulated to the board. A project plan for the proposed play space upgrade under this Development Plan will be presented to the Capital Project Management Board (CPMB) shortly for approval.
7.	01/06/22	Waikanae Beach Hall future plans*	There is currently no plan or significant budget to address the existing beach hall, which must be strengthened by December 2033 if it is to remain open.
8.	22/11/22	Beach Access	The new Tracks and Trails Advisor is currently working through prioritised maintenance and repair requirements across the district. The Waikanae River track is now benefitting from a contracted river ranger (engaged by Greater Wellington Regional Council) – which is co-funded by the Kapiti Coast District Council.

Item 10.1

9.	2/5/23	Flooding of the Mangaone Stream at Te Horo Beach Road	There is no further update on this item.
10.	27/6/23	Re-establishment of a bus stop in Te Horo for Route 290	Update from Deputy Chair Michael Moore to be provided as a standing item at each board meeting.
11.	1/8/23	Waikanae Visioning Work	The second phase of feedback on Vision Waikanae has now closed. A final draft Vision is being prepared for September 2024 alongside a consolidated summary of feedback across the two phases of local engagement informing the Vision. The next Stage of the Vision process will commence later this year and will help identify and test potential pathways with the community for “how” the Vision and supporting outcomes could be best achieved.
12.	12/9/23	Waimanu Lagoons Weir*	There is no further update on this item at this time.
13.	31/10/23	Reikorangi Hall	Building Consent has now been obtained, and the seismic and associated upgrade work has commenced. The work programme is on track with all contractors involved, and the Hall is expected to be available for community and event bookings from 7 October 2024.
14.	3/4/24	Te Horo Community Hall	Update from Deputy Chair Michael Moore to be provided as a standing item at each board meeting.

15.	21/5/24	Schedule of Works Planned for Waikanae (2024/25 Financial Year)	<p>Waikanae Pool</p> <ul style="list-style-type: none"> • The installation of Variable speed drives to filtration pumps to reduce energy costs and improve filtration. • Resurfacing Concourse. • Repainting & renewing the sealants on the Pool Tanks. • Minor improvements to Poolside seating <p>Stormwater Programme – Marae Lane</p> <ul style="list-style-type: none"> • Stormwater upgrade to replace a broken stormwater pipe across Marae Lane and installing a new manhole. The upgrade is set to mitigate surface flooding on Marae Lane and adjacent properties on Iti Grove, and increase capacity of the system with larger sumps and pipes. • Work is set to begin mid-September, and will restrict traffic access on Marae Lane and the nearby Mahara Place carpark. Traffic management and traffic controllers will be in place at the time of the upgrade. <p>Waikanae Parks, Open Space and Environment</p> <ul style="list-style-type: none"> • Waikanae Park play space/skate park to be renewed • Waikanae Memorial playground to be renewed
-----	---------	---	---

**No update to the item since the last Waikanae Community Board meeting.*

NGĀ ĀPITI HANGA | ATTACHMENTS

Nil

11 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA