

Te Kārearea Strategic Partnership Standing Committee Agenda

Date: Wednesday, 17 April, 2024

Time: 9:00 am

Location: Civic Centre, Te Iwitahi, 9 Rust
Avenue

Attendees: Cr Deborah Harding (Chairperson)
Cr Phil Halse (Deputy Chairperson)
His Worship the Mayor Vince
Cocurullo
Cr Nicholas Connop
Cr Patrick Holmes
Cr Carol Peters
Cr Simon Reid
Cr Phoenix Ruka
Delaraine Armstrong
Len Bristowe
Sean Walters
Simon Mitchell
Hohipere Williams
Sandra Hawken
Nicki Wakefield
Tame Te Rangi

Recommendations contained in the agenda are not decisions of the meeting. Please refer to minutes for resolutions.

1. Karakia/Mihi	
2. Declaration of Interests / Take Whaipānga	
3. Apologies / Kore Tae Mai	
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9. Closure of Meeting: Te katinga o te Hui

Te Kārearea Strategic Partnership Standing Committee – Terms of Reference

Membership

Chairperson	Council based meetings: Councillor Deb Harding Marae based hui: to be determined from mandated hapū members*
Deputy Chairperson	Councillor Phil Halse
Members	His Worship the Mayor Vince Cocurullo Councillors Nicholas Connop, Patrick Holmes, Carol Peters, Simon Reid and Phoenix Ruka Eight mandated hapū representatives: Delaraine Armstrong, Len Bristowe, Sandra Hawken, Simon Mitchell, Tame Te Rangi, Sean Walters, Nicki Wakefield and Hohipere Williams
Meetings	Monthly
Quorum	8 comprised of 4 councillor and 4 hapū members

Note: Marae based hui will be held bimonthly and held in accordance with Tikanga and as such are outside of Standing Orders adopted under the Local Government Act 2002.

Purpose

To enable the primary partners (Council and hapū of Whangārei) to work closely together to achieve the agreed vision:

'He Whenua Rangatira - Whangārei, a district of prosperity, wellbeing and empowered communities' and Agreed mission:

'Ka tūtuki te Kāwanatanga ā-rohe, ka puāwai hoki te kotahitanga me ōna tini kaupapa - Local Government that works through effective partnership and shared decisions to provide practical solutions.

The Committee provides a platform for high level/strategic discussions and priority setting between the primary partners, with preference given to *kanohi ki te kanohi* (face-to-face) and preserving tikanga. Areas of focus include, but are not limited to;

- Identifying the cultural, economic, environmental, and social issues/decisions of Council that are significant for Māori¹ and the community in the Whangārei District. (Participation)
- Ensuring Council complies with statutory provisions that refer to Te Tiriti o Waitangi (the Treaty of Waitangi).
- To agree mutual strategic priorities as and when required (Direction)

Key responsibilities – advice and recommendations

- Participation
 - Develop pathways (and processes) that will achieve lasting and meaningful relationships between Māori and Council.
 - Ensure the views of Māori and the community are equally considered
 - Governance oversight of initiatives - Te Karearea budget and resourcing to build capacity (both Council and Māori) and deliver on the Terms of Reference

¹ Māori in this context is defined as people that affiliate to a whanau, hāpu, lwi, mana whenua groups

- Ensure equitable participation, by adequately resourcing hapu to engage, e.g., paid hapu reps for all Council related mahi, hui, etc
- Ensure that Marae hui are open to the public
- Direction
 - Identify strategic priorities to address the Climate Change Adaptation Plan.
 - Provide guidance and advocacy on protection of “nga taonga tuku iho” (special and natural indigenous resources) impacted by the Wildlife Act and Conservation Act.
 - Prepare and provide agenda items in a timely manner on topics referred by Council and Māori
 - Provide recommendations on harbour and waterway matters (within the jurisdiction of WDC)
 - Provide advice and recommendations on Three Waters and flood protection infrastructure
 - Provide oversight and advice on central government reform initiatives relating to strategic priorities of the partnership
 - Provide advice to council to manage the allocation of the “Better Off funding”.
 - Provide advice and recommendations on key strategic policies, plans and projects of Council, including but not limited to growth strategies, the Long-Term Plan and the Annual and District Plan
 - Information sharing / discussions on Treaty Settlement processes and potential partnership opportunities (where appropriate)
 - Identify matters of significance to Māori that may require joint positions/advocacy with external agencies (i.e. partnerships) or recommendations to Council.
- Assurance
 - Develop a workplan and strategy log to monitor input to, and decision making/progress on, strategic priorities identified by the Committee
 - Monitor and advise on council’s compliance with its legislative obligations to Māori, including under the Local Government Act 2002 and the Resource Management Act 1991.
 - Receive and consider audit reports on Council’s compliance with its legislative obligations
 - Monitor and assess the primary partner relationship against its vision and mission
 - Monitoring compliance with statutory provisions that refer to Te Tiriti o Waitangi (the Treaty of Waitangi), including providing oversight of key processes and controls.

Key Responsibilities

- 1) Establishing Audit Processes for statutory provisions relating to Te Tiriti o Waitangi (the Treaty of Waitangi).
- 2) Establishing Council processes and templates for Mana whakahono ā rohe Agreements and Iwi/Hapu Environmental Management Plans
- 3) Developing a Te Ao Maori framework for decision making
- 4) Developing collaborative relationships on strategic priorities/areas of focus.

Delegations

The approval of financial expenditure of less than \$1 million, plus GST.

The Committee does not have:

- I. The power to appoint members (including external members).
- II. The power to establish sub-committees.

- III. The powers Council is expressly prohibited from delegating as outlined in Clause 32(1)(a) - (h) of Schedule 7 of the Local Government Act 2002; being:
- the power to make a rate
 - the power to make a bylaw
 - the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan
 - the power to adopt a long-term plan, annual plan or annual report
 - the power to appoint a chief executive the power to adopt policies required to be adopted and consulted on under the Local Government 2002 in association with the long-term plan or developed for the purpose of the local governance statement
 - the power to adopt a remuneration and employment policy.



Item 4.1

Te Kārearea Strategic Partnership Standing Committee Meeting Minutes

Date: Wednesday, 21 February, 2024
Time: 9:00 a.m.
Location: Civic Centre, Te Iwitahi, 9 Rust Avenue

In Attendance	Cr Deborah Harding (Chairperson) Cr Phil Halse (Deputy Chairperson) His Worship the Mayor Vince Cocurullo Cr Nicholas Connop Cr Patrick Holmes Cr Carol Peters Cr Simon Reid Cr Phoenix Ruka Delaraine Armstrong Len Bristowe Sean Walters Simon Mitchell Hohipere Williams Sandra Hawken Nicki Wakefield
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Not in Attendance	Tame Te Rangī
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Also in Attendance	Cr Ken Couper Cr Marie Olsen Cr Scott McKenzie
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Scribe	N. Pestana (Team Leader, Democracy)
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1. **Karakia/Mihi** - Len Bristowe
2. **Declaration of Interests / Take Whaipānga**

No interests were declared.

3. Apologies / Kore Tae Mai

Tame Te Rangī

Moved By Cr Carol Peters

Seconded By Nicki Wakefield

That the apology be sustained.

Carried

4. Confirmation of Minutes: Whakatau Meneti

4.1 Minutes Te Karearea Strategic Partnership Standing Committee Meeting held on 15 November 2023

Moved By Cr Carol Peters

Seconded By Cr Phoenix Ruka

That the minutes of the Te Kārearea Strategic Partnership Committee meeting held on Wednesday, 15 November 2023, having been circulated, be taken as read and now confirmed and adopted as a true and correct record of proceedings of that meeting.

Carried

4.2 Minutes Te Karearea Strategic Partnership hui held on 13 December 2023

Moved By Delaraine Armstrong

Seconded By Sandra Hawken

That the minutes of the Te Kārearea Strategic Partnership hui held on Wednesday, 13 December 2023, having been circulated, be taken as read and now confirmed and adopted as a true and correct record of proceedings of that meeting.

Carried

5. Kokiri

5.1 Te Huinga Kokiri Report - February 2024

Moved By Sandra Hawken

Seconded By Cr Carol Peters

That the Te Kārearea Strategic Partnership Standing Committee notes the report.

Carried

6. Information reports / Ngā Pūrongo Kōrero

6.1 Action Log Update February 2024

Moved By Delaraine Armstrong

Seconded By Hohipere Williams

That the Te Kārearea Strategic Partnership Standing Committee notes the report.

Carried

6.2 Control of Vehicles on Beaches Bylaw - update

Moved By Cr Deborah Harding

Seconded By Cr Simon Reid

That the Te Kārearea Strategic Partnership Standing Committee notes the report

Carried

His Worship the Mayor was absent from the meeting from 10.21am to 10.26am during discussion on Item 6.2.

6.3 LTP 2024-34 Project Update February 2024

Moved By Simon Mitchell

Seconded By Cr Nicholas Connop

That the Te Kārearea Strategic Partnership Standing Committee:

1. Notes the update for the 2024-34 Long Term Plan (LTP)

Carried

6.4 Building Hapū Capacity - February 2024

Moved By His Worship the Mayor

Seconded By Cr Simon Reid

That the Te Kārearea Strategic Partnership Standing Committee notes the verbal report

Carried

Len Bristowe was absent from the meeting from 10.48am to 10.54am during discussion on Item 6.4.

6.5 Growth Challenges - February 2024

Moved By His Worship the Mayor

Seconded By Sean Walters

That the Te Kārearea Strategic Partnership Standing Committee notes the verbal report.

Carried

6.6 Three Waters Update February 2024

Moved By His Worship the Mayor

Seconded By Cr Nicholas Connop

That the Te Kārearea Strategic Partnership Standing Committee notes the verbal report

Carried

7. Public excluded / Rāhui Tangata

There was no business concluded in public excluded.

8. Closure of Meeting: Te katinga o te Hui

The meeting concluded at 11.13am.

Confirmed this 17th day of April 2024.

Cr Deb Harding (Chairperson)

5.1 Te Huinga Kōkiri Report – April 2024

Meeting: Te Kārearea Strategic Partnership Standing Committee
Date of meeting: 17 April 2024
Reporting officer: Hapū Members

1 Purpose / Te Kaupapa

To progress topics for “Kōkiri”: Progressive Partnership Action.

2 Recommendation / Whakataunga

That the Te Kārearea Strategic Partnership Standing Committee notes the report.

3 Background / Horopaki

Following hui between Te Kārearea and Te Huinga, hapū proposed the establishment of a standing agenda item on the Te Kārearea Agenda.

The intent of the item is to bring forward strategic topics or initiatives Te Huinga and Te Kārearea hapū members want to elevate with Council.

Titled “Kōkiri” to denote progressive (strategic) action, the item provides an opportunity for collective discussion on initiatives aligned to the Committee’s Terms of Reference.

4 Discussion / Whakawhiti kōrero

Te Kārearea Strategic Partnership Standing Committee Terms of Reference outlines key responsibilities under the ‘Participation’ section as:

- a) Develop pathways (and processes) that will achieve lasting and meaningful relationships between Māori and Council.
- b) Ensure the views of Māori and the community are equally considered.
- c) Ensure equitable participation, by adequately resourcing hapū to engage, e.g., remunerated hapū reps for all Council related mahi, hui, etc.
- d) Ensure that Marae hui are open to the public.

In addition, the Committee has “Governance oversight of initiatives, Te Kārearea budget and resourcing to build capacity (both Council and Māori) and deliver on the Terms of Reference” and is tasked with developing a workplan to track progress on strategic initiatives.

Kōkiri provides a mechanism for hapū initiatives to be brought to the Committee for debate and the establishment of a collective view. It also provides for Committee oversight of, and direction on, these initiatives.

4.1 Kokiri Actions identified by Te Huinga

These items have been identified by Te Huinga for inclusion on this month's Kokiri report.

Kokiri Topic	Hapū Korero
Request to remove Julian Batchelor signs within Whangarei District	<p>The persistent display of signs by Julian Batchelor and his team is offensive and could be considered hate speech, fostering an environment of increased hostility and potential racial discrimination against Māori individuals.</p> <p>Having to encounter these signs daily is not only disrespectful but also counteracts the efforts of Te Huinga and WDC to cultivate positive and enduring relationships for the advancement of both Māori and the wider community.</p>
Support of Ngati Kahu o Torongare for Onoke Wahi Tapu.	<p>Te Huinga, which consists of the following hapu within Whangarei District Council, Te Uriroroi, Te Parawhau, Ngati Toki, Ngati Horahia, Ngati Hau, Ngati Toki ki Moana Nui, Patuharakeke, Te Orewai, Te Uri o Hikihiki, Te Kainga Kuri, Te Whanau a Rangihakaahu, Ngati Takapari, Ngati Hine support the stance and stand of Ngati Kahu o Torongare for Onoke Wahi Tapu.</p>

5 Significance and engagement / Te Hira me te Arawhiti

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via Agenda publication on the website.

6.1 Te Kārearea Strategic Partnership Standing Committee Work Program 2023-2025

Agenda: Te Kārearea Strategic Partnership Standing Committee

Publish date: 17 April 2023

Reporting officer: Mark Scott, Manager Māori Outcomes

1 Purpose / Te Kaupapa

To finalise the workplan for the Te Kārearea Strategic Partnership Standing Committee for the 2022-2025 triennium.

2 Recommendations / Whakataunga

That the Te Kārearea Strategic Partnership Standing Committee (Te Kārearea)

1. Notes this report; and
2. Approve the 2024 stage of the workplan for 2023-2025.

3 Background / Horopaki

Creation of Te Kārearea Strategic Partnership Standing Committee provides an opportunity for discussion of the strategic priorities of both the elected and appointed members, and how they may work together to achieve desirable outcomes.

Staff understand the need for Te Kārearea to establish a work program to guide the following:

- Development of agenda items for Te Kārearea for the 2022-25 triennium
- Focus of resourcing for the Te Kārearea members, staff and tangata whenua
- Focus of resourcing to progress work that is significant for Māori
- Priorities to work collaboratively on through the Long-Term Plan.

The following matters that relate to Te Kārearea have informed the work program,

- Key responsibilities of Te Kārearea from the Terms of Reference.
- Council priorities
- Hapū priorities
- Kōkiri report agenda items – issues raised frequently.
- Action Log
- Haukāinga forum – issues raised frequently.

4 Discussion / Whakawhiti kōrero

Work Program 2023-25

The Committee's terms of reference outlines that Te Kārearea is tasked with identifying the cultural, economic, environmental, and social issues/decisions of Council that are significant for Māori and the community in the Whangarei District. This includes agreeing to mutual strategic priorities as and when required.

The work program, informed by the Terms of Reference for Te Kārearea, has been a work in progress to provide some direction to operations to best support the Committee. To-date monthly agenda have had no guide other than the statement, "social issues/decisions of Council that are significant for Māori", for which significance has been given no real measure for operations to follow nor is there any real indicator to support operations how to determine what is significant to Māori.

Traditionally, all activities that take place within the tribal areas of any given hapū were of significance for both respective and neighboring hapū, therefore, compounding the enormity of functions, programs of work and activities across Whangārei District Council that impact on hapū.

In recent months operations has been working with the Committee to reshape its monthly meetings both within chambers and for hapū hosted meeting to better optimise both standing committee and marae forums. To this end the shaping of the work plan for the Committee is guided by the group structure of operations to ensure full coverage of work:



5 Significance and engagement / Te Hira me te Arawhiti

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via the website.

6 Attachments / Ngā Tāpiritanga

7.1 Action Log Update – April 2024

Meeting: Te Kārearea Strategic Partnership Standing Committee
Date of meeting: 17 April 2024
Reporting officer: Aaron Taikato – General Manager Strategy and Democracy

1 Purpose / Te Kaupapa

To brief the committee of the actions undertaken for queries brought up at previous meetings in the attached Action Log.

2 Recommendation / Whakataunga

That the Te Kārearea Strategic Partnership Standing Committee notes the report.

3 Background / Horopaki

Queries from previous Te Kārearea Strategic Partnership Standing Committee meetings are added to the Action Log with council updating actions.

There are 13 items in progress on the Action log and 17 items completed in the Action Log.

4 Significance and engagement / Te Hira me te Arawhiti

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via Agenda publication on the website.

5 Attachments / Ngā Tāpiritanga

Attachment 1 – Action Log – Items in Progress

Attachment 2 – Action Log – Completed Items

Te Kārearea Strategic Partnership Standing Committee Action Log						
Actions in progress						
Item #	Meeting	Date raised	Type of Issue / Action required	Action Item	Business owner	Action taken / Comments
1	Te Kārearea Committee	17/2/2021	Request - feedback required	Administration of the Otangarei Marae - Ctr Peters sought progress on the process for the transfer of the Otangarei Marae to hapū	Rebecca Vertongen / Emily Thompson	<p>16/02/2022 Staff will initiate discussions with Te Puawaitanga Marae Trust to formalise arrangements for the management and administration of the land by the Marae Trust until long term discussions with manu whenua around ownership of the land have been completed.</p> <p>28/03/2022 Otangarei Marae is situated on land that is owned by Council but classified as a recreational reserve under the reserves Act, and therefore administered by DoC. Currently the management agreement that DoC have in place is with the previous trust for the marae. Staff have identified a process to change the management agreement- (arranged by DoC) to Te Puawaitanga Marae Trust, however it was agreed that this will not commence until after an initial Hui with all interested parties is convened. This approach is to ensure that there is recognition that the management agreement change process is a practical solution, whilst the bigger issue relating to ownership of the land is considered.</p> <p>06/05/2022 Aperahama attended a hui with Te Puawaitanga on Saturday April 9. The two main steps for progression are as follows. Step 1 - formalise the current position of the Trust by asking DOC to appoint Te Puawaitanga Marae Trust to administer the reserve in place of the now defunct Te Kōtahitanga Marae inc. Step 2 - long term solution. An arrangement for a lease or licence to occupy in favour of the Trust or declassification of the land and subsequent disposal to Hapū with a here to the Trust.</p> <p>13/06/2022 Council has met with the current Marae Trust around the administrative process to formally support their management of the site. Council are now progressing discussions with the Department of Conservation around the declaration for the land on which Otangarei Marae sits. This is the first part of the administration process to ensure appropriate and current management arrangements for the reserve land on which the Marae sits.</p> <p>02/06/2023 - Staff are awaiting further response from DOC regarding the 'administration' status (in terms of Reserves Act 1977) of the local purpose reserve land on which the marae is located. Staff continue to work to find a solution.</p> <p>28/09/2023 - There has been no response yet from DOC, staff have this on the workplan. Due to resourcing challenges staff aim to provide a practical update and way forward in the first half of 2024.</p> <p>03/04/2023 - We have been short staffed and this has not been a priority for the legal team.</p>
2	Te Kārearea Committee	21/4/2021	Resolution	Te Ao Māori Decision Making Framework / GIS / Matauranga Māori project	Bernadette Aperahama (Shelley Whariton)	<p>21/4/2021 Te Kārearea to undergo an information gathering exercise that includes mapping of information on Treaty of Waitangi land claims in aide of providing better decision-making on land use within the Whangarei District. Feedback sought from Te Kārearea on hapū/iwi GIS mapping initiatives and opportunities for collaboration 19 May 2021.</p> <p>20/10/2021 Bernadette Aperahama has met with hapū representatives to look at what projects would benefit. It is hoped that this can be tied in with the Te Ao Maori decision making framework. Initial approach formulated and will be brought back to a future meeting.</p> <p>17/11/2021 Expressions of Interest will be put out to hapū technicians to ask whanau what would be required to do this mahi.</p> <p>2/2/2022 Matauranga Maori report to be developed as part of project to develop a decision making framework for local government based Te Ao Maori. Options around GIS needs are still being worked through.</p> <p>11/04/2022 Further information to be provided in the Agenda Item for Te Ao Māori Decision Making Framework</p> <p>06/05/2022 A matauranga maori report will be delivered as part of the package of reports and resources to develop a decision making framework for local government based on Te Ao Maori. The report is underway and staff are aiming to present the package in June - July 2022.</p> <p>07/07/2022 Framework and report are in a substantial review process. Refer to July 2022 operations report for further detail.</p> <p>10/08/2022 Project team are making final amendments to the report package and have begun presenting on the proposed framework in August. A third phase of engagement with tangata whenua is intended.</p> <p>14/09/2022 Following guidance received from Tohunga, the framework is currently being revised to better reflect it's intention, including roles and responsibilities.</p> <p>03/03/2023 Te Ao Maori Decision Making Framework has a status of final draft, and we are at the stage of taking it back to the various councils mana whenua forums or committees for their final comments. After that we expect an official regional launch of some sort. At the same time we are finalising a detailed report on the background, process, need for change, and recommendations for local government that would be part of bringing the framework into councils for adoption as a way of working.</p> <p>06/06/2023 Staff remain committed to this important kaupapa though are under significant resourcing challenges to be able to progress this at the moment.</p> <p>04/08/2023 The Te Huinga Better Off Funding sub-committee have expressed interest in applying the framework to the funds administration, application and decision making process for the contestable Maori Wellbeing Fund of \$4million.</p> <p>14/09/2023 The Project Team has met to discuss recent amendments to the framework and documentation. These are being reviewed by the Project team. Staff aim to meet with the Maori caucus members of Te Karearea to share the Framework and to seek guidance on the next steps ahead of meeting with Te Karearea Committee. The Project team will aim to meet with the Maori caucus members of Te Karearea between mid October - mid November.</p> <p>8/11/2023 - The project team will seek a date for this workshop at Whangarei Terenga Paraoa marae.</p> <p>16/02/2024 - No updates received to date</p>
3	Te Kārearea hui	19/5/2021	Agenda Item for future meeting	Significant Natural Areas (SNAs) / NPS IB	Yvonne Masefield	<p>25/01/2022 Staff are still awaiting direction on the NPS on Indigenous Biodiversity. Council Staff have sought updated information from MFE since September 2021, however there is no estimated time of release of information.</p> <p>28/03/2022 to 28/09/2023 updates in separate Tab below</p> <p>28/11/2023 - The approach to delivering a "Matters of Importance to Maori plan review" which would include work to protect significant natural areas and give effect to the NPS: IB was presented to TK at the 15 November 2023 hui. Staff are now in the process of preparing a "Expression of Interest" document to be presented all iwi/Hapū. This document is intended to help staff to scope/ gauge interest, level of involvement, resourcing and co-design opportunities in forming a iwi/ hapū - council partnership in delivering the Matters of Importance to Maori Plan review project. It is expected that this expression of interest process will inform project planning and enable mahi to commence by mid 2024.</p> <p>7/02/2024 - Same update as last one. Aiming to circulate "expression of interest" document to iwi/ hapū for their consideration in March.</p> <p>28/02/2024 - Further to the above, we note the District Plan team is on track to circulate "expression of interest" document to iwi/ hapū for their consideration in March.</p>
4	Te Kārearea hui	17/11/2021	Request - feedback required	Sites of Significance in Whangaruru. 1.Co-design a better process for protection of our sites of significance, narrative, landscape and korero. 2.Must not use our own whakapapa and oral history against whanau and hapū. 3. The roles of NRC and WDC in relation to sites of significance is confusing and needs to be clarified to make for a more robust process.	Yvonne Masefield	<p>23/11/2021 Response from District Plan Team: As part of the District Plan rolling review process, it is intended to review the Sites and Areas of Significance to Māori rules and mapping in the near future.</p> <p>06/12/2021 Council staff met with NRC, KDC, and FNDC to discuss engagement strategies however all other Councils have already carried out their engagement with hapū or iwi for their respective plan changes. Council staff are now looking to align hapū engagement with other similar Council projects and will attend Te Huinga and Te Kārearea with a more robust drafting engagement plan in the coming months.</p> <p>2022 and 2023 updates can be seen in the separate tab below.</p> <p>7/02/2024 - Same update as last one. Aiming to circulate "expression of interest" document to iwi/ hapū for their consideration in March.</p> <p>28/02/2024 - Further to the above, we note the District Plan team is on track to circulate "expression of interest" document to iwi/ hapū for their consideration in March.</p>
5	Te Kārearea hui	20/4/2022	Feedback required	Papakāinga Housing	Bernadette Aperahama	<p>20/4/2022 WDC to consider its policy on and process for papakāinga housing on whenua land which is currently prohibitive to hapū. Housing Strategy Council Co-governance Subcommittee to make contact with whanau who have been through the papakāinga process to learn from their experiences with this process.</p> <p>05/05/2022 Staff have started a database of varying enquiries about papakāinga that staff are receiving and where there is uncertainty or challenging areas to navigate. Understanding the difficulties while navigating Council Processes and non-Council processes will add value to the local context of the Strategy and will inform where further action needs to be prioritised by Council</p> <p>02/06/2022 content to inform this action is covered in the Housing section of the Strategic Work Program of the operations report.</p> <p>10/08/2022 The Draft Housing Strategy will be presented to the Housing Strategy Subcommittee on the 26th August. The draft will set out Council's intentions to improve interagency process to support papakāinga and will outline Council is to act to remove identified barriers for papakāinga</p> <p>14/09/2022 The draft strategy was presented to the Housing Strategy Co-governance Subcommittee on the 7th September and was positively received. The Final Housing Strategy will be presented to the Housing Strategy Co-governance Subcommittee for adoption on 27th September.</p> <p>03/03/2023 The Housing Strategy was adopted by the Housing Strategy Co-governance Subcommittee on the 27th September and implemented. Initial implementation steps include increasing public awareness of the strategy, pensioner housing portfolio review, commencing the disability community outcome recommendations regarding universal design.</p> <p>06/06/2023 Staff are developing the process and criteria to enable customers to apply for the Better Off Funding available to cover regulatory costs and development contributions.</p> <p>01/09/2023 Staff have nearly finished the work to set this process up and are almost ready to announce the availability of the funding.</p> <p>8/11/2023: Due to staff capacity challenges, insufficient progress has been made on this mahi considering its priority. Accordingly, staff changes have been made enabling staff with more capacity to lead this.</p> <p>16/02/2024 - No updates received to date</p>

Item #	Meeting	Date raised	Type of Issue / Action required	Action item	Business owner	Action taken / Comments	Status
6	Te Kārearea hui	20/4/2022	Feedback required	Airport Options Location Study	Sarah Irwin	<p>20/4/2022 An engagement framework to inform staff must be designed to engage with whanau, hapū and iwi at consultancy stage. Affected hapū must be consulted at their marae. Impacted hapū to be consulted for the Airport location study include Te Parāwhau and Ngāti Kahū o Torongare o Te Parāwhau.</p> <p>05/05/2022 Staff are in the middle of engagement / HYSE evenings in the communities local to proposed sites. A Hui was held at Ngararatunua Marae on May 4, and another is being planned later in the month for Terenga Paraoa Marae for wider hapū. Meeting held with Patuharakeke Trust Board Representatives re format of consultation sought.</p> <p>07/07/2022 This will have close alignment to WDC's Te Ao Māori Decision Making Framework and the Cultural Capability Strategy - Kia Matau, Kia Mōhio (both currently in progress). This action is most appropriately addressed via these two pieces of work.</p> <p>07/03/2023 Site visit with hapū has been undertaken as part of the current project which is focused on confirming the preferred site. A CIA is being commissioned for the two options and this will inform the decision making.</p> <p>06/06/2023 There is work going on at a hapū level to determine the most appropriate representation. There is a risk that this will delay the programme.</p> <p>4/07/2023 Work is progressing to establish a Hapū partnership in conjunction with a wider Mana Whenua Advisory Group (MAG). Until this is established there are delays on commissioning the Cultural Values Assessment needed to finalise the site and alignment decision.</p> <p>29/8/2023 Work is continuing with Hapū. Next hui planned for the 20/9/2023 to progress the terms of reference and CVA scope to take to the wider Mana Whenua Advisory group.</p> <p>3/10/2023 Hui with Nga Kahū o Torongare tabled the CVA scope and a way forward to appoint a CVA facilitator to be signed off by the Mana Whenua Advisory group. Marae based whananga hui to be established to facilitate the CVA. The following CIA to be completed by Nga Kahū o Torongare</p> <p>12/2/2024 Approach sent to Mana Whenua Advisory group. Offer of Service request sent to independant facilitator. Staff working through the appointment process. Look to have first Wananga with hapū in March to provide context and establish the programme of hui.</p>	In progress
7	Te Kārearea hui	17/8/2022	Request - feedback required	Coastal erosion and water monitoring	Bernadette Aperahama	<p>17/8/2022 Issue raised at Te Kārearea hui at Mokau. Resourcing was requested for Te Uri o Hikihiki to monitor their own waterways and to include Te Uri o Hikihiki – Ngatiwai ki Whangaruru in WDC's climate change strategy.</p> <p>14/09/2022 The items raised have been noted by staff working on climate change projects. The items are being included for consideration in the climate change risk and adaptation programme. Applications are also being made to secure funding for community adaptation planning. At the August meeting of WDC, council approved the Better Off funding tranche 1 proposal, including including \$1M for climate change adaptation.</p> <p>03/03/2023 The prioritisation criteria has been workshoped with Te Huinga (Dec-22) and Elected Members (Mar-23) for the purpose of informing community adaptation programme and pilot locations.</p> <p>06/06/2023 Staff are considering the most equitable approach to distribute this resourcing to tangata whenua. 2/8/2023 At the July Te Kārearea meeting, Delaraine Armstrong suggested this action in relation to Water quality monitoring would be best dealt with by NRC. Staff are working on an approach to distributing climate change adaptation funding to tangata whenua.</p> <p>01/09/2023 Staff are eager to distribute funding to tangata whenua for this work though are mindful of the need for an equitable distribution. This will be discussed at the hui with hapū on either 4 or 11 September 2023.</p> <p>8/11/2023 Staff have had evening marae based hui in this kaupapa. Feedback on this matter from attendees was for staff to bring back criteria / approaches that are used for other funds. Staff have reviewed the NRC criteria for IHEMPs and consider the criteria and process to be strongly aligned to the intent of this fund. Accordingly staff will provide this information to hapū for consideration.</p> <p>16/02/2024 - No updates received to date</p>	In progress
8	Te Kārearea hui	25/09/2023	Request - feedback required	Noted that outcome of the hui held at Whangārei Terenga Parāoa over the last three weeks considered a request to change the terms of reference for the FDS working group which has been provided to Māori outcomes and FDS staff. Requesting staff response to Te Kārearea on this request from the Huinga hapū.	Bernadette/Hamish Sykes	<p>25/09/2023 - Issue raised at hui held at Whangarei Terenga Parāora Marae.</p> <p>8/11/2023 - Issue discussed at further hui at Whangarei Terenga Parāora Marae and discussed within the first Governance Working Group. Within the attendance on the day, there was not a clear preference from the Maori caucus. Staff consider it appropriate to revisit this discussion with the full Maori caucus in attendance. Other potential opportunities to address the approach raised within the hapū hui include including specific content in the Consultation Draft, Final FDS and technical reports.</p> <p>16/02/2024 - No updates received to date</p>	In progress
9	Te Kārearea hui	18/10/2023	Request - feedback required	Hazardous road Signage -Whangaruru	Mike Batcheldor & Tim Ward	<p>18/10/2023 Issue raised at Te Kārearea hui at Mokau. Signage requested to inform people coming into Whangaruru that the roads are hazardous and prone to flooding</p> <p>23/03/2024 - This will be picked up as part of the climate adaptation work looking at the whole catchment. The Punuruku Programme Business Case is to be reported back to TK and this will include some recommendations for the roading. Separately we will look at any gaps in the network for warning signs</p>	First time brought to my attention. The only flooding that I am aware of is on Russel Rd in the vicinity of Punuruku. If this is not the location they are referring it would assist if they can be more specific. Appropriate signage can then be erected.
10	Te Kārearea hui	13/12/2023	Request - feedback required	Vehicles on beaches.	Will McNab	<p>13/12/2023 Issue raised at Te Kārearea Hui at Terenga Paraoa. Vehicles on beaches in Ruakaka, Waipu, Ngunguru, Whangaumu Bay are affecting dunes, affecting cockle beds, affecting wildlife including birds nesting on the Spit. What is NRC's responsibility and what is WDC's. What can be done to protect people and wildlife on the Whangarei District Beaches.</p> <p>18/12/2023 Will McNab (Strategy) preparing a memo on this matter for Te Kārearea, Te Huinga, presenters.</p> <p>12/02/2024 This item is being addressed through information report to February meeting of Te Kārearea.</p>	In progress
11	Te Kārearea hui	13/12/2023	Request - feedback required	Dog Park - Matakoho Island	Louis Rattray/Jim Sephton	<p>13/12/2023 Issue raised at Te Kārearea Hui at Terenga Paraoa. Request for pohutakawa trees to be replaced with other exotic tree.</p> <p>5/2/2024 The trees are too mature to be moved without killing them so will not be moved.</p> <p>21/02/2024 - Te Kārearea Meeting in chambers. Suggestions to discuss non removal with Taipari Munro (who raised the issue initially) or that seating be built around the base of the trees so that the shade of the tree can be used with the seating and that this may reduce the animals doing their business on the trees</p>	
12	Te Kārearea hui	21/02/2024	Request - feedback required	Spraying on vegetation (including Rongoa Maori)	Mike Batcheldor	<p>21/02/2024 - Suggestion raised at Te Kārearea Meeting in chambers. Can information or communication go out to whanau on how to communicate with WDC that they don't want spraying beside their road. How can they activate a 'no spray zone' to their whenua. Is there a cultural engagement/assessment of maintenance regimes of spraying/earthworks on side of roads.</p> <p>28/03/2024 - Ideally they should be referred to the Contact Centre. They will supply the info of how the No-spray policy is implemented. Regarding earthworks and roadside spraying, we adhere to the requirements as expected by the Northland Regional Council. There is no general cultural engagements regarding these activities. Only in the case where it is subject to consent conditions.</p>	Ideally they should be referred to the Contact Centre. They will supply the info of how the No-spray policy is implemented. Regarding earthworks and roadside spraying, we adhere to the requirements as expected by the Northland Regional Council. There is no general cultural engagements regarding these activities. Only in the case where it is subject to consent conditions.

	Te Kārearea hui	16/08/2023	Seal Henare Road/ fix road	Te Orewai hapū have requested that Henare Road be tar sealed, due to amount of traffic that uses this road as its he road to a wahi tapu. Council continue to do minor gravel fixes which gets washed out after every large rainfall.	Jeff Divine	16/08/23 - issue raised at Te Kārearea hui at Tau Henare marae. 09/09/23 - Unlikely to be tar sealed in the near future. However further work will be done on the road to make sure that the drainage works and that the road is graded properly.	Closed
	Te Kārearea hui	16/08/2023	Kids playground at marae	Te Orewai Hapū discussed the need for a playground at the marae	David Lindsay	16/08/23 - issue raised at Te Kārearea hui at Tau Henare 29/08/2023 - requests for new playgrounds will be considered as part of the Long Term Plan process which will be open for submissions early in 2024. There is no playground planned or funded for this area. New playgrounds get funded through the Long Term Plan and there is currently funding for approx. 5 playgrounds in the next 10 years. Of these 3 have locations and communities that have been identified as needing a new playground, who are currently waiting for the funding. Unless circumstances change, the soonest funding might be available is probably 7 or 8 years away. For your community to be considered for a new playground, the community will need to demonstrate the need and support for a playground.	Complete - Part of LTP process - has been shared with LTP team (6 Oct 2023)
	Te Kārearea Committee	21/4/2021	Resolution	Hikurangi Swamp / Repo	Simon Charles	21/4/2021 Chairpersons of the Te Kārearea to write a letter to the MPI highlighting the plight of hapū and ask for a response. 3/8/2021 \$40,000 annually has been allocated through the LTP to support hapu monitoring responses. There is the opportunity for this monitoring work to be supported and aligned with draft actions identified in the Draft Climate Action Plan. The Parliamentary Commissioner for the Environment has indicated interest in looking at the Northern Wairoa catchment including Hikurangi repo as a potential case study for considering integrated landscape management. Staff have asked the PCE for the opportunity to participate in this case study if it progresses. The PCE have proactively engaged with hapu and iwi in Te Taitokerau. 20/10/2021 Letter suggesting a new direction for repo sent to MPI. Awaiting response. 05/05/2022 The letter sent to MPI has received no response, or acknowledgement of receipt. It is suggested by staff that the Committee send a follow-up email to support 18/5/2022 Letter to be sent to MPI 01/06/2022 MPI have now reached out to staff and communications will be started. 13/6/2022 Attended a meeting with an MPI representative. An email was sent the same day containing the contact details of hapū members involved in Tuna protection (catch and release) at the flood scheme. 18/7/22: Final claim received for this mahi. 26/8/22: Otonga Pocket – Council approval given to include this project in the Better off Funding application. 07/03/2023 A project plan is being developed for this exercise which includes the development of a programme business case for the whole Repo as well as supports the potential retirement of the Otonga Pocket. 06/06/2023 - Project plan has been developed and Project Steering Group established. The Better Off Funding Programme be reported through the Infrastructure Committee and TK. The first deliverable is a Strategic Case. 28/07/23 – project team have run a number of hui including with Ngāti Kahu o Torongare and Landowners. Strategic Case to be drafted first week of August. Technical services to be procured to assess remedial options, such as retirement of Otonga pocket (hydrology, ecology, engineering etc). 13/09/23 - Strategic case draft report completed. Options for improving outcomes in the repo now being investigated and prioritised. 29/9/23 - Ecological site inspection scheduled for repo early October. Long list options being developed with farmer meetings early Oct and hapu meetings being scheduled. Discussion underway with waikato regional council to gain learnings from their flood scheme work. 03/11/23: Better off Funding is being used to develop a detailed Business Case which includes consideration of long term options for the scheme.	Completed
	Te Kārearea Committee	21/4/2021	Agenda Item for future meeting	Te Tiriti Audit	Mark Scott	2/2/2022 At the December 2021 Te Huinga meeting, Tame Te Rangi, Delaraine Armstrong and Janelle Beazley were confirmed as the hapu members on the working group. This work is considered an internal audit. Hapu participation and consultant engagement will be resourced from the Democracy and Assurance budget. Bernadette Aperahama and Emily Thompson are preparing the contracts to enable hapu participation. 08/04/2022 Draft contracts circulated to the Hapu representatives. For comment and finalisation 04/05/2022 The contracts for hapu members of the working group require amendments based on the reviews undertaken by hapu. These amendments are underway. 18/5/2022 WDC is considering independently commissioning the Te Tiriti Audit 02/06/2022 Contracts are currently sitting with hapu members for approval/review 07/07/2022 Two of three contracts have been received from hapū members. 10/08/2022 All three contracts have been received and now staff will work with hapu members to set date for the initial meeting. 13/09/2022 The audit has transferred to Māori Outcomes and will be supported by strategy, democracy and assurance. 06/06/23 Through investigation to ascertain the current position of this initiative, it has become evident there was no funding allocated to this when the motion to adopt the progression of a Tiriti Audit was approved.	Completed

	Kokiri	15/6/2022	Feedback required	Financial assistance for technical experts	Aaron Taikato	<p>15/6/2022 Financial assistance is being sought from WDC to support a group of technical experts to workshop advice for the incoming Council. Workshop outputs are to assist the incoming councillors as they determine:</p> <ol style="list-style-type: none"> 1. How relationships with Māori will be valued and what systems will be in place to ensure continuity of service delivery (or improved service delivery) 2. How councillors will work with Māori to advance matters that are important or provide opportunities for Māori 3. Determine the 2022 -2025 triennium governance structure. <p>It is anticipated that outputs from the workshop/s will be:</p> <ol style="list-style-type: none"> 1. Refined and approved by Te Huinga 2. Submitted to Te Kārearea for consideration and endorsement 3. Presented to the incoming Council by approved technical experts who participated in the workshops. <p>03/03/2023 Te Huinga have been approached by staff to provide a list of technicians that may be used to establish a preferred suppliers list for council.</p> <p>06/06/23 WDC continue to wait for confirmation of a technical experts list so Council staff can register them as preferred suppliers. The intent is Council will have a list of Te Huinga mandated technicians as a selection pool for future technical work.</p> <p>05/09/23 Nothing yet received from Te Huinga</p>	Completed
	Te Kārearea hui	17/11/2021	Request - feedback required	Punaruks / Mokau Flooding and Drainage - Council to assist by providing the services of a Planner and Engineer for a period of time to assist hapū in finding a solution to floods and drainage	Kylie Pedersen	<p>25/11/2021 Staff will discuss issues, particularly relating to the drainage issues being experienced and the location directly with resident. WDC only deals with stormwater that forms part of our public network or is included in existing Catchment management Plans. We also manage some tidal outlets along the coast. Contact details of local contact provided to Council staff to progress further.</p> <p>03/03/22 The items raised are river catchment flooding issues. WDC have contacted NRC for updates as they work on river catchment in rural area. Hayden Edmonds has been contacted and staff are awaiting a response</p> <p>17/08/22 Issue raised at Te Kārearea hui at Mokau. Item 39 reinstated as the following matters were once again raised:</p> <ul style="list-style-type: none"> - Drainage matters – culvert going nowhere - Culvert discharging onto private land and not to the stream – may be the same issue as above can be made <p>Council should provide a planner and engineer to look at these issues. Mylie George to share contact details with Jim Sephton and Bernadette Aperahama to set up a meeting with WDC.</p> <p>14/09/2022 Contact details were received from Mylie George. At the August meeting of WDC, council approved the Better Off funding tranche 1 proposal, including 150k to develop Punaruks, Russell Road Flood Mitigation & Access Options Business Case.</p> <p>07/03/2023 There have been two hui since the last update - one at the school and another on Marae. Officers are working with hapu and community to develop the project plan.</p> <p>06/06/2023 Project has been established with an external PM appointed to support delivery. This is part of the Better Off Funding Programme and will be reported to TK as part of the programme. 19/17/2023 The Project Manager has meet with the hapū led working group, flood modellers and NRC to begin developing a business case to identify and assess options.</p> <p>01/09/2023 Hapū are hosting a hui on Marae in September to set collectively outline project values, objectives, timelines, and next steps with staff from WDC and Northland Regional Council.</p> <p>06/10/2023 - No further update</p> <p>8/11/2023 - A marae-based hui was held on the 12th September 2023. Three subsequent workshops with the hapū led working group alongside WDC, NRC and Water Technology flood modelling consultancy, have led to a short list of options to address flooding. These options will be workshopped with wider hapū date TBC.</p>	Completed
	Te Kārearea hui	19/04/2023	Request - feedback required	Hapū would like structural report on the slip along Ngunguru Road and any other major fault detected in the roading.	Jeff Devine/Hilary Gerrad	<p>2/8/2023 - issue raised at Te Kārearea hui at Ngunguru on 19 April 2023. Referred to NTA, NTA Response</p> <p>19/04/23 - 1. Pull over areas along Ngunguru Road</p> <p>Requests for slow vehicle bays and pull off areas along the coastal arterials including Ngunguru Rd have been received from the Community over a number of years. Unfortunately funding for such projects has not been available from Waka Kotahi NZTA's funded program for safety improvements and are not eligible from the current Road to Zero program. WK NZTA provide Council with a 53% subsidy for the approved Roading improvement program and Council does not have budget to complete unsubsidized projects. The request for pull over bays remains on Council's longer term program of works and will be prioritised against other requests if and when funding for such projects becomes available.</p> <p>2. Slip on Ngunguru Rd</p> <p>The slip on Ngunguru Rd is currently being investigated by Council staff and geotechnical Engineers. The underslip is significant as it continues below the waterline and into the bed of the river, which makes it difficult to repair. There is no structural report on this particular slip available at this time.</p> <p>This is one of about 120 slips Council is investigating following the recent storms across the District. It is likely to take a couple of years to repair all of these slips. The total cost to repair is estimated to be \$20 million resulting from the storms this year.</p> <p>04/09/2023 It is highly unlikely that there will be funding for pull over areas. There is limited Council and Government funding and the priority will be resilience and safety. In terms of slips, the operations report includes an update on Phase 2 recovery work (relatively straight forward repairs) as well as an illustration of the 26 sites included in Phase 3 (more complex). This includes the Nunguru slip. A programme of work is being developed.</p> <p>06/10/2023 - No further update 07/11/23 - No further update</p>	Completed

	Te Kārearea hui	19/4/2023	Request - feedback required	Haukainga recognise that there is considerable community support for cycle lane from Ngunguru to Tutukaka. Mention of a separate footpath from the road would be more appropriate. Ngati Taka request early engagement as mana whenua prior to any options being developed and decisions made.	Jeff Devine/Hilary Gerrad	2/8/2023 - issue raised at Te Kārearea hui at Ngunguru on 19 April 2023. Referred to NTA. 04/09/2023 This is not considered the highest priority. Roads remain unsuitable for a footpath at this time from ngunguru to Tutukaka. No Funding is currently available for this project. 06/10/2023 - No further update Request placed on future program list - Complete	Completed
	Te Kārearea hui	19/4/2023	Request - feedback required	Future stormwater upgrades incorporate wetlands allowing it to flow out to the river instead of straight into the estuary.	Simon Charles	2/8/2023 - issue raised at Te Kārearea hui at Ngunguru on 19 April 2023. referred to Stormwater Department.2/08/2023 This would considered as part of nature based solutions. 9/9/23 - Pacific Bay scheme being designed. Funding is available this year subject to the design being approved. 06/10/2023 - No further update	Completed
	Te Kārearea hui	19/4/2023	Request - feedback required	Green infrastructure to be considered at Pacific Bay.	Simon Charles	2/8/2023 - issue raised at Te Kārearea hui at Ngunguru on 19 April 2023. referred to Stormwater Department. 2/8/2023 This is already being considered and we are aiming to significantly improve the existing situation using nature based solutions. Significant consultation and inclusion of local hapu in decision making has been done in establishing preferred solutions for this drain. 9/9/23 - Pacific Bay scheme being designed. Funding is available this year subject to the design being approved. 06/10/2023 - No further update	Completed
	Te Kārearea hui	19/4/2023	Request - feedback required	Love it here publication - Ngunguru Sandspit - no mention of Hapū. Can this be fixed?	Tania Robson	2/8/2023 - issue raised at Te Kārearea hui at Ngunguru on 19 April 2023. referred to planning and Development. 5/9/23 We would like to include Hapū in our narrative and will liaise with Maori Outcomes team around this Kaupapa. 28/09/23 Absolutely. Council staff will meet in the next few weeks to progress. 6/10/2023 Mark Scott now reviewing all content in the Whangarei Visitor Guide.	Completed
	Te Kārearea hui	19/4/2023	Request - feedback required	Te Waiariki Ngati Takapari Ngati Korora Hapu Iwi Trust made a request to Council that all Resource Consents has a 30 day response time.	Roger Quinton	2/8/2023 - issue raised at Te Kārearea hui at Ngunguru on 19 April 2023. referred to Planning and Development. 1/9/2023 Council is required to process resource consent applications within the timeframes set by the relevant legislation. Non-notified applications must be determined within 20 working days which does not give scope to extend Iwi response times to 30 days. However, staff have met with hapu to work through how we can better work together. Update provided at August 2023 Te Karearea hui advising on the outcome of this request.	Completed
	Te Kārearea hui	16/08/2023	Public toilet near marae	Te Orewai hapū have requested the need for a public toilet in the valley to be next to the chapel and school	David Lindsay	16/08/23 - issue raised at Te Kārearea hui at Tau Henare marae 29/08/2023 - requests for new public toilets will be considered as part of the Long Term Plan process which will be open for submissions early in 2024. 8/11/23 - No further update	Completed
	Te Kārearea hui	13/12/2023	Request - feedback required	Spraying on vegetation (including Rongoa Maori)	Louis Rattray/Jim Sephton	13/12/2023 Issue raised at Te Kārearea Hui at Terenga Paraoa. Request to stop spraying harmful chemicals on vegetation and rongoa and to adopt a more natural way to cut/manage roadside greenery. What immediate alternatives are available to chemicals being used now 5/2/2024 The LTP includes budget to investigate alternative weed control options	Completed

	Te Kārearea hui	13/12/2023	Request - feedback required	Whangarei Homelessness	Dominic Kula	13/12/2023 Issue raised at Te Kārearea Hui at Terenga Paraoa. Request from the Community for support for a Night shelter in Whangarei. How is WDC currently working with other Govt Agencies is this space and what more can be done. 12/02/24 Council acknowledges the complexity of the issues surrounding homelessness, along with the impacts that they are having on our communities. We are committed to working alongside government agencies that have the legislative powers and funding relating to homelessness, in order to find sustainable solutions to the challenges facing our community. This includes working through a multi agency forum of the Government agencies and providers (including MHUD, Kainga Ora, Police, MSD, Open Arms, Arataki Ministries, Te Whatu Ora), and meeting directly with Kainga Ora regarding land and housing stock it holds that could be used to provide pathways for the homeless. While the responsibility for these matters, including the provision of emergency/transitional housing or shelter solutions, sits with national agencies Council is actively engaging those agencies at a senior level and will continue to provide any support and advice (and potentially land) that could facilitate central government in its provision of these much needed services.	Completed
	Te Kārearea hui	13/12/2023	Request - feedback required	Koivi - Ancestral bones, Bland Bay	Louis Rattray/Jim Sephton	13/12/2023 Issue raised at Te Kārearea Hui at Terenga Paraoa. People are continuing to travel over or picnic on ancestral burial grounds (where bones are sometimes exposed). Signage requested to inform people of the places of significance in the Whangaruru Area. 21/02/2024 - Te Kārearea Meeting in chambers. Simon Mitchell provided update that signs have now been erected and the local hapū have been working with DOC around signage etc. Signage includes contact details for local kaumatua if any koiwi are found in the area. Further discussion with Simon that this action can be moved to completed following the next TK meeting.	Completed
	Te Kārearea hui	13/12/2023	Request - feedback required	Ruakaka Village - Security	Jim Sephton	13/12/2023 Issue raised at Te Kārearea Hui at Terenga Paraoa. Request for support with speed bumps, lighting, CCTV as the village has had a hard time with crime over the past year. Kainga Ora is looking to build extra housing in the area and the locals would like support as mentioned previous. Kainga Ora has referred locals to WDC for support. 21/02/2024 - Update and discussion at Te Kārearea meeting in chambers. 14/03/2024 - Suggest this action be closed. There are no speed reviews planned for this area, however additional lining has been put in which should reduce speeds. Lighting will be reviewed as part of our general network operations.	Close

7.2 General Managers Verbal Update – April 2024

Meeting: Te Kārearea Strategic Partnership Standing Committee
Date of meeting: 17 April 2024
Reporting officer: Aaron Taikato – General Manager Strategy and Democracy

1 Purpose / Te Kaupapa

To update Te Kārearea on current projects, actions and recommendations relevant to Te Kārearea.

2 Recommendation / Whakataunga

That the Te Kārearea Strategic Partnership Standing Committee notes the report.

3 Significance and engagement / Te Hira me te Arawhiti

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via Agenda publication on the website.

7.3 Community Group Priority Projects Update 2024

Meeting:	Te Kārearea Strategic Partnership Standing Committee
Date of meeting:	17 April 2024
Reporting officer:	Victoria Harwood General Manager Community

1 Purpose / Te Kaupapa

To present to the Committee the list priority projects identified by the General Manager Community and the Community Group Department Managers which are being led and delivered by Community Group during 2024 alongside business-as-usual work programmes and responsibilities.

2 Recommendations / Whakataunga

That the Te Kārearea Strategic Partnership Standing Committee:

1. Receives the report, Community Group Priority Projects 2024.
2. Notes any priority projects of interest on which the Standing Committee would like to receive future progress updates.

3 Background / Horopaki

An assessment of department activities, systems, and processes in the Community Group of departments was undertaken with the intent of identifying current challenges and to assess where systems could improve the quality of our community service provision and enhance the customer experience. This exercise has identified several priority projects to be undertaken to the end of the 2024-2025 financial year.

The Community Development Committee Chair and General Manager undertook a high-level assessment of areas to investigate.

The Community Group of Managers undertook a planning day in February 2024, to identify priority projects to achieve the above desired outcomes and explore collaborative tools that can provide an effective process for tracking and reporting these projects to the Committee throughout the year. Managers will be trialing Microsoft Teams project tracking software from the end of March onwards for this purpose.

A discussion of the core purpose of the Community Group of departments by the managers during the planning day has developed the following description which speaks to how our community department managers approach their roles and responsibilities. *“The Community Group of departments and the work carried out speaks to the wairua: the spirit, of the Whangārei District. It supports our communities to create spaces to thrive and connect. Our community departments work to strengthen the cultural infrastructure of our district, fostering*

a sense of place, belonging and common experiences. Our services and staff are representative of our district, highlighting the qualities of hospitality and welcome that are intrinsic to those who call this district home”.

The Community Group departments service delivery can, at times, be hard to measure in terms of data and tangible outcomes, but the value and community benefit of these services is to be acknowledged as an intrinsic part of council’s role within its community.

This agenda item was presented to the Community Development Committee in March 2024.

4 Discussion / Whakawhiti kōrero

These priority projects work towards achieving the organisational vision “ To create ‘an inclusive, resilient and sustainable District”.

A timeline of expected project planning and delivery has been included in *Attachment 1*.

Projects will be reported to the Committee aligned with the timeline as they progress and will run concurrently with the business-as-usual services being provided across the departments.

Priority Projects

GM Priorities

- Draft Long-Term Plan 2024-2034 delivery
- Community Group Strategies completion
- Community Centricity – delivery model of community group services
- Council Controlled Organisations (NECT2021 and Whangarei Art Trust)
- Forum North renovation and future
- Oversight of all priority projects and business-as-usual service delivery

Civil Defence Emergency Management

- New Tsunami siren network implementation / installation
- Multi-agency Coordination Centre (MACC) development
- Tsunami Boards new inundation modelling signage

Community Development Department

- Community Funding Review
- Community Led Projects Review
- Pensioner Housing - New builds, future delivery, and Tenancy
- Old Municipal Building (OMB) – completion of restoration and future use
- Regional Accessibility Strategy
- CitySafe Contract
- Hikurangi Business Association - Proposal for King Street
- Draft Welcoming Communities Plan
- Community Advisory Groups Review
- Pensioner Housing Management Contract

Customer Services Department

- After-hours call centre Contract Procurement
- isite Café Operator Procurement

- Customer Requests System Overhaul and remedial plan implementation
- Cruise ship seasons future planning
- Customer Services - delivery of services from the isite
- Council / customer service delivery at Town Basin

Libraries Department

- Recarpeting and Aircon procurement
- Book Supplier Contract renewal
- Asset Management Plan completion

Venues & Events Department

- NECT2021 – Stadium Roof replacement project
- Forum North – Internal painting
- Events Strategy 2024- 2029 development
- ‘Art on Boxes’ Initiative with the Northland Transportation Alliance
- Canopy Bridge Lighting upgrade

Business Partners

The Community group of departments is supported by council business partners from People and Capability and Finance departments. The connection with our business partners is vital in the project delivery and achieving successful outcomes through support for our staff, resourcing and budget management.

Communication

Keeping our internal and external stakeholders, our Māori partners, wider community and affected parties informed about progress of these priority projects is vital for success. Developing and understanding through engagement opportunities, communication, providing updates, utilising reporting mechanisms and to build positive relationships between community and council.

In a year where there is likely to be some dissatisfaction within the community, being able to provide positive experiences and services with and for the community is an important aspect of our service delivery.

Cross-organisational Collaboration

Several priority projects involve other council departments input and expertise to be successfully delivered.

To reduce duplication of work and combine our resources to work as effectively as possible, communicating across internal departments is also key to successful delivery of these priorities, and new ways of working may need to be explored where resourcing is reduced, to achieve the desired outcomes for our district.

4.1 Financial/budget considerations

Budgets for these projects are included in the current long-term plan 2021-2031 and the draft long-term plan 2024-2034 and will be managed across opex and capex budgets within the Community Group and where allocated, will be shared across departments and external stakeholders.

4.2 Policy and planning implications

Any relevant policies, strategies and plans will be followed during planning and delivery of these projects.

4.3 Risks

A high-level risk assessment of each priority project has been undertaken, with some risks duplicated across multiple projects. Actions to mitigate these will be investigated and implemented during the detailed project planning and delivery and will be reported on through each individual project update.

5 Significance and engagement / Te Hira me te Arawhiti

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via this Agenda publication on the website.

6 Attachments / Ngā Tāpiritanga

Attachment 1 – Expected timeline of project planning and delivery 2024-June 2025

7.4 Review of the Community Funding 2024

Meeting: Te Kārearea Strategic Partnership Standing Committee
Date of meeting: 17 April 2024
Reporting officer: Cindy Fields, Community Funding Coordinator

1 Purpose / Te Kaupapa

To present the outcomes of an internal staff review on the community funding programme and the changes proposed.

2 Recommendation / Whakataunga

That the Te Kārearea Strategic Planning Committee notes the report.

3 Background / Horopaki

Staff were asked to conduct a review of the Community Funding model, to address pain points and opportunities as well as to ensure the continued best use of Council's resources for community support.

The review was conducted by the Community Funding Coordinator. Stakeholders briefed included relevant staff from Venues and Events, Waste, Parks, Strategic Planning (Better Off Funds), Finance, Communications, and the strategic leadership team. All supported the general direction.

4 Discussion / Whakawhiti korero

This briefing is an opportunity for elected members to provide input on the proposed changes before the final proposal is presented for adoption. Adoption in May will enable the changes to be implemented in time for the new financial year and year 1 of the long-term plan 2024-2034.

The following changes are proposed to the delivery of Council's community funding:

1	<p>Visual separation and simplification</p> <p>Visually separate WDC (ratepayer funded) community funding from our partner funds (Creative Communities Scheme, Kai Ora Fund, Better Off Funds, etc).</p> <ul style="list-style-type: none"> • Simplifies the information presented on our community funding (currently multiple 'Funds') • Removes confusion about which are ratepayer funded and which are not • Improves storytelling to the community
2	<p>Centralisation with a 'single Fund' triaging system</p> <p>Use a single Fund to receive and triage all applications (excludes partner funds), working with internal parties to determine appropriate support mechanisms.</p> <ul style="list-style-type: none"> • Reduces confusion about which Fund to apply to • Enables greater flexibility 'behind-the-scenes' • Supports improved alignment and consistency in criteria, management, and approach for fairness, equality, and transparency in Council's community support.
3	<p>Applications management system</p> <p>Procure and implement a grants management system whereby all applications will be managed through an online portal.</p> <ul style="list-style-type: none"> • Significant efficiency gains for applicant, funder, and those on funding panels • Frees up Funding Coordinator to support and upskill community groups • Improved communication and workflow management between parties • Reduces risk to Council of potential privacy breaches, particularly for external review panels like Creative Communities Scheme • Facilitates a one source of truth for Council's community support.
4	<p>Capability development</p> <p>Reserve up to \$25,000 per annum from the community grants budget for community sector capability building initiatives.</p> <ul style="list-style-type: none"> • Supports community groups to learn and grow, and thereby help themselves in an increasingly competitive funding environment.
5	<p>Apply anytime</p> <p>Allow funding applications to be made at any time, aiming for a turnaround on decisions in 4-6 weeks (if under staff delegation).</p>

	<ul style="list-style-type: none"> • Supports greater flexibility in seeking funds • Community groups can apply on their timeframe, rather than ours, and there's no fear of missing out on a once-a-year funding round • Reduces pressure on resourcing, enabling flexibility for planned and unplanned leave • Requires discipline and planning to manage budget for the year.
6	<p>Multi-year funding for the District Amenities Fund</p> <p>The District Amenities Fund, which provides ringfenced operating grants to key community amenities, is now considering funding for the three years of the LTP. The Community Development Committee will consider the awarding of these multi-year grants in June 2024.</p>
7	<p>Milestone progress reporting and payments</p> <p>Require progress reports for grants over \$75,000 (excluding operating grants) with the ability to hold and carry over promised funds over multiple financial years (3 years max).</p> <ul style="list-style-type: none"> • Manages risk to Council of potential misuse of funds or funded projects not proceeding.
8	<p>Flexi-Funds</p> <p>Reduce the number of Funds and their attached budgets to three flexible funds:</p> <ol style="list-style-type: none"> 1. Community Fund (amalgamated) – Value \$1,000,000 (with an indicative reserve of \$750,000 for facilities) 2. District Amenities Fund – Value \$1,435,000 (includes additional \$75k for inflation adjustments, moved from other flexifunds) 3. Other – Value \$70,000 (for Community Associations donations, Youth Week Fund, Creative Communities Scheme top up, and for community capability development initiatives) <ul style="list-style-type: none"> • Easier budget management • Reduces potential for fund underspends when a funding round is 'undersubscribed' • Greater flexibility to reprioritise funds according to community need and demand • Clearer articulation of the contestable vs non-contestable funds
9	<p>Greater flexibility in facilities funding</p> <p>Within the amalgamated Community Fund (single fund approach), combine existing facilities funding options and amend criteria to support fair and equitable outcomes with improved transparency in eligibility.</p>

	<p>Amended criteria proposed:</p> <ol style="list-style-type: none"> 1. Up to \$150k for all new builds, renovations, and include large maintenance projects (maintenance was previously capped at \$10k or \$20k depending on Fund and eligibility) 2. Capped at 70% of project cost (extension of existing Partnership Fund criteria) 3. Up to \$2k for facility running costs for those facilities that earn less than \$5k in rental income (currently up to \$10k for halls and marae only). 4. No longer require halls to have insurance? <p>Outcomes:</p> <ul style="list-style-type: none"> • Removes the confusion and limitations of the Partnership Fund, Community Facilities Fund, and Community Fund which all support facilities under different criteria and eligibility. • Removes the potential for applying to the 'wrong' fund or missing out by not applying to the 'right' fund in time, further supporting the move to applying anytime. • Uses to best effect the existing budget of the Partnership Fund and Community Facilities Fund, with the option to use more (or less) from the flexible funding pool if necessary. • Prioritises support for maintenance and new builds in areas where these are needed. • Prioritises running costs support for those that need it most, while not creating a full-dependency model.
10	<p>Co-funding model</p> <p>Apply a cap of 70% of project/programme costs for all requests for support under the proposed flexible Community Fund. Applicants will need to source 30% of the project cost from other sources. This can include in-kind support such as volunteer labour.</p> <ul style="list-style-type: none"> • This is a move away from 'funding for success' towards helping those who help themselves. • Enables Council to support more initiatives within its limited budget. • Supports applicants with a 'hand up' rather than a 'hand out', reducing the full-dependency model.
11	<p>Go local</p> <p>Amend criteria so that organisations with no relationship to the Whangarei District or operating under a centralised funding model at the national level (i.e. where local spend and activity is not separately tracked) are excluded from applying.</p> <ul style="list-style-type: none"> • Practiced in recent funding rounds to manage increased competition for funds. • Supports local but doesn't exclude all those operating under an affiliation model.
12	<p>Staff delegation</p> <p>Enable staff to manage decision-making on funding allocations within existing financial delegations, up to \$20,000. All funding decisions to be peer-reviewed and reported to the Community Development Committee monthly.</p>

	<ul style="list-style-type: none"> • This is in line with existing practice across Council. • Frees up the Community Development Committee to focus on larger fund allocations • Reduces the wait time for applicants to get a decision. • Supports resourcing pressures by reducing committee agenda deadlines and enables flexibility in response times.
13	<p>Community Associations Fund</p> <p>Amend the Community Associations Fund for eligible resident and ratepayer groups to be a donation of \$1,000 per annum for eligible organisations demonstrating good governance.</p> <ul style="list-style-type: none"> • Removes the requirement for coming up with a ‘community project’ for the extra \$500. • Removes the burden of applying for a grant – applicants would only need to submit their AGM minutes which should demonstrate good governance and continued representation of their local community. • Continues to acknowledge the important role of resident and ratepayer groups in advising Council of local issues and concerns.
14	<p>Funding criteria / priorities</p> <ol style="list-style-type: none"> 1. Strengthen the wording on Council’s funding priorities, as follows (applicants must support at least one priority to be eligible for support): <ul style="list-style-type: none"> • Arts, Culture and Heritage – To support and celebrate the heritage, culture, and art of our diverse communities. • Recreation and Sport – To support recreational and sporting opportunities for all ages, abilities, and life stages. • Environment – To support making a positive difference to our environment, enable kaitiakitanga of our taiao, raise environmental awareness, and support resilience to climate change impacts. • Connection and Resilience – To support initiatives that enable equitable outcomes, raise community resilience, participation, and connection, and help create safe, healthy, thriving communities. 2. Remove the weightings applied to each of the four priorities to guide allocation based on budget. 3. Add prioritisation for Kaupapa Māori organisations that seek to realise aspirations for Māori. <p>Outcomes:</p> <ul style="list-style-type: none"> • Improved clarity on Council’s priorities for funding. • Supports applicants in understanding their alignment with our goals and supports staff in advising applicants and in decision-making. • Strengthens the policy intent of enabling equitable funding support for tangata whenua.
15	<p>Reducing repeat funding applications</p> <p>Amend the criteria so that Council will only fund an organisation once per year or until all grant obligations are satisfactorily met.</p>

	<ul style="list-style-type: none"> • Enables a more equitable spread of support. • Reduces the likelihood of multiple funding applications from the same applicant, and the resourcing burden this creates.
16	<p>Youth Fund age range</p> <p>Amend the Youth Fund age range to 12-24 years old, in line with the age range adopted by the Ministry of Youth Development.</p>
17	<p>Rent concessions</p> <p>Extend the moratorium on granting new rent concessions or peppercorn rentals across all Council managed leases until a Community Occupancy Policy is developed and adopted, no later than the end of 2025.</p> <ul style="list-style-type: none"> • Supports the transition to a more equitable, fair, and transparent means of managing lease concessions. • Supports the recommendations made in the 2019 internal audit review.

5 Significance and Engagement

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via Agenda publication on the website.

6 Attachments / Ngā Tāpiritanga

Attachment 1: Presentation of the Community Funding Review



Community Funding Review – April 2024

Council Briefing

What are we trying to achieve?

- Address pain points
- Respond to economic pressures
- Live by our funding principles

Funding Principles

Effective

Equitable

Consistent

Transparent

Flexible


Inclusive

Key points

- No change to overall budget
- Applicants can still apply for all the things they apply for now (more or less)
- Mostly cosmetic changes
- A few criteria changes
- But all combined, will greatly enhance the experience for applicants (and staff)




Current state




Community Association Fund

This fund is for resident and ratepayer groups and their community activities. This fund is closed. Check back in June 2024.



Community Facilities Fund

This fund is for maintenance and management of multi-use community venues. This fund is closed. Check back in June 2024.



Community Fund

This is our flagship fund, for a variety of initiatives and events that deliver community benefit. This fund is closed. Check back in June 2024.




Event Development Fund

This fund is for new and significant events that demonstrate District or region wide appeal. Applications are open from 4 March to 30 May 2024.




Māori Wellbeing Fund

This fund is a \$4 million contestable fund to support Māori and community well-being projects or initiatives within Whangārei.



Partnership Fund

This fund is suitable for new builds or significant renovations of community facilities. This fund has closed. Check back in June 2024.



Community Loans

This fund offers interest-free loans for the purchase of recreation facilities.




Creative Communities Scheme (CCS)

This scheme can be used for the creation and presentation of diverse arts and culture projects and events. This fund is closed. Check back in June 2024.




District Amenities Fund

This fund is for operational support for organisations providing a District-wide benefit. This fund is closed. Check back in June 2024.



Waste Minimisation Fund

This fund is for projects leading to measurable reductions in waste to landfill. Apply any time.



Youth Week Fund

This fund supports young people aged 12 - 20 to deliver a community event to celebrate Youth Week. Applications are open now and close on 18 March 2024.

- + Papakainga Fund
- + Climate Action Fund
- + Mowing grants (?)
- + ...?



Current state



7 Funds managed by Community Development – total budget of \$2.5m



2 official and some unofficial funds managed by other parts of Council



A growing number of 'partner funds' – which can cause confusion amongst ratepayers

Apply for WDC's community funding:

Future state

- Front-facing centralisation into a single 'Fund'
- Triaging of applications 'behind the scenes'
- Clear separation of non-WDC funds
- Elevates the role of partnerships in community support



There will be a lot of detail behind this to help applicants

Our partner funds

Whangarei District Council partners with others to provide the following community grants:



Waste Minimisation Fund
- MfE



Papakāinga Fund



Māori Wellbeing Fund



Climate Plan Fund

What's changing for us?

A more flexible and agile funding model,
replacing admin with
meaningful community support

- Centralization and triaging
- Grants management system
- Flexible funds (fewer 'buckets')
- More capability development
- More internal decision-making



What's changing for applicants?

“Easy to get right, hard to get wrong”

- Easier to apply and manage applications
- Apply anytime
- Quicker turnaround for decisions
- Greater flexibility in facilities funding
- Locals are prioritised



Facilities funding framework – current state

Partnership Fund

- for development of facilities up to \$150k
- shared funding model
- \$600k funding pool

Community Facilities Fund

- limited to halls and marae,
- maintenance and running costs up to \$10k
- \$200k funding pool

Community Fund

- anyone else who doesn't qualify for above,
- maintenance, development, running costs, up to \$20k
- \$250k funding pool for ALL requests, mostly non-facility



Facilities funding framework – future state

Community Fund – facilities framework

- Up to \$150k for development, renovations, and maintenance
- Up to \$2k for facility running costs (where rental income is under \$5k)
- 70/30 shared funding model
- \$750k flexible funding pool*
- Remove requirement for insurance?
- Milestone reporting and payment for >\$75k



* From \$1m Flexi-Fund 1, leaving \$250k for general Community Funding support.



Changes to conditions and criteria

Managing limited resources and sharing the burden of the recession

- Milestone reporting and payments
- Multiyear funding
- Co-funding model
- Reduce repeat applications
- Local applicants only
- Community Association Fund simple donation
- Youth age range 12-24 years

Funding priorities

These are YOUR strategic priorities
for community funding

They are the essential framework and criteria
to guide staff and applicants

Current state

- Arts, Culture and Heritage (30%)
- Recreation and Sport (20%)
- Environment (15%)
- Community Wellbeing (35%)

Funding priorities – amendments

Weightings – remove for maximum flexibility

Tweak definitions of existing Priorities:

- Arts, Culture, and Heritage and Recreation and Sport – no change
- **Environment**
 - **CURRENT:** To support, celebrate, and protect our flora, our fauna, and our special places for current and future generations to enjoy. We particularly want to see applications that align with waste minimisation objectives, climate change adaptation or mitigation objectives, national objectives such as Predator Free 2050, and enabling kaitiakitanga of the district's taiao (natural environment).
 - **PROPOSED:** To support making a positive difference to our environment, enable kaitiakitanga of our taiao, raise environmental awareness, and support resilience to climate change impacts.

Funding priorities – amendments

CURRENT: Community Wellbeing

To support and celebrate happy, healthy connected communities and individuals. We particularly want to see applications that support communities to help themselves, promote community wellbeing and address disadvantage, and promote and celebrate community participation and identity.

PROPOSED: Connection and Resilience

To support initiatives that enable equitable outcomes, raise community resilience, participation, and connection, and help create safe, healthy, thriving communities.

Further prioritization (sub-criteria)

Add prioritisation for:
Kaupapa Māori organisations that seek to
realise aspirations for Māori

‘Balanced mix’
of social infrastructure and services,
while prioritizing needs over wants



Questions

1. What should our priorities (criteria) for community funding be for the next 3 years?
2. Is there any further prioritization (sub-criteria) that you want to apply?
3. Is there anything else we should look at for the funding review?
4. Do you support what has been presented?

Next steps:

May – Community Development Committee for approval

June – Implementation

7.5 Ocean Flyer Update

Meeting: Te Kārearea Strategic Partnership Standing Committee
Date of meeting: 17 April 2024
Reporting officer: Tony Collins – Manager District Development

1 Purpose / Te Kaupapa

To provide information in regard to a proposal by Ocean Flyer to operate a ground effects passenger glider from Auckland to Northport.

2 Recommendation / Whakataunga

That the Te Kārearea Strategic Partnership Standing Committee note the report.

3 Background / Horopaki

At previous meetings, the Committee has expressed an interest in receiving more information relating to this venture and the potential cultural supervision opportunities that may arise. While this is not a Whangarei District Council led proposal or project, Council has been involved as a stakeholder (via Northland Inc). Staff have reached out to Ocean Flyer inviting them to present to the Committee on this Kaupapa.

4 Discussion / Whakawhiti korero

Ocean Flyer will start operating fully electric seaglidors in New Zealand from mid-decade. The seaglider is a wing-in-ground-effect craft that operates a few metres off the water's surface and couples the high speed of an airplane with the low operating cost of a boat. Ocean Flyer signed a \$700m agreement in April 2022 with REGENT to bring 25 seaglidors to New Zealand. Ocean Flyer is the first seaglider-only company setup in the world to bring sustainable, fully electric, fast, affordable and comfortable new mode for mass public transport.

In 2023, they signed a memorandum of understanding with Northport and Northland Inc that could make Whangārei the first destination in its network. The agreement with Northport covers the design and development of the infrastructure needed to operate an Ocean Flyer service from Whangārei. Northland Inc will support Ocean Flyer and Northport in engagement with the community, local authorities and businesses, helping Ocean Flyer to establish operations and generate benefits for the Northland region.

John Hamilton and Shah Aslam from Ocean Flyer will provide a presentation and be able to take questions from the Committee.

5 Significance and Engagement

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via Agenda publication on the website.

7.6 District Plan update: Matters of Importance to Māori

Meeting: Te Kārearea Strategic Partnership Standing Committee

Date of meeting: 17 April 2024

Reporting officer: Eden Wynne

1 Purpose / Te Kaupapa

To update the standing committee of the progress of the Matters of Importance to Māori plan review work, as presented to Te Kārearea on 15 November 2023.

2 Recommendation / Whakataunga

That the Te Kārearea Strategic Planning Committee notes the report.

3 Background / Horopaki

The District Plan team has previously reported that the following District Plan topics of particular importance to Māori require review:

- Sites and Areas of Significance to Māori
- Tangata Whenua
- Ecosystems and Indigenous Biodiversity

At the Te Kārearea standing committee meeting on 17 May 2023 the Sites and Areas of Significance to Māori and Tangata Whenua components of this work were discussed. At this meeting it was agreed that Council staff would work with members of Te Karearea to develop principles/ terms of reference that would inform the way in which we deliver this work in partnership. In working this with Committee members a draft principles were developed to inform an “expression of interest” which was to be circulated to Hapū for consideration in partnering.

At its November 2023 meeting the full Committee received an update on District Plan work of importance to Māori, with feedback on the proposed approach to delivering this work in partnership with Hapū being sought. The meeting involved a detailed presentation on this work Programme. Alongside this Council was briefed, via the Strategy, Planning and Development Committee, with staff being given clear and consistent direction for the implementation of this work.

In accordance with this direction the District Plan team have prepared a Scoping Request that provides an outline of the plan review mahi for iwi and hapū. The Scoping Request incorporates feedback from the November Te Kārearea Strategic Planning Committee hui and the Strategy, Planning and Development Committee meetings. The Scoping Request was also drafted in coordination with the Māori Outcomes team, Business Support (Procurement Advisor), and ICT (GIS and Data Analyst). The Scoping Request will be circulated to hapū and iwi contacts in mid April 2024 by our Māori Outcomes team.

This item provides a brief update to the Committee on this Kaupapa alongside/following distribution of the Scoping Request. Given there has been extensive input and direction from

the Committee, with a detailed overview provided in November (presentation included as Attachment 1), the item will be taken as read. Staff will be present to provide a verbal update and answer questions as required.

4 Discussion / Whakawhiti kōrero

The Scoping Request was prepared to provide Tangata Whenua with an insight into the purpose and scope of the plan review mahi and to enable the District Plan team to gauge the level of interest from hapū or iwi to partner on the project.

The Scoping Request includes:

- An overview of the scope and background of the Matters of Importance to Māori plan review work
- An explanation of the project management approach
- An outline of the mahi required for the project, including an approximate timeline
- A summary of Council's interpretation of a Data Sovereignty Agreement
- Details of the scoping request and evaluation process
- An indicative pricing schedule and details of financial requirements

Iwi and hapū that are interested in participating in the project as a partner are asked to submit expressions of interest. These responses will enable the District Plan team to plan resources accordingly.

The District Plan is important because it affects what happens on the ground. An effective and up to date Plan is essential to ensure land is protected from inappropriate use and development. This project will support iwi and hapū mātauranga and values to be reflected in future changes to the Plan.

The project will review opportunities to better protect taonga such as significant trees, pā sites, and urupā, as well as ensuring that the objectives and policies in our District Plan best represent hapū and iwi interests and values. Some matters of importance to Māori, such as the Papakāinga chapter or rezoning, are not in scope because the relevant District Plan chapters have been recently reviewed.

The Council, in partnership with Northland Regional Council and iwi and hapū, is currently preparing a Future Development Strategy (FDS) to set a vision for Whangārei's change and growth over the coming 30 years. This project builds upon the Statement of Iwi and Hapū Values and Aspirations for Urban Development in the FDS.

This project aims to achieve genuine partnership with iwi and hapū at every stage of the process. Council is seeking direct partnership with iwi and hapū to co-design and execute the project, rather than funding consultants to participate on behalf of iwi and hapū. Partners will be fairly compensated for their time and services.

Through the plan review mahi, iwi and hapū partners will be supported to:

- Identify and, where appropriate, map physical and metaphysical values and strategic objectives that apply to:
 - Tangata whenua aspirations for how natural and physical resources are managed.
 - Cultural and historic heritage sites and areas of significance to tangata whenua
 - Taonga species and indigenous biodiversity
- Participate in reviewing parts of the District Plan.
- Participate in consultation with landowners and the wider community.

To help ensure that any shared information is appropriately managed and protected, it is anticipated that all partners will enter into data sovereignty agreements.

In the event there is greater interest in participation than time and budget currently allow, Council may need to prioritise work with iwi and hapū based on:

- Development pressure within rohe
- Readiness and availability of iwi and hapū to participate
- Extent to which iwi and hapū have work underway or planned that would inform, or be informed by, this project
- Extent to which participation provides opportunities for two-way learning and capacity building

Iwi and hapū that do not participate in this phase of the plan review will still have an opportunity to participate in later stages of the formal plan change process. The Council will also seek to partner with any iwi and hapū that do not participate in this project when future District Plan reviews are required.

Council staff will be available to answer questions about the Scoping Request and support interested hapū and iwi to submit formal expressions of interest. Key milestones are as follows:

- Interested iwi and hapū should submit expressions of interest by 24 May 2024.
- Council will review expressions of interests and work with successful partners to enter contract by 26 July 2024.
- It is anticipated that the plan review work will be completed over 2 years.

4.1 Financial/budget considerations

Once responses to the Scoping Request have been received, Council staff can identify required budget for the plan review work. The cost of the project will fall within the annual District Plan budget.

4.2 Policy and planning implications

The Sites and Areas of Significance and Ecosystems and Indigenous Biodiversity topics are historic work programmes of Council. Noting that Central Government are indicating their desire to carry out significant changes to the resource management system, the work required for those plan review topics will need to be carried out as a part of the District Plan departments overarching work programme.

4.3 Risks

The success of the project relies on effective and ongoing partnership between council and iwi and hapū partners. The District Plan team will work closely with the Māori Outcomes team to ensure relationships are well managed and sustained throughout the lifespan of the project.

5 Significance and engagement / Te Hira me te Arawhiti

The matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via Agenda publication on the website.

6 Attachments

Presentation from November Te Karearea Meeting

District Plan Review: Matters Important to Māori

Update on District Plan Reviews

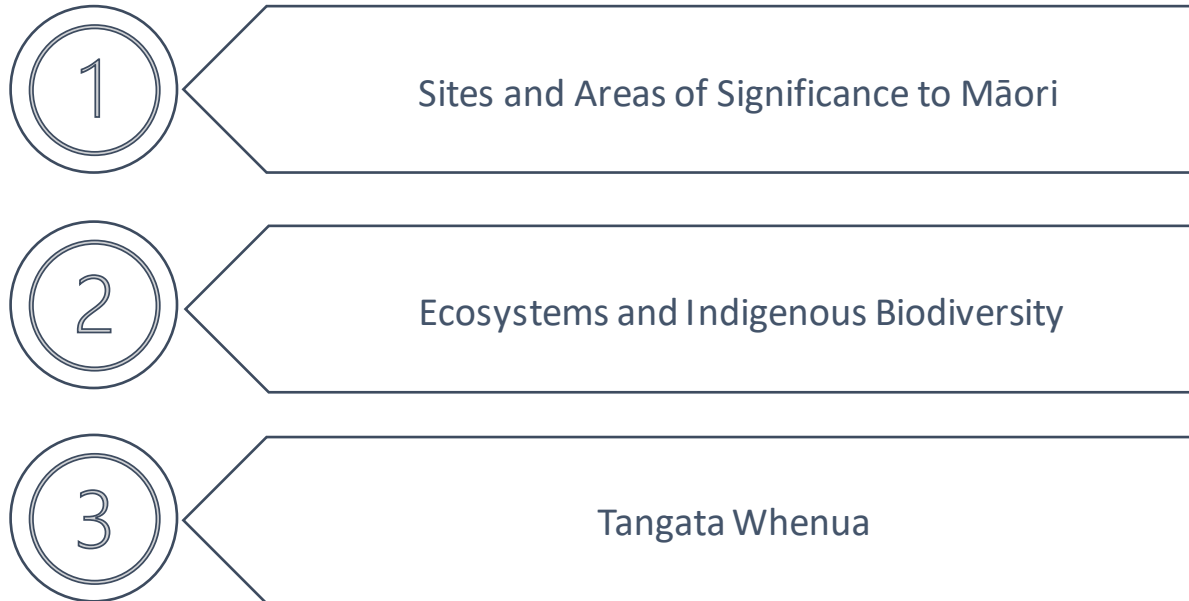
Overview

- Project context
- Project timeline
- Challenges & Opportunities
- Plan Review
- Approach
- Conclusion

Project Context

What is the “matters of importance to Māori” plan review?

Three topic-based reviews:

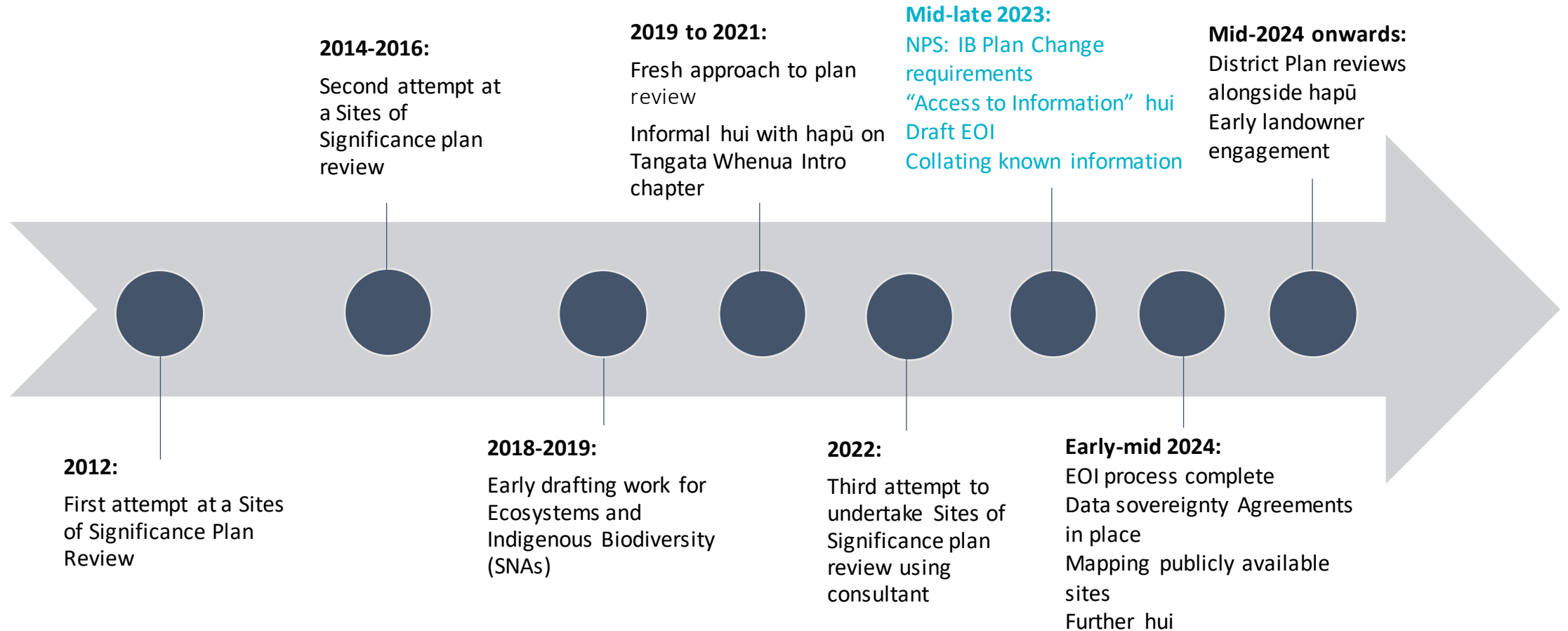


Project Context

Why do we need to do this plan review?

- Statutory obligations
- Data to inform a new planning system
- Development pressure
- Requests from hapū and iwi

Project Timeline



Challenges & Opportunities

Challenges

- Iwi/ Hapū "buy-in" required to effectively deliver work
- Data sovereignty needs to be carefully managed
- Available resourcing may constrain pace of delivery

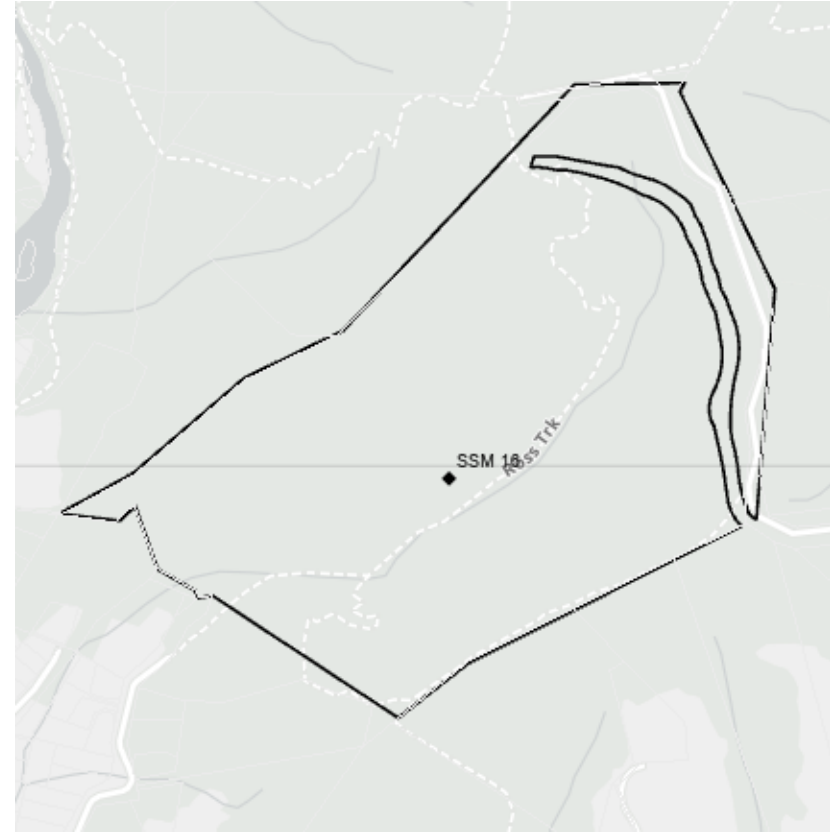
Opportunities

- Strengthen Iwi/ hapū & council relationships
- Two-way learning
- Potential co-design outcomes

Plan Review

Sites and Areas of Significance to Māori

- Protection of Māori sites and areas
- Current provisions at 10-year review point in 2017
- Chapter currently contains two rules
- Schedule and mapping currently contains 86 sites and areas of significance



Plan Review

Tangata Whenua

Tangata Whenua Policies

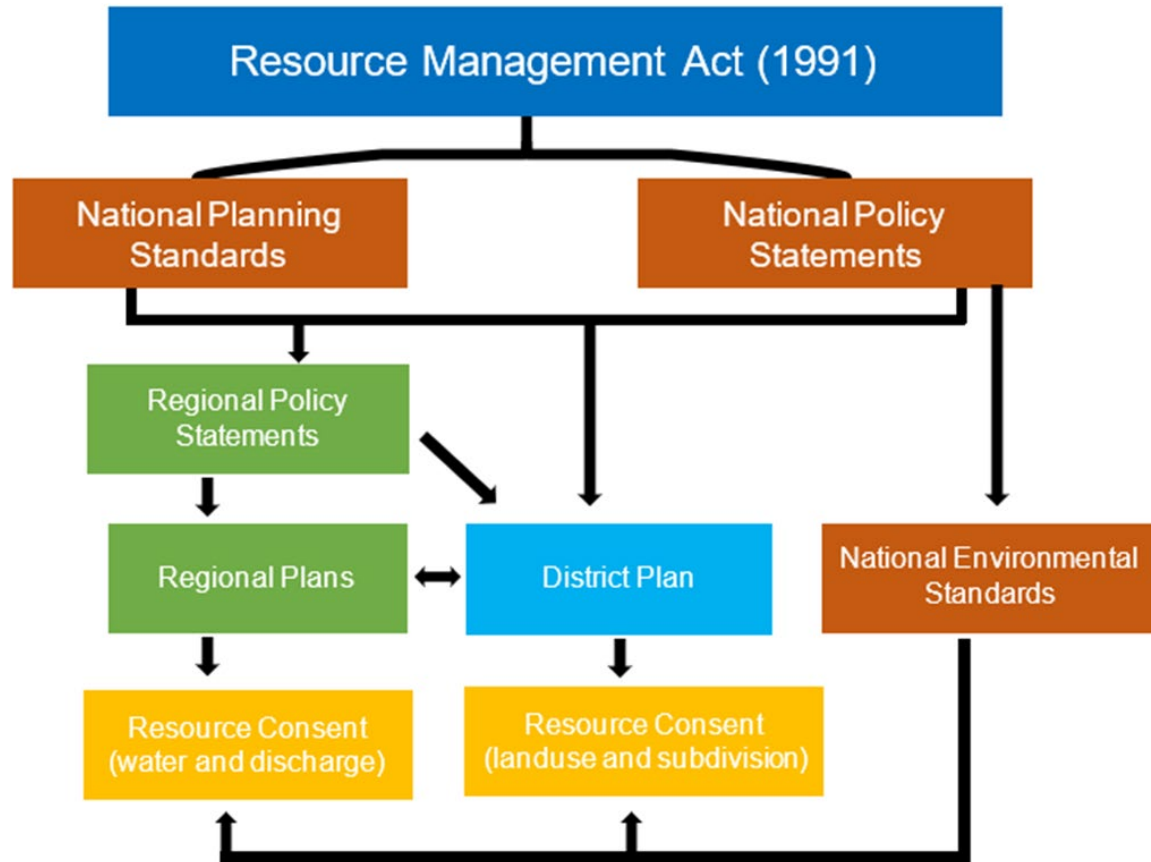
- Outlines resource management issues faced by Māori
- Includes objectives and policies – no rules
- Review due in 2026

Tangata Whenua Introduction

- Required under the National Planning Standards
- No new provisions – context and procedural matters
- Must consider certain matters
- Due by April 2024

Plan Review

Ecosystems and Indigenous Biodiversity



- Protection of areas of significant indigenous vegetation and significant habitats of indigenous fauna
- Earlier review work in 2018
- NPS: IB gazetted this year
 - SNA mapping
 - Partnership
 - Specified Māori land
 - Taonga species

Approach to the work

Plan Reviews in Parallel

Matters Important to Māori Plan Reviews

Sites and Areas of
Significance to Māori

Ecosystems and
Indigenous Biodiversity

Tangata Whenua

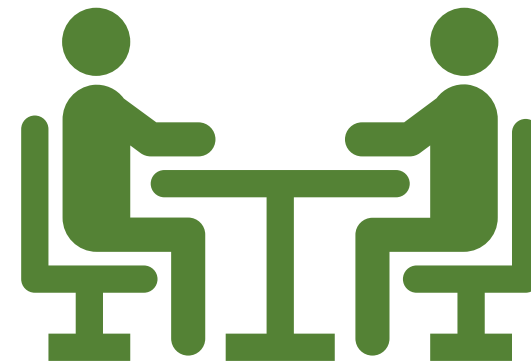
Plan reviews are proposed in parallel:

- All topics require Tangata Whenua input as subject matter experts
- Review topics impact Māori interests
- All reviews required at this time to meet statutory obligations
- Approach will reduce resourcing pressures for hapū/ Iwi and Council staff

Approach to the work

NPS: IB Considerations

- Decision making principles
- Tangata whenua as partners
- Specified Māori land
- Taonga species identification



Approach to the work

Co-design & Partnership

What?

Partnering with hapū and iwi as subject matter experts for the required plan reviews in a way that provides other positive benefits for both parties.

Why?

- Gives effect to the “Tangata whenua as partners” requirements of the NPS: IB
- Enables two-way learning
- Data from mapping projects can be used by both parties to inform other projects (e.g., Future Development strategy/ future planning system, Hapū Management Plans)

How?

- Expressions of interest process
- Revisit 'access to information agreements' / ensure data sovereignty is protected
- "Working with the willing" - Hapū/ Iwi led mapping and partnered approach to plan reviews with those hapū/ Iwi who want to be involved

Approach to the work

Co-design & Partnership



Draft Working Principles

- Hapū level approach
- Hapū and iwi are our subject matter experts
- Hapū and iwi to lead timing and decisions to schedule sites
- Plan review work done in partnership with Hapū/ Iwi
- Data sovereignty prioritised, managed well, and respected
- Council to resource and support Hapū and Iwi to participate in this work

Approach to the work

Co-design & Partnership

Draft Objectives – to guide the project:

To partner with all willing Iwi/ Hapū with Rohe in the Whangarei District in undertaking the Matters of Importance to Māori Plan Review.

To undertake the Matters of Importance to Māori Plan Review in a manner that:

- empowers Iwi/ Hapū as subject matter experts;*
- maintains the sovereignty and rangatiratanga of tangata whenua;*
- acknowledges the value of matauranga to the plan review process;*
- acknowledges the mana of tangata whenua as kaitiaki of indigenous biodiversity and sites and areas of significance to Māori; and*
- seeks to achieve equitable outcomes across ancestral areas/ tribal rohe.*

To co-design the plan review so that:

- efficient use of Iwi/ Hapū and Council time and resourcing is achieved;*
- two-way learning opportunities are provided for Iwi/ Hapū and Council; and*
- project outputs and learnings can be utilised for purposes other than that of the Matters of Importance to Māori plan reviews where appropriate.*

Undertaking the plan review in a manner that prioritises protection for sites and areas of significance to Māori in those locations that are most at risk due to development pressures, both now and in the future.

To understand and manage the expectations and aspirations of landowners and the general public in developing appropriate plan provisions for the protection of sites of significance to Māori and significant natural areas.

To recognise that there are mandatory requirements under the RMA that need to be achieved in delivery of the work.

Approach to the work

Landowner Consultation

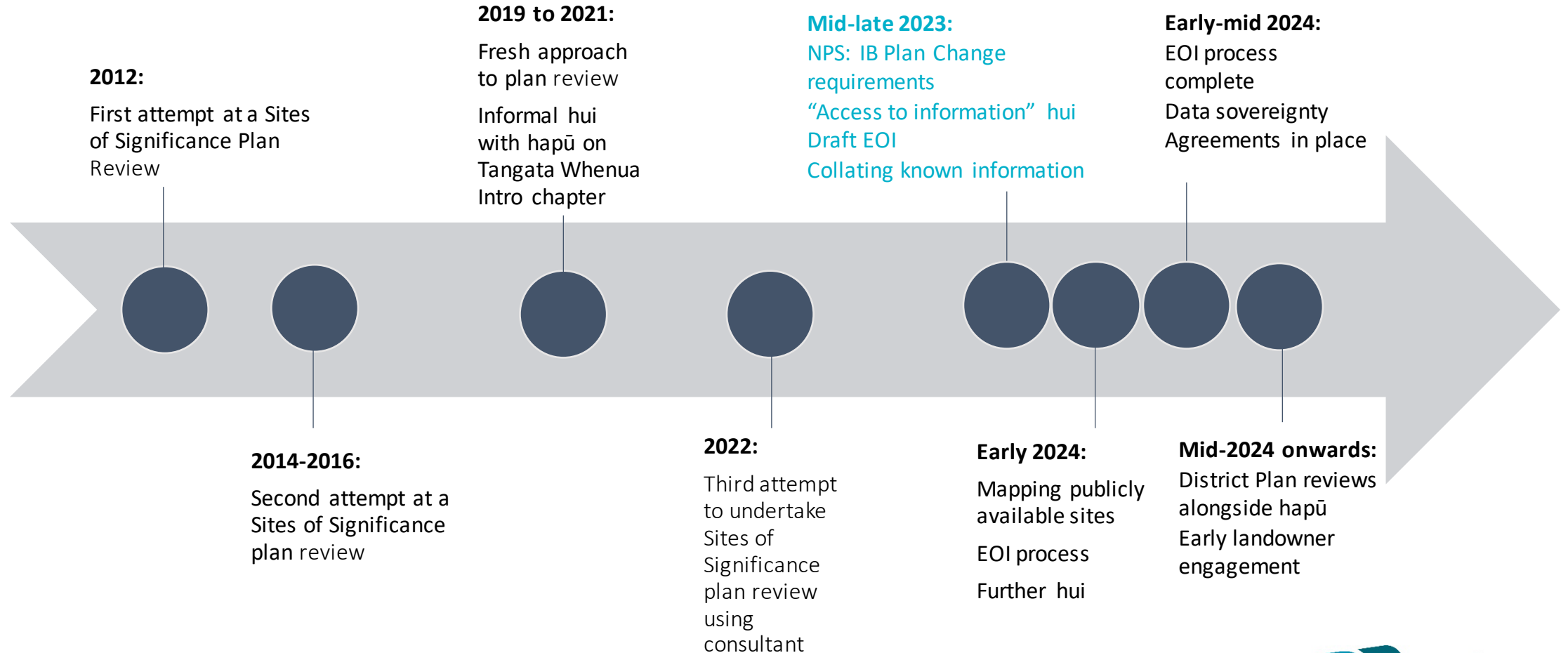


Consultation with landowners needs to be done in a way that:

- Is considerate of the views and requests of the hapū that we are working with, as well as those who may not be involved in the plan review
- Is timely, based on readiness of hapū data
- Is clear and informative about the reasons for the plan reviews and what these may mean for the use and development of private land

Approach

Where to from here



Conclusion

We would like feedback on:

- Our approach to undertaking the plan reviews in parallel
- Our co-designed/ partnership-based approach to working with hapū and iwi on this project
- The draft project objectives and working principles

He Pātai? He Whakaaro?

Any questions? Any thoughts?

7.7 Māori Wellbeing Fund – March 2024 Progress Report

Meeting: Te Kārearea Strategic Partnership Standing Committee
Date of meeting: 17 April 2024
Reporting officer: Shelley Wharton (Manager Infrastructure Programmes)

1 Purpose / Te Kaupapa

The purpose of this report is to provide the 2-monthly status update on the Māori Wellbeing Fund to Te Kārearea Strategic Partnership as required by the council resolution dated 26 October 2023.

2 Recommendation / Whakataunga

That the Te Kārearea Strategic Partnership Standing Committee notes the report.

3 Background / Horopaki

A 'Three Waters Better Off Support Package' for local authorities was announced by the Prime Minister and Minister of Local Government in July 2021.

On 25 August 2022, following a series of workshops with elected members and hapū representatives from Te Kārearea and Te Huinga, Whangarei District Council (WDC) approved the draft Funding Proposal and to enter into a funding agreement with the Department of Internal Affairs (DIA) who administer the fund. Included in the Funding Proposal is a \$4.0 million allocation to the Māori Wellbeing Fund / Kaupapa Māori Programme.

The DIA subsequently approved WDC's Funding Proposal and the funding agreement was signed by all parties. Crown Infrastructure Partners (CIP) then took on the role of monitoring, performance reporting, and financial administration for DIA in relation to Better Off Funding. CIP have provided a system and framework for WDC to report into on a 6-monthly basis.

On 26 October 2023, WDC approved (amongst other things):

- Governance and management mechanisms for the Māori Wellbeing Fund / Kaupapa Māori Programme contestable grants fund to enable the project to move into the implementation phase; and
- Bi-monthly reporting on delivery of the Māori Wellbeing Fund to Te Kārearea Strategic Partnership Standing Committee, and 6-monthly reporting to Council on the portfolio to align with government reporting timeframes.

4 Discussion / Whakawhiti kōrero

Reporting to DIA is structured into three programmes aligned with the funding criteria, which provides for efficient reporting. Each of the programmes contains a number of projects and back-up projects that were agreed during the initial workshops held in 2022. Reporting to DIA has recently been provided in:

- Three programme-level progress reports submitted on 1 February 2024 and approved by DIA on 15 February 2024.
- One portfolio-level progress report submitted on 1 March 2024 (yet to be approved by DIA) (see **Attachment 1**, which includes the programme-level progress reports)

At this stage there has been no need to initiate any backup projects because all priority projects have been progressing well.

Supporting Portfolio delivery has been the three-tier assurance and management approach, which includes representatives from Te Huinga Incorporated Society and Council staff. This continues to be effective in ensuring administrative efficiency, that deliver occurs as planned, and that DIA requirements are met.

Better Off Funding Portfolio

Significant progress has been made since an update on projects was provided at the 11 October 2023 Council briefing across the Portfolio within the three Programmes of work:

- Transitioning to a Sustainable Economy including Climate Change & Natural Hazards Resilience (“Resilience Programme”)
- Delivering Infrastructure and/or Services Enabling Housing Development & Growth (“Housing Programme”)
- Delivering Infrastructure and/or Services to Improve Community Wellbeing & Support Placemaking (“Wellbeing Programme”)

Figure 1 below provides a high-level graph indicating performance by programme as at 31 January 2024.

Indicator	Resilience	Housing	Wellbeing
Completion	45%	15%	36%
Expenditure	17%	0%	18%

Figure 1: Table of Expenditure and Completion Performance

Note: completion exceeds expenditure for all programmes in recognition of the fact that some projects require front-end planning that may not be claimed against the Better Off Funding allocation.

All ten projects are on track for completion prior to 30 June 2027 and have consistently reported low risks in terms of delivery delays, people resourcing, cost overrun and project descoping. Seven of the ten projects have commenced expenditure, two of these being additional to those reported in the 11 October 2023 Council briefing:

- Climate Change Adaptation Strategy Priority Actions, as a case study Hapu-Led Risk Assessment and Adaptation Plan has been funded in partnership with Northland Regional Council
- Ōakura Sports Park Development and Wetland Restoration, as technical investigations and plans have commenced including a survey, geotechnical reports, and initial concept designs

The remaining three projects are expected to commence expenditure prior to 30 June 2024, including:

- Māori Wellbeing/Kaupapa Māori Programme, as the contestable fund has launched and Round 1 of applications closes on 1 March 2024
- New Land Search and Rescue (LandSaR) Base, as a preferred supplier for a design and build contract has been appointed and design commences
- Papakāinga Support Contestable Fund, as planning concludes and the fund is expected to launch prior to 30 June 2024

Four of the ten projects are expected to be fully completed by 30 June 2024. This includes CitySafe Additional Resourcing, as funding was allocated to the end of June, and Ruakākā Recreation Centre Stage 1, as construction of the new facility is expected to conclude in April. It also includes the two business cases under the Resilience Programme, Punaruku, Russell Road Flood Mitigation & Access Options Business Case and Hikurangi Repo Environmental Improvement Options Technical Report & Business Case.

Māori Wellbeing Fund

The 'Māori Wellbeing/Kaupapa Māori' project sits within the 'Infrastructure and/or Services to Improve Wellbeing and Placemaking' programme. This programme was allocated \$4 million of the total \$9.48 million Tranche 1 Better Off Funding Fund. The approved scope of the Māori Wellbeing Fund project is:

Implementing a trial of a rangatiratanga-based model for hapū. Involves allocating and earmarking funding for areas in alignment with hapū and haukāinga aspirations and needs for investment for community wellbeing, including hapū taiao environmental projects, hapū infrastructure development fund such as place-based infrastructure at marae and Papakāinga, and hapū wellbeing linking to hāpori and community wellbeing projects or initiatives. Includes support and resource from council to prepare proposals.

The Agenda Item for the 26 October 2023 Whangarei District Council meeting, and the agenda item for the 15 November 2023 Te Kārearea Strategic Partnership Standing Committee, both outlined:

- the process taken to select the 10 projects funded in the Better Off Funding Portfolio, including the involvement of representatives from the Māori caucus of Te Kārearea, and Te Huinga representatives;
- the robust three-tier assurance and management approach that has been set up for the Better Off Funding Portfolio to ensure administrative efficiency, that delivery occurs as planned, and that DIA reporting requirements are met;
- the approach taken to establish the Māori Wellbeing Fund for the benefit of all Māori in Whangārei in accordance with DIA criteria with representatives of Te Huinga Society Incorporated; and
- responses to key concerns including due diligence requirements and payment mechanisms to disburse the Māori Wellbeing Fund allocation; how conflicts of interest

will be managed; how genuine engagement is being undertaken, monitored and reported; and how equitable access to funds will be ensured.

Progress Update

To formalise the approach taken to establish the Māori Wellbeing Fund and meet due diligence requirements outlined in the 11 October 2023 Council briefing, a Funding Agreement between WDC and Te Huinga has been drafted and is currently under legal review. This Funding Agreement will be signed before any funds are disbursed for the Māori Wellbeing Fund.

The Funding Agreement includes clauses around financial reporting, performance reporting, and engagement requirements.

Te Huinga has established a sub-committee specifically for the Māori Wellbeing Fund work. The total \$4m fund was split into three categories with notional funding allocations as follows:

Māori Wellbeing Scholarship Fund	\$50,000
Māori Wellbeing Events Fund	\$150,000
General Māori Wellbeing Fund	\$3,800,000

Launch Event and Website

On 23 November 2023, Te Huinga held a hui-a-hapū at Terenga Paraoa Marae to launch and celebrate the Māori Wellbeing Fund. The event was well attended, and Round 1 of the fund was officially opened. Information was shared on the purpose of the fund, eligibility criteria, and the application process. Time for questions was allowed, and discussions were had around specific initiatives that participants were considering applying for funding for.

All enquiries and details regarding the application process can be found on the Te Huinga website ([linked here](#)). The WDC website also directs the public to more information on the Māori Wellbeing Fund ([linked here](#)). To promote and support the Round 1 application period, Te Huinga advertised the fund online and in key locations including Te Iwitahi, and held facilitated drop-in sessions where people could talk through their applications in more detail.

Excellent feedback was received about the launch event, website information, and the fund in general.

Financial Tracking

Appropriate payment mechanisms to disburse the \$4 million allocation, plus the \$240,000 allocated for the purpose of Project Management Support to the Māori Wellbeing Fund, are outlined in the Funding Agreement. Payments up to the maximum of the actual contract price will be paid subject to satisfaction of terms and conditions set out in the Agreement, including receipt of a duly completed tax invoice, evidence of commitments and costs, and satisfactory monthly reports.

The forecasted draw down from DIA for this project is currently \$1 million by 30 June 2024, however this can be updated. A draw down will be made once the Funding Agreement is signed and the value of successful applications in Round 1 is known. The amount drawn down can be varied through reforecasting as required based on the value of applications received, and drawdowns can be made up to monthly if this is required.

Applications Update from Te Huinga

Applications closed for the first funding round on 1 March 2024, with a high number of applications received as summarised below:

Māori Wellbeing Scholarship Fund:

- 46 applications valued at approximately \$43,000

Māori Wellbeing Events Fund:

- 9 applications valued at approximately \$363,000

General Māori Wellbeing Fund:

- 106 applications valued at approximately \$7 million

All applications are being checked and verified for eligibility and having provided the required documentation. With so many applications received an additional prioritisation method is being developed in case it is needed.

The next stage is for the independent panel to assess all applications and make recommendations to the sub-committee. Due to the high number of applications and this being an entirely new process there are some risks around the timeline to assess them all. The current estimate is that all applicants will receive feedback at the end of May.

5 Significance and Engagement / Te Hira me te Arawhiti

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via Agenda publication on the website.

7.8 Meeting Protocols for Te Karearea

Meeting: Te Karearea Strategic Partnership Standing Committee
Date of meeting: 17 April 2024
Reporting officer: Emily Thompson (Manager – Democracy and Assurance)

1 Purpose / Te Kaupapa

To confirm the protocols that can be used for Te Karearea standing committees and Marae Hui's.

2 Recommendation / Whakataunga

That the Te Karearea Strategic Partnership Standing Committee notes the report on meeting protocols

3 Background / Horopaki

The Te Karearea Standing Partnership Committee have identified that the tikanga for holding hui on a marae and in line with expectations of our Māori hapu representatives, is very different to the procedural expectations of committee meetings held in Council Chambers. Meeting in Council Chambers are conducted under the procedures outlined in Standing Orders.

Given the process of discussions when attending hui meetings at a marae being led by consensus discussions, rather than voting, the question has been raised about using the marae hui tikanga for Te karearea Standing Committee meetings held in Chambers.

4 Discussion / Whakawhiti kōrero

Good local governance requires us to ensure that the way in which we undertake public decision making is open, transparent, fair and accountable. Councils standing orders aims to achieve just this.

They are a critical element of good governance and great local democracy, as well-run meetings and hui should increase community awareness and understanding of Councils decision-making processes and trust in our local political institutions.

Standing orders have been developed to ensure that Council conducts all Council and committee meetings in line with the requirements of the Local Government Act 2002 (LGA 2002) and the Local Government Official Information and Meetings Act 1987 (LGOIMA)

Local authorities must adopt standing orders for the orderly conduct of their meetings. In the world of local government, the word 'meeting' has a specific meaning that refers to gatherings that conform to rules and regulations laid down in the Local Government Act 2002 (LGA 2002) and Local Government Official Information and Meetings Act 1987 (LGOIMA).

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. Therefore, all official Council and Committee meetings are expected to adhere to the procedures outlined in Council's standing orders.

It is not appropriate to consider running Council and Committee meetings without using Standing Orders.

4.1 Financial/budget considerations

None

4.2 Policy and planning implications

None

5 Significance and engagement / Te Hira me te Arawhiti

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via Agenda publication on the website

6 Attachments / Ngā Tāpiritanga

Whangarei District Council Standing Orders

Standing Orders

Ngā Tikanga Whakahaere Hui

Adopted: 15 December 2022



Preface/Kupu whakapuaki

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

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

These standing orders have been designed specifically for local authorities, their committees, subcommittees, subordinate decision-making bodies, and local and community boards. They fulfil, 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, LGNZ recommends that every council, committee, subordinate body and local and community board review their standing orders within at least the first six months following an election to ensure that they fully meet their needs for effective and inclusive meetings (see LGA 2002, sch 7, cl 27).

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

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

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1. Introduction/Kupu Whakataki

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

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

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

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

1.1 Principles/Ngā Mātāpono

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

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

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

1.2 Statutory references/Ngā tohutoro ā-ture

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

It is important to note that statutory references in the Standing Orders apply throughout the period of a meeting, regardless of whether or not parts or all of the Standing Orders have been suspended. These provisions must also be carried through into any amendment of the Standing Orders that might be made. Please note, where it is employed the word 'must', unless otherwise stated, identifies a mandatory legislative requirement.

1.3 Acronyms/Ngā kupu rāpoto

LGA 2002 Local Government Act 2002

LGOIMA Local Government Official Information and Meetings Act 1987

LAMIA Local Authorities (Members' Interests) Act 1968

1.4 Application/Te hāngaitanga

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

2. Definitions/Ngā whakamārama

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

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

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

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

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

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

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

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

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

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

Committee includes, in relation to a local authority:

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

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

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

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

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

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

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

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

Electronic link means both an audio and audiovisual link.

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

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

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

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

Item means a substantive matter for discussion at a meeting.

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

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

Karakia timatanga means an opening prayer.

Karakia whakamutunga means a closing prayer.

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

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

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

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

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

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

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

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

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

Motion means a formal proposal to a meeting.

Mover means the member who initiates a motion.

Newspaper means a periodical publication published (whether in New Zealand or elsewhere) at intervals not exceeding 40 days, or any copy of, or part of any copy of, any such publications; and

this includes every publication that at any time accompanies and is distributed along with any newspaper.

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

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

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

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

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

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

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

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

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

Presiding member means the chairperson.

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

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

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

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

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

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

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

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

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

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

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

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

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

Secunder means the member who seconds a motion or amendment.

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

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

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

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

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

Working day means a day of the week other than:

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

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

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

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

General matters/Ngā take whānui

3. Standing orders/Ngā tikanga whakahaere hui

3.1 Obligation to adopt standing orders

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

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

3.2 Process for adoption and alteration of standing orders

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

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

3.3 Members must obey standing orders

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

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

3.4 Application of standing orders

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

3.5 Temporary suspension of standing orders

Any member of a council, committee, subcommittee and subordinate body, and local and community board, may move a motion to suspend specified Standing Orders at a meeting of which they are a member. Any such motion must also include the reason for the suspension. If seconded, the chairperson must put the motion without debate and at least 75 per cent of the members present and voting must support the motion for it to be carried.

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

A motion to suspend Standing Orders may be taken before or during a debate. The motion to suspend Standing Orders must also identify the specific Standing Orders to be suspended. Please

Note: in the event of suspension, those Standing Orders prescribed in statute will continue to apply, such as the quorum requirements.

3.6 Quasi-judicial proceedings

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

3.7 Physical address of members

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

4. Meetings/Ngā hui

4.1 Legal requirement to hold meetings

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

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

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

4.2 Meeting duration

A meeting cannot continue more than six hours from when it starts (including any adjournments) or after 10.30pm, unless the meeting resolves to continue. If there is no such resolution, then any business on the agenda that has not been dealt with must be adjourned, transferred to the next meeting, or transferred to an extraordinary meeting.

No meeting can sit for more than two hours continuously without a break of at least ten minutes unless the meeting resolves to extend the time before a break.

4.3 Language

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

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

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

4.4 Webcasting meetings

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

4.5 First meeting (inaugural)

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

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

4.6 Requirements for the first meeting

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

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

- (a) The making and attesting of the declarations required of the mayor (if any) and members under LGA 2002, sch 7, cl14,;
- (b) The election of the chairperson (if any) and the making and attesting of the declaration required of the chairperson under LGA 2002, sch 7, cl 14;
- (c) A general explanation, given or arranged by the chief executive, of:
 - i. LGOIMA; and
 - ii. Other laws affecting members, including the appropriate provisions of the Local Authorities (Members Interests) Act 1968; and ss 99, 105, and 105A of the Crimes Act 1961; and the Secret Commissions Act 1910; and the Financial Markets Conduct Act 2013.
- (d) The fixing of the date and time of the first meeting of the local authority, or the adoption of a schedule of meetings; and
- (e) The election of the deputy Mayor or deputy chairperson in accordance with the LGA 2002, sch7, cl 17.

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

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

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

5. Appointments and elections/Ngā kopounga me ngā pōtitanga

5.1 Mayoral appointment of deputy Mayor, committee chairs and members

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

LGA 2002, s 41A(3).

5.2 Council Discharge of a Mayoral Appointment

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

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

LGA 2002, sch 7, cl 31.

5.3 Establishment of committees by the Mayor

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

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

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

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

5.4 Elections of regional chairpersons, deputy Mayors and deputy chairpersons

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

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

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

LGA 2002, sch 7, cl 25.

5.5 Removal of a deputy Mayor

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

LGA 2002, sch 7, cl 18.

5.6 Voting system for chairs, deputy Mayors and committee chairs

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

System A

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

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

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

System B

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

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

LGA 2002, sch 7, cl 25.

6. Delegations/Te tuku mana

6.1 Duty to consider delegations to community boards

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

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

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

6.2 Limits on delegations

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

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

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

6.3 Committees may delegate

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

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

6.4 Use of delegated powers

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

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

6.5 Decisions made under delegated authority cannot be rescinded or amended

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

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

6.6 Committees and sub committees subject to the direction of the local authority

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

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

7. Committees/Ngā komiti

7.1 Appointment of committees and subcommittees

A council may appoint the committees, subcommittees, and other subordinate decision-making bodies that it considers appropriate. A committee may appoint the subcommittees that it considers appropriate, unless it is prohibited from doing so by the council. **The minimum number of members for a committee is three and for a sub-committee two.**

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

7.2 Discharge or reconstitution of committees and subcommittees

Unless expressly provided otherwise in legislation or regulation:

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

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

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

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

7.3 Appointment or discharge of committee members and subcommittee members

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

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

7.4 Elected members on committees and subcommittees

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

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

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

7.5 Local authority may replace members if committee not discharged

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

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

7.6 Membership of Mayor

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

LGA 2002, s 41A(5).

7.7 Decision not invalid despite irregularity in membership

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

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

LGA 2002, sch 7, cl 29.

7.8 Appointment of joint committees

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

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

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

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

7.9 Status of joint committees

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

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

7.10 Power to appoint or discharge individual members of a joint committee

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

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

Pre-meeting

8. Giving notice/Te tuku pānui

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

8.1 Public notice – ordinary meetings

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

LGOIMA, s 46.

8.2 Notice to members - ordinary meetings

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

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

8.3 Extraordinary meeting may be called

An extraordinary council meeting may be called by:

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

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

8.4 Notice to members - extraordinary meetings

The chief executive must give notice, in writing, of the time and place of an extraordinary meeting called under the Standing Order 8.3, as well as the general nature of business to be considered, to each member of the council at least 3 working days before the day appointed for the meeting. If the meeting is called by a resolution, then notice must be provided within such lesser period as is specified in the resolution, as long as it is not less than 24 hours.

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

8.5 Emergency meetings may be called

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

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

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

8.6 Process for calling an emergency meeting

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

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

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

8.7 Public notice – emergency and extraordinary meetings

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

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

LGOIMA, s 46(3).

8.8 Meetings not invalid

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

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

LGOIMA, s 46(6).

8.9 Resolutions passed at an extraordinary meeting

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

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

LGOIMA, s 51A.

8.10 Meeting schedules

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

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

8.11 Non-receipt of notice to members

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

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

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

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

8.12 Meeting cancellations

The chairperson of a scheduled meeting may cancel the meeting if, in consultation with the chief executive, they consider this is necessary for reasons that include lack of business, lack of quorum or clash with another event.

The chief executive must make a reasonable effort to notify members and the public as soon as practicable of the cancellation and the reasons behind it.

9. Meeting agenda/Te rārangi take o ngā hui

9.1 Preparation of the agenda

It is the chief executive's responsibility, on behalf of the chairperson, to prepare an agenda for each meeting listing and attaching information on the items of business to be brought before the meeting so far as is known, including the names of the relevant members.

When preparing business items for an agenda the chief executive must consult, unless impracticable, such as in the case of the inaugural meeting, the chairperson, or the person acting as chairperson for the coming meeting.

9.2 Process for raising matters for a decision

Requests for reports may be made by a resolution of the council, committee, subcommittee, subordinate decision-making body, local boards or 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 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 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 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 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 of the LGA 2002.

9.6 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 of the LGA 2002.

9.7 Public availability of the agenda

All information provided to members at a local authority, or local or 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.

LGOIMA, ss 5 & 46A.

9.8 Public inspection of agenda

Any member of the public may, without payment of a fee, inspect, during normal office hours and within a period of at least 2 working days before a meeting, all agendas and associated reports circulated to members of the local authority and local and community boards relating to that meeting. The agenda:

- (a) Must be available for inspection at the public offices of the local authority (including service centres), at public libraries under the authority's control and on the council's website, and:
- (b) Must be accompanied by either:
 - i. The associated reports; or
 - ii. A notice specifying the places at which the associated reports may be inspected.

LGOIMA, s 46A(1).

9.9 Withdrawal of agenda items

If justified by circumstances, an agenda item may be withdrawn by the chief executive. In the event of an item being withdrawn the chief executive should inform the chairperson.

9.10 Distribution of the agenda

The chief executive must send the agenda to every member of a meeting at least two clear working days before the day of the meeting, except in the case of an extraordinary meeting or an emergency meeting (see Standing Orders 8.4 and 8.10).

The chief executive may send the agenda, and other materials relating to the meeting or other council business, to members by electronic means.

9.11 Status of agenda

No matter on a meeting agenda, including recommendations, may be considered final until determined by a formal resolution of that meeting.

9.12 Items of business not on the agenda which cannot be delayed

A meeting may deal with an item of business that is not on the agenda where the meeting resolves to deal with that item and the chairperson provides the following information during the public part of the meeting:

- (a) The reason the item is not on the agenda; and
- (b) The reason why the discussion of the item cannot be delayed until a subsequent meeting.

LGOIMA, s 46A(7).

Items not on the agenda may be brought before the meeting through a report from either the chief executive or the chairperson.

Please note, that nothing in this standing order removes the requirement to meet the provisions of Part 6 of the LGA 2002 with regard to consultation and decision-making.

9.13 Discussion of minor matters not on the agenda

A meeting may discuss an item that is not on the agenda only if it is a minor matter relating to the general business of the meeting and the chairperson explains at the beginning of the public part of the meeting that the item will be discussed. However, the meeting may not make a resolution, decision, or recommendation about the item, except to refer it to a subsequent meeting for further discussion.

LGOIMA, s 46A(7A).

9.14 Public excluded business on the agenda

Items that are likely to be discussed under public-excluded must be indicated on each agenda, including the general subject of the item. The chief executive, however, may exclude public access to any reports, or parts of reports, which are reasonably expected to be discussed with the public excluded.

LGOIMA, s 46A(9).

9.15 Qualified privilege relating to agenda and minutes

Where any meeting is open to the public and a member of the public is supplied with a copy of the agenda, or the minutes of that meeting, the publication of any defamatory matter included in the agenda or in the minutes is privileged. This does not apply if the publication is proved to have been made with ill will, or improper advantage has been taken of the publication.

LGOIMA, s 52.

Meeting Procedures/Ngā Tikanga Hui

10. Opening and closing/Te whakatuwhera me te whakakapi

Local authorities, local boards and community boards may, at the start of a meeting, choose to recognise the civic importance of the occasion through some form of reflection. This could be an expression of community values, a reminder of the contribution of members who have gone before or a formal welcome, such as a mihi whakatau.

Options for opening a meeting could include a karakia timitanga, mihi whakatau, or powhiri as well as a karakia whakamutunga to close a meeting where appropriate.

11. Quorum/Kōrama

11.1 Council meetings

The quorum for a meeting of the council is:

- (a) Half of the members physically present, where the number of members (including vacancies) is even; and
- (b) A majority of the members physically present, where the number of members (including vacancies) is odd.

LGA 2002, sch 7, cl 23(3)(a).

11.2 Committees and subcommittee meetings

A council sets the quorum for its committees and subcommittees, either by resolution or by stating the quorum in the terms of reference. Committees may set the quorums for their subcommittees by resolution, provided that it is not less than two members. (See also 7.4).

In the case of subcommittees, the quorum will be two members unless otherwise stated. In the case of committees at least one member of the quorum must be a member of the council, or if established by a local board or community board, the relevant board.

LGA 2002, sch 7, cl 23(3)(b).

11.3 Joint Committees

The quorum at a meeting of a joint committee must be consistent with Standing Order 11.1. Local authorities participating in the joint committee may decide, by agreement, whether or not the quorum includes one or more members appointed by each local authority or any party.

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

11.4 Requirement for a quorum

A meeting is constituted where a quorum of members is present, whether or not they are all voting or entitled to vote. In order to conduct any business at a meeting, a quorum of members must be present for the whole time that the business is being considered.

LGA 2002, sch 7, cl 23(1) & (2).

11.5 Meeting lapses where no quorum

A meeting must lapse, and the chairperson vacate the chair, if a quorum is not present within **10** minutes of the advertised start of the meeting. Where members are known to be travelling to the meeting, but are delayed due to extraordinary circumstance, the chairperson has discretion to wait for a longer period.

No business may be conducted while waiting for the quorum to be reached. Minutes will record when a meeting lapses due to a lack of a quorum, along with the names of the members who attended.

Should a quorum be lost, the meeting will lapse if the quorum is not present within 15 minutes.

11.6 Business from lapsed meetings

Where meetings lapse the remaining business will be adjourned and be placed at the beginning of the agenda of the next ordinary meeting, unless the chairperson sets an earlier meeting, and this is notified by the chief executive.

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

12.1 Meetings open to the public

Except as otherwise provided by Part 7 of LGOIMA, every meeting of the local authority, its committees, subcommittees, local boards and community boards, must be open to the public.

LGOIMA, s 47 & 49(a).

12.2 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.

LGOIMA, s 50(1).

12.3 Local authority may record meetings

Meeting venues should contain clear signage indicating and informing members, officers and the public that proceedings may be recorded by the local authority and may be subject to direction by the chairperson.

12.4 Public may record meetings

Members of the public may make electronic or digital recordings of meetings which are open to the public. Any recording of meetings 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. Attendance/Te taenga

13.1 Members right to attend meetings

A member of a local authority, or of a committee of a local authority, has, unless lawfully excluded, the right to attend any meeting of the local authority or committee.

LGA 2002, sch 7, cl 19(2).

If a member of the local authority is not an appointed member of the meeting which they are attending, they may not vote on any matter at that meeting. However, they may, with the leave of the chair, take part in the meeting's discussions.

A member attending a meeting of which they are not an appointed member is not a member of the public for the purpose of s48 of LGOIMA. Consequently, if the meeting resolves to exclude the public then any members of the local authority who are present may remain, unless they are lawfully excluded.

Please note: this section does not confer any rights to non-elected members appointed to committees of a local authority.

13.2 Attendance when a committee is performing judicial or quasi-judicial functions

When a committee is performing judicial or quasi-judicial functions, members of the local authority who are not members of that committee are not entitled to take part in the proceedings.

13.3 Leave of absence

A council may grant a member leave of absence following an application from that member. The Mayor may approve a members' application, and the Council may approve an application from the Mayor. The Mayor will advise all members of the council 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 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 Mayor (or acting chair), must invite apologies at the beginning of each meeting, including apologies for lateness and early departure. The meeting may accept or decline any apologies. Members may be recorded as absent on council business where their absence is a result of a commitment made on behalf of the council.

For clarification, the acceptance of a member's apology constitutes a grant of 'leave of absence' for that meeting.

13.5 Recording apologies

The minutes will record any apologies tendered before or during the meeting, including whether they were accepted or declined and the time of arrival and departure of all members.

13.6 Absent without leave

Where a member is absent from four consecutive meetings of the council, local board or 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.

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

13.7 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 Member's status: quorum

Members who attend meetings by electronic link will not be counted as present for the purposes of a quorum.

LGA 2002, sch 7, cl 25A(4).

13.9 Member's status: voting

Where a meeting has a quorum, determined by the number physically present, the members attending by electronic link can vote on any matters raised at the meeting.

13.10 Chairperson's duties

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

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

LGA 2002, sch 7, cl 25A(3).

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

13.11 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 Request to attend by audio or audiovisual link

Where possible, a member will give the chairperson and the chief executive at least 2 working days' notice when they want to attend a meeting by audio or audiovisual link. Should, due to illness or emergency, this is not possible the member may give less notice.

Where such a request is made and the technology is available, the chief executive must take reasonable steps to enable the member to attend by audio or audiovisual link. However, the council has no obligation to make the technology for an audio or audio-visual link available.

If the member's request cannot be accommodated, or there is a technological issue with the link, this will not invalidate any acts or proceedings of the local authority or its committees.

13.13 Chairperson may terminate link

The chairperson may direct that an electronic link should be terminated where:

- (a) Use of the link is increasing, or may unreasonably increase, the length of the meeting;

- (b) The behaviour of the members using the link warrants termination, including the style, degree and extent of interaction between members;
- (c) It is distracting to the members who are physically present at the meeting;
- (d) The quality of the link is no longer suitable;
- (e) Information classified as confidential may be compromised (see also SO 13.16).

13.14 Giving or showing a document

A person attending a meeting by audio or audio visual link may give or show a document by:

- (a) Transmitting it electronically;
- (b) Using the audio visual link; or
- (c) Any other manner that the chairperson thinks fit.

LGA 2002, sch 7, cl 25(A)(6).

13.15 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 Confidentiality

A member who is attending a meeting by audio, or audio-visual link, must ensure that the meeting's proceedings remain confidential during any time that the public is excluded. At such a time, the chairperson may require the member to confirm that no unauthorised people are able to view or hear the proceedings. If the chairperson is not satisfied by the explanation, they may terminate the link.

14. Chairperson's role in meetings/Te mahi a te ūpoko i roto i ngā hui

14.1 Council meetings

The Mayor must preside at meetings of the council unless they vacate the chair for a part or all of a meeting. If the Mayor is absent from a meeting or vacates the chair, the deputy Mayor must act as chairperson. If the deputy Mayor is also absent the local authority members who are present must elect a member to be the chairperson at that meeting. This person may exercise the meeting responsibilities, duties, and powers of the Mayor for that meeting.

LGA 2002, sch 7, cl 26(1), (5) & (6).

14.2 Other meetings

In the case of committees, subcommittees and subordinate decision-making bodies, 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.

LGA 2002, sch 7, cl 26(2), (5) & (6).

14.3 Addressing the chairperson

Members will address the Chairperson in a manner that the Chairperson has determined.

14.4 Chairperson's rulings

The chairperson will decide all procedural questions, including points of order, where insufficient provision is made by these Standing Orders (except in cases where appoint of order questions the chairperson's ruling). Any refusal to obey a Chairperson's ruling or direction constitutes contempt (see SO 20.5).

14.5 Chairperson standing

Whenever the chairperson stands during a debate, members are required to sit down (if required to stand to address the meeting) and be silent so that they can hear the chairperson without interruption.

14.6 Member's right to speak

Members are entitled to speak in accordance with these Standing Orders. Members should address the chairperson when speaking. They may not leave their place while speaking, unless they have the leave of the chairperson.

14.7 Chairperson may prioritise speakers

When two or more members want to speak the chairperson will name the member who may speak first. Other members who wish to speak have precedence where they intend to:

- (a) Raise a point of order, including a request to obtain a time extension for the previous speaker; and/or
- (b) Move a motion to terminate or adjourn the debate; and/or
- (c) Make a point of explanation; and/or
- (d) Request the chair to permit the member a special request.

15. Public Forums/Ngā Matapakinga a te Marea

Public forums are a defined period of time, usually at the start of an ordinary meeting, which, at the discretion of a meeting, is put aside for the purpose of public input. Public forums are designed to enable members of the public to bring matters of their choice, not necessarily on the meeting's agenda, to the attention of the local authority.

In the case of a committee, subcommittee, local or community board, any issue, idea, or matter raised in a public forum, must fall within the terms of reference of that body.

15.1 Time limits

A period of up to 30 minutes, or such longer time as the meeting may determine, will be available for the public forum at each scheduled local authority meeting. Requests must be made to the chief executive (or their delegate) at least **two** clear day before the meeting; however, this requirement may be waived by the chairperson. Requests should also outline the matters that will be addressed by the speaker(s).

Speakers can speak for up to 5 minutes. Where the number of speakers presenting in the public forum exceeds 6 in total, the chairperson has discretion to restrict the speaking time permitted for all presenters.

15.2 Restrictions

The chairperson has the discretion to decline to hear a speaker or to terminate a presentation at any time where:

- A speaker is repeating views presented by an earlier speaker at the same public forum;
- The speaker is criticising elected members and/or staff;
- The speaker is being repetitious, disrespectful or offensive;
- The speaker has previously spoken on the same issue;
- The matter is subject to legal proceedings; and
- The matter is subject to a hearing, including the hearing of submissions where the local authority or committee sits in a quasi-judicial capacity.

15.3 Questions at public forums

At the conclusion of the presentation, with the permission of the chairperson, elected members may ask questions of speakers. Questions are to be confined to obtaining information or clarification on matters raised by a speaker.

15.4 No resolutions

Following the public forum, no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda. (See the LGNZ Guide to Standing Orders for suggestions of good practice in dealing with issues raised during a forum).

16. Deputations/Ngā Teputeihana

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 Time limits

Speakers can speak for up to 5 minutes, or longer at the discretion of the chairperson. No more than two speakers can speak on behalf of an organisation's deputation.

16.2 Restrictions

The chairperson has the discretion to decline to hear or terminate a deputation at any time where:

- A speaker is repeating views presented by an earlier speaker at the meeting;
- The speaker is criticising elected members and/or staff;
- The speaker is being repetitious, disrespectful or offensive;
- The speaker has previously spoken on the same issue;
- The matter is subject to legal proceedings; and
- The matter is subject to a hearing, including the hearing of submissions where the local authority or committee sits in a quasi-judicial capacity.

16.3 Questions of a deputation

At the conclusion of the deputation members may, with the permission of the chairperson, ask questions of any speakers. Questions are to be confined to obtaining information or clarification on matters raised by the deputation.

16.4 Resolutions

Any debate on a matter raised in a deputation must occur at the time at which the matter is scheduled to be discussed on the meeting agenda and once a motion has been moved and seconded.

17. Petitions/Ngā Petihana

17.1 Form of petitions

Petitions may be presented to the local authority or any of its committees, local boards or community boards, 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 Petition presented by petitioner

A petitioner who presents a petition to the local authority or any of its committees and subcommittees, local boards or community boards, may speak for 5 minutes (excluding questions) about the petition, unless the meeting resolves otherwise. The chairperson must terminate the presentation of the petition if he or she believes the petitioner is being disrespectful, offensive, or making malicious statements.

Where a petition is presented as part of a deputation or public forum the speaking time limits relating to deputations or public forums shall apply. The petition must be received by the chief executive at least 5 working days before the date of the meeting concerned.

17.3 Petition presented by member

Members may present petitions on behalf of petitioners. In doing so, members must confine themselves to presenting:

- (a) The petition;
- (b) The petitioners' statement; and
- (c) The number of signatures.

18. Exclusion of public/Te aukati i te marea

18.1 Motions and resolutions to exclude the public

Members of a meeting may resolve to exclude the public from a meeting. The grounds for exclusion are those specified in s 48 of LGOIMA (see Appendix 1).

Every motion to exclude the public must be put while the meeting is open to the public, and copies of the motion must be available to any member of the public who is present. If the motion is passed the resolution to exclude the public must be in the form set out in schedule 2A of LGOIMA (see Appendix 2). The resolution must state:

- (a) The general subject of each matter to be excluded;
- (b) The reason for passing the resolution in relation to that matter; and
- (c) The grounds on which the resolution is based.

The resolution will form part of the meeting's minutes.

LGOIMA, s 48.

18.2 Specified people may remain

Where a meeting resolves to exclude the public, the resolution may provide for specified persons to remain if, in the opinion of the meeting, they will assist the meeting to achieve its purpose. Any such resolution must state, in relation to the matter to be discussed, how the knowledge held by the specified people is relevant and be of assistance.

No such resolution is needed for people who are entitled to be at the meeting, such as relevant staff and officials contracted to the council for advice on the matter under consideration.

LGOIMA, s 48(6).

18.3 Public excluded items

The chief executive must place in the public-excluded section of the agenda any items that he or she reasonably expects the meeting to consider with the public excluded. The public excluded section of the agenda must indicate the subject matter of the item and the reason the public are excluded.

LGOIMA, s 46A(8).

18.4 Non-disclosure of information

No member or officer may disclose to any person, other than another member, officer or person authorised by the chief executive, any information that has been, or will be, presented to any meeting from which the public is excluded, or proposed to be excluded.

This restriction does not apply where a meeting has resolved to make the information publicly available or where the chief executive has advised, in writing, that one or both of the following apply:

- (a) There are no grounds under LGOIMA for withholding the information; and
- (b) The information is no longer confidential.

18.5 Release of information from public excluded session

A local authority may provide for the release to the public of information which has been considered during the public excluded part of a meeting.

Each public excluded meeting must consider and agree by resolution, what, if any, information will be released to the public. In addition, the chief executive may release information which has been considered at a meeting from which the public has been excluded where it is determined the grounds to withhold the information no longer exist.

19. Voting/Te pōti

19.1 Decisions by majority vote

Unless otherwise provided for in the LGA 2002, other legislation, or Standing Orders, the acts of, and questions before, a local authority (including a local or community board) must be decided at a meeting through a vote exercised by the majority of the members that are present and voting.

LGA 2002, sch 7, cl 24(1).

19.2 Open voting

An act or question coming before the local authority must be done or decided by open voting.

LGA 2002, sch 7, cl 24(3).

19.3 Chairperson has a casting vote

The Mayor, 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.

LGA 2002, sch 7, cl 24(2).

19.4 Method of voting

The method of voting must be as follows:

- (a) The chairperson in putting the motion must call for an expression of opinion on the voices or take a show of hands, the result of either of which, as announced by the chairperson, must be conclusive unless such announcement is questioned immediately by any member, in which event the chairperson will call a division;
- (b) The chairperson or any member may call for a division instead of or after voting on the voices and/or taking a show of hands; and
- (c) Where a suitable electronic voting system is available that system may be used instead of a show of hands, vote by voices, or division, and the result publicly displayed and notified to the chairperson who must declare the result.

19.5 Calling for a division

When a division is called, the chief executive must record the names of the members voting for and against the motion, and abstentions, and provide the names to the chairperson to declare the result. The result of the division must be entered into the minutes and include members' names and the way in which they voted.

The Chairperson may call a second division where there is confusion or error in the original division.

19.6 Request to have votes recorded

If requested by a member, immediately after a vote the minutes must record the member's vote or abstention. Recording any other matters, such as a members' reason for their vote or abstention, is not permitted.

19.7 Members may abstain

Any member may abstain from voting.

20. Conduct/Ngā whanonga

20.1 Calling to order

When the chairperson calls members to order they must be seated and stop speaking. If the members fail to do so, the chairperson may direct that they should immediately leave the meeting for a specified time.

20.2 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 Retractions and apologies

In the event of a member, or speaker, who has been disrespectful of another member or contravened the council'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 Disorderly conduct

Where the conduct of a member is disorderly or is creating a disturbance, the chairperson may require that member to leave the meeting immediately for a specified time.

If the disorder continues the chairperson may adjourn the meeting for a specified time. At the end of this time the meeting must resume and decide, without debate, whether the meeting should proceed or be adjourned.

The chairperson may also adjourn the meeting if other people cause disorder or in the event of an emergency.

20.5 Contempt

Where a member is subject to repeated cautions by the chairperson for disorderly conduct the meeting may, should it so decide, resolve that the member is in contempt. Any such resolution must be recorded in the meeting's minutes.

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 Removal from meeting

A member of the police or authorised security personnel may, at the chairperson's request, remove or exclude a member from a meeting.

This Standing Order will apply where the chairperson has ruled that the member should leave the meeting and the member has refused or failed to do so; or has left the meeting and attempted to re-enter it without the chairperson's permission.

20.7 Financial conflicts of interests

Every member present at a meeting must declare any direct or indirect financial interest that they hold in any matter being discussed at the meeting, other than an interest that they hold in common with the public.

No member may vote on, or take part in, a discussion about any matter in which they have a direct or indirect financial interest unless an exception set out in s 6 LAMIA applies to them, or the Auditor-General has granted them an exemption or declaration under s 6.

Members with a financial interest should physically withdraw themselves from the table unless the meeting is in public excluded, in which case they should leave the room.

Neither the chairperson, nor the meeting, may rule on whether a member has a financial interest in the matter being discussed. The minutes must record any declarations of financial interests and the member's abstention from any discussion and voting on the matter.

LAMIA, ss 6 & 7.

20.8 Non-financial conflicts of interests

Non-financial interests involve questions about whether the judgement of a member of a local authority (or local or 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 Qualified privilege for meeting proceedings

Any oral statement made at any meeting of the local authority in accordance with the rules adopted by the local authority for guiding its proceedings is privileged, unless the statement is proved to have been made with ill will, or took improper advantage of the occasion of publication.

LGOIMA, s 53.

20.10 Qualified privilege additional to any other provisions

The privilege referred to above is in addition to any other privilege, whether absolute or qualified, that applies because of any other enactment or rule of law applying to any meeting of the local authority.

LGOIMA, s 53.

20.11 Electronic devices at meetings

Electronic devices and phones can only be used to advance the business of a meeting. Personal use may only occur at the discretion of the chair. A chairperson may require that an electronic device is switched off if:

- I. its use is likely to distract a meeting from achieving its business, or,
- II. a member is found to be receiving information or advice from sources not present at the meeting that may affect the integrity of the proceedings.

21. General rules of debate/Ngā tikanga whānui mō te tautohetohe

21.1 Chairperson may exercise discretion

The application of any procedural matters in this section of the Standing Orders, such as the number of times a member may speak or when a chair can accept a procedural motion to close or adjourn a debate, is subject to the discretion of the chairperson.

21.2 Time limits on speakers

The following time limits apply to members speaking at meetings:

- (a) Movers of motions when speaking to the motion – not more than **5** minutes;
- (b) Movers of motions when exercising their right of reply – not more than 5 minutes; and
- (c) Other members – not more than 5 minutes.

Time limits can be extended if a motion to that effect is moved, seconded and supported by a majority of members present.

21.3 Questions to staff

During a debate members can ask staff questions about the matters being discussed. Questions must be asked through the chairperson, and how the question is to be dealt with is at the chairperson's discretion.

21.4 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 Members may speak only once

A member, depending on the choice of options for speaking and moving set out in SO 22.2 -22.4, may not speak more than once to a motion at a meeting of the council, except with permission of the chairperson. Members can speak more than once to a motion at a committee or subcommittee meeting with the chairperson's permission.

21.6 Limits on number of speakers

If three speakers have spoken consecutively in support of, or in opposition to, a motion, the Chairperson may call for a speaker to the contrary. If there is no speaker to the contrary, the Chairperson must put the motion after the mover's right of reply.

Members speaking must, if requested by the chairperson, announce whether they are speaking in support of, or opposition to, a motion.

21.7 Secunder 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 Speaking only to relevant matters

Members may only speak to;

- I. any matter before the meeting
- II. a motion or amendment which they propose, and
- III. to raise a point of order arising out of debate,

Members must confine their remarks strictly to the motion or amendment they are speaking to.

The chairperson's rulings on any matters arising under this Standing Order are final and not open to challenge.

21.9 Restating motions

At any time during a debate a member may ask, for their information, that the chairperson restate a motion and any amendments; but not in a manner that interrupts a speaker.

21.10 Criticism of resolutions

A member speaking in a debate may not unduly criticise the validity of any resolution, except by a notice of motion to amend or revoke the resolution.

21.11 Objecting to words

When a member objects to any words used by another member in a speech and wants the minutes to record their objection, they must object at the time when the words are used and before any other member has spoken. The chairperson must order the minutes to record the objection.

Note: This provision does not preclude a member from making a complaint at any time during, or after, a meeting about the use of inappropriate or offensive language.

21.12 Right of reply

The mover of an original motion has a right of reply. A mover of an amendment to the original motion does not. In their reply, the mover must confine themselves to answering previous speakers and not introduce any new matters.

A mover's right of reply can only be used once. It can be exercised either at the end of the debate on the original, substantive or substituted motion or at the end of the debate on a proposed amendment.

The original mover may speak once to the principal motion and once to each amendment without losing that right of reply. If a closure motion is carried, the mover of the motion may use their right of reply before the motion or amendment is put to the vote. The mover of the original motion may choose to indicate that they wish to reserve their right or reply until the closure motion.

21.13 No other member may speak

In exercising a right of reply, no other member may speak:

- I. After the mover has started their reply;
- II. After the mover has indicated that they want to forego this right; and
- III. Where the mover has spoken to an amendment to the original motion and the chairperson has indicated that he or she intends to put the motion.

21.14 Adjournment motions

The carrying of any motion to adjourn a meeting must supersede other business still remaining to be disposed of. Any such business must be considered at the next meeting. Business referred to, or referred back to, a specified committee or local or community board, is to be considered at the next ordinary meeting of that committee or board, unless otherwise specified.

21.15 Chairperson's acceptance of closure motions

The Chairperson may only accept a closure motion where there have been at least two speakers for and two speakers against the motion that is proposed to be closed, or the chairperson considers it reasonable to do so.

However, the chairperson must put a closure motion if there are no further speakers in the debate. When the meeting is debating an amendment, the closure motion relates to the amendment. If a closure motion is carried, the mover of the motion under debate has the right of reply after which the chairperson puts the motion or amendment to the vote.

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

22.1 Options for speaking and moving

This subsection provides three options for speaking and moving motions and amendments at a meeting of a local authority, its committees and subcommittees, and any local or community boards.

Option A applies unless, on the recommendation of the chairperson at the beginning of a meeting, the meeting resolves [*by simple majority*] to adopt either of the other two options for the meeting generally, or for any specified items on the agenda.

22.2 Option A

- The mover and seconder of a motion cannot move or second an amendment. (This does not apply when the mover or seconder of a motion to adopt a report of a committee wants to amend an item in the report. In this case the original mover or seconder may also propose or second the suggested amendment).
- Only members who have not spoken to the original, or substituted, motion may move or second an amendment to it.
- The mover or seconder of an amendment, whether it is carried (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 Option B

- The mover and seconder of a motion cannot move or second an amendment. (This does not apply when the mover or seconder of a motion to adopt a report of a committee wants to amend an item in the report. In this case the original mover or seconder may also propose or second the suggested amendment).
- Any members, regardless of whether they have spoken to the original or substituted motion, may move or second an amendment to it.
- The mover or seconder of an amendment that is carried can move or second a subsequent amendment. A mover or seconder of an amendment which is lost cannot move or second a subsequent amendment.
- Members can speak to any amendment.
- The meeting by agreement of the majority of members present may amend a motion with the agreement of the mover and seconder.

22.4 Option C

- 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. Motions and amendments/Ngā mōtini me ngā whakahoutanga

23.1 Proposing and seconding motions

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

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

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

23.2 Motions in writing

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

23.3 Motions expressed in parts

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

23.4 Substituted motion

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

23.5 Amendments to be relevant and not direct negatives

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

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

- f) Direct negative.

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

23.6 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 Carried 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 Lost 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 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 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 No speakers after reply or motion has been put

A member may not speak to any motion once:

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

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

24.1 Member may move revocation of a decision

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

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

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

24.2 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.

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

24.3 Requirement to give notice

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

24.4 Restrictions on actions under the affected resolution

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

Exceptions apply if, in the opinion of the chairperson:

- (a) The practical effect of delaying actions under the resolution would be the same as if the resolution had been revoked;

- (b) By reason of repetitive notices, the effect of the notice is an attempt by a minority to frustrate the will of the local authority or the committee that made the previous resolution.

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

24.5 Revocation or alteration by resolution at same meeting

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

24.6 Revocation or alteration by recommendation in report

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

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

25. Procedural motions/Ngā mōtini whakahaere

25.1 Procedural motions must be taken immediately

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

25.2 Procedural motions to close or adjourn a debate

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

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

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

25.3 Voting on procedural motions

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

25.4 Debate on adjourned items

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

25.5 Remaining business at adjourned meetings

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

25.6 Business referred to the council, committee or local or 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 Other types of procedural motions

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

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

26.1 Members may raise points of order

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

26.2 Subjects for points of order

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

- (a) Disorder – to bring disorder to the attention of the chairperson;
- (b) Language – to highlight use of disrespectful, offensive or malicious language;

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

26.3 Contradictions

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

26.4 Point of order during division

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

26.5 Chairperson’s decision on points of order

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

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

27. Notices of motion/Te pānui i ngā mōtini

27.1 Notice of intended motion to be in writing

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

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

27.2 Refusal of notice of motion

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

- (a) Is disrespectful or which contains offensive language or statements made with malice; or

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

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

27.3 Mover of notice of motion

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

27.4 Alteration of notice of motion

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

27.5 When notices of motion lapse

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

27.6 Referral of notices of motion

Any notice of motion received that refers to a matter ordinarily dealt with by a committee of the 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 Repeat notices of motion

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

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

28. Minutes/Ngā meneti

28.1 Minutes to be evidence of proceedings

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

LGA 2002, sch 7, cl 28.

28.2 Matters recorded in minutes

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

- (a) The date, time and venue of the meeting;
- (b) The names of the members present;
- (c) The chairperson;
- (d) Any apologies or leaves of absences;
- (e) Member absent without apology or leave of absence;
- (f) Member absent on council business;
- (g) The arrival and departure times of members;
- (h) Any failure of a quorum;
- (i) A list of any external speakers and the topics they addressed;
- (j) A list of the items considered;
- (k) Items tabled at the meeting;
- (l) The resolutions and amendments related to those items including those that were lost, provided they had been moved and seconded in accordance with these Standing Orders;
- (m) The names of all movers, and seconders;
- (n) Any objections made to words used;
- (o) All divisions taken and, if taken, a record of each members' vote;
- (p) the names of any members requesting that their vote or abstention be recorded;
- (q) Any declarations of financial or non-financial conflicts of interest;
- (r) The contempt, censure and removal of any members;
- (s) Any resolutions to exclude members of the public;
- (t) The time at which the meeting concludes or adjourns; and

- (u) The names of people permitted to stay in public excluded.

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

28.3 No discussion on minutes

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

28.4 Minutes of last meeting before election

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

29. Keeping a record/Te whakarite mauhanga

29.1 Maintaining accurate records

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

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

Public Records Act 2002, s 17.

29.2 Method for maintaining records

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

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

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

29.3 Inspection

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

LGOIMA, s 51.

29.4 Inspection of public excluded matters

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

Referenced documents/Ngā tohutoro tuhinga

- Commissions of Inquiry Act 1908
- Crimes Act 1961
- Contract and Law Act 2017
- Financial Markets Conduct Act 2013
- Local Authorities (Members' Interests) Act 1968 (LAMIA)
- Local Electoral Act 2001 (LEA)
- Local Government Act 1974 and 2002 (LGA)
- Local Government Official Information and Meetings Act 1987 (LGOIMA)
- Marine Farming Act 1971
- Public Records Act 2005
- Resource Management Act 1991 (RMA)
- Sale and Supply of Alcohol Act 2012
- Secret Commissions Act 1910
- Securities Act 1978

Appendix 1: Grounds to exclude the public

Āpitiḡanga 1: Ngā take e aukatihia ai te marea

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

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

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

LGOIMA, s 7.

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

- A3** That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information, the public disclosure of which would:
- (a) Be contrary to the provisions of a specified enactment; or
 - (b) Constitute contempt of Court or of the House of Representatives.
- A4** That the purpose of the whole or the relevant part of the proceedings of the meeting is to consider a recommendation made to that Council by an Ombudsman under section 30(1) or section 38(3) of this Act (in the case of a Council named or specified in Schedule 1 to this Act).
- A5** That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the Council to deliberate in private on its decision or recommendation in:
- (a) Any proceedings before a Council where:
 - i. A right of appeal lies to any Court or tribunal against the final decision of the Council in those proceedings;
 - ii. The Council is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings; and
 - iii. Proceedings of a local authority exist in relation to any application or objection under the Marine Farming Act 1971.

LGOIMA, s 48.

Appendix 2: Sample resolution to exclude the public

Āpitianga 2: He tauira mō te tatūnga ki te aukati i te marea/

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

1 that the public is excluded from:

- The whole of the proceedings of this meeting; *(deleted if not applicable)*
- The following parts of the proceedings of this meeting, namely; *(delete if not applicable)*

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

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public
		To prevent the disclosure of information which would— <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)).

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

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

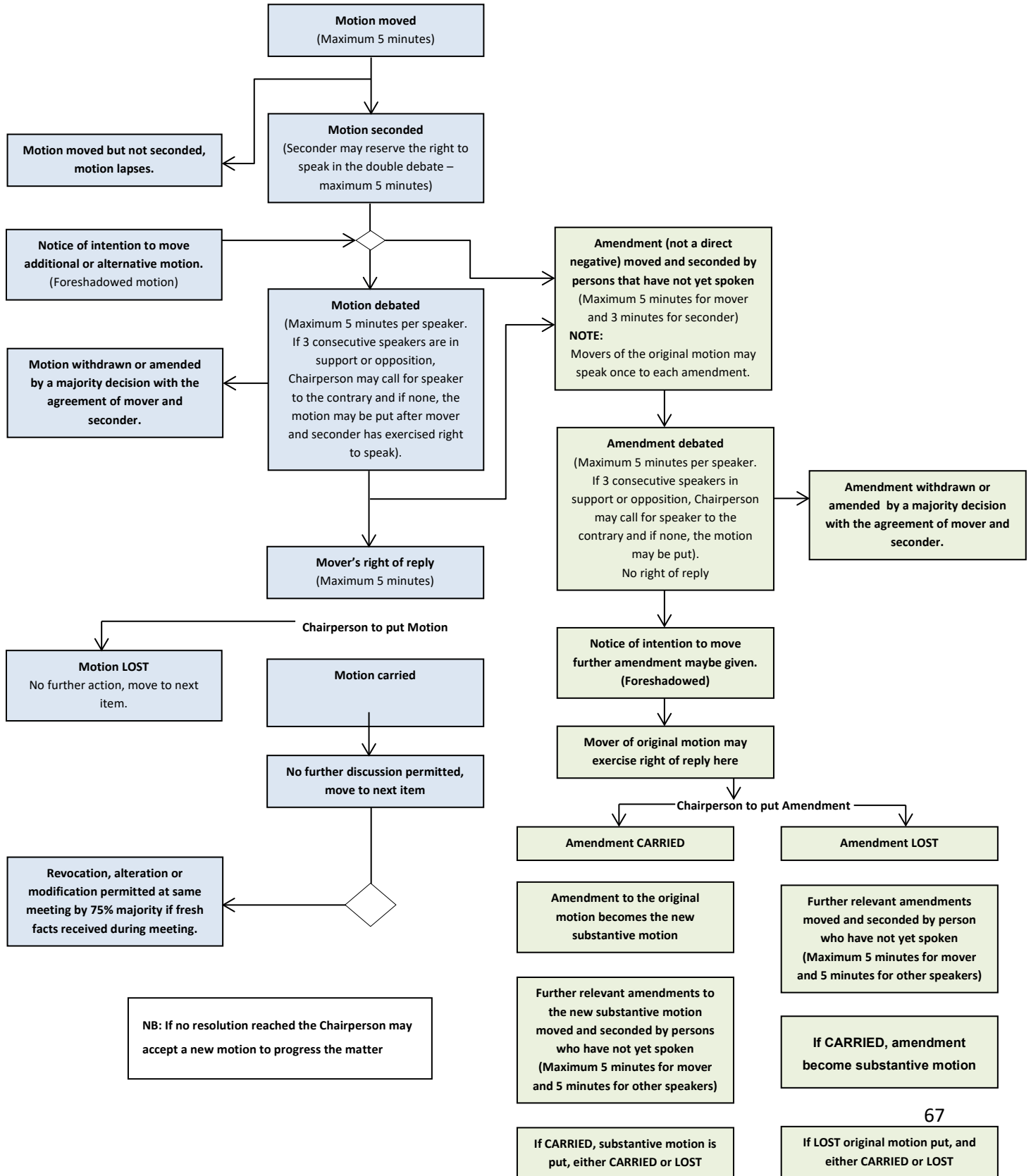
2. That *(name of person(s))* is permitted to remain at this meeting after the public has been excluded because of their knowledge of *(specify topic under discussion)*. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because *(specify)*.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

Appendix 3: Motions and amendments (Option A)

Āpitianga 3: Ngā mōtini me ngā whakahoutanga (Kōwhiringa A)

Motions without amendments

Motions with amendments

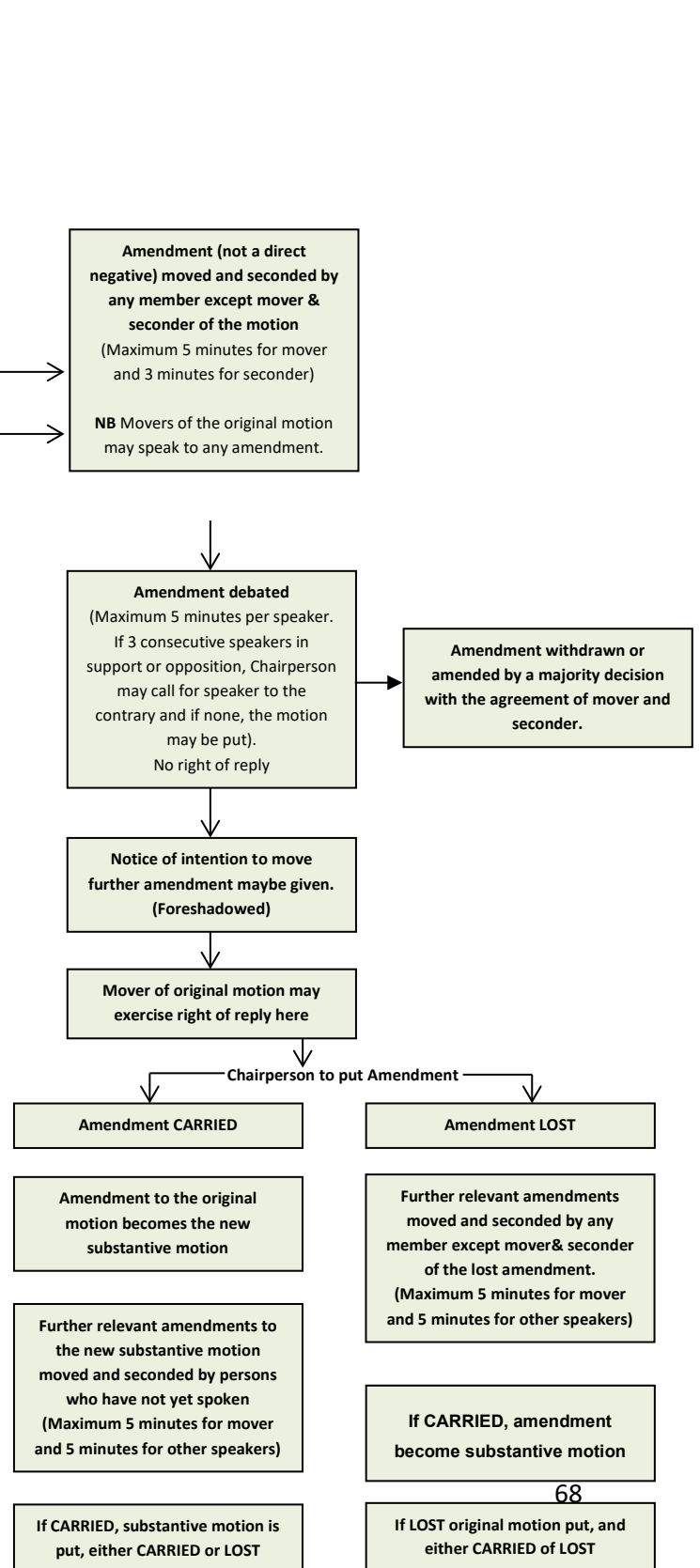
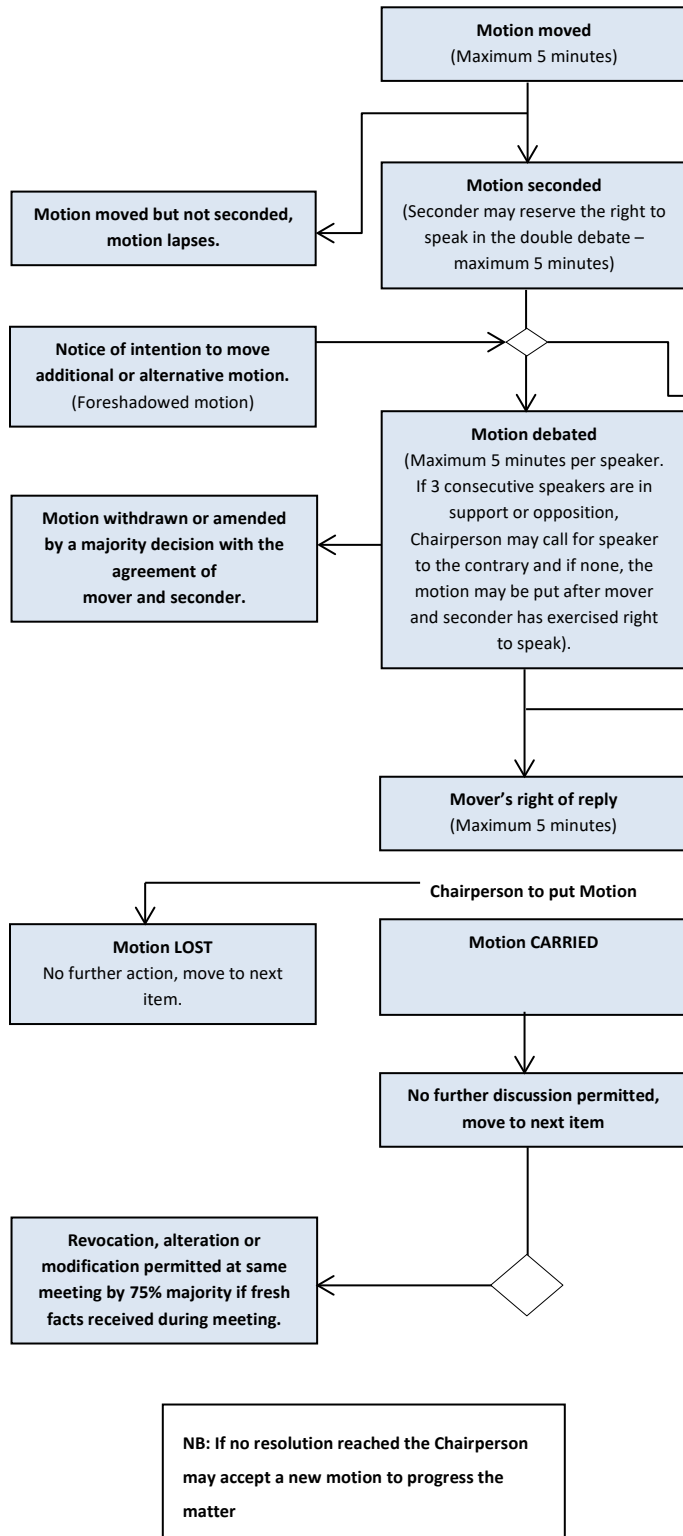


Appendix 4: Motions and amendments (Option B)

Āpitianga 4: Ngā mōtini me ngā whakahoutanga (Kōwhiringa B)

Motions without amendments

Motions with amendments

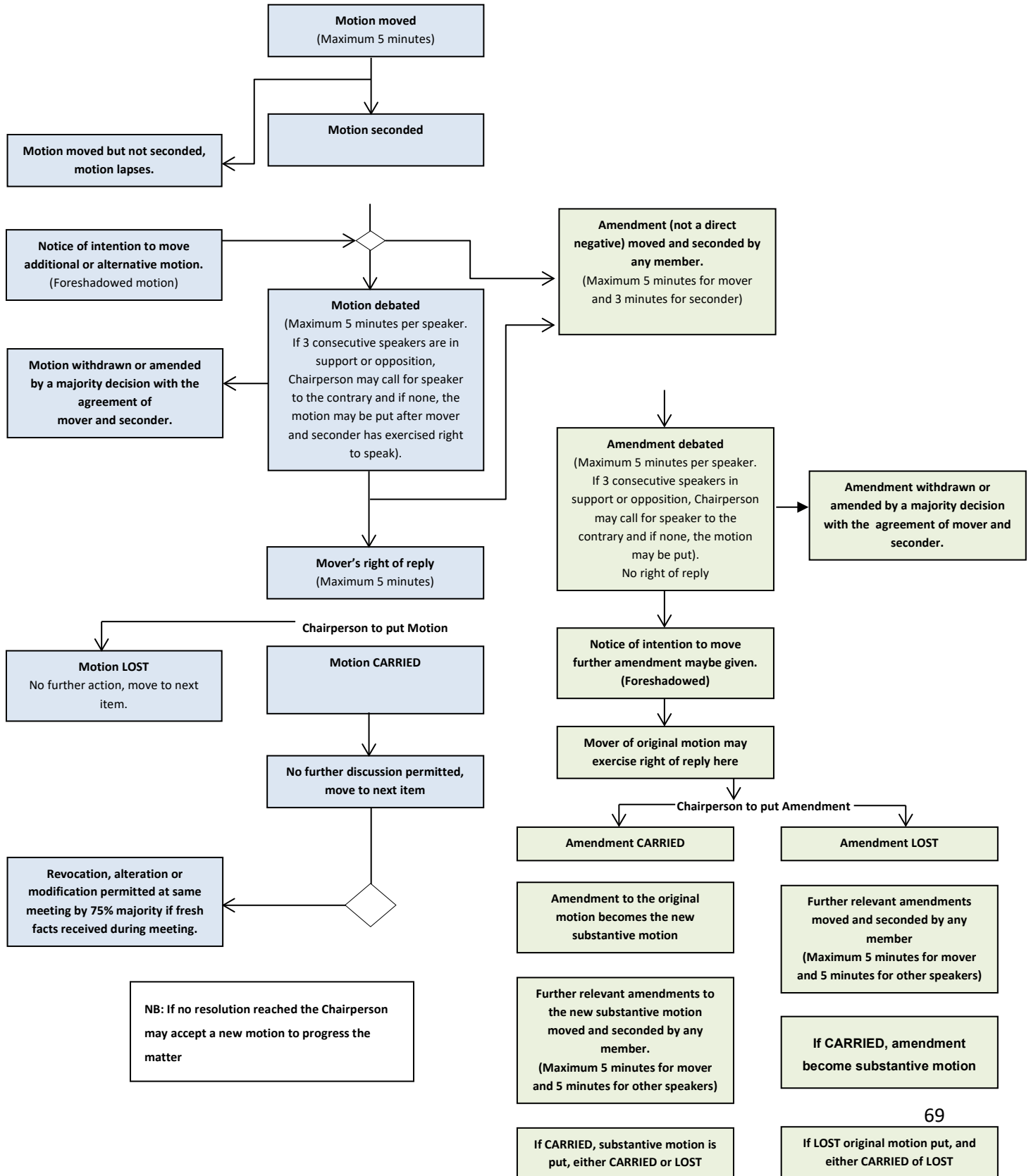


Appendix 5: Motions and amendments (Option C)

Āpitianga 5: Ngā mōtini me ngā whakahoutanga (Kōwhiringa C)

Motions without amendments

Motions with amendments



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

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

Appendix 7: Webcasting protocols

Āpitianga 7: Ngā tikanga mō te pāhotanga mataora

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

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

Appendix 8: Powers of a Chairperson

Āpitiḡanga 8: Ngā Mana Whakahaere a te Ūpoko

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

Chairperson to decide all questions

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

Chairperson to decide points of order (SO. 26.5)

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

Items not on the agenda (SO.9.12)

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

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

Chairperson's report (SO.9.6)

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

Chairperson's recommendation (SO.9.5)

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

Chairperson's voting (SO19.3)

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

Motion in writing (SO.23.2)

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

Motion in parts (SO.23.3)

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

Notice of motion (SO.27.2)

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

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

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

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

Action on previous resolutions (SO.

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

Repeat notice of motion (SO.27.7)

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

Revocation or alteration of previous resolution

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

Chairperson may call a meeting

The chairperson:

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

Irrelevant matter and needless repetition (SO.21.8)

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

Taking down words (SO.21.11)

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

Explanations

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

Chairperson rising (SO.14.5)

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

Members may leave places (SO.14.6)

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

Priority of speakers (SO.14.7)

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

Minutes (SO.28.1)

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

Questions of speakers (SO.16.3)

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

Withdrawal of offensive or malicious expressions (SO.20.3)

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

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

Chairperson's rulings (SO.14.4)

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

Disorderly behaviour (SO.20.4)

The chairperson may:

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

Failure to leave meeting (SO.20.6)

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

Audio or audio visual attendance (SO.13.10)

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

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

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

Appendix 9: Process for removing a chairperson or deputy Mayor from office

Āpitianga 9: Te pūnaha mō te whakakore i te tūranga a te ūpoko, te Koromatua tuarua rānei

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

LGA 2002, sch 7, cl 18.

Appendix 10: Sample order of business

Āpitiḡanga 10: He tauira mō te whakaraupapatanga o ngā take

Open section

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

Public excluded section

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

Appendix 11: Process for raising matters for a decision

Āpitianga 11: Te pūnaha mō te whakatakoto take hei whakatau

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

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

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

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

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

RESOLUTION TO EXCLUDE THE PUBLIC**Move/Second**

That the public be excluded from the following parts of proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for passing this resolution
1.1 Commercial Property Review	Good reason to withhold information exists under Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)

This resolution is made in reliance on Section 48(1)(a) 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 which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public, are as follows:

Item	Grounds	Section
1.1	To enable Council to carry on without prejudice or disadvantage commercial activities.	S7(2)(h)

Resolution to allow members of the public to remain

If the committee wishes members of the public to remain during discussion of confidential items the following additional recommendation will need to be passed:

Move/Second

“That _____ be permitted to remain at this meeting, after the public has been excluded, because of his/her/their knowledge of Item _____.

This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because _____.

Note: Every resolution to exclude the public shall be put at a time when the meeting is open to the public.