



# NOTICE OF A COAST COMMUNITY BOARD MEETING

**TE KAHA BEACH RESORT, TE KAHA**  
**Tuesday, 24 March 2020 Commencing**  
**at 10.00am**

## ORDER PAPER

### APOLOGIES

### PUBLIC FORUM

	<b>Page</b>
<b>ITEM 01 COASTAL COMMUNITY GUIDE TO EMERGENCIES – PRESENTATION STACEY TAHERE</b>	<b>Verbal item</b>
<b>ITEM 02 BAY OF PLENTY REGIONAL COUNCIL RESOURCE CONSENT 64684 – PRESENTATION HEMI BARSDSELL</b>	<b>3</b>
<b>ITEM 03 MINUTES – COAST COMMUNITY BOARD MEETING 11 FEBRUARY 2020</b>	<b>12</b>
<b>ITEM 04 ACTION SCHEDULE</b>	<b>17</b>
<b>ITEM 05 GENERAL MANAGERS UPDATE REPORT</b>	<b>21</b>
<b>ITEM 06 COVID 19 BUSINESS CONTINUITY AND RISK MITGATION UPDATE</b>	<b>24</b>
<b>ITEM 07 COAST INITIATIVES FUND REPORT</b>	<b>28</b>
<b>ITEM 08 REVISED COAST INITIATIVES FUND APPLICATION</b>	<b>33</b>
<b>ITEM 09 CODE OF CONDUCT COAST COMMUNITY BOARD</b>	<b>41</b>
<b>ITEM 10 STANDING ORDERS COAST COMMUNITY BOARD</b>	<b>63</b>



# Resource Consent 64684

A consent to enable urgent repair works in streams and waterways  
in the Bay of Plenty



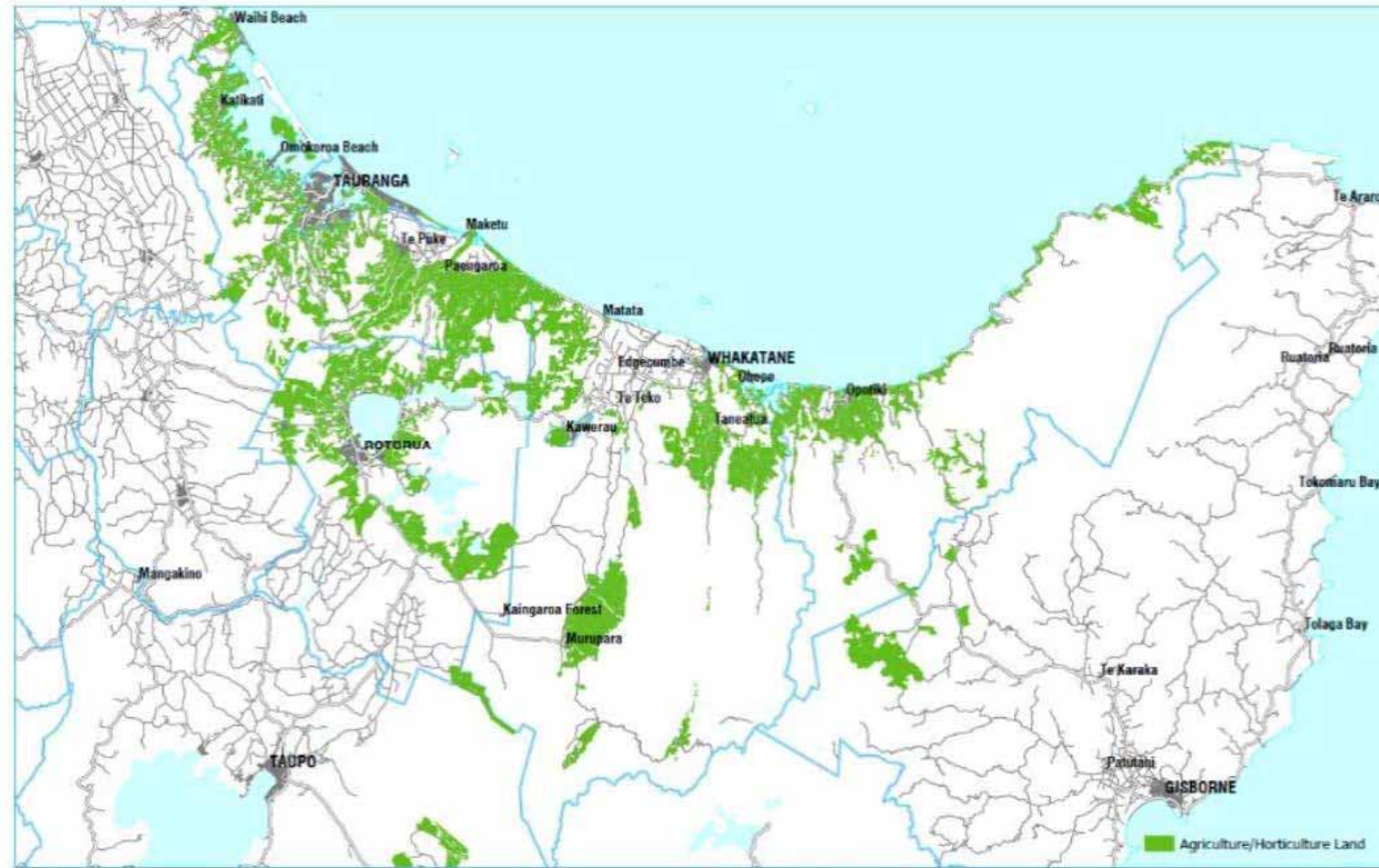


# Introduction

*BOPRC is considering renewing this consent  
We would like to discuss this with you*

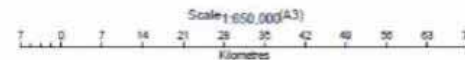
**Facts about consent 64684**

# Where is consent 64684 used



HORIZONTAL DATUM:  
New Zealand Geodetic Datum 2000  
For practical purposes, NZGD2000 equates to WGS84  
VERTICAL DATUM: Mean Sea Level  
PROJECTION: New Zealand Transverse Mercator 2000  
© Bay of Plenty Regional Council, 2019  
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Agriculture/horticulture land outside of the river and drainage scheme maintenance areas



GSP-593344  
Sheet 1 of 1  
Printed 13/07/2019



## Works example – Whangaparaoa River



- River threatening farm infrastructure
- Groynes installed

## Works example – Rotorua area



- Erosion occurring
- Flood hazard through dam creation
- Flood channel capacity issue





## Works example – Ōhiwa/Nukuhou



- Sediment build up reducing capacity of stream
- Flood hazard through dam creation



## Works example – Wairoa River



- Riparian planting
- Fencing setback



## Works example – Pakihi/Opotiki



**Problem** – access to several properties and Motu Trail cycleway effected



**Solution**



**What do you think?**





**MINUTES OF A MEETING OF THE COAST COMMUNITY BOARD HELD AT TE RUNANGA O TE WHANAU OFFICES, STATE HIGHWAY 35, TE KAHA ON TUESDAY, 11 FEBRUARY 2020 AT 10.00AM**

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PRESENT:

Louis Rāpihana (Chairperson)  
Mike Collier  
Jack Parata  
Allen Waenga

IN ATTENDANCE:

Mayor Lyn Riesterer  
Ari Erickson (Engineering and Services Group Manager)  
Gae Newell (Executive Assistant & Governance Support Officer)  
Annette Papuni-McLellan (Executive Support Officer)

PUBLIC

Astrid Tawhai

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The Chairperson opened the meeting with a karakia and extended a welcome to everyone.

Gae Finlay (Executive Assistant & Governance Support Officer) was thanked for her invaluable contribution to the Board.

Acknowledgement of Hoani Kerei, a local identity who has passed away.

The Chairperson declared a conflict of interest in regards to the application for funding for the Coast Initiatives Fund for Te Matarau and advised that Deputy Chairperson Allen Waenga would take the chairperson role for this part of the meeting.

**APOLOGIES**

Nil.

*The Chairperson handed the Chair to Deputy Chairperson Allen Waenga.*



## **PUBLIC FORUM**

*Coast Initiatives Funding Application – Te Whānau a Rūtaia – Astrid Tawhai.*

- Astrid Tawhai addressed the Board with a mihi and acknowledged and welcomed Mayor Lyn Riesterer.
- Astrid Tawhai stated that she totally supported the application for Te Whānau a Rūtaia, and it was an honor and privilege to host annual ANZAC Day celebrations 2020. A group of the taurira from Te Whānau ā Apanui have travelled to Italy, Greece and South Africa visiting war sites so it is appropriate to encourage them to embrace and encourage them to participate in the commemorations.
- This year will see an inclusion of an ANZAC ball for the pakeke.
- There are many tribal connections to soldiers not only World War 1 and World War 2 but also Malaysia, Vietnam and Singapore. The opportunity will be used to promote and remember. Lest we forget.
- It is intended to have a memorial flag and also a plaque to rededicate and honour.
- The application has been sanctioned by the Chairperson of Rūtaia ki Tamaki roopu as per the supporting letter. We encourage urban whanau to know who they are and recognise who they are and be part of the hapu at home.

It was suggested to Astrid Tawhai that a representative from the Te Whānau a Rūtaia speak with the local FM radio station and 1XX.

The Chairperson thanked Astrid Tawhai for her attendance.

*The Chairperson took back the Chair.*

*Astrid Tawhai left the meeting at 10.12 am.*

### **1. MINUTES – COAST COMMUNITY BOARD MEETING 3 DECEMBER 2019**

**p3**

#### **RESOLVED**

**(1) That the minutes of the Coast Community Board meeting held on 30 July 2019 be received.**

Waenga/Collier

**Carried**

## 2. ACTION SCHEDULE

p11

The Engineering and Services Group Manager spoke to the Action Schedule.

- There was a suggestion that a finish or target date for items be added to actionschedule.
- The Chairperson requested that the moving of the Omaio Coast sign be noted in the action schedule.

### RESOLVED

#### (1) That the Action Schedule be received.

Rāpihana/Collier

Carried

*Jack Parata left the meeting at 10.25am and returned at 10.28am.*

## 3. GENERAL MANAGERS' UPDATE

p13

The Reserve Management Plan, photos and maps were tabled.

The Engineering and Services Group Manager discussed the Coastal Reserves with the Board.

It was noted in relation to the Reserve Management Plan that the toilet at Orete Point was a priority.

### RESOLVED

#### (1) That the report titled "General Managers Update" and the Reserve Management Plan be received.

Waenga/Collier

Carried

*Mike Collier left the meeting at 10.50am and returned at 10.52am.*

*Jack Parata left the meeting at 11.00am and returned at 11.10am.*

*Jack Parata left the meeting at 11.25am and returned at 11.30am.*

## 4. GENERAL MANAGERS PLANNING & REGULATORY REPORT

p27

### RESOLVED

#### (1) That the report titled "General Managers Planning and Regulatory report be received.

Waenga/Collier

Carried

**5. COAST INITIATIVES FUND**

p38

**RESOLVED**

- (1) That the report titled "Coast Initiatives Fund" be received.**

Parata/Waenga

**Carried**

**6. COAST INITIATIVES FUND – FUNDING APPLICATION – TE WHĀNAU A RUTAIA – ŌTUWHARE MARAE**

p43

The Board agreed to receive the funding application from Te Whānau A Rutaia – Ōtūwhare Marae. The Board further agreed to provide funding to Te Whānau A Rutaia – Ōtūwhare Marae in the sum requested of \$8000.

**RESOLVED**

- (1) That the Board receives the funding application from Te Whānau a Rutaia – Ōtūwhare Marae.**
- (2) That the Board approves the funding application from Te Whānau a Rutaia - Ōtūwhare Marae in the amount of \$8000 to assist with the costs of hosting the 2020 ANZAC Day commemorations on behalf of the Te Whānau A Apanui iwi.**

Waenga/Parata

**Carried**

*The Chairperson handed the Chair to Deputy Chairperson Allen Waenga.*

**7. COAST INITIATIVES FUND – FUNDING APPLICATION – TE MATARAU**

p58

- Louis Rāpihana spoke to application for Te Matarau. With the Gisborne wananga closing Te Matarau has taken up the mantle to facilitate the intensive moko wananga. Four wananga will be held throughout 2020.
  - This wananga at Maraenui has 8 students, 4 local and 4 from out of the rohe. They will learn under two tohunga.
  - Mike Collier sought clarification of the criteria for a "selected group".

Louis Rāpihana responded that as per the application there will be 8 students for one year and the following year the selection process will be for hapū to nominate.

Allen Waenga thought that this is about building capacity and aiming for a higher level of learning.

The Board agreed to receive the funding application from Te Matarau Trust.

The Board further agreed to provide funding to Te Matarau Trust in the sum requested of \$3500.

**RESOLVED**

- (1) That the Board receives the funding application from Te Matarau Trust.**
- (2) That the Board approves the funding application from Te Matarau Trust in the amount of \$3500 to assist with the costs retrospectively of the Moko Wananga held 5-8 February 2020 to enhance capability of ta moko artist in Te Whānau a Apanui.**

Paerata/Waenga

**Carried**

*11.40 am Deputy Chair handed role of Chairperson back to Louis Rāpihana.*

**OTHER ITEMS**

The Chairperson thanked everyone for their attendance and closed the meeting with a karakia.

**THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 11.51AM.**

**THE FOREGOING MINUTES ARE CERTIFIED AS BEING  
A TRUE AND CORRECT RECORD AT A SUBSEQUENT  
MEETING OF THE COAST COMMUNITY BOARD HELD  
ON TUESDAY, 11 FEBRUARY 2020.**

**LOUIS RĀPIHANA**

**CHAIRPERSON**

**COAST COMMUNITY BOARD**



**ACTION SCHEDULE COAST COMMUNITY BOARD 24 March 2020**

<b>DESCRIPTION</b>	<b>DATE</b>	<b>RESOLUTION and / or TASK / ACTION</b>	<b>WHO IS RESPONSIBLE?</b>	<b>OUTCOME / RESULT</b>
<b>Public Forum</b>	17 June 2014	<p><b>PUBLIC FORUM</b></p> <p><i>Oho Gage (Ōmaio Marae Committee)</i></p> <ul style="list-style-type: none"> <li>• A request for an extension of the urupa into Ōmaio Reserve.</li> <li>• The Community Facilities Manager stated that in relation to the urupa, ground radar was used a couple of years back to identify the location of burial sites. It will take time to do a boundary adjustment and report to Council.</li> <li>• Garry Page has since spoken with kaumatua and will include provision in the reserves management plan.</li> </ul>	<b>ESGM/RM</b>	Resolved. Next report will be upon completion of Reserve Management Plans.
<b>Te Kaha Water Supply – Northern and Southern Extensions Update</b>	28 Mar. 2017	<ul style="list-style-type: none"> <li>• Final construction works required for the Southern Extension is pending Māori Land Court approval of Māori Roadway status and easements. Some easements still require land owner agreement.</li> </ul>	<b>ESGM</b>	COMPLETE
<b>Action Schedule</b>	26 Mar. 2019	<ul style="list-style-type: none"> <li>• <i>Coast By Nature Signs</i></li> <li>• As the Coast By Nature sign at Schoolhouse Bay has been removed by persons unknown, staff asked the Board for suggestions around an alternative location.</li> <li>• It was agreed that that a good location may be on corner railing below the Marae. The Engineering and Services Group Manager will talk to NZTA regarding this location.</li> </ul>	<b>ESGM</b>	Have chased this up several times, still awaiting confirmation.

<b>Action Schedule</b>	18 June 2019	<p><i>Signage</i></p> <ul style="list-style-type: none"> <li>Jack Parata asked the Engineering and Services Group Manager to raise a request with NZTA for signs denoting accommodation, food etc., for the Te Kaha Resort. The Engineering and Services Group Manager noted that signs should be requested for all accommodation providers.</li> </ul>	<b>ESGM</b>	Signage can be installed at businesses' expense.  COMPLETE
		<p><i>Parking Issues – Maraetai Bay</i></p> <ul style="list-style-type: none"> <li>The Chairperson requested that the Engineering and Services Group Manager look at parking issues with freedom campers at Maraetai Bay.</li> </ul> <p><i>Maraetai Bay Playground</i></p> <p>In response to a request from Gail Keepa that more funding be put towards improving facilities at the Maraetai playground, e.g. installing BBQs etc., the Engineering and Services Group Manager said he will work with the Reserves Manager on an order of priority.</p>	<b>ESGM</b>	The reserves management plans have been completed and will be adopted soon. Unfortunately we are not sure whether tourism infrastructure funding from central government will continue. We intend to get an application in for Te Kaha for round 5 closing 31 <sup>st</sup> March.
<b>Coast Library Services</b>	3 Dec. 2019	<p><b>RESOLVED</b></p> <p>(1) <b>That the Board requests the staff consider the comments made in the discussion.</b></p> <p>(2) <b>That staff consider suggestions made by the Board in relation to community engagement as follows:</b></p> <p>(a) <b>Using unused school buildings as a library.</b></p> <p>(b) <b>Incorporating a community hub with the library, offering a range of services.</b></p> <p>(c) <b>Drawing up a list of questions for Board members to take to their respective hapū for discussion.</b></p> <p>Waenga/Keepa <span style="float: right;"><b>Carried</b></span></p>	<b>Executive Officer &amp; Corporate Planner</b>	Unfortunately progress on the coastal library package has slowed with key staff resources changing at the moment. The intention is to put together a consultation plan to which these ideas can be proposed. As soon as resourcing has been resolved a report will come to CCB.  We will be workshopping the upcoming LTP where key questions can be formulated.

<b>DESCRIPTION</b>	<b>DATE</b>	<b>RESOLUTION and/task or ACTION</b>	<b>WHOM?</b>	<b>OUTCOME/RESULT</b>
<b>Hoani Waititi iReserve</b>	11 Feb 2020	<ul style="list-style-type: none"> <li>Area to be allocated for parking at Hoani Waititi urupa. ESRM to follow up with Reserves Manager.</li> <li>Board member Collier would like the Board to consider if he can utilise the reserve (ie: grass/hay) when it is not in use. (4 hectares would mean no lawn mowing costs during off peak months.</li> </ul>	ESGM/RM  ESGM	Answer to this is to simply make submissions on the RMP's via CCB minutes. Recommend discussing further with Garry Page. Potential submission on the RMP's as well.
<b>Ōmaio toilets</b>	11 Feb 2020	Query raised by board members are the Ōmaio toilets on road reserve?	ESGM	Yes, there is quite a large road reserve
<b>Te Kaha toilets</b>	11 Feb 2020	<ul style="list-style-type: none"> <li>Feedback from Board members, toilets are not cleaned daily. For follow up by ESGM.</li> <li>Query re: Te Kaha Holiday Park has a dumping facility for motor homes. ESGM advises not Council facility. To check if this is nationally listed via NZ Motor homes/Caravan website.</li> </ul>	ESGM	They should be. Works manager has been asked to check on performance. Yes the holiday park is listed and map shows the correct location but the photo's indicate the reserve. Have emails Caravan Association

				toward correcting and advised of opportunity to submit on RMP's.
<b>Whanarua Bay</b>	11 Feb 2020	<ul style="list-style-type: none"> <li>Under review/assessment. Board will be updated with any progress.</li> </ul>	ESGM	Ongoing





## REPORT

Date : 15 March 2020  
To : Coast Community Board Meeting, 24 March 2020  
From : Engineering and Services Group Manager, Ari Erickson  
Subject : **GENERAL MANAGERS' UPDATE**  
File ID : A194731

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### **Te Kaha Water Treatment**

The Te Kaha Water Treatment plant does not currently comply with all requirements in the drinking water standards. The Ministry is well aware of this non-compliance which has existed since standards were originally established. The Ministry accepts that the nature of this non-compliance is low risk but Council would like to see this matter resolved.

The issue relates to the nature of the water source taken in Te Kaha. The water is sourced via two infiltration wells which draw water from the Puremutahuri Stream making the source a surface supply. Unlike a bore supply, surface water is susceptible to heavy weather which gives water that is drawn into the treatment plant high turbidity. Turbidity really is just microscopic particles present in the water. This is not a health concern in itself but turbidity can hide protozoa and protect it from UV disinfection, protozoa being the chief concern. It does not confirm that the Te Kaha supply has protozoa but rather leaves an outstanding risk.

The issue with Te Kaha is effectively and affordably removing the turbidity. There are multiple standard options for removing turbidity but all are in excess of \$500,000. This alone is a very high cost to the rate payers of Te Kaha. There are also other considerations that need to be made. Firstly there are current annual costs associated with access to the Te Kaha water treatment plant by nature of fair compensation for the use of private land. These costs may seem small but relative to the annual operational costs do add up to be significant. They are acceptable and necessary as they are but there are still several land blocks where agreement for land use has not been obtained. While the intention is to get an agreement,

if an agreement can't be obtained it may be more appropriate for the treatment plant to be relocated and the water source to be changed to a bore supply.

This is the key decision in this process. We need to understand the cost of upgrading the current treatment plant where it is, in combination with the cost of attaining the final access and land use agreements. We then need to compare this against the cost of installing a bore and re-siting the treatment plant.

Critically we can't do one then change to the other later without spending unnecessarily. There are components of the surface water set up and the bore set up that aren't interchangeable, including turbidity treatment. We don't want to invest in turbidity treatment only to move later and make this expensive asset redundant.

This workflow is a key piece of work leading into the LTP.

### **Coast Community Board Workshop**

Item for workshopping

- Terms of reference - Review.
- Annual Plan – Update on progress
- Long Term Plan process – Strategic thinking, key questions and early submissions for Council.
- Rating – Council thinking tweaks but not full review at this stage. Thoughts and feedback?

### **SIGNIFICANCE ASSESSMENT**

#### **Assessment of significance**

Under Council's Significance and Engagement Policy, on every issue requiring a decision, Council considers the degree of significance and the corresponding level of engagement required. The level of Significance for the General Managers' Update is considered to be low as determined by the criteria set out in section 12 of the Significance and Engagement Policy.

**Assessment of engagement requirements**

As the level of significance for the General Managers’ Update is considered to be of low the level of engagement required is determined to be at the level of inform according to Schedule 2 of the Significance and Engagement Policy.



**RECOMMENDATION:**

- 1. That the report titled “General Managers’ Update” be received.

Ari Erickson

**ENGINEERING AND SERVICES GROUP MANAGER**



## **REPORT**

Date : 24 March 2020

To : Coast Community Board

From : Ari Erickson

Subject : **COVID 19 BUSINESS CONTINUITY AND RISK MITIGATION UPDATE**

File ID : A194853

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### **EXECUTIVE SUMMARY**

The purpose of this report is to provide an update and an overview of the business continuity planning underway for Ōpōtiki District Council including some of the mitigating measures in place to keep staff and our wider community safe in response to the spread of Covid 19 coronavirus.

### **PURPOSE**

Covid 19 has presented the world with some serious challenges in terms of health and economic consequences. This report aims to provide an update on Council business continuity planning and to generate discussion regarding further considerations and community needs that are within the scope of Council Services.

### **BACKGROUND**

Covid 19 began in Wuhan, China, in late December 2019. It has spread to more than 70 countries, caused thousands of people to be sick, and the number of people affected due to positive testing, self-isolation, death and economic consequences is increasing daily. Despite some significant measures taken by our government, including self-isolation conditions for most travellers, and returning residents to New Zealand the trend is upward in terms of positive tests and the geographic spread nationally.



## **DISCUSSION AND OPTIONS SECTIONS**

Given the emerging cases in New Zealand and comparing this to patterns of spread elsewhere, it is likely that New Zealand will experience more cases. The current number of confirmed cases as at the 18 March 2020 is 20, across New Zealand, including Auckland, Waikato, Christchurch and Dunedin with several test results still to be confirmed. The information regarding Covid 19 is changing daily, including generally recognised symptoms. As people, including those from overseas have the ability to move in and out of the region, it is probable that in time there will be cases of Covid 19 in the Eastern Bay of Plenty.

In New Zealand, we are feeling the impact economically before the spread of the virus starts to affect us more directly from a health and wellbeing perspective. In some industries, for example transport, hospitality and tourism, cutbacks and reduction in work are already affecting people socially and financially. As well as the people concerns, there are some supply chain issues beginning to emerge.

Along with reviewing our business continuity plan, we are developing or implementing tactical responses and operational processes specifically for the scenarios that are occurring or appear to be most likely. We continue to provide staff with updated and regular advice for hand washing and other basic hygiene to minimise any spread. We have increased our cleaning regime, especially in public areas, such as Council Chambers, our front of house area and work vehicles.

We are booking in flu vaccinations as early as possible, encouraging staff to stay home if they are unwell, and ensuring their contract details are up to date. We have a register of staff who are going overseas, however with the recent travel changes and risk all staff who had overseas trips planned have now cancelled these arrangements. At both leadership levels and at an operational level we are having regular discussions to specifically monitor potential impacts and actions that might be taken.

In addition to the above we are implementing and testing our technology so that staff can work from home if required, and reviewing our critical services that involve field work, such as refuse, water supply, waste water and sewage. We are ensuring that staff have the required personal protective equipment to undertake the work. In particular our Engineering team are reviewing all critical services and risk methodology. The engineering team is also having discussions with contractors to ensure their business continuity preparedness. These types of considerations are also being applied to our other field staff such as Animal Control, and our parks and reserves team.

In response to staff concerns regarding foot traffic, and our inability to effectively isolate staff from visitors who may have recently travelled and leading into a less busy season for the i-SITE, we closed our doors on the 17 March at the Library and i-SITE. We continue to provide services via telephone enquiries, and online services, for example audio books, e-books. Our teams at the Library and i-SITE are also actively exploring other ways to provide services to our community, for example the Library is scoping out library book drop offs.

In addition to the changes above we have stopped the bookings of our pavilions. Part of the hire conditions require users to clean the buildings after use and there is risk that the cleaning will not be to the standard required to eliminate Covid 19 if it were present.

Future considerations could include limiting travel out of the district for staff and training, and more meetings held via video conferencing.

In addition to the external communications from the Ministry of Health and the media, strong internal communications and support systems for staff are essential during times of uncertainty. Good communication will also support the continuing review and update of business continuity plans and practical tactical responses as more information becomes available, or as the Ministry of Health might direct us.

**SIGNIFICANCE ASSESSMENT**

**Assessment of engagement requirements**

As the level of significance for an update of Council preparedness in response to Covid 19 is considered to be low the engagement required is determined to be at the level of inform according to schedule 2 of the Significance and Engagement Policy.



## **CONCLUSION**

While we may not be able to stop Covid 19 from entering the Eastern Bay of Plenty, we can as individuals and as organisations minimise the spread and health impacts by being vigilant with the practices outlined above, and further increase our resilience by continuing to share information and practical solutions across the region.

## **RECOMMENDATIONS**

- 1. That the report titled "Covid 19 Business Continuity and Risk Mitigation Update" be received.**

Ari Erickson

**ENGINEERING AND SERVICES GROUP MANAGER**



## REPORT

Date : 12 March 2020  
To : Coast Community Board Meeting, 24 March 2020  
From : Chief Financial Officer, Greg Robertson  
Subject : **COAST INITIATIVES FUND**  
File ID : A193939

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### EXECUTIVE SUMMARY

**Council will include a brief report on the Coast Initiatives Fund to every Coast Community Board meeting to provide information on the expenditure and balance of the fund.**

### PURPOSE

To provide a report on actual expenditure and the balance of the Coast Initiatives Fund.

### BACKGROUND

Council has provided funds in the Annual Plan for coastal initiatives over a number of years. Regular reports will be made to the Coast Community Board meeting to enable decision-making on any new projects to be funded from the Coast Initiatives Fund.

### CRITERIA

The Coast Community Board has adopted the following **criteria in assessing funding** for projects:

1. Marae facility development and upgrades excluding projects, or components of projects, that can attract funding from other funding sources.
2. Community facilities and sports fields.
3. Pride and beautification projects within the community.
4. Community events.
5. Coastal access excluding private access.

6. Infrastructure projects specific to coastal communities that may be outside of Council immediate priorities or that may add value to existing initiatives.
7. Education and training for organisations, or members of organisations, resulting in ongoing benefit or increased opportunities to the coast community.
8. Each application would be considered by the Board on a case by case basis.
9. If approved funding is not utilised within two years from the date of approval the applicant must reapply for funding consideration
10. Applications must be received by the Ōpōtiki District Council a minimum of 3 weeks before the Coast Community Board meets, at which a grant decision is required.
11. Grant applications will only be considered from organisations and not (an) individual(s).
12. Applications will only be accepted from those organisations that are established within the Coast Community Board ward. If such organisation proposes to provide assistance funding from a CIF grant then the reasons shall be outlined in the application.
13. In preparing to assess applications to the CIF the Community Board Members shall at all times give due consideration to:
  - (a) the **Coast Community Board Standing Orders** on the matter of financial conflicts of interest:

**19.7 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.

AND (b) The Ōpōtiki District Council **Code of Conduct** in regard to Conflicts of Interest:

**8. Conflicts of Interest**

Elected members will maintain a clear separation between their personal interests and their duties as elected members in order to ensure that they are free from bias (whether real or perceived). Members therefore must familiarise themselves with the provisions of the Local Authorities (Members' Interests) Act 1968 (LAMIA).

Members will not participate in any council discussion or vote on any matter in which they have a pecuniary interest, other than an interest in common with the general public. This rule also applies where the member's spouse contracts with the authority or has a pecuniary interest.

Members shall make a declaration of interest as soon as practicable after becoming aware of any such interests.

If a member is in any doubt as to whether or not a particular course of action (including a decision to take no action) raises a conflict of interest, then the member should seek guidance from the chief executive *immediately*. Members may also contact the Office of the Auditor General for guidance as to whether they have a pecuniary interest, and if so, may seek an exemption to allow that member to participate or vote on a particular issue in which they may have a pecuniary interest. The latter must be done before the discussion or vote.

**Please note:** Failure to observe the requirements of the LAMIA could potentially invalidate the decision made, or the action taken, by the council. Failure to observe these requirements could also leave the elected member open to prosecution (see Appendix A). In the event of a conviction, elected members can be ousted from office.

14. To meet the Council's **transparency and accountability requirements:**

- (i) Grant money shall only be paid on submission of an invoice with bank account and GST number (if GST registered) details on the organisation's invoice.
- (ii) Where applicable (e.g. where items are purchased) receipts and/or written quotes shall be provided to Council.

<b>Coast Community Board Reserve</b>	
<b>Opening Balance 1 July 2019</b>	<b>128,834</b>
Balance from Activity Statement as at 28 February 2020	16,315
	<hr/>
<b>Closing Reserve Balance 28 February 2020</b>	<b>145,149</b>
	<hr/>
Estimated interest on balance	4,274
<b>Estimated closing reserve balance 28 February 2020</b>	<b>149,423</b>
	<hr/> <hr/>

<b>Community Board Initiative Activity Statement as at 28 February 2020</b>	
	<b>\$</b>
<b>Revenue Received</b>	<b>50,000</b>
Community Development Grant 2019-20	
<b>Less Funding Activities</b>	
Tihirau Victory club JAB - end of year trip	4,000
Pahaoa Marae Committee - Te Rurku Mokopapa wananga	4,000
Te Kura O Te Whānau A Apanui Primary PTA - ATTENDANCE AT ROTORUA PRIMARY SCHOOLS FESTIVAL	5,000
Whangapararua School - KAPA HAKA NATIONS FOR KURA TUATAHI	7,685
TE WAKA HOE O POKOHINU - WAKA AMA TRAINING & PROMOTION OF PARTICIPATION	1,500
OTUWHARE MARAE AKL FUNDRAISING GROUP	8,000
TE MATARAU CHARITABLE TRUST	3,500
	<hr/>
<b>Total grants / funding allocated</b>	<b>33,685</b>
<b>Balance Community Board Initiatives activity as at 28 February 2020</b>	<b>16,315</b>
	<hr/> <hr/>

<b>Community Board Initiative - Future Approved Funding</b>	
Technology & Research Centre - Pledge (2018/19)	10,000
Te Whānau a Apanui St John Area Committee - 12 February 2019	20,000

**SIGNIFICANCE ASSESSMENT**

**Assessment of significance**

Under Council’s Significance and Engagement Policy, on every issue requiring a decision, Council considers the degree of significance and the corresponding level of engagement required. The level of Significance for the Coast Initiatives Fund report is considered to be low as determined by the criteria set out in section 12 of the Significance and Engagement Policy.

**Assessment of engagement requirements**

As the level of significance for the Coast Initiatives Fund report is considered to be low the level of engagement required is determined to be at the level of inform according to Schedule 2 of the Significance and Engagement Policy.



**RECOMMENDATION:**

- 1. That the report titled “Coast Initiatives Fund” be received.

Greg Robertson

**CHIEF FINANCIAL OFFICER**



## REPORT

Date : 6 March 2020  
To : Coast Community Board  
From : Bevan Gray, Finance & Corporate Services Manager  
Subject : **REVISED COAST INITIATIVES FUND APPLICATION**  
File ID : A193445

---

### EXECUTIVE SUMMARY

**The report reviews the Coast Initiatives Fund Application with the objective of gaining more information of value to aid the assessment of the application. It also includes a requirement for successful applicants to return a report to the board at the completion of the event or project and provide documented evidence for example photographs, fliers etc.**

### PURPOSE

- To ask board members to consider what information is needed to be able to make a decision around any given application.
- To help guide applicants in making a request for funds and to highlight to them the types of projects which would be considered for funding.
- To ensure feedback is given to the board, which then can be shared with the community and raise awareness of the fund and the community board.

### BACKGROUND

Please see Appendix A for a copy of the existing application form under review and Appendix B for a copy of the revised application form.

The last review of the Coast Initiatives Fund Application was 28 March 2017. To ensure consistency and accountability with the application and methodology a review has been conducted.

Specifically to consider the type of information requested and to identify what the board would consider to be of value. Also to assist applicants focus on these areas and aid them in the application process. The new amendments are introduced as a way to streamline the process.

Specifically as follows:

- Applicant aware that a verified bank account deposit form is required.
- Timeframe for the project to be completed by.
- Quotes (where applicable) to be attached.
- Have other avenues of funding been applied for and if so dates, amount purpose, and outcome.
- Report to be provided within one months of project completion, including photos.

**Assessment of significance**

Under Council’s Significance and Engagement Policy, on every issue requiring a decision, Council considers the degree of significance and the corresponding level of engagement required. The level of significance for *Revised Coast Initiatives Funding report* is considered to be *low* as determined by the criteria set out in section 17 of the Significance and Engagement Policy.

**Assessment of engagement requirements**

As the level of significance for *Revised Coast Initiatives Funding report* is considered to be *low*, the engagement required is determined to be at the level of *(enter level from graph below here)* according to schedule 2 of the Significance and Engagement Policy.



**RECOMMENDATIONS**

1. That the report titled “Revised Coast Initiatives Funding report ” be received.
2. That the revised “Coast Initiatives Fund Application” at Appendix B be adopted.

Bevan Gray

**FINANCE & CORPORATE SERVICES MANAGER**

# Coast Initiatives Fund

# Application Form

**Funding for coast community initiatives**

**Pūtea mō ngā kaupapa hapori rohe**

**TO SUBMIT YOUR COAST INITIATIVES FUND APPLICATION PLEASE  
SEND BY POST, EMAIL OR ONLINE:**

**Coast Community Board  
Coast Initiatives Fund Application  
c/-Ōpōtiki District Council  
PO Box 44  
Opotiki 3162  
email [info@odc.govt.nz](mailto:info@odc.govt.nz)  
apply online at [odc.govt.nz/coastinitiatives](http://odc.govt.nz/coastinitiatives)  
PH 07 3153030**

# PART 1: APPLICANT DETAILS

---

## Name and contact details

Full name of organisation:	<input type="text"/>		
Contact person:	<input type="text"/>		
Relationship to organisation:	<input type="text"/>		
Street address/PO Box:	<input type="text"/>		
Suburb:	<input type="text"/>	Town/City:	<input type="text"/>
Postcode:	<input type="text"/>	Country:	New Zealand
Email:	<input type="text"/>		
Telephone (day):	<input type="text"/>		

All correspondence will be sent to the above email or postal address

Name on bank account:	<input type="text"/>	GST number:	<input type="text"/>
Bank account number:	<input type="text"/>		

If you are successful your grant will be deposited into this account **once a verified deposit slip is included in this application.**

---

## Would you like to speak in support of your application at the Coast Community Board meeting?

Yes:  No:

## Application requirements:

1. Deliberations on grant money applications will be conducted by the Coast Community Board and must meet criteria approved by the Board, see part 3 Application Criteria.
2. Applications must be received by the Ōpōtiki District Council a minimum of 3 weeks before the Coast Community Board meets, at which a grant decision is required.
3. Applications must be received in a timely fashion to allow a grant decision to be made prior to the anticipated date of expenditure for which funding is requested.
4. Grant applications will only be considered from organisations and not (an) individual(s).
5. Applications will only be accepted from those organisations that are established within the Coast ward. If such an organisation proposes to provide assistance funding from a Coast Initiatives Fund grant then the reasons shall be outlined in the application.
6. Grant money shall only be paid on submission of an invoice with **a verified bank account deposit form** and GST number (if GST registered) details on the organisation's invoice,.

# PART 2: PROJECT DETAILS

---

Event/ Project name:

Brief description of event/project:

## Event/Project location, timing and numbers

Venue and suburb or town:

Date of event:

Date grant requested:

## Event/Project details

**1. The idea/Te kaupapa:** What do you want to do?

**2. The process/Te whakatutuki:** How will the project happen? **What is the timeframe for the project to be completed by?**

**3. The people/Ngā tāngata:** Tell us about the key people and/or the groups involved.



# PART 3: APPLICATION CRITERIA

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The Coast Community Board has adopted the following criteria in assessing funding for projects:

1. The types of project/event which will be considered for funding are;
  - Marae facility development and upgrades excluding projects, or components of projects, that can attract funding from other funding sources.
  - Community facilities and sports fields.
  - Pride and beautification projects within the community.
  - Community events.
  - Coastal access excluding private access.
  - Infrastructure projects specific to coastal communities that may be outside of Council's immediate priorities or that may add value to existing initiatives.
  - Education and training for organisations, or members of organisations, resulting in ongoing benefit or increased opportunities to the coast community.
  
2. In preparing to assess applications to the CIF the Community Board Members shall at all times give due consideration to:
  - The Model Standing Orders for meetings of the Opotiki District Council on the matter of pecuniary (i.e. financial) interest; and
  - The Opotiki District Council Code of Conduct in regard to conflicts of interest.

# PART 4: DECLARATION

You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.

I/We declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.

I/We agree to the application requirements stated in application details on page one.

If this application is successful, I/we agree to:

complete the project as outlined in this application (or request permission in writing from the Coast Community Board for any significant change to the project).

utilise funding within two years from the date of approval (failure will require applicant to reapply).

return a project report within **one** months after the project is completed (failure may lead to further funding applications being declined).

return any unspent funds.

where applicable (e.g. where items are purchased) receipts and/or written quotes shall be provided to Council.

acknowledge Coast Initiative Funding at event openings, presentations or performances **and provide photos**.

I understand that the Opotiki District Council is bound by the Local Government Official Information and Meetings Act 1987.

I/we understand that my/our name and brief details about the project may be released to the media or appear in publicity material

I/we undertake that I/we have obtained the consent of all people involved to provide these details.

I/we understand that I/we have the right to have access to this information.

This consent is given in accordance with the Privacy Act 1993.

Name	<input type="text"/>		<input type="text"/>
	(Print name of contact person/applicant)		(Print name of parent/guardian for applicants under 16 years of age)
Signed:	<input type="text"/>	Signed:	<input type="text"/>
	(Applicant or organisation's contact person)		(Parent/guardians signature for applicants under 16 years of age)
Date:	<input type="text"/>	Date:	<input type="text"/>





## REPORT

Date : 20 February 2020

To : Coast Community Board Meeting, 24 March 2020

From : Finance and Corporate Services Group Manager,  
Bevan Gray

Subject : **CODE OF CONDUCT COAST COMMUNITY BOARD**

File ID : A193100

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### EXECUTIVE SUMMARY

**At the ordinary Council meeting of 24 March 2020, Council adopted an amended Code of Conduct. A copy of the Code of Conduct is provided here for members.**

### PURPOSE

To inform Coast Community Board members of the adoption of the Council's Code of Conduct (2019-2022).

### BACKGROUND

Schedule seven of the Local Government Act 2002 requires Councils to adopt a Code of Conduct which sets out understandings and expectations of the local authority and the community board about the manner in which members may conduct themselves while acting in their capacity as members.

The Council has had a Code of Conduct in place as required by the Local Government Act 2002 for a number of years. It is considered good practice to review and reaffirm the Code of Conduct as soon as possible after each and every triennial election. The intent being to ensure the Code of Conduct remains current and in the forefront of the minds of Elected Members as they conduct Board business.

The Code of Conduct and LGNZ Guidelines are provided as an appendix for member's and is based on the LGNZ template without any amendments. These have been reviewed and put together by LGNZ with input from the sector, and is recognised as best practice.

**SIGNIFICANCE ASSESSMENT**

**Assessment of significance**

Under Council’s Significance and Engagement Policy, on every issue requiring a decision, Council considers the degree of significance and the corresponding level of engagement required. The level of Significance in relation to the matters of this report titled Code of Conduct Coast Community Board are not considered to be significant as determined by the criteria set out in section 12 of the Significance and Engagement Policy.

**Assessment of engagement requirements**

As the level of significance for this report is considered to be of low significance the level of engagement required is determined to be at the level of inform according to Schedule 2 of the Significance and Engagement Policy.



**CONSIDERATIONS**

**Financial/budget considerations**

There are no financial or budget implications

**Risks**

The Council is required to have adopted a Code of Conduct. There is minimal risk in either keeping the current Code of Conduct or amending it, as members must comply with the legislation.

**Authority**

The Council has the authority to amend and adopt a Code of Conduct as long as 75% or more of those present at the meeting agree.

## **CONCLUSION**

A report went to the ordinary meeting of Council on 24 March 2020 and the amended Code of Conduct was adopted as a guide for standards of behaviour expected of the Mayor and elected members, including Coast Community Board, and standing committee members. It is important that members of the Board familiarise themselves with the Code of Conduct as part of their responsibilities as elected members.

## **RECOMMENDATIONS:**

- 1. That the report titled "Code of Conduct - Coast Community Board" be received.**
- 2. The the Coast Community Board adopts the "Coast Community-Code of Conduct" as attached with this agenda.**

Bevan Gray

**FINANCE AND CORPORATE SERVICES GROUP MANAGER**



## **The Coast Community Board**

### **Code of Conduct**

**Adopted:**

## Contents

1.	Introduction .....	3
2.	Scope .....	3
3.	Values.....	4
4.	Relationships.....	4
4.1	Relationships between members .....	4
4.2	Relationships with staff .....	5
4.3	Relationship with the public.....	5
5.	Media and social media.....	6
6.	Information .....	6
6.1	Confidential information .....	6
6.2	Information received in capacity as a community board member.....	6
7.	Conflicts of Interest.....	7
8.	Register of Interests.....	7
9.	Ethical behaviour .....	8
10.	Creating a supportive and inclusive environment.....	8
11.	Breaches of the Code.....	9
11.1	Principles.....	9
11.2	Complaints.....	9
11.3	Materiality .....	10
12.	Penalties and actions .....	10
12.1	Material breaches.....	11
12.2	Statutory breaches.....	11
13.	Review.....	12
	Appendix A: Guidelines on the personal use of social media .....	13
	Appendix B: Legislation bearing on the role and conduct of community board members.....	14
	The Local Authorities (Members' Interests) Act 1968 .....	14
	Local Government Official Information and Meetings Act 1987 .....	16
	Secret Commissions Act 1910 .....	16
	Crimes Act 1961 .....	17
	Financial Markets Conduct Act 2013 .....	17
	The Local Government Act 2002 .....	17
	Appendix C: Process where a complaint is referred to an independent investigator .....	18

## **1. Introduction**

The Code of Conduct (the Code) sets out the standards of behavior expected from community board members in the exercise of their duties. Its purpose is to:

- Enhance the effectiveness of the community board and the provision of good local government of the community;
- Promote effective decision-making and community engagement;
- Enhance the credibility and accountability of the community board to its communities; and
- Develop a culture of mutual trust, respect and tolerance between the members of the community board and between the members and management.

This purpose is given effect through the values, roles, responsibilities and specific behaviors agreed in the code.

## **2. Scope**

The Code has been adopted in accordance with clause 15(1) of Schedule 7 of the Local Government Act 2002 (LGA 2002) and applies to all community boards and their members that have agreed to adopt it. The Code is designed to deal with the behaviour of members towards:

- Each other;
- The Chief Executive and staff;
- The media; and
- The general public.

It is also concerned with the disclosure of information that members receive in their capacity as community board members and information which impacts on the ability of the community board to give effect to its statutory responsibilities.

The Code can only be amended (or substituted by a replacement Code) by a vote of at least 75 per cent of members present at a meeting when amendment to the Code is being considered. The Code should be read in conjunction with the Community Board's Standing Orders.

### 3. Values

The Code is designed to give effect to the following values:

1. **Public interest:** members will serve the best interests of the people within their community, district or region and discharge their duties conscientiously, to the best of their ability.
2. **Public trust:** members, in order to foster community confidence and trust in their Council, will work together constructively in an accountable and transparent manner;
3. **Ethical behaviour:** members will act with honesty and integrity at all times and respect the impartiality and integrity of officials;
4. **Objectivity:** members will make decisions on merit; including appointments, awarding contracts, and recommending individuals for rewards or benefits.
5. **Respect for others:** will treat people, including other members, with respect and courtesy, regardless of their race, age, religion, gender, sexual orientation, or disability.
6. **Duty to uphold the law:** members will comply with all legislative requirements applying to their role, abide by the Code of Conduct, and act in accordance with the trust placed in them by the public.
7. **Equitable contribution:** members will take all reasonable steps to fulfil the duties and responsibilities of office, including attending meetings and workshops, preparing for meetings, attending civic events, and participating in relevant training seminars.
8. **Leadership:** members will actively promote and support these principles and ensure they are reflected in the way in which the Council operates, including a regular review and assessment of the Council's collective performance.<sup>1</sup>

These values complement, and work in conjunction with, the principles of s14 of the LGA 2002 and the governance principles of s39 of the LGA 2002.

### 4. Relationships

This section of the Code sets out agreed standards of behaviour between members; members and staff; and members and the public. Any failure by a member to comply with the provisions of this section can represent a breach of the Code.

#### 4.1 Relationships between members

Given the importance of relationships to the effective performance of the Council, members will conduct their dealings with each other in a manner that:

- Maintains public confidence;
- Is open, honest and courteous;
- Is focused on issues rather than personalities;

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<sup>1</sup> See the Guide to the Code of Conduct for examples

- Avoids abuse of meeting procedures, such as a pattern of unnecessary notices of motion and/or repetitious points of order;and
- Avoids aggressive, bullying or offensive conduct, including the use of disrespectful or malicious language.

**Please note;** nothing in this section of the Code is intended to limit robust debate.

#### **4.2 Relationships with staff**

An important element of good governance involves the relationship between a Council, its chief executive and its staff. Members will respect arrangements put in place to facilitate this relationship, and:

- Raise any concerns about employees, officers or contracted officials with the Chief Executive;
- Raise any concerns about the performance or behaviour of the Chief Executive with the Mayor or the chairperson of the Chief Executive Performance Review Committee (however described);
- Make themselves aware of the obligations that the Council and the Chief Executive have as employers and observe these requirements at all times, such as the duty to be a good employer;
- Treat all employees with courtesy and respect and not publicly criticise any employee;and
- Observe any protocols put in place by the Chief Executive concerning contact between members and employees.

**Please note;** community board members should be aware that failure to observe this portion of the Code may compromise the Council's obligations to be a good employer and consequently expose the Council to civil litigation.

#### **4.3 Relationship with the public**

Given the essential role that democratic local government plays in our communities it is important that community boards earn the respect and trust of their citizens. To facilitate this respect and trust members will:

- Ensure their interactions with citizens are fair, honest and respectful;
- Be available to listen and respond openly and honestly to citizens' concerns;
- Represent the views of citizens and organisations accurately, regardless of the member's own opinions of the matters raised;and
- Ensure their interactions with citizens and communities uphold the reputation of the community board.



## 5. Media and social media

The media play an important role in the operation and efficacy of our local democracy. In order to fulfil this role the media needs access to accurate and timely information about the affairs of the community board. Any failure by member to comply with the provisions of this section can represent a breach of the Code.

1. In dealing with the media elected members must clarify whether they are communicating a view endorsed by their Council, committee or community board, or are expressing a personal view.
2. Members are free to express a personal view to the media or social media at any time, provided the following rules are observed:
  - o Comments shall be consistent with the Code;
  - o Comments must not purposefully misrepresent the views of the Council or the views of other members;
  - o Social media pages controlled by members and used for making observations relevant to their role as an elected members should be open and transparent, except where abusive or inflammatory content is being posted; and
  - o Social media posts about other members, council staff or the public must be consistent with section five of this Code. (See **Appendix A** for guidelines on the personal use of social media).

## 6. Information

Access to information is critical to both the trust in which a community board is held and its overall performance. A failure to comply with the provisions below can represent a breach of the Code.

### 6.1 Confidential information

In the course of their duties members will receive information, whether in reports or through debate, that is confidential. This will generally be information that is either commercially sensitive or is personal to a particular individual or organisation. Accordingly, members agree not to use or disclose confidential information for any purpose other than the purpose for which the information was supplied to the member.

### 6.2 Information received in capacity as a community board member

Occasionally members will receive information from external parties which is pertinent to the ability of their Council or community board to properly perform its statutory duties. Where this occurs, and the information does not contravene the privacy of natural persons, the member will disclose such information to other members and/or the chief executive as soon as practicable.

## 7. Conflicts of Interest

Community board members will maintain a clear separation between their personal interests and their duties as community board members in order to ensure that they are free from a conflict of interest (whether real or perceived). Members must, therefore, familiarise themselves with the provisions of the Local Authorities (Members' Interests) Act 1968 (LAMIA).

Members will not participate in any community board discussion or vote on any matter in which they have a pecuniary interest, other than an interest in common with the general public. This rule also applies where the member's spouse/partner has a pecuniary interest, such as through a contract with the Council. Members shall make a declaration of interest as soon as practicable after becoming aware of any such interests.

If a member is in any doubt as to whether or not a particular course of action (including a decision to take no action) raises a conflict of interest, then the member should seek guidance from the Chief Executive *immediately*. Members may also contact the Office of the Auditor-General for guidance as to whether they have a pecuniary interest, and if so, may seek an exemption to allow that member to participate or vote on a particular issue in which they may have a pecuniary interest. The latter must be done before the discussion or vote.

**Please note:** Failure to observe the requirements of LAMIA could potentially invalidate a decision made, or the action taken, by the community board. Failure to observe these requirements could also leave the community board member open to prosecution (see **Appendix B**). In the event of a conviction community board members can be ousted from office.

## 8. Register of Interests

Members shall, at least annually, make a declaration of interest. These declarations are recorded in a public Register of Interests maintained by the Council. The declaration must include information on the nature and extent of any interest, including:

- a) Any employment, trade or profession carried on by the member or the members' spouse/partner for profit or gain;
- b) Any company, trust, partnership etc for which the member or their spouse/partner is a director, business partner or trustee;
- c) A description of any land in which the member has a beneficial interest within the jurisdiction of the community board; and
- d) A description of any land owned by the local authority in which the member or their spouse/partner is:
  - A tenant; or
  - The land is tenanted by a firm in which the member or spouse/partner is a business partner; a company of which the member or spouse/partner is a director; or a trust of which the member or spouse/partner is a trustee.

- e) Any other matters which the public might reasonably regard as likely to influence the member's actions during the course of their duties as a member (if the member is in any doubt on this, the member should seek guidance from the Chief Executive).

Please note, where a member's circumstances change they must ensure that the Register of Interests is updated as soon as practicable.

## **9. Ethical behaviour**

Members will seek to promote the highest standards of ethical conduct. Accordingly members will:

- Claim only for legitimate expenses as determined by the Remuneration Authority and any lawful policy of the Council developed in accordance with that determination;
- Not influence, or attempt to influence, any Council employee, officer or member in order to benefit their own, or families, personal or business interests;
- Only use the Council's resources (such as facilities, staff, equipment and supplies) in the course of their duties and not in connection with any election campaign or personal interests; and
- Not solicit, demand, or request any gift, reward or benefit by virtue of their position and notify the Chief Executive if any such gifts are accepted. Where a gift to the value of \$50 or more is accepted by a member, that member must immediately disclose this to the Chief Executive for inclusion in the publicly available register of interests.

Any failure by members to comply with the provisions set out in this section represents a breach of the Code.

## **10. Creating a supportive and inclusive environment**

In accordance with the purpose of the Code, members agree to take all reasonable steps in order to participate in activities scheduled to promote a culture of mutual trust, respect and tolerance. These include:

- Attending post-election induction programmes organised by the Council for the purpose of facilitating agreement on the Council's vision, goals and objectives and the manner and operating style by which members will work.
- Taking part in any assessment or evaluation of the Council's performance and operating style during the triennium.<sup>2</sup>
- Taking all reasonable steps to acquire the required skills and knowledge to effectively fulfill their Declaration of Office (the Oath) and contribute to the good governance of the city, district or region.

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<sup>2</sup> A self-assessment template is provided in the Guidance to the code.

## 11. Breaches of the Code

Members must comply with the provisions of the code (LGA 2002, schedule 7, cl. 15(4)). Any member, or the Chief Executive, who believes that the Code has been breached by the behaviour of a member may make a complaint to that effect. All complaints will be considered in a manner that is consistent with the following principles.

### 11.1 Principles

The following principles will guide any processes for investigating and determining whether or not a breach under the code has occurred:

- That the approach for investigating and assessing a complaint will be proportionate to the apparent seriousness of the alleged breach;
- That the processes of complaint, investigation, advice and decision-making will be kept separate as appropriate to the nature and complexity of the alleged breach; and
- That the concepts of natural justice and fairness will apply in the determination of any complaints made under the Code. This includes, conditional on the nature of an alleged breach, directly affected parties:
  - Have a right to know that an investigation process is underway;
  - Are given due notice and are provided with an opportunity to be heard;
  - Have confidence that any hearing will be impartial;
  - Have a right to seek appropriate advice and be represented; and
  - Have their privacy respected.

### 11.2 Complaints

All complaints made under the code must be made in writing and forwarded to the Chief Executive. On receipt of a complaint the Chief Executive must forward the complaint to the mayor or, where the mayor is a party to the complaint, an independent investigator, drawn from a pool of names or agency agreed in advance.

**Please note;** complaints under this Code can only be made by community board members and the Chief Executive of the local authority.

#### **Complaint referred to Mayor**

On receipt of a complaint made under the provisions of the community board's Code of Conduct the Mayor will, as the situation allows:

- Interview the complainant to assess the full extent of the complaint.
- Interview the member(s) subject to the complaint.
- Assess the complaint to determine materiality.

- Where a complaint is assessed by the Mayor to be trivial, frivolous or minor, either dismiss the complaint, require an apology or other course of action, or assist the relevant parties to find a mutually agreeable solution.
- Where a complaint is found to be material, or no mutually agreed solution can be reached, the Mayor will refer the complaint back to the Chief Executive who will forward it, along with any recommendations made by the Mayor, to the Council or the adjudicative body established to assess and rule on complaints made under the Code.<sup>3</sup>

If the Mayor chooses they may instead of undertaking an initial assessment, refer the complaint to the independent investigator, via the Chief Executive.

### **Complaint referred to Independent Investigator**

On receipt of a complaint from a member which concerns the Mayor/Chair, or from the Mayor/Chair after initial consideration, the Chief Executive will forward that complaint to an independent investigator for a preliminary assessment to determine whether the issue is sufficiently serious to be referred, with recommendations if necessary, to the Council or the adjudicative body established for assessing and ruling on complaints.<sup>4</sup> The process, following receipt of a complaint, will follow the steps outlined in **Appendix C**.

### **11.3 Materiality**

An alleged breach under the Code is material if, in the opinion of the Mayor or independent investigator, it would bring the community board into disrepute or, if not addressed, adversely affect the reputation of a member.

An alleged breach under this Code is non-material if, in the opinion of the Mayor or independent investigator, any adverse effects are minor and no investigation or referral is warranted.

## **12. Penalties and actions**

Where a complaint is determined to be material and referred to the relevant adjudicative body, the nature of any penalty or action will depend on the seriousness of the breach.

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<sup>3</sup> Advice on setting up adjudication bodies can be found in the Code of Conduct Guide.

<sup>4</sup> On behalf of the Council the Chief Executive will, shortly after the start of a triennium, prepare, in consultation with the Mayor or Chairperson, a list of investigators for this purpose of undertaking a preliminary assessment. The Chief Executive may prepare a list specifically for his or her Council, prepare a list jointly with neighbouring Councils or contract with an agency capable of providing appropriate investigators, such as EquiP.

### **12.1 Material breaches**

In the case of material breaches of the Code, the Council or the adjudicative body established to consider complaints may determine one or more of the following:

1. A letter of censure to the member;
2. A request (made either privately or publicly) for an apology;
3. A vote of no confidence in the member;
4. Removal of certain Council-funded privileges (such as attendance at conferences);
5. Removal of responsibilities, such as community board chair, deputy chair or committee chair;
6. Restricted entry to Council offices, such as no access to staff areas (where restrictions may not previously have existed);
7. Limitation on any dealings with Council staff other than the Chief Executive or specified senior manager;
8. Suspension from committees or other bodies to which the member has been appointed; or
9. Invitation to the member to consider resigning from the community board.

The Council or adjudicative body may decide that instead of a penalty, one or more of the following may be required:

- Attend a relevant training course; and/or
- Work with a mentor for a period of time; and/or
- Participate in voluntary mediation (if the complaint involves a conflict between two members); and/or
- Tender an apology.

The process is based on the presumption that the outcome of a complaints process will be made public unless there are grounds, such as those set out in the Local Government Official Information and Meetings Act 1987 (LGOIMA), for not doing so.

### **12.2 Statutory breaches**

In cases where a breach of the Code is found to involve regulatory or legislative requirements, the complaint will be referred to the relevant agency. For example:

- Breaches relating to members' interests (where members may be liable for prosecution by the Auditor-General under LAMIA);
- Breaches which result in the Council suffering financial loss or damage (where the Auditor-General may make a report on the loss or damage under s.44 LGA 2002 which may result in the member having to make good the loss or damage); or
- Breaches relating to the commission of a criminal offence which will be referred to the Police (which may leave the community board member liable for criminal prosecution).
-

### **13. Review**

Once adopted, the Code continues in force until amended by the community board. The Code can be amended at any time but cannot be revoked unless the board replaces it with another Code. Amendments to the Code require a resolution supported by 75 per cent of the members of the community board present at the meeting at which the amendment is considered.

Community boards are encouraged to formally review their existing Code and either amend or re-adopt it as soon as practicable after the beginning of each triennium in order to ensure that all members have the opportunity to provide their views on the Code's provisions.

## Appendix A: Guidelines on the personal use of social media<sup>5</sup>

There's a big difference in speaking "on behalf of Council" and speaking "about" the Council. While your rights to free speech are respected, please remember that citizens and colleagues have access to what you post. The following principles are designed to help you when engaging in **personal or unofficial online** communications that may also refer to your Council.

1. **Adhere to the Code of Conduct and other applicable policies.** Council policies and legislation, such as LGOIMA and the Privacy Act 1993, apply in any public setting where you may be making reference to the Council or its activities, including the disclosure of any information online.
2. **You are responsible for your actions.** Anything you post that can potentially damage the Council's image will ultimately be your responsibility. You are encouraged to participate in the social media but in so doing you must exercise sound judgment and common sense.
3. **Be an "advocate" for compliments and criticism.** Even if you are not an official online spokesperson for the Council, you are one of its most important advocates for monitoring the social media landscape. If you come across positive or negative remarks about the Council or its activities online that you believe are important you are encouraged to share them with the governing body.
4. **Let the subject matter experts respond to negative posts.** Should you come across negative or critical posts about the Council or its activities you should consider referring the posts to the Council's authorised spokesperson, unless that is a role you hold, in which case consider liaising with your communications staff before responding.
5. **Take care mixing your political (Council) and personal lives.** Elected members need to take extra care when participating in social media. The public may find it difficult to separate personal and Council personas. Commenting online in any forum, particularly if your opinion is at odds with what Council is doing, can bring you into conflict with the Code should it not be clear that they are your personal views.
6. **Never post sensitive and confidential information** provided by the Council, such as confidential items, public excluded reports and/or commercially sensitive information. Such disclosure will contravene the requirements of the Code.

Elected Members' social media pages should be open and transparent. When commenting on matters related to the local authority no members should represent themselves falsely via aliases or differing account names or block. Neither should they block any post on any form of social media that they have control over unless there is clear evidence that the posts are actively abusive. Blocking constructive debate or feedback can be seen as bringing the whole Council into disrepute.

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<sup>5</sup> Based on the Ruapehu District Council Code of Conduct.



## **Appendix B: Legislation bearing on the role and conduct of community board members**

This is a summary of the legislative requirements that have bearing on the duties and conduct of community board members. The full statutes can be found at [www.legislation.govt.nz](http://www.legislation.govt.nz).

### **The Local Authorities (Members' Interests) Act 1968**

The Local Authorities (Members' Interests) Act 1968 (LAMIA) provides rules about members discussing and voting on matters in which they have a pecuniary interest and about contracts between members and the Council.

A pecuniary interest is likely to exist if a matter under consideration could reasonably give rise to an expectation of a gain or loss of money for a member personally (or for their spouse/partner or a company in which they have an interest). In relation to pecuniary interests the LAMIA applies to both contracting and participating in decision-making processes.

With regard to pecuniary or financial interests, a person is deemed to be "concerned or interested" in a contract or interested "directly or indirectly" in a decision when:

- A person, or spouse/partner, is "concerned or interested" in the contract or where they have a pecuniary interest in the decision; or
- A person, or their spouse/partner, is involved in a company that is "concerned or interested" in the contract or where the company has a pecuniary interest in the decision.

There can also be additional situations where a person is potentially "concerned or interested" in a contract or have a pecuniary interest in a decision, such as where a contract is between an community board members' family trust and the Council.

### **Determining whether a pecuniary interest exists**

Community board members are often faced with the question of whether or not they have a pecuniary interest in a decision and if so whether they should participate in discussion on that decision and vote. When determining if this is the case or not the following test is applied:

*"...whether, if the matter were dealt with in a particular way, discussing or voting on that matter could reasonably give rise to an expectation of a gain or loss of money for the member concerned."*  
(OAG, 2001)

In deciding whether you have a pecuniary interest, members should consider the following factors:

- What is the nature of the decision being made?
- Do I have a financial interest in that decision - do I have a reasonable expectation of gain or loss of money by making that decision?
- Is my financial interest one that is in common with the public?
- Do any of the exceptions in the LAMIA apply to me?

- Could I apply to the Auditor-General for approval to participate?

Members may seek assistance from the Mayor/Chair or other person, to determine if they should discuss or vote on an issue, but ultimately it is their own judgment as to whether or not they have pecuniary interest in the decision. Any member who is uncertain as to whether they have a pecuniary interest is advised to seek legal advice. Where uncertainty exists members may adopt a least-risk approach which is to not participate in discussions or vote on any decisions.

Members who do have a pecuniary interest will declare the pecuniary interest to the meeting and not participate in the discussion or voting. The declaration and abstention needs to be recorded in the meeting minutes. (Further requirements are set out in the Council's Standing Orders.)

### **The contracting rule**

A member is disqualified from office if he or she is "concerned or interested" in contracts with their Council if the total payments made, or to be made, by or on behalf of the Council exceed \$25,000 in any financial year. The \$25,000 limit includes GST. The limit relates to the value of all payments made for all contracts in which you are interested during the financial year. It does not apply separately to each contract, nor is it just the amount of the profit the contractor expects to make or the portion of the payments to be personally received by you.

The Auditor-General can give prior approval, and in limited cases, retrospective approval for contracts that would otherwise disqualify you under the Act. It is an offence under the Act for a person to act as a member of the Council (or committee of the Council) while disqualified.

### **Non-pecuniary conflicts of interest**

In addition to the issue of pecuniary interests, rules and common law govern conflicts of interest more generally. These rules apply to non-pecuniary conflicts of interest, including common law rules about bias. In order to determine if bias exists or not members need to ask:

*"Is there a real danger of bias on the part of the member of the decision-making body, in the sense that he or she might unfairly regard with favour (or disfavour) the case of a party to the issue under consideration?"*

The question is not limited to actual bias, but relates to the appearance or possibility of bias reflecting the principle that justice should not only be done, but should be seen to be done. Whether or not members believe they are not biased is irrelevant.

Members focus should be on the nature of the conflicting interest or relationship and the risk it could pose for the decision-making process. The most common risks of non-pecuniary bias are where:

- Members' statements or conduct indicate that they have predetermined the decision before hearing all relevant information (that is, members have a "closed mind"); and
- Members have a close relationship or involvement with an individual or organisation affected by the decision.

In determining whether or not they might be perceived as biased, members must also take into account the context and circumstance of the issue or question under consideration. For example, if a member has stood on a platform and been voted into office on the promise of implementing that platform, then voters would have every expectation that the member would give effect to that promise, however he/she must still be seen to be open to considering new information (this may not apply to decisions made in quasi-judicial settings, such as an RMA hearing).

### **Local Government Official Information and Meetings Act 1987**

The Local Government Official Information and Meetings Act 1987 sets out a list of meetings procedures and requirements that apply to local authorities and local/community boards. Of particular importance for the roles and conduct of community board members is the fact that the chairperson has the responsibility to maintain order at meetings, but all community board members should accept a personal responsibility to maintain acceptable standards of address and debate. Consistent with the sentiments of the Act no community board member should:

- Create a disturbance or a distraction while another member is speaking;
- Be disrespectful when they refer to each other or other people; or
- Use offensive language about the Council, other members, any employee of the Council or any member of the public.

### **Secret Commissions Act 1910**

Under this Act it is unlawful for a community board member (or officer) to advise anyone to enter into a contract with a third person and receive a gift or reward from that third person as a result, or to present false receipts to Council.

If convicted of any offence under this Act a person can be imprisoned for up to two years, and/or fines up to \$1000. A conviction would therefore trigger the ouster provisions of the LGA 2002 and result in the removal of the member from office.

### **Crimes Act 1961**

Under this Act it is unlawful for a community board member (or officer) to:

- Accept or solicit for themselves (or anyone else) any gift or reward for acting or not acting in relation to the business of Council; and
- Use information gained in the course of their duties for their, or another person's, monetary gain or advantage.

Community board members convicted of these offences will automatically cease to be members.

### **Financial Markets Conduct Act 2013**

Financial Markets Conduct Act 2013 (previously the Securities Act 1978) essentially places elected members in the same position as company directors whenever Council offers stock to the public. Elected members may be personally liable if investment documents such as a prospectus contain untrue statements and may be liable for criminal prosecution if the requirements of the Act are not met.

### **The Local Government Act 2002**

The Local Government Act 2002 (LGA 2002) sets out the general powers of local government, its purpose and operating principles, and details the personal liability of members. Although having qualified privilege, community board members can be held personally accountable for losses incurred by a local authority where, following a report from the Auditor General under s44 LGA 2002, it is found that one of the following applies:

- a) Money belonging to, or administered by, a local authority has been unlawfully expended; or
- b) An asset has been unlawfully sold or otherwise disposed of by the local authority; or
- c) A liability has been unlawfully incurred by the local authority; or
- d) A local authority has intentionally or negligently failed to enforce the collection of money it is lawfully entitled to receive.<sup>890</sup>

Members will not be personally liable where they can prove that the act or failure to act resulting in the loss occurred as a result of one of the following:

- a) Without the member's knowledge;
- b) With the member's knowledge but against the member's protest made at or before the time when the loss occurred;
- c) Contrary to the manner in which the member voted on the issue; and
- d) In circumstances where, although being a party to the act or failure to act, the member acted in good faith and relied on reports, statements, financial data, or other information from professional or expert advisers, namely staff or external experts on the matters.

In certain situations members will also be responsible for paying the costs of proceedings (s.47 LGA 2002).

## **Appendix C: Process where a complaint is referred to an independent investigator**

*The following process is a guide only and community boards are encouraged to adapt the process to their own specific circumstances.*

### **Step 1: Chief Executive receives complaint**

On receipt of a complaint under the Code, whether from a member (because the complaint involves the Mayor) or from the Mayor after an initial assessment, the Chief Executive will refer the complaint to an investigator selected from a list agreed at the start of the triennium. . The Chief Executive will also:

- Inform the complainant that the complaint has been referred to the independent investigator and the name of the investigator, and refer them to the process for dealing with complaints as set out in the Code; and
- Inform the respondent that a complaint has been made against them, the name of the investigator and remind them of the process for dealing with complaints as set out in the Code.

### **Step 2: Investigator makes preliminary assessment**

On receipt of a complaint the investigator will assess whether:

1. The complaint is trivial or frivolous and should be dismissed;
2. The complaint is outside the scope of the Code and should be re-directed to another agency or institutional process;
3. The complaint is minor or non-material; or
4. The complaint is material and a full assessment is required.

In making the assessment, the investigator may make whatever initial inquiry is necessary to determine their recommendations, including interviewing relevant parties, which are then forwarded to the Council's Chief Executive. On receiving the investigator's preliminary assessment, the Chief Executive will:

1. Where an investigator determines that a complaint is trivial or frivolous, inform the complainant, respondent and other members (if there are no grounds for confidentiality) of the investigator's decision.
2. In cases where the investigator finds that the complaint involves a potential legislative breach and outside the scope of the Code, forward the complaint to the relevant agency and inform the Chief Executive who will then inform the complainant, the respondent and members.

### **Step 3: Actions where a breach is found to be non-material**

If the subject of a complaint is found to be non-material, but more than trivial or frivolous, the investigator will inform the Chief Executive and, if they choose, recommend a course of action appropriate to the breach, such as:

- That the respondent is referred to the Mayor for guidance; and/or
- That the respondent attend appropriate courses or programmes to increase their knowledge and understanding of the matters resulting in the complaint.

The Chief Executive will advise both the complainant and the respondent of the investigator's decision and any recommendations, neither of which are open to challenge. Any recommendations made in response to a non-material breach are non-binding on the respondent and the Council.

### **Step 4: Actions where a breach is found to be material**

If the subject of a complaint is found to be material, the investigator will inform the Chief Executive, who will inform the complainant and respondent. The investigator will then prepare a report for the Council on the seriousness of the breach. In preparing that report, the investigator may:

- Consult with the complainant, respondent and any directly affected parties; and/or
- Undertake a hearing with relevant parties; and/or
- Refer to any relevant documents or information.

On receipt of the investigator's report, the Chief Executive will prepare a report for the Council or adjudicative body charged with assessing and ruling on material complaints, which will meet to consider the findings and determine whether or not a penalty, or some other form of action, will be imposed. The Chief Executive's report will include the investigator's full report.

### **Step 5: Process for considering the investigator's report**

The investigator's report will be considered by the Council or adjudicative body established for considering reports on Code of Conduct complaints, or any other body that the Council may resolve, noting that the process will meet the principles set out in section 12.1 of the Code.

The Council or adjudicative body established to consider the Chief Executive's report will do so in open meeting, except where the alleged breach concerns matters that justify, in accordance with LGOIMA, the exclusion of the public. Before making any decision on a specific complaint, the relevant body will give the respondent an opportunity to appear and speak in their own defense. Members with an interest in the proceedings, including the complainant and the respondent, should not take part in these proceedings in a decision-making capacity. The form of penalty that might be applied will depend on the nature of the breach and may include actions set out in clause 12.1 of the Code. Where the report of the adjudicative body is referred to the Council it will be heard, in open session, unless grounds for exclusion of the public exist, and its recommendations accepted, without debate.



## REPORT

Date : 20 February 2020  
To : Coast Community Board Meeting, 24 March 2020  
From : Finance and Corporate Services Group Manager  
Subject : **STANDING ORDERS – COAST COMMUNITY BOARD**  
File ID : A193224

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### **EXECUTIVE SUMMARY**

**Following increasing enquiries from the local government sector, LGNZ last year revised the template for Standing Orders and have made these available for Local Authorities to pick up and adopt. They have provided a set of Standing Orders for both Councils and Community/Local Boards.**

**Most Authorities and Community Boards have adopted the LGNZ Standing Orders with little to no amendments given that they were drafted by the sector for the sector.**

**There are very minor changes between the current standing orders and the proposed ones, the benefit of having the template prepared by LGNZ is that we are confident that the standing orders are appropriate and they fairly reflect how boards and local authorities operate around the country. The new standing orders have also attempted to make decision making easier for both.**

**It is recommended that the template be adopted with no amendment.**

### **PURPOSE**

The report provides an overview of the new Standing Orders template developed by LGNZ and recommends that this be adopted with some amendments.

### **BACKGROUND**

The current Council Standing Orders were updated in 2017 following the last election.

Following a growing demand from the sector for an updated version, LGNZ recognised that it was time for a well overdue review of the Model Standing Orders, to bring them up to date and make them easier to use.

A working party, facilitated by LGNZ, was set up in 2016 to update and review the Model Standing Orders. Significant input was provided by my staff from the Bay of Plenty, and in particular the Eastern Bay of Plenty.

LGNZ has released special versions of the Standing Orders for regional councils, territorial authorities and community boards. It is recommended that the Board adopt the community board version of the Standing Orders (attached as Appendix 1).

## **DISCUSSION AND OPTIONS SECTIONS**

Standing Orders are part of the framework of processes and procedures designed to ensure that the 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 is set out in section 39 of the (LGA 2002).

Standing Orders are also a means of recording the Board's agreed principles of behaviour within meetings. Using Standing Orders as a guide to the way that the Board conducts its meetings helps to promote teamwork by:

- allowing structured discussion of topics;
- ensuring respect for the opinions of others;
- ensuring tact and appropriate language is used in resolving conflict;
- promoting the use of persuasion and influencing skills to gain a team outcome

All Community Boards are required by Clause 27, Schedule 7 of the Local Government Act 2002 to adopt a set of Standing Orders that control the way the Board's meetings are conducted. The Standing Orders must not contravene the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987 (LGOIMA) or any other Act.

## **Format**

The LGNZ Standing Orders template has been structured in three parts:

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

The Appendices provide templates and additional guidance, however, these are not part of the Standing orders themselves and can be amended without an agreement of 75% of the members present.

The Standing Orders combine statutory provisions with guidance on their application.



**SIGNIFICANCE ASSESSMENT**

**Assessment of significance**

Under Council’s Significance and Engagement Policy, on every issue requiring a decision, Council considers the degree of significance and the corresponding level of engagement required. The level of significance in relation to the matters of this Report Standing Orders Coast Community Board are not considered to be significant as determined by the criteria set out in section 12 of the Significance and Engagement Policy.

**Assessment of engagement requirements**

As the level of significance for this report is considered to be of low significance the level of engagement required is determined to be at the level of inform according to Schedule 2 of the Significance and Engagement Policy.



**CONSIDERATIONS**

**Financial/budget considerations**

There are no financial or budget implications.

**Policy and planning implications**

The adoption of an amended set of Standing Orders is not inconsistent with the Board’s previous decision when adopting the last set of Standing Orders.

**Risks**

The Board is required to have adopted a set of Standing Orders. There is minimal risk in either keeping the current Standing Orders or amending them, as meetings must comply with the legislation.

**Authority**

The Board has the authority to amend and adopt Standing Orders as long as 75% or more of those present at the meeting agree.

**CONCLUSION**

The current Standing Orders remain in place until a new set of standing orders is adopted. Any change requires agreement of not less than 75% of the members present. The proposed Standing Orders are based on best practice and include provisions for audio and audio-visual link and webcasting when and if the Board chooses to use these provisions.

**RECOMMENDATIONS:**

1. **That the report titled "Standing Orders Coast Community Board" be received.**
2. **That the Board adopt the draft "Standing Orders Coast Community Board" based on the LGNZ template.**

Bevan Gray

**FINANCE AND CORPORATE SERVICES GROUP MANAGER**



**Opotiki District Council**  
STRONG COMMUNITY STRONG FUTURE

**Coast Community board**  
**Standing Orders**

**Date standing orders adopted**

## **Preface**

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

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

These standing orders have been designed specifically for community boards and their committees and subcommittees. They fulfil the requirements of the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 with regard to the conduct of meetings.

It is mandatory that community boards adopt standing order for the conduct of their meetings and the meetings of any subordinate bodies, such as committees and subcommittees (see cl. 27 Schedule 7 of the Local Government Act 2002).

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

All members of a community board must abide by standing orders.

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

## Contents

<b>1. Introduction</b>	<b>10</b>
1.1 Principles	10
1.2 Statutory references	11
1.3 Acronyms	11
1.4 Application	11
<b>2. Definitions</b>	<b>11</b>
<b>General matters</b>	<b>16</b>
<b>3. Standing orders</b>	<b>16</b>
3.1 Obligation to adopt standing orders	16
3.2 Process for adoption and alteration of standing orders	16
3.3 Members must obey standing orders	16
3.4 Application of standing orders	16
3.5 Temporary suspension of standing orders	16
3.6 Quasi-judicial proceedings	16
3.7 Physical address of members	17
<b>4. Meetings</b>	<b>17</b>
4.1 Legal requirement to hold meetings	17
4.2 Meeting duration	17
4.3 Language	17
4.4 Webcasting meetings	18
4.5 First meeting (inaugural)	18
4.6 Requirements for the first meeting	18
<b>5. Appointments and elections</b>	<b>19</b>
5.1 Elections of Chairpersons, and deputy Chairpersons	19
5.2 Removal of a Chairperson deputy Chairperson	19
5.3 Voting system for Chairpersons, deputy Chairpersons and committee chairs	19
<b>6. Delegations</b>	<b>20</b>
6.1 Limits on delegations	20
6.2 Committees may delegate	20
6.3 Use of delegated powers	21
6.4 Decisions made under delegated authority cannot be rescinded or amended	21
6.5 Committees and sub committees subject to the direction of the local authority	21
6.6 Duty to consider delegations to community boards	21
<b>7. Committees</b>	<b>21</b>
7.1 Appointment of committees and subcommittees	21
7.2 Discharge or reconstitution of committees and subcommittees	21
7.3 Appointment or discharge of committee members and subcommittee members	22

7.4	Elected members on committees and subcommittees	22
7.5	Local authority may replace members if committee not discharged	22
7.6	Decision not invalid despite irregularity in membership	23
7.7	Appointment of joint committees	23
7.8	Status of joint committees	23
7.9	Power to appoint or discharge individual members of a joint committee	23
	<b>Pre-meeting</b>	<b>24</b>
<b>8.</b>	<b>Giving notice</b>	<b>24</b>
8.1	Public notice – ordinary meetings	24
8.2	Notice to members - ordinary meetings	24
8.3	Extraordinary meeting may be called	24
8.4	Notice to members - extraordinary meetings	24
8.5	Emergency meetings may be called	25
8.6	Process for calling an emergency meeting	25
8.7	Public notice – emergency and extraordinary meetings	25
8.8	Meetings not invalid	25
8.9	Resolutions passed at an extraordinary meeting	26
8.10	Meeting schedules	26
8.11	Non-receipt of notice to members	26
8.12	Meeting cancellations	26
<b>9.</b>	<b>Meeting agenda</b>	<b>27</b>
9.1	Preparation of the agenda	27
9.2	Process for raising matters for a decision	27
9.3	Chief executive may delay or refuse request	27
9.4	Order of business	27
9.5	Chairperson’s recommendation	27
9.6	Chairperson’s report	28
9.7	Public availability of the agenda	28
9.8	Public inspection of agenda	28
9.9	Withdrawal of agenda items	28
9.10	Distribution of the agenda	28
9.11	Status of agenda	28
9.12	Items of business not on the agenda which cannot be delayed	29
9.13	Discussion of minor matters not on the agenda	29
9.14	Public excluded business on the agenda	29
9.15	Qualified privilege relating to agenda and minutes	29

<b>Meeting Procedures</b>	<b>30</b>
<b>10. Opening and closing</b>	<b>30</b>
<b>11. Quorum</b>	<b>30</b>
11.1 Community board meetings	30
11.2 Committees and subcommittee meetings	30
11.3 Joint Committees	30
11.4 Requirement for a quorum	31
11.5 Meeting lapses where no quorum	31
11.6 Business from lapsed meetings	31
<b>12. Public access and recording</b>	<b>31</b>
12.1 Meetings open to the public	31
12.2 Grounds for removing the public	31
12.3 Local authority may record meetings	31
12.4 Public may record meetings	32
<b>13. Attendance</b>	<b>32</b>
13.1 Members right to attend meetings	32
13.2 Attendance when a committee is performing judicial or quasi-judicial functions	32
13.3 Leave of absence	32
13.4 Apologies	33
13.5 Recording apologies	33
13.6 Absent without leave	33
13.7 Right to attend by audio or audio visual link	33
13.8 Member's status: quorum	33
13.9 Member's status: voting	33
13.10 Chairperson's duties	34
13.11 Conditions for attending by audio or audio visual link	34
13.12 Request to attend by audio or audio visual link	34
13.13 Chairperson may terminate link	35
13.14 Giving or showing a document	35
13.15 Link failure	35
13.16 Confidentiality	35
<b>14. Chairperson's role in meetings</b>	<b>35</b>
14.1 Community board meetings	35
14.2 Other meetings	36
14.3 Addressing the Chairperson	36
14.4 Chairperson's rulings	36
14.5 Chairperson standing	36
14.6 Member's right to speak	36

14.7	Chairperson may prioritise speakers	36
<b>15.</b>	<b>Public Forums</b>	<b>37</b>
15.1	Time limits	37
15.2	Restrictions	37
15.3	Questions at public forums	37
15.4	No resolutions	38
<b>16.</b>	<b>Deputations</b>	<b>38</b>
16.1	Time limits	38
16.2	Restrictions	38
16.3	Questions of a deputation	38
16.4	Resolutions	38
<b>17.</b>	<b>Petitions</b>	<b>39</b>
17.1	Form of petitions	39
17.2	Petition presented by petitioner	39
17.3	Petition presented by member	39
<b>18.</b>	<b>Exclusion of public</b>	<b>39</b>
18.1	Motions and resolutions to exclude the public	39
18.2	Specified people may remain	40
18.3	Public excluded items	40
18.4	Non-disclosure of information	40
18.5	Release of information from public excluded session	41
<b>19.</b>	<b>Voting</b>	<b>41</b>
19.1	Decisions by majority vote	41
19.2	Open voting	41
19.3	Chairperson has a casting vote	41
19.4	Method of voting	41
19.5	Calling for a division	42
19.6	Request to have votes recorded	42
19.7	Members may abstain	42
<b>20.</b>	<b>Conduct</b>	<b>42</b>
20.1	Calling to order	42
20.2	Behaviour consistent with Code of Conduct	42
20.3	Retractions and apologies	42
20.4	Disorderly conduct	43
20.5	Contempt	43
20.6	Removal from meeting	43
20.7	Financial conflicts of interests	43
20.8	Non-financial conflicts of interests	44



20.9	Qualified privilege for meeting proceedings	44
20.10	Qualified privilege additional to any other provisions	44
20.11	Electronic devices at meetings	44
<b>21.</b>	<b>General rules of debate</b>	<b>45</b>
21.1	Chairperson may exercise discretion	45
21.2	Time limits on speakers	45
21.3	Questions to staff	45
21.4	Questions of clarification	45
21.5	Members may speak only once	45
21.6	Limits on number of speakers	45
21.7	Secunder may reserve speech	46
21.8	Speaking only to relevant matters	47
21.9	Restating motions	47
21.10	Criticism of resolutions	47
21.11	Objecting to words	47
21.12	Right of reply	47
21.13	No other member may speak	47
21.14	Adjournment motions	48
21.15	Chairperson's acceptance of closure motions	48
<b>22.</b>	<b>General procedures for speaking and moving motions</b>	<b>48</b>
22.1	Options for speaking and moving	48
22.2	Option A	48
22.3	Option B	49
22.4	Option C	49
22.5	Procedure if no resolution reached	49
<b>23.</b>	<b>Motions and amendments</b>	<b>49</b>
23.1	Proposing and seconding motions	49
23.2	Motions in writing	50
23.3	Motions expressed in parts	50
23.4	Substituted motion	50
23.5	Amendments to be relevant and not direct negatives	50
23.6	Chairperson may recommend amendment	50
23.7	Foreshadowed amendments	50
23.8	Lost amendments	50
23.9	Carried amendments	51
23.10	Where a motion is lost	51
23.11	Withdrawal of motions and amendments	51
23.12	No speakers after reply or motion has been put	51

<b>24.</b>	<b>Revocation or alteration of resolutions</b>	<b>51</b>
24.1	Member may move revocation of a decision	51
24.2	Revocation must be made by the body responsible for the decision	52
24.3	Requirement to give notice	52
24.4	Restrictions on actions under the affected resolution	52
24.5	Revocation or alteration by resolution at same meeting	52
24.6	Revocation or alteration by recommendation in report	52
<b>25.</b>	<b>Procedural motions</b>	<b>53</b>
25.1	Procedural motions must be taken immediately	53
25.2	Procedural motions to close or adjourn a debate	53
25.3	Voting on procedural motions	53
25.4	Debate on adjourned items	53
25.5	Remaining business at adjourned meetings	53
25.6	Business referred to the council, committee or local or community board	54
25.7	Other types of procedural motions	54
<b>26.</b>	<b>Points of order</b>	<b>54</b>
26.1	Members may raise points of order	54
26.2	Subjects for points of order	54
26.3	Contradictions	54
26.4	Point of order during division	54
26.5	Chairperson's decision on points of order	55
<b>27.</b>	<b>Notices of motion</b>	<b>55</b>
27.1	Notice of intended motion to be in writing	55
27.2	Refusal of notice of motion	55
27.3	Mover of notice of motion	55
27.4	Alteration of notice of motion	56
27.5	When notices of motion lapse	56
27.6	Referral of notices of motion	56
27.7	Repeat notices of motion	56
<b>28.</b>	<b>Minutes</b>	<b>56</b>
28.1	Minutes to be evidence of proceedings	56
28.2	Matters recorded in minutes	57
28.3	No discussion on minutes	57
28.4	Minutes of last meeting before election	57
<b>29.</b>	<b>Keeping a record</b>	<b>58</b>
29.1	Maintaining accurate records	58
29.2	Method for maintaining records	58
29.3	Inspection	58

29.4 Inspection of public excluded matters	58
<b>Referenced documents</b>	<b>59</b>
<b>Appendix 1: Grounds to exclude the public</b>	<b>60</b>
<b>Appendix 2: Sample resolution to exclude the public</b>	<b>62</b>
<b>Appendix 3: Motions and amendments (Option A)</b>	<b>65</b>
<b>Appendix 4: Motions and amendments (Option B)</b>	<b>66</b>
<b>Appendix 5: Motions and amendments (Option C)</b>	<b>67</b>
<b>Appendix 6: Table of procedural motions</b>	<b>69</b>
<b>Appendix 7: Webcasting protocols</b>	<b>73</b>
<b>Appendix 8: Powers of a Chairperson</b>	<b>74</b>
<b>Appendix 9: Process for removing a Chairperson or deputy Chairperson from office</b>	<b>79</b>
<b>Appendix 10: Workshops</b>	<b>80</b>
<b>Appendix 11: Sample order of business</b>	<b>81</b>
<b>Appendix 12: Process for raising matters for a decision</b>	<b>82</b>

# 1. Introduction

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

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

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

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

## 1.1 Principles

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

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

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

## 1.2 Statutory references

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

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

## 1.3 Acronyms

LGA 2002      Local Government Act 2002

LGOIMA      Local Government Official Information and Meetings Act 1987

LAMIA      Local Authorities (Members' Interests) Act 1968

## 1.4 Application

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

## 2. Definitions

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

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

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

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

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

**Audio visual 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 presiding at a meeting – the presiding member.

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

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

**Committee** includes, in relation to a local authority:

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

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

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

**Council** means, in the context of these standing orders, the governing body of a local authority.

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

**Electronic link** means both an audio and audio visual link.

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

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

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

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

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

**Karakia timatanga** means an opening prayer.

**Karakia whakamutunga** means a closing prayer.

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

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

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

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

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

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

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

**Motion** means a formal proposal to a meeting.

**Mover** means the member who initiates a motion.

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

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

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

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

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

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

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

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

**Presiding member** means the person chairing a meeting.

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

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

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

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

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

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

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

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

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

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

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

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

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



**Secunder** means the member who seconds a motion.

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

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

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

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

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

**Working day** means a day of the week other than:

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

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

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

**Workshop**, means in the context of these standing orders, a gathering of elected members for the purpose of considering matters of importance to the local authority at which no decisions are made and to which these standing orders do not apply. Workshops may include non-elected members. See definition of "advisory group". Workshops are also described as briefings.

## General matters

### 3. Standing orders

#### 3.1 Obligation to adopt standing orders

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

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

#### 3.2 Process for adoption and alteration of standing orders

The adoption of standing orders and any amendment to standing orders must be made by the community board and by a vote of not less than 75% of the members present.

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

#### 3.3 Members must obey standing orders

All members of the community board must obey these standing orders..

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

#### 3.4 Application of standing orders

These standing orders apply to all meetings of community boards unless stated otherwise. This includes meetings and parts of meetings that the public are excluded from.

#### 3.5 Temporary suspension of standing orders

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

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

A motion to suspend standing orders may also identify the specific standing orders to be suspended. In the event of suspension those standing orders prescribed in statute will continue to apply, such as the quorum requirements.

#### 3.6 Quasi-judicial proceedings

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

### **3.7 Physical address of members**

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

## **4. Meetings**

### **4.1 Legal requirement to hold meetings**

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

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

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

### **4.2 Meeting duration**

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

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

### **4.3 Language**

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

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

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

#### **4.4 Webcasting meetings**

Webcast meetings should be provided in accordance with the protocols contained in Appendix 5.

#### **4.5 First meeting (inaugural)**

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

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

#### **4.6 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 cl. 21(4), Schedule 7 (LGA 2002)).

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

- (a) The making and attesting of the declarations required of the Chairperson (if any) and members under cl.14, Schedule7, (LGA 2002);
- (b) The election of the Chairperson and the making and attesting of the declaration required of the Chairperson under cl. 14 Schedule7, (LGA 2002);
- (c) A general explanation, given or arranged by the chief executive, of:
  - i. LGOIMA; and
  - ii. Other laws affecting members, including the appropriate provisions of the Local Authorities (Members Interests) Act 1968; and sections 99, 105, and 105A of the Crimes Act 1961; and the Secret Commissions Act 1910; and the Financial Markets Conduct Act 2013.
- (d) The fixing of the date and time of the first meeting of the community board or the adoption of a schedule of meetings; and
- (e) The election of the deputy Chairperson in accordance with cl.17 Schedule7, (LGA 2002).

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

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

## **5. Appointments and elections**

### **5.1 Elections of Chairpersons, and deputy Chairpersons**

The community board must decide by resolution to use one of two voting systems (see standing order 5.3) when electing people to the following positions:

- The Chairperson and deputy Chairperson of a community board;
- The Chairperson and deputy Chairperson of a committee; or
- A representative of a local authority.

*cl. 25 Schedule 7, LGA 2002.*

### **5.2 Removal of a Chairperson deputy Chairperson**

A Chairperson or deputy Chairperson can only be removed in accordance with the process set out in cl. 18, Schedule 7, of the LGA 2002. See Appendix 9.

*cl. 18, Schedule 7, LGA 2002.*

### **5.3 Voting system for Chairpersons, deputy Chairpersons and committee chairs**

When electing a community board Chairperson the board must resolve to use one of the following two voting systems.

#### **System A**

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

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

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

#### **System B**

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

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

*cl. 25 Schedule 7, LGA 2002.*

## **6. Delegations**

### **6.1 Limits on delegations**

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

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

*cl. 32 (1) Schedule 7, LGA 2002.*

### **6.2 Committees may delegate**

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

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

### **6.3 Use of delegated powers**

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

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

### **6.4 Decisions made under delegated authority cannot be rescinded or amended**

Nothing in these standing orders allows a community to rescind or amend a lawfully made decision of a committee or subcommittee carried out under a delegation authorising the making of that decision.

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

### **6.5 Committees and sub committees subject to the direction of the community board**

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

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

### **6.6 Duty to consider delegations to community boards**

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

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

## **7. Committees**

### **7.1 Appointment of committees and subcommittees**

A community board may appoint the committees and subcommittees that it considers appropriate. A committee may appoint the subcommittees that it considers appropriate, unless it is prohibited from doing so by the community board.

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

### **7.2 Discharge or reconstitution of committees and subcommittees**

Unless expressly provided otherwise in legislation or regulation:

- (a) A community board may discharge or reconstitute a committee or subcommittee; and
- (b) A committee may discharge or reconstitute a subcommittee.

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

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

**Please note:** s.12 (2) of the Civil Defence and Emergency Management Act 2002 states that a Civil Defence and Emergency Management Group is not deemed to be discharged following a triennial election. This may also apply to District Licensing Committees (see SO Guide).

### **7.3 Appointment or discharge of committee members and subcommittee members**

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

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

### **7.4 Elected members on committees and subcommittees**

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

At least one member of a committee must be an elected member of the community board. A staff member of the local authority, in the course of their employment, can be a member of a subcommittee but not a committee.

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

### **7.5 Local authority may replace members if committee not discharged**

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

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



## **7.6 Decision not invalid despite irregularity in membership**

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

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

*cl. 29, Schedule 7, LGA 2002.*

## **7.7 Appointment of joint committees**

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

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

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

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

## **7.8 Status of joint committees**

A joint committee is deemed to be both a committee of a community board and a committee of each other participating community board or public body.

*cl. 30A (5), Schedule 7, LGA 2002.*

## **7.9 Power to appoint or discharge individual members of a joint committee**

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

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

## Pre-meeting

### 8. Giving notice

#### 8.1 Public notice – ordinary meetings

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

*s. 46, LGOIMA.*

#### 8.2 Notice to members - ordinary meetings

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

*cl. 19 (5), Schedule 7, LGA 2002.*

#### 8.3 Extraordinary meeting may be called

An extraordinary community board meeting may be called by:

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

*cl. 22 (1) Schedule 7, LGA 2002.*

#### 8.4 Notice to members - extraordinary meetings

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

*cl. 22 (3), Schedule 7, LGA 2002.*

## **8.5 Emergency meetings may be called**

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

- (a) The Chairperson; or
- (b) If the Chairperson is unavailable, the Chief Executive.

*cl. 22A(1), Schedule 7 LGA 2002.*

## **8.6 Process for calling an emergency meeting**

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

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

*cl. 22A (2), Schedule 7 LGA 2002.*

## **8.7 Public notice – emergency and extraordinary meetings**

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

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

*s. 46 (3) LGOIMA.*

## **8.8 Meetings not invalid**

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

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

*s. 46 (6), LGOIMA.*

### **8.9 Resolutions passed at an extraordinary meeting**

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

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

*s. 51A, LGOIMA.*

### **8.10 Meeting schedules**

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

*cl. 19 (6) Schedule 7, LGA 2002.*

### **8.11 Non-receipt of notice to members**

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

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

A member of a community board may waive the need to be given notice of a meeting.

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

### **8.12 Meeting cancellations**

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

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

## **9. Meeting agenda**

### **9.1 Preparation of the agenda**

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

When preparing business items for an agenda the chief executive should consult the Chairperson.

### **9.2 Process for raising matters for a decision**

Requests for reports may be made by a resolution of the community board, committee or subcommittee and, in the case of decision-making bodies other than the community board, must fall within the scope of their specific delegations. A process for requesting reports is described in Appendix 13.

### **9.3 Chief executive may delay or refuse request**

The chief executive may delay commissioning any reports that involve significant cost or are beyond the scope of the community board or committee that made the request. In such cases the chief executive will discuss options for meeting the request with the respective Chairperson and report back to a subsequent meeting with an estimate of the cost involved and seek direction on whether the report should still be prepared.

If a member makes a direct request to a chief executive asking that a report is prepared the chief executive may refuse. In such cases an explanation should be provided to the member.

### **9.4 Order of business**

At the meeting the business is to be dealt with in the order in which it stands on the agenda unless the Chairperson, or the meeting, decides otherwise. An example of a default order of business is set out in Appendix 12.

The order of business for an extraordinary meeting must be limited to items that are relevant to the purpose for which the meeting has been called.

### **9.5 Chairperson's recommendation**

A Chairperson, either prior to the start of the meeting and/or at the meeting itself, may include a recommendation regarding any item on the agenda brought before the meeting. Where a Chairperson's recommendation varies significantly from an officer's recommendation the reason for the variation must be explained.

## **9.6 Chairperson's report**

The Chairperson of a meeting has the right, through a report, to direct the attention of a meeting to any matter which is on the agenda or which falls within the responsibilities of that meeting, as described in its terms of reference.

## **9.7 Public availability of the agenda**

All information provided to members at a community board meeting must be publicly available, except where an item included in the agenda refers to a matter reasonably expected to be discussed with the public excluded.

*s. 5 & 46A, LGOIMA.*

## **9.8 Public inspection of agenda**

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

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

*s. 46A (1), LGOIMA.*

## **9.9 Withdrawal of agenda items**

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

## **9.10 Distribution of the agenda**

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

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

## **9.11 Status of agenda**

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

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

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

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

*s. 46A (7), LGOIMA.*

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

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

## **9.13 Discussion of minor matters not on the agenda**

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

*s. 46A (7A), LGOIMA.*

## **9.14 Public excluded business on the agenda**

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

*s. 46A (9), LGOIMA.*

## **9.15 Qualified privilege relating to agenda and minutes**

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

*s. 52, LGOIMA.*

## Meeting Procedures

### 10. Opening and closing

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

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

### 11. Quorum

#### 11.1 Community board meetings

The quorum for a meeting of the community board is:

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

*cl. 23 (3)(a) Schedule 7, LGA 2002.*

#### 11.2 Committees and subcommittee meetings

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

In the case of subcommittees the quorum will be two members unless otherwise stated. In the case of committees at least one member of the quorum must be a member of the community board.

*cl. 23 (3)(b) Schedule 7, LGA 2002.*

#### 11.3 Joint Committees

The quorum at a meeting of a joint committee must be consistent with Standing Order 11.3.

Community boards participating in the joint committee may decide, by agreement, whether or not the quorum includes one or more members appointed by each community board or any party.

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



## **11.4 Requirement for a quorum**

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

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

## **11.5 Meeting lapses where no quorum**

A meeting must lapse, and the Chairperson vacate the chair, if a quorum is not present within 30 minutes of the advertised start of the meeting. Where members are known to be travelling to the meeting, but are delayed due to extraordinary circumstance, the Chairperson has discretion to wait for a longer period.

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

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**

## **12.1 Meetings open to the public**

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

*s.47 & 49(a), LGOIMA.*

## **12.2 Grounds for removing the public**

The Chairperson may require any member of the public whose conduct is disorderly, or who is creating a disturbance, to be removed from the meeting.

## **12.3 Local authority may record meetings**

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

## **12.4 Public may record meetings**

Members of the public may make electronic or digital recordings of meetings which are open to the public. Any recording of meetings must be notified to the Chairperson at the commencement of the meeting to ensure that the recording does not distract the meeting from fulfilling its business.

Where circumstances require the Chairperson may stop the recording for a period of time.

## **13. Attendance**

### **13.1 Members right to attend meetings**

A member of a community board has, unless lawfully excluded, the right to attend any meeting of the community board or committees or subcommittees established by the board.

*cl. 19(2), Schedule 7, LGA 2002.*

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

A community board member attending a meeting of which they are not an appointed member is not a member of the public for the purpose of s.48 LGOIMA. Consequently, if the meeting resolves to exclude the public any members of the community board who are present may remain unless they are lawfully excluded.

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

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

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

### **13.3 Leave of absence**

A community board may grant a member leave of absence following an application from that member. The community board may delegate the power to grant a leave of absence to the Chairperson in order to protect a members' privacy.

The Chairperson may approve a members' application, and the Community board may approve an application from the Chairperson. The Chairperson will advise all members of the community board whenever a member has been granted leave of absence under delegated authority. Meeting minutes will record a leave of absence for a member as an apology for that meeting.

## **13.4 Apologies**

A member who does not have leave of absence may tender an apology should they be absent from all or part of a meeting. The Chairperson (or acting chair) must invite apologies at the beginning of each meeting, including apologies for lateness and early departure. The meeting may accept or decline any apologies. Members may be recorded as absent on community board business where their absence is a result of a commitment made on behalf of the community board.

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

## **13.5 Recording apologies**

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

## **13.6 Absent without leave**

Where a member is absent from four consecutive meetings of their community board without leave of absence or an apology being accepted (not including extraordinary or emergency meetings) then the office held by the member will become vacant. A vacancy created in this way is treated as an extraordinary vacancy.

*cl. 5 (d) Schedule 7, LGA 2002.*

## **13.7 Right to attend by audio or audio visual link**

Provided the conditions in standing orders 13.11 and 13.12 are met members of the community board 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.

*cl. 25A (4), Schedule 7, LGA 2002.*

## **13.9 Member's status: voting**

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

## **13.10 Chairperson's duties**

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

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

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

*cl. 25A (3) schedule 7, LGA 2002.*

## **13.11 Conditions for attending by audio or audio visual 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 audio visual 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 audio visual 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 audio-visual 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; and
- (d) The quality of the link is no longer suitable.

### **13.14 Giving or showing a document**

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

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

*cl. 25(A) (6) schedule 7, LGA 2002.*

### **13.15 Link failure**

Where an audio or audio visual 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 times that the public are excluded. At such times, the Chairperson may require the member to confirm that no unauthorised people are able to view or hear the proceedings.

## **14. Chairperson's role in meetings**

### **14.1 Community board meetings**

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

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

## **14.2 Other meetings**

In the case of committees and subcommittees, the appointed Chairperson must preside at each meeting unless they vacate the chair for all or part of a meeting. If the Chairperson is absent from a meeting or vacates the chair, the deputy Chairperson (if any) will act as Chairperson. If the deputy Chairperson is also absent, or has not been appointed, the committee members who are present must elect a member to act as Chairperson. This person may exercise the meeting responsibilities, duties and powers of the Chairperson.

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

## **14.3 Addressing the Chairperson**

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

## **14.4 Chairperson's rulings**

The Chairperson will decide all procedural questions where insufficient provision is made by these standing orders and with regard to all points of order. Any refusal to obey a Chairperson's ruling or direction constitutes contempt.

## **14.5 Chairperson standing**

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

## **14.6 Member's right to speak**

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

## **14.7 Chairperson may prioritise speakers**

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

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

## **15. Public Forums**

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, not necessarily on the meeting's agenda, to the attention of the local authority.

In the case of a community board and its committees, 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 community board meeting. Requests must be made to the chief executive (or their delegate) at least one 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. No more than two speakers can speak on behalf of an organisation during a public forum. 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 2019 Guide to Standing Orders for suggestions of good practice in dealing with issues raised during a forum).

## **16. Deputations**

The purpose of a deputation is to enable a person, group or organisation to make a presentation to a meeting on a matter or matters covered by that meeting's terms of reference. Deputations should be approved by the Chairperson, or an official with delegated authority, five working days before the meeting. Deputations may be heard at the commencement of the meeting or at the time that the relevant agenda item is being considered.

### **16.1 Time limits**

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

### **16.2 Restrictions**

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

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

### **16.3 Questions of a deputation**

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

### **16.4 Resolutions**

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



## **17. Petitions**

### **17.1 Form of petitions**

Petitions may be presented to the community board or any of its committees, as long as the subject matter falls within the terms of reference of the intended meeting.

Petitions must contain at least 20 signatures and consist of fewer than 150 words (not including signatories). They must be received by the chief executive at least 5 working days before the date of the meeting at which they will be presented.

Petitions must not be disrespectful, use offensive language or include malicious statements (see standing order 19.9 on qualified privilege). They may be written in English or te reo Māori. Petitioners planning to present their petition in te reo or sign language should advise the chief executive in time to allow translation services to be arranged.

### **17.2 Petition presented by petitioner**

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

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

### **17.3 Petition presented by member**

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

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

## **18. Exclusion of public**

### **18.1 Motions and resolutions to exclude the public**

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

Every motion to exclude the public must be put while the meeting is open to the public, and copies of the motion must be available to any member of the public who is present.

If the motion is passed the resolution to exclude the public must be in the form set out in schedule 2A of LGOIMA (see Appendix 2). The resolution must state:

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

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

*s. 48 LGOIMA.*

## **18.2 Specified people may remain**

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

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

*s.48 (6) LGOIMA.*

## **18.3 Public excluded items**

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

*s.46A (8) LGOIMA.*

## **18.4 Non-disclosure of information**

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

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

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

## **18.5 Release of information from public excluded session**

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

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

## **19. Voting**

### **19.1 Decisions by majority vote**

Unless otherwise provided for in the LGA 2002, other legislation or standing orders, the acts of and questions before a community board must be decided at a meeting through a vote exercised by the majority of the members of that meeting voting.

*cl. 24 (1), Schedule 7, LGA 2002.*

### **19.2 Open voting**

An act or question coming before the community board must be done or decided by open voting.

*cl. 24 (3) Schedule 7, LGA 2002.*

### **19.3 Chairperson has a casting vote**

The Chairperson or any other person presiding at a meeting has a deliberative vote and, in the case of an equality of votes, has a casting vote.

*cl. 24 (2) Schedule 7, LGA 2002.*

### **19.4 Method of voting**

The method of voting must be as follows:

- (a) The Chairperson in putting the motion must call for an expression of opinion on the voices or take a show of hands, the result of either of which, as announced by the Chairperson, must be conclusive unless such announcement is questioned immediately by any member, in which event the Chairperson will call a division;
- (b) The Chairperson or any member may call for a division instead of or after voting on the voices and/or taking a show of hands; and

- (c) Where a suitable electronic voting system is available that system may be used instead of a show of hands, vote by voices, or division, and the result publicly displayed and notified to the Chairperson who must declare the result.

## **19.5 Calling for a division**

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

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

## **19.6 Request to have votes recorded**

If requested by a member immediately after a vote the minutes must record the member's vote or abstention. Recording any other matters e.g. reason for the vote or abstention is not permitted.

## **19.7 Members may abstain**

Any member may abstain from voting.

# **20. Conduct**

## **20.1 Calling to order**

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

## **20.2 Behaviour consistent with Code of Conduct**

No member, at any meeting, may act inconsistently with their Code of Conduct (if adopted) 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 community board's Code of Conduct (if adopted), the Chairperson may call upon that member or speaker to withdraw the offending comments, and may require them to apologise. If the member refuses to do so the Chairperson may direct that they should leave the meeting immediately for a specified time and/or make a complaint under the Code of Conduct.

## **20.4 Disorderly conduct**

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

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

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

## **20.5 Contempt**

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

## **20.6 Removal from meeting**

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

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

## **20.7 Financial conflicts of interests**

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

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

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

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

*s. 6 & 7 LAMIA.*

## **20.8 Non-financial conflicts of interests**

Non-financial interests always involve questions of judgement and degree about whether the responsibility of a member of a community board could be affected by some other separate interest or duty of that member in relation to a particular matter. If a member considers that they have a non-financial conflict of interest in a matter they must not take part in the discussions about that matter or any subsequent vote.

The member must leave the table when the matter is considered, but does not need to leave the room. The minutes must record the declaration and member's subsequent abstention from discussion and voting.

Neither the Chairperson nor the meeting may rule on whether a member has a non-financial interest in the matter being discussed.

## **20.9 Qualified privilege for meeting proceedings**

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

*s. 53, LGOIMA.*

## **20.10 Qualified privilege additional to any other provisions**

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

*s. 53, LGOIMA.*

## **20.11 Electronic devices at meetings**

Electronic devices and phones can only be used to advance the business of a meeting.

Personal use may only occur at the discretion of the chair. A Chairperson may require that an electronic device is switched off if its use is likely to distract a meeting from achieving its business or a member is found to be receiving information or advice from sources not present at the meeting which may affect the integrity of the proceedings.

## **21. General rules of debate**

### **21.1 Chairperson may exercise discretion**

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

### **21.2 Time limits on speakers**

The following time limits apply to members speaking at meetings:

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

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

### **21.3 Questions to staff**

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

### **21.4 Questions of clarification**

At any point of a debate a member may ask the Chairperson for clarification about the nature and content of the motion which is the subject of the debate and the particular stage the debate has reached.

### **21.5 Members may speak only once**

A member may not speak more than once to a motion at a meeting of the community board, except with permission of the Chairperson. Members can speak more than once to a motion at a committee or subcommittee meeting with the chairperson's permission.

### **21.6 Limits on number of speakers**

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

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

## **21.7 Secunder may reserve speech**

A member may second a motion or amendment without speaking to it, reserving the right to speak later in the debate.



## **21.8 Speaking only to relevant matters**

Members may speak to any matter before the meeting; a motion or amendment which they propose; and to raise a point of order arising out of debate, but not otherwise. Members must confine their remarks strictly to the motion or amendment they are speaking to.

The Chairperson's rulings on any matters arising under this standing order are final and not open to challenge.

## **21.9 Restating motions**

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

## **21.10 Criticism of resolutions**

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

## **21.11 Objecting to words**

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

## **21.12 Right of reply**

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

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

However, the original mover may reserve their right of reply and speak once to the principal motion and once to each amendment without losing that right of reply. If a closure motion is carried the mover of the motion has the right of reply before the motion or amendment is put to the vote.

## **21.13 No other member may speak**

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

- (a) After the mover has started their reply;
- (b) After the mover has indicated that they want to forego this right; and
- (c) Where the mover has spoken to an amendment to the original motion and the Chairperson has indicated that he or she intends to put the motion.

## **21.14 Adjournment motions**

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

## **21.15 Chairperson's acceptance of closure motions**

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

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

# **22. General procedures for speaking and moving motions**

## **22.1 Options for speaking and moving**

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

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

## **22.2 Option A**

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

## **22.3 Option B**

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

## **22.4 Option C**

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

## **22.5 Procedure if no resolution reached**

If no resolution is reached the Chairperson may accept a new motion to progress the matter under discussion.

# **23. Motions and amendments**

## **23.1 Proposing and seconding motions**

All motions and amendments moved during a debate must be seconded (including notices of motion). The Chairperson may then state the motion and propose it for discussion.

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

## **23.2 Motions in writing**

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

## **23.3 Motions expressed in parts**

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

## **23.4 Substituted motion**

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

## **23.5 Amendments to be relevant and not direct negatives**

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

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

## **23.6 Chairperson may recommend amendment**

A Chairperson, when moving the adoption of a recommendation from a committee or sub-committee to the community board can include in the motion an amendment to the committee or sub-committee's recommendation.

## **23.7 Foreshadowed amendments**

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

## **23.8 Lost amendments**

Where an amendment is lost, the meeting will resume the debate on the original or substituted motion. Any member who has not spoken to that motion may speak to it, and may move or second a further amendment.

## **23.9 Carried amendments**

Where an amendment is carried the meeting will resume the debate on the original motion as amended. This will now be referred to as the substantive motion. Members who have not spoken to the original motion may speak to the substantive motion, and may move or second a further amendment to it.

## **23.10 Where a motion is lost**

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

## **23.11 Withdrawal of motions and amendments**

Once a motion or amendment which has been seconded has been put to the meeting by the Chairperson the mover cannot withdraw it without the consent of the majority of the members who are present and voting.

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

## **23.12 No speakers after reply or motion has been put**

A member may not speak to any motion once:

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

## **24. Revocation or alteration of resolutions**

### **24.1 Member may move revocation of a decision**

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

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

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

## **24.2 Revocation must be made by the body responsible for the decision**

If a resolution is made under delegated authority by a committee or subcommittee, only that body may revoke or amend the resolution, assuming the resolution is legally made.

This provision does not prevent a community board that made the delegation from removing or amending the delegation given to a committee or subcommittee.

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

## **24.3 Requirement to give notice**

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

## **24.4 Restrictions on actions under the affected resolution**

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

Exceptions apply where, in the opinion of the Chairperson:

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

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

## **24.5 Revocation or alteration by resolution at same meeting**

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

## **24.6 Revocation or alteration by recommendation in report**

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

## **25. Procedural motions**

### **25.1 Procedural motions must be taken immediately**

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

### **25.2 Procedural motions to close or adjourn a debate**

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

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

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

### **25.3 Voting on procedural motions**

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

### **25.4 Debate on adjourned items**

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

### **25.5 Remaining business at adjourned meetings**

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

## **25.6 Business referred to the community board**

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

## **25.7 Other types of procedural motions**

The Chairperson has discretion about whether to allow any other procedural motion that is not contained in these standing orders.

## **26. Points of order**

### **26.1 Members may raise points of order**

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

### **26.2 Subjects for points of order**

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

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

### **26.3 Contradictions**

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

### **26.4 Point of order during division**

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



## **26.5 Chairperson's decision on points of order**

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

## **27. Notices of motion**

### **27.1 Notice of intended motion to be in writing**

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

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

### **27.2 Refusal of notice of motion**

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

- (a) Is disrespectful or which contains offensive language or statements made with malice; or
- (b) Is not related to the role or functions of the local authority or meeting concerned; or
- (c) Contains an ambiguity or a statement of fact or opinion which cannot properly form part of an effective resolution, and where the mover has declined to comply with such requirements as the chief executive officer may make; or
- (d) Is concerned with matters which are already the subject of reports or recommendations from a committee to the meeting concerned; or
- (e) Fails to include sufficient information as to satisfy the decision-making provisions of s.77-82 LGA 2002; or
- (f) Concerns a matter where decision-making authority has been delegated to a committee or subcommittee.

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

### **27.3 Mover of notice of motion**

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

## **27.4 Alteration of notice of motion**

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

## **27.5 When notices of motion lapse**

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

## **27.6 Referral of notices of motion**

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

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

## **27.7 Repeat notices of motion**

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

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

## **28. Minutes**

### **28.1 Minutes to be evidence of proceedings**

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

*cl. 28 Schedule 7, LGA 2002.*

## **28.2 Matters recorded in minutes**

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

- (a) The date, time and venue of the meeting;
- (b) The names of the members present;
- (c) The Chairperson;
- (d) Any apologies or leaves of absences;
- (e) The arrival and departure times of members;
- (f) Any failure of a quorum;
- (g) A list of any external speakers and the topics they addressed;
- (h) A list of the items considered;
- (i) The resolutions and amendments related to those items including those that were lost, provided they had been moved and seconded in accordance with these standing orders;
- (j) The names of all movers, and seconders;
- (k) Any objections made to words used;
- (l) All divisions taken and, if taken, a record of each members' vote;
- (m) The names of any members requesting that their vote or abstention be recorded;
- (n) Any declarations of financial or non-financial conflicts of interest;
- (o) The contempt, censure and removal of any members;
- (p) Any resolutions to exclude members of the public;
- (q) The time at which the meeting concludes or adjourns; and
- (r) The names of people permitted to stay in public excluded.

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

## **28.3 No discussion on minutes**

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

## **28.4 Minutes of last meeting before election**

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

## **29. Keeping a record**

### **29.1 Maintaining accurate records**

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

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

*s. 17 Public Records Act 2005.*

### **29.2 Method for maintaining records**

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

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

*s. 229(1) of the Contract and Commercial Law Act 2017.*

### **29.3 Inspection**

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

*s. 51 LGOIMA.*

### **29.4 Inspection of public excluded matters**

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

## Referenced documents

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

## Appendix 1: Grounds to exclude the public

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

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

See s.7 LGOIMA 1987.

*Where A2 of this Appendix applies the public may be excluded unless, in the circumstances of a particular case, the exclusion of the public is outweighed by other considerations which render it desirable and in the public interest, that the public not be excluded.*

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

See s. 48 LGOIMA.

## Appendix 2: Sample resolution to exclude the public

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

**1** that the public is excluded from:

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

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

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public
		To prevent the disclosure of information which would— <ul style="list-style-type: none"> <li>i. be contrary to the provisions of a specified enactment; or</li> <li>ii. constitute contempt of court or of the House of Representatives (s.48(1)(b)).</li> </ul>
		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"> <li>i. a right of appeal lies to a court or tribunal against the final decision of the councils in those proceedings; or</li> <li>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)).</li> </ul>
		To deliberate on proceedings in relation to an application or objection under the Marine Farming Act 1971 (s.48(1)(d)).



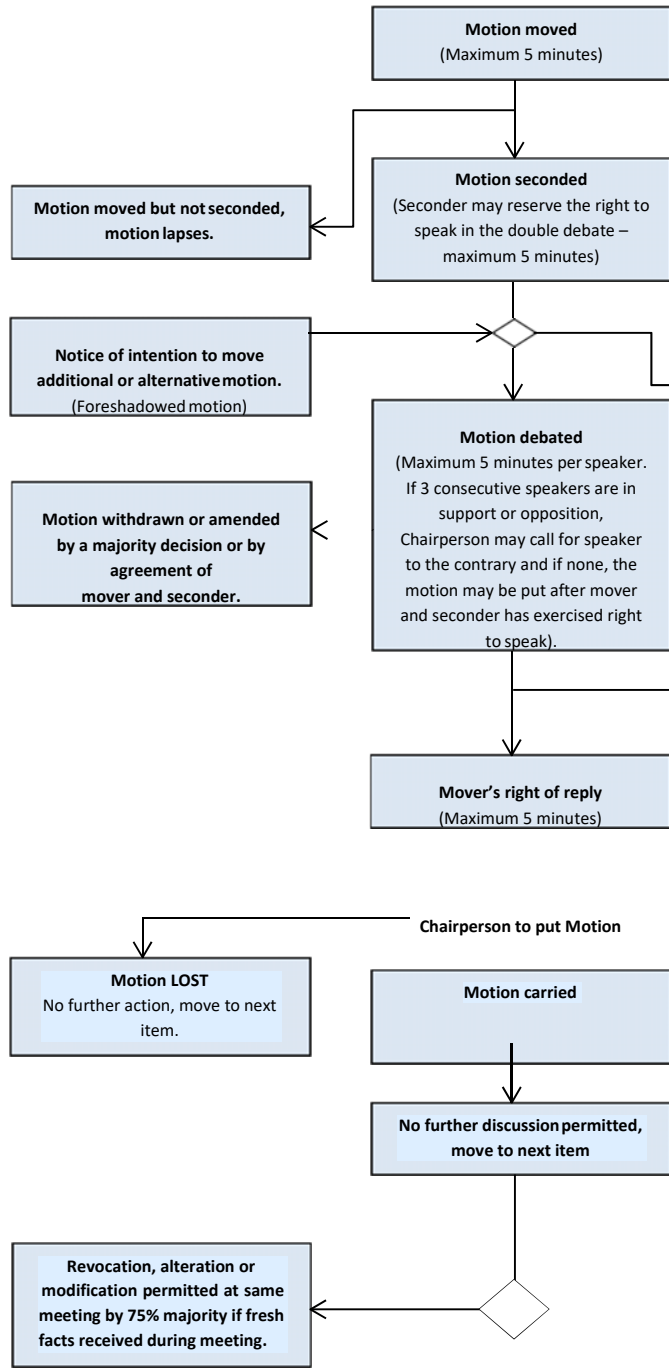
Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public
		To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).
		To protect the privacy of natural persons, including that of deceased natural 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"> <li>i. disclose a trade secret; or</li> <li>ii. unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information (s 7(2)(b)).</li> </ul>
		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"> <li>• a resource consent, or</li> <li>• a water conservation order, or</li> <li>• a requirement for a designation or</li> <li>• an heritage order,</li> </ul> (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"> <li>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</li> <li>ii. would be likely otherwise to damage the public interest (s 7(2)(c)).</li> </ul>
		To avoid prejudice to measures protecting the health or safety of members of the public (s 7(2)(d)).

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

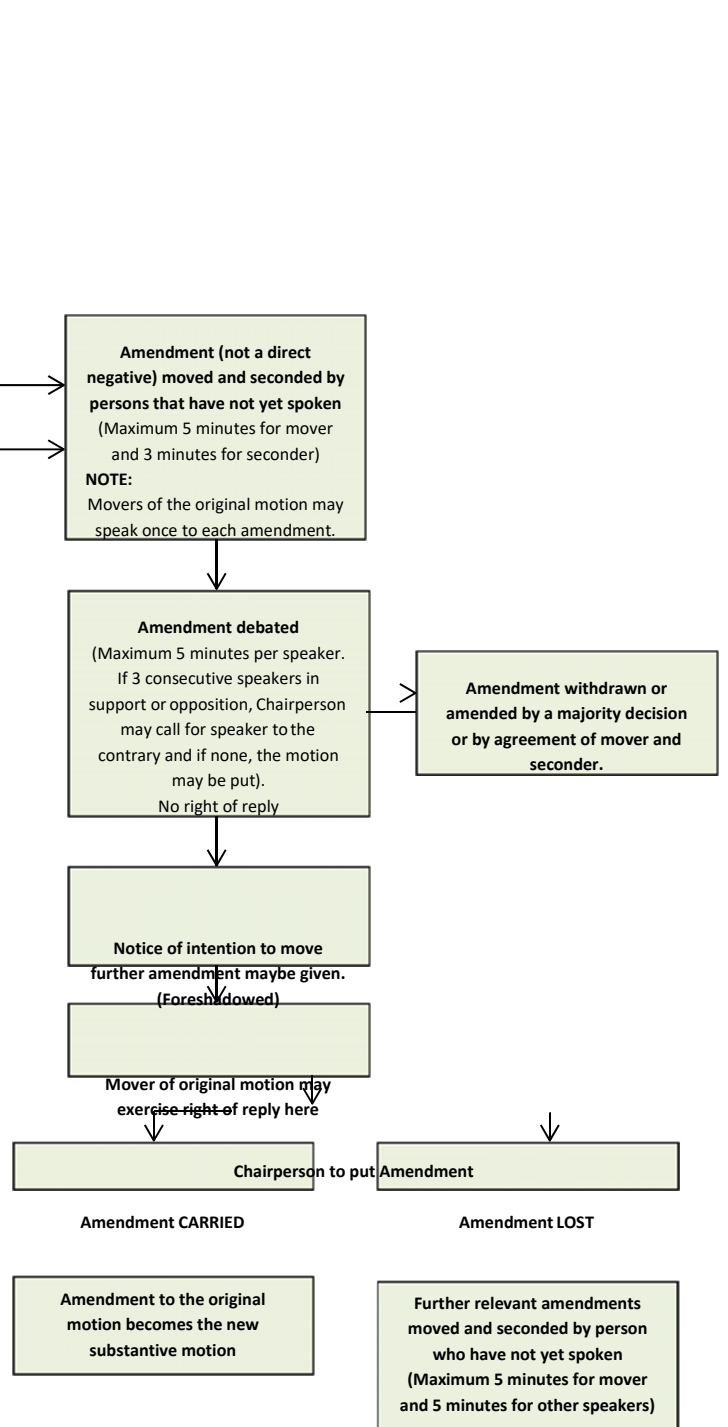
2. That *(name of person(s))* is permitted to remain at this meeting after the public has been excluded because of their knowledge of *(specify topic under discussion)*. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because *(specify)*.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

# Appendix 3: Motions and amendments (Option A)

## Motions without amendments



## Motions with amendments



the new substantive motion  
moved and seconded by persons  
who have not yet spoken  
(Maximum 5 minutes for mover  
and 5 minutes for other speakers)

If CARRIED, amendment  
become substantive motion

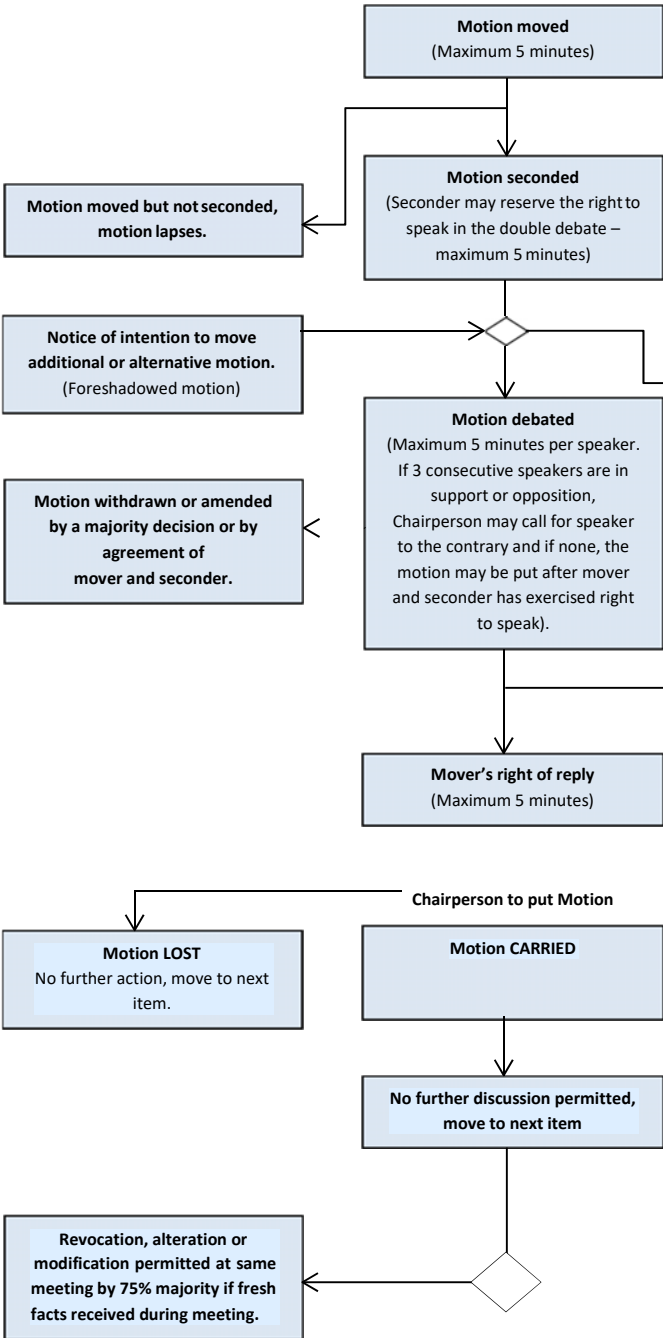
If CARRIED, substantive motion is  
put, either CARRIED or LOST

If LOST original motion put, and  
either CARRIED or LOST

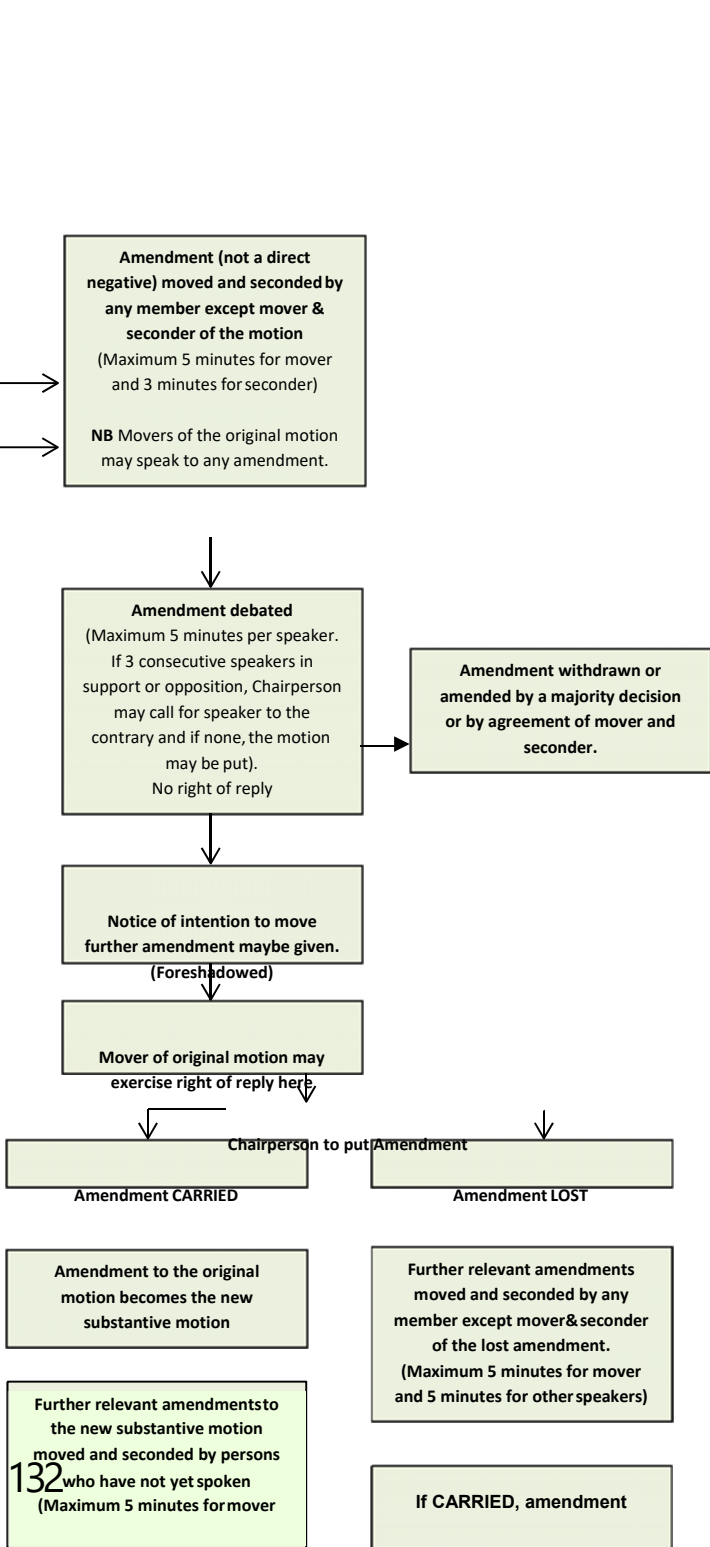
NB: If no resolution reached the Chairperson may accept a new motion to progress the matter

# Appendix 4: Motions and amendments (Option B)

## Motions without amendments



## Motions with amendments



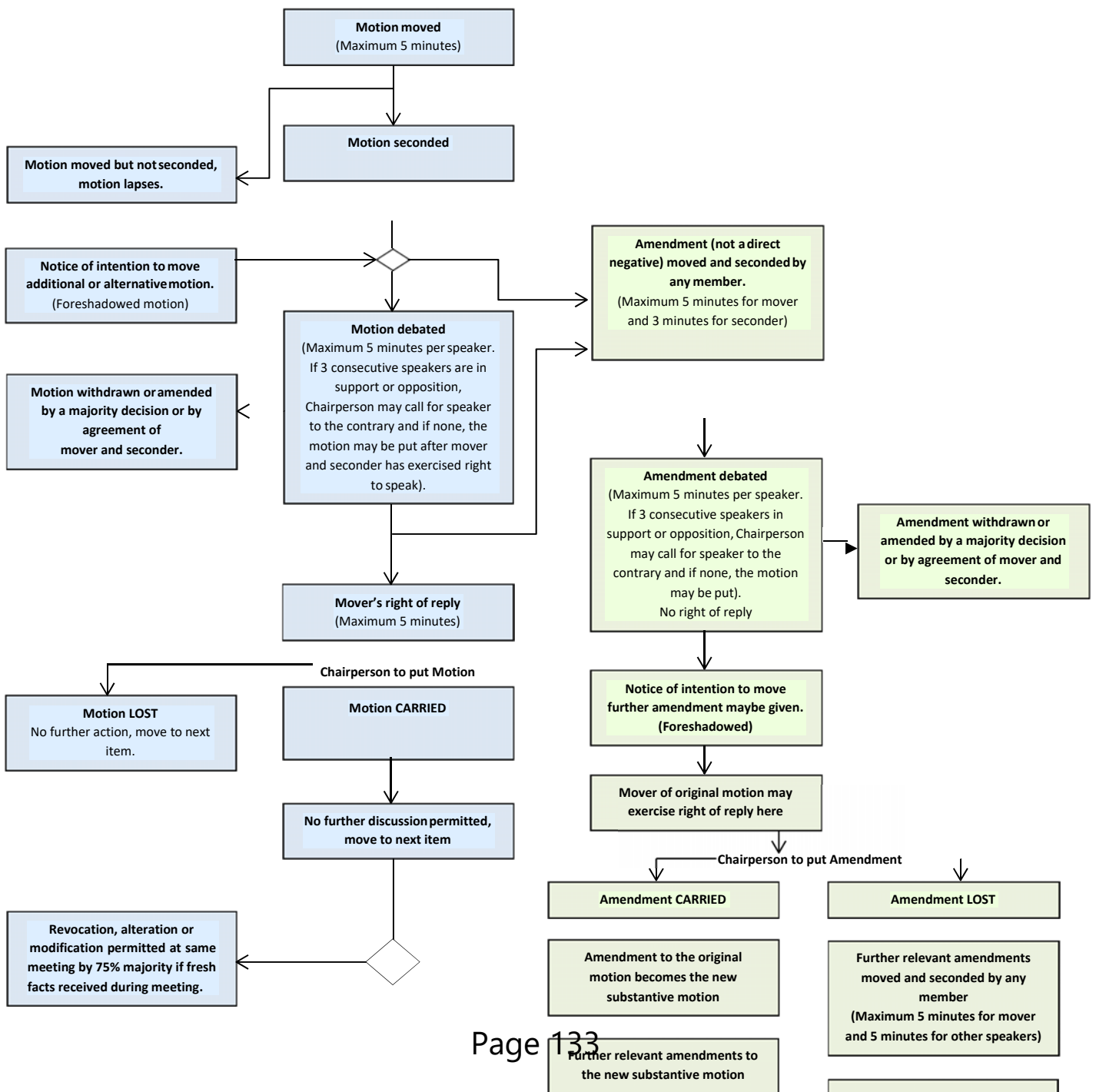
**become substantive motion**

NB: If no resolution reached the Chairperson may accept a new motion to progress the matter

## Appendix 5: Motions and amendments (Option C)

### Motions without amendments

### Motions with amendments



**moved and seconded by persons**



**NB: If no resolution reached the Chairperson  
may accept a new motion to progress the  
matter**

## Appendix 6: Table of procedural motions

Motion	Has the Chair discretion to refuse this Motion?	Is seconder required?	Is discussion in order?	Are amendments in order?	Is mover of procedural motion entitled	Are previous participants in debate entitled to	Can a speaker be interrupted by the mover of this	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	



<b>Motion</b>	<b>Has the Chair discretion to refuse this Motion?</b>	<b>Is seconder required?</b>	<b>Is discussion in order?</b>	<b>Are amendments in order?</b>	<b>Is mover of procedural motion entitled</b>	<b>Are previous participants in debate entitled to</b>	<b>Can a speaker be interrupted by the mover of this</b>	<b>If lost, can motion be moved after an interval?</b>	<b>Position if an amendment is already before the Chair</b>	<b>Position if a procedural motion is already before the Chair</b>	<b>Remarks</b>
(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**

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**

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

### **Chairperson to decide all questions**

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

### **Chairperson to decide points of order**

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

### **Items not on the agenda**

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

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

### **Chairperson's report**

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

### **Chairperson's recommendation**

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

### **Chairperson's voting**

The Chairperson at any meeting has a deliberative vote and, in the case of equality of votes, has a casting vote where standing orders make such provision.

### **Motion in writing**

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

### **Motion in parts**

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

### **Notice of motion**

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

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

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

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

### **Action on previous resolutions**

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

### **Repeat notice of motion**

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

### **Revocation or alteration of previous resolution**

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



## **Chairperson may call a meeting**

The Chairperson:

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

## **Irrelevant matter and needless repetition**

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

## **Taking down words**

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

## **Explanations**

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

## **Chairperson rising**

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

## **Members may leave places**

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

## **Priority of speakers**

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

## **Minutes**

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

### **Questions of speakers**

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

### **Withdrawal of offensive or malicious expressions**

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

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

### **Chairperson's rulings**

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

### **Disorderly behaviour**

The Chairperson may:

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

### **Failure to leave meeting**

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

### **Audio or audio visual attendance**

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;
- (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 Chairperson from office**

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

*See cl. 18 Schedule 7, LGA 2002.*

## **Appendix 10: Workshops**

### **Definition of workshop**

Workshops, however described, provide opportunities for members to discuss particular matters, receive briefings and provide guidance for officials. Workshops are not meetings and cannot be used to either make decisions or come to agreements that are then confirmed without the opportunity for meaningful debate at a formal meeting.

### **Application of standing orders to workshops**

Standing orders do not apply to workshops and briefings. The Chairperson or workshop organisers will decide how the workshop, briefing or working party should be conducted.

### **Calling a workshop**

Workshops, briefings and working parties may be called by:

- (a) A resolution of the local authority or its committees;
- (b) The Mayor;
- (c) A committee Chairperson; or
- (d) The chief executive.

### **Process for calling workshops**

The chief executive will give at least 24 hours' notice of the time and place of the workshop and the matters to be discussed at it. Notice may be given by whatever means are reasonable in the circumstances. Any notice given must expressly:

- (a) State that the meeting is a workshop;
- (b) Advise the date, time and place; and
- (c) Confirm that the meeting is primarily for the provision of information and discussion, and will not make any decisions or pass any resolutions.

Public notice of a workshop is not required and workshops can be either open to the public or public excluded.

### **Record of workshop**

A written record of the workshop should be kept and include:

- Time, date, location and duration of workshop;
- Person present; and
- General subject matter covered.

## **Appendix 11: Sample order of business**

### **Open section**

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

### **Public excluded section**

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

## **Appendix 12: Process for raising matters for a decision**

Matters requiring a decision may be placed on an agenda of a meeting by a:

- Report of chief executive;
- Report of a Chairperson;
- Report of a committee;
- Report of a community and/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 chief executive; or
- Report of Chairperson.

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