

Mā tō tātou takiwā
For our District

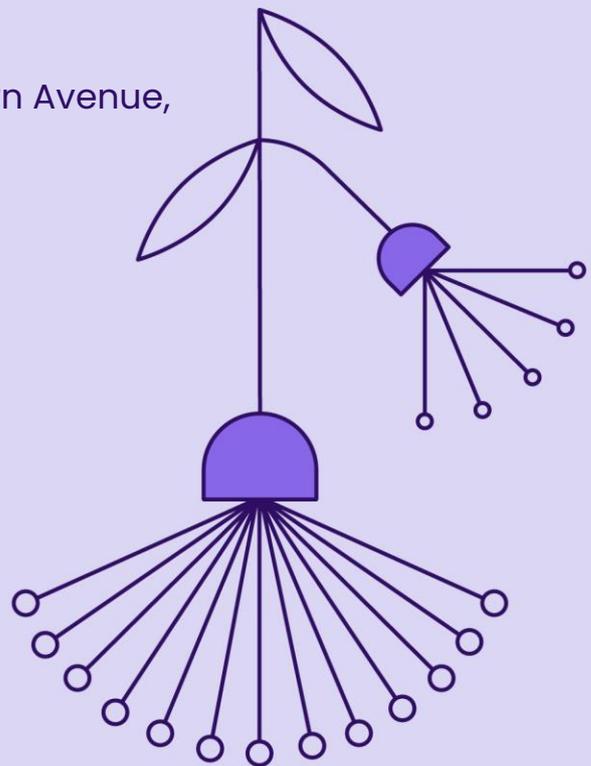
Ōmokoroa Community Board

Poari ā Hapori o Ōmokoroa

OMC23-4

Tuesday, 6 June 2023, 7.00pm

Ōmokoroa Library & Service Centre, Western Avenue,
Ōmokoroa



Ōmokoroa Community Board

Membership:

Chairperson	Peter Presland
Deputy Chairperson	Allan Hughes
Members	Ben Bell Greig Neilson Councillor Murray Grainger Councillor Don Thwaites
Quorum	3
Frequency	Eight weekly / Workshops as required

Role and Purpose of Community Boards:

- To represent, and act as an advocate for, the interests of their communities.
- To consider and report on all matters referred by Council and its Committees, or any matter of interest or concern to the Community Board.
- To maintain an overview of services provided by Council within the community.
- To prepare an annual submission to the Council for expenditure within the community.
- To communicate with community organisations and special interest groups within the community.
- To undertake responsibilities as delegated by Council or its Committees.

Delegated Functions:

Subject to compliance with Council strategies, policies, plans and legislation:

- To have input into Council and its Committees on issues, services, plans and policies that affect communities within the Community Board Area.
- To provide an effective mechanism for community feedback to Council.
- To receive reports from Council appointees on Council matters relevant to the Community Board.
- To control, expend and monitor funds as allocated by Council.
- To allocate Community Board reserve funds to specific capital non-recurring projects for council assets on council land.

Notice is hereby given that an Ōmokoroa Community Board Meeting will be held in the Ōmokoroa Library & Service Centre, Western Avenue, Ōmokoroa on:
 Tuesday, 6 June 2023 at 7.00pm

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1 PRESENT**2 IN ATTENDANCE****3 APOLOGIES****4 CONSIDERATION OF LATE ITEMS****5 DECLARATIONS OF INTEREST**

Members are reminded of the need to be vigilant and to stand aside from decision making when a conflict arises between their role as an elected representative and any private or other external interest that they may have.

6 PUBLIC EXCLUDED ITEMS**7 PUBLIC FORUM**

A period of up to 30 minutes is set aside for a public forum. Members of the public may attend to address the Board for up to five minutes on items that fall within the delegations of the Board provided the matters are not subject to legal proceedings, or to a process providing for the hearing of submissions. Speakers may be questioned through the Chairperson by members, but questions must be confined to obtaining information or clarification on matters raised by the speaker. The Chairperson has discretion in regard to time extensions.

Such presentations do not form part of the formal business of the meeting, a brief record will be kept of matters raised during any public forum section of the meeting with matters for action to be referred through the customer contact centre request system, while those requiring further investigation will be referred to the Chief Executive.

8 MINUTES FOR CONFIRMATION

8.1 MINUTES OF THE ŌMOKOROA COMMUNITY BOARD MEETING HELD ON 11 APRIL 2023

File Number: A5326696

Author: Barbara Clarke, Senior Governance Advisor

Authoriser: Greer Golding, Governance Manager

RECOMMENDATION

1. That the Minutes of the Ōmokoroa Community Board Meeting held on 11 April 2023 as circulated with the agenda be confirmed as a true and correct record.
2. That the Chairperson's electronic signature be inserted into the confirmed minutes.

ATTACHMENTS

1. Minutes of the Ōmokoroa Community Board Meeting held on 11 April 2023

**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL
ŌMOKOROA COMMUNITY BOARD MEETING NO. OMC23-3
HELD IN THE ŌMOKOROA LIBRARY & SERVICE CENTRE, WESTERN AVENUE,
ŌMOKOROA ON TUESDAY, 11 APRIL 2023 AT 7.00PM**

1 PRESENT

Chairperson P Presland, Deputy A Hughes, Member B Bell, Member G Neilson, Cr M Grainger and Cr D Thwaites

2 IN ATTENDANCE

A Curtis (General Manager Regulatory Services), J Osborne (Governance Support Administrator), and B Clarke (Senior Governance Advisor)

OTHERS PRESENT

Mayor J Denyer, Cr T Coxhead, and as listed in the minutes.

3 APOLOGIES

Nil.

4 CONSIDERATION OF LATE ITEMS

Nil.

5 DECLARATIONS OF INTEREST

Nil.

6 PUBLIC EXCLUDED ITEMS

Nil.

7 PUBLIC FORUM

7.1 DR DEREK SAGE, HEAD OF EMERGENCY SERVICES AT BOPDHB – CURRENT HEALTH REFORMS

Dr Derek Sage addressed the Board on current health reforms designed to transform the health system to a more equitable, accessible, cohesive and people-centred system. He noted the following:

- Community involvement would become a significant feature of the current health reforms.

- The 'Health Localities' that would be developed were designed to decentralise health provision at the lower, secondary and primary level. Patients would not necessarily have to travel to a hospital to obtain the same level of health care.
- There had been a few pilots around the country, but in the early stages.
- The 'health locality' boundaries may follow Māori/iwi boundaries as long as it was practicable to do so.
- Consultation was required, as local people had significant knowledge of the area and health needs that may be required. There were many social and environmental determinates to consider. The future system would incorporate partnerships and Te Tiriti o Waitangi principles.
- There would be some economies of scale, for example, if Ōmokoroa considered becoming its own health locality and was determining how it sought primary and secondary health provision, it may be better off to combine with its neighbours, such as Katikati. These decisions must be made by the community itself.
- The new system would be built from the ground up and needed people in the community who had an interest and wished to be involved from the outset. Katikati had a Community Health Trust that could be deemed a representative body of the community for healthcare. Something similar would need to occur in Ōmokoroa. General Practitioners, the Council, and other groups would need to collaborate and co-design the running of their health services of the future.

Dr Sage responded to questions as follows:

- In terms of the size of these health localities, idealistically, groupings of 50,000 population may be appropriate, however, that size may not be practical. There would be some significantly bigger and some smaller. The Ōmokoroa community would need to determine what would be best itself.

The Chairperson thanked Dr Sage for informing the Board and community.

7.2 CORINNE PAYNE – ŌMOKOROA BOAT CLUB – SAFETY RAILING

Ms Payne, Commodore of the Ōmokoroa Boat Club, Tabled Item 1 (requests and photographs), and highlighted the following:

- Need for safety railing beside the footpath and steps near the club. Elderly members had raised concerns that it was a struggle to get up the steps with no railing to hold on to. This was Council land.

The General Manager Regulatory Services advised as follows:

- Council could investigate doing some work around the railing, as that area fell within a road corridor.
- Indicative pricing only for safety railing would be approximately \$200 per metre.
- Te Puke Community Board had recently approved the provision of safety lighting within their town centre. They had looked at short bollards with lighting in them.

If this Board was interested in doing something similar, staff could investigate costings.

- Staff could come back to the Board with options around CCTV camera coverage.

Service Request – Safety Railing

The Board agreed to create a service request that staff investigate the installation and indicative costings for a section of safety railing near the steps at the Ōmokoroa Boat Club, and provide an update and quote to the Board Chair, prior to the next meeting scheduled 6 June 2023.

7.3 CORINNE PAYNE - ŌMOKOROA BOAT CLUB - LIGHTING IN THE VICINITY OF THE CLUB

Ms Payne highlighted the following:

- It was dark in the vicinity of the club, raising safety concerns for club staff and the public. Trip hazards if people could not see bollards at night. The road itself was well lit but not the edges, or entrance to carpark. Difficulties for staff trying to help members across the road. Request that additional lighting in the vicinity be investigated.
- Too much light would impact sleep for people in camper vans, so it needed to be carefully considered.

Service Request – Lighting Solution

The Board agreed to create a service request that staff investigate and provide indicative costings for a lighting solution in the vicinity of the Ōmokoroa Boat Club and report back to the Board Chair, prior to the next meeting scheduled 6 June 2023.

7.4 CORINNE PAYNE - ŌMOKOROA BOAT CLUB - PARKING ISSUES IN VICINITY OF CLUB

Ms Payne highlighted the following:

- The Club was unsure how to relieve parking issues, as there were many different groups using the area, but had particular concerns when funerals were being held at the club.
- The playground was much loved and parking was always in demand around the playground itself.
- The club had put its own cycle racks up. It would be useful to have better enforcement and monitoring of the vehicles and existing carparks. Although there had been past consultation, issues remained and parking needed further investigation. The club welcomed discussion.
- Two CCTV cameras, near the carpark and jetty. With increased population there was high use of carparks and increased traffic congestion. Concerned with safety for children accessing the playground nearby.

The General Manager Regulatory Services advised as follows:

- There had been some community consultation, approximately two years ago, around the use of the reserve. It was acknowledged, at that time, that there were significant parking constraints.
- There were some Concept Designs that would provide additional parking, but there had been no agreed Concept Plan to progress work on that site. The first stage of the Reserve Management Plan was to develop and upgrade the playground. It may have included realignment of the jetty. There was some interesting designs, which may have been somewhat expensive. Staff could provide an update to the Board on that process and development.

During discussion, the Board noted the following:

- The Reserve Management Plan for the Kaimai Ward was being reviewed this triennium. Parking and other matters could be submitted on by the community, once consultation began.
- If people were not familiar with The Esplanade and Harbour View Road, better signage may be required in relation to parking. Signage may need to be reviewed.

7.5 CORINNE PAYNE AND STEVE ALDRIDGE - ŌMOKOROA BOAT CLUB - LEASING ŌMOKOROA-PAHOIA SEA SCOUT DEN (OPSS)

Ms Payne highlighted the following:

- The club had outgrown its boat shed, which housed three rescue boats and equipment. They wished to expand the sailing programme for junior sailors, but did not have the room currently.
- A proposal had been provided to Council to lease the Ōmokoroa-Pahoia Sea Scout Den (OPSS). This would get the children out of the carpark and use the other area in the domain. They would like this to occur before next summer.

Mr Aldridge, Member of the ŌBC Health & Safety Committee/key holder for the Scout Den, highlighted the following:

- A Council Officer had inspected the old Scout Den building. It was understood that some repairs were needed, and there may be quotes for that work.
- He had heard that there were other parties who may be interested in leasing the building, and they may have commercial interests, but this had not been confirmed.
- The Scouts had gifted the building to Council and it sat on Council land.

Ms Payne responded to a question as follows:

- She had forwarded a proposal on behalf of the Boat Club to Council Officers in July 2022 to lease the Scout Den, and was told they would consider it. At the time,

she understood that there were a couple of other parties interested in leasing it, but she had not received any response since then.

Service Request - Ōmokoroa-Pahoia Sea Scout Den (ŌPSS)

The Board agreed to create a service request that staff provide an update on the status of the ŌPSS, including whether repairs were still required (and an indicative cost), and whether any parties other than the ŌBC were interested in leasing the facility, and that the update be provided to all members of the Board prior to the next Board meeting scheduled 6 June 2023.

7.6 FRED TEXTER - INVESTIGATE INSTALLATION OF BOLLARDS AT THE END OF THE ESPLANADE

Mr Texter Tabled Item 2, (photographs of the end of The Esplanade), and addressed the Board on concerns over behaviours at the end of The Esplanade, noting he had raised the issue during the 13 December 2022 meeting. He noted the following:

- He had not received any feedback since December 2022.
- He did not agree with the staff comment in the agenda report on page 16, that the installation of bollards at the cul-de-sac end of The Esplanade would be unlikely to prevent behaviours of concern.
- He had just seen the agenda report, which gave an indication of the area, and the end of The Esplanade was legal road.
- There were bollards in many other areas of Ōmokoroa. Doing nothing was not an option. If bollards were not going to be installed he would like to know what other options there were. He was talking about seven bollards.

The General Manager Regulatory Services noted that Council's roading officers had held discussions on the matter and had provided feedback that the end of The Esplanade had been confirmed as legal road. There were specific legal requirements in terms of stopping a legal road, and there had to be a demonstrated purpose for that road to be closed. There may be other options that Staff could consider to assist.

As the topic had been included in the Chairperson's report on the agenda, under Community Board Standing Order 15.4, the Chair put the following motion:

RESOLUTION OMC23-3.1

Moved: Member B Bell

Seconded: Deputy A Hughes

That staff re-evaluate the practicality of installing bollards at the end of the cul-de-sac in The Esplanade, (in the area to be identified by the Board Chair), and investigate any other options, and report back to the next Ōmokoroa Community Board meeting scheduled on 6 June 2023.

CARRIED

7.7 JIM BOYES - PROVISION OF AGENDA AT BOARD MEETINGS

Mr Boyes thanked Council for providing the agenda on iPads for each Board meeting, noting how beneficial this was for attending members of the public.

The Chairperson thanked all the Public Forum speakers for attending.

8 MINUTES FOR CONFIRMATION

8.1 MINUTES OF THE ŌMOKOROA COMMUNITY BOARD MEETING HELD ON 14 FEBRUARY 2023

RESOLUTION OMC23-3.2

Moved: Cr D Thwaites

Seconded: Member G Neilson

That the Minutes of the Ōmokoroa Community Board Meeting held on 14 February 2023, as circulated with the agenda, be confirmed as a true and correct record.

CARRIED

9 REPORTS

9.1 ŌMOKOROA COMMUNITY BOARD CHAIRPERSON'S REPORT - APRIL 2023

The Board considered a report from the Chairperson. The report was taken as read, with further discussion on the below item(s):

RESOLUTION OMC23-3.3

Moved: Deputy A Hughes

Seconded: Member B Bell

That the Chairperson's report dated 11 April 2023 titled 'Ōmokoroa Community Board Chairperson's Report – April 2023' be received.

CARRIED

9.1.1 KAIMAI VIEWS – PLANTINGS AND PUBLIC BERMS

Chair Presland spoke regarding the overgrown nature of plantings on the berms in Kaimai Views, as raised by residents, along with general levels of service in relation to maintenance of Ōmokoroa's road sides and public berms. He proposed that the Board assist by utilising the Ōmokoroa Community Board Reserves Account, as a short term solution, to regain an improved standard of maintenance and enhance the community. He noted that local contractors may be able to assist if Downers did not have capacity.

The following was discussed:

- Gorse coming up, long grass preventing access to public seating at Lynley Park.
- Developer's obligations to maintain plantings for 18 months.
- Responsibilities of residents.
- Insufficient parking provision resulting in cars parking on berms destroying plants.
- Council's normal maintenance programmes behind schedule due to significant weather events.

The General Manager Regulatory Services advised that Council's Reserves and Roading staff may be addressing the matter already, as Council staff had attended the site visit. If areas were on Council road or road reserve, it was Council's responsibility to maintain them and ensure they were 'fit for purpose'. The Board was not expected to finance Council's "business as usual". Staff would report back to the Board around specific actions.

Request for Staff Report Back

The Board requested an urgent response from staff regarding programmed contractor works and indicative timing to address the current state of the roadside planting at Kaimai Views. The Chair noted that he would be meeting with residents again before the end of the week, and hoped to have the staff update prior to that meeting.

9.1.2 ADVERTISING BOARD MEETINGS IN THE LIZARD

The Chair proposed that the Board commit to the cost of advertising its upcoming meetings in Lizard News, over and above those advertisements already placed by Council. He noted this would increase awareness and possibly public attendance, and build the profile of the Board and how it could help its community.

Request for Staff Report Back

The General Manager Regulatory Services advised that staff could discuss the matter with the Council’s Communications Manager, with regard to the possibility of advertising the Board’s meetings on social media for the community and report back to the Board.

RESOLUTION OMC23-3.4

Moved: Member B Bell

Seconded: Deputy A Hughes

That the Ōmokoroa Community Board commits to spending \$120.00 per advertisement from its Reserves Account, in order to advertise the Board’s upcoming meetings in the ‘Lizard News’ for the next twelve months from May 2023.

CARRIED

9.2 ŌMOKOROA COMMUNITY BOARD COUNCILLOR'S REPORT - APRIL 2023

Councillor Grainger introduced the report, noting that it could be taken as read. He noted one further comment, being that Council had been awaiting the outcome of the three-yearly property revaluations, but they had been delayed again.

The Mayor noted that, if values changed by more than 30%, then there would be more administration requirements.

RESOLUTION OMC23-3.5

Moved: Cr M Grainger

Seconded: Member B Bell

That the Councillor’s report dated 11 April 2023 titled ‘Ōmokoroa Community Board Councillor’s Report – April 2023’ be received.

CARRIED

9.3 MEMBER'S UPDATE – ŌMOKOROA PUBLIC ART GROUP

Member Bell introduced the report, noting it could be taken as read. He noted the passion of the Ōmokoroa Public Art Group for their projects and that he felt privileged to attend their meetings.

RESOLUTION OMC23-3.6

Moved: Member B Bell

Seconded: Cr D Thwaites

That Member Bell's report dated 11 April 2023 titled 'Member's Update – Ōmokoroa Public Art Group' be received.

CARRIED

9.4 BUS SHELTERS ON ŌMOKOROA ROAD

The Chairperson introduced the report, noting the matter had been left to lie on the table at the previous meeting, until staff had provided further information as requested. He noted that information had been received, and the Board was now satisfied.

The motion was dealt with in parts as follows:

RESOLUTION OMC23-3.7

Part 1

Moved: Cr M Grainger

Seconded: Member G Neilson

1. That the Senior Governance Advisor’s report, dated 11 April 2023 titled ‘Bus Shelters on Ōmokoroa Road’ be received.

CARRIED

RESOLUTION OMC23-3.8

Part 2

Moved: Member B Bell

Seconded: Deputy A Hughes

2. That, following the receipt of further information from staff, to its satisfaction, the Ōmokoroa Community Board revokes resolution OMI.8 committing up to \$50,000 for two Bus Shelters on Ōmokoroa Road.

CARRIED

9.5 INFRASTRUCTURE GROUP REPORT ŌMOKOROA COMMUNITY BOARD APRIL 2023

The Board considered a report from the Deputy Chief Executive / General Manager Infrastructure Group. The report was taken as read.

RESOLUTION OMC23-3.9

Moved: Member G Neilson

Seconded: Cr M Grainger

That the Deputy Chief Executive / General Manager Infrastructure Group’s report dated 11 April 2023 titled ‘Infrastructure Group Report Ōmokoroa Community Board April 2023’ be received.

CARRIED

9.6 FINANCIAL REPORT ŌMOKOROA – FEBRUARY 2023

The Board considered a report from the Financial Business Advisor. The report was taken as read. The below points were noted:

- Under the 'Committed – Reserve Expenditure' table (line item 1 - OM1.8), being a contribution of up to \$45,000 to develop Passive Reserve at Western Avenue extension, paths and plantings to be funded from the Ōmokoroa Community Board Reserve Account. It was noted that, as the reserve had spent \$18,000 out of the \$45,000, that figure should now be amended to show it had come back into committed expenditure.
- It was noted that a seat at the end of the walkway was now being sponsored by a private citizen, so this amount could be removed from that budget.

Request for Staff Report Back

The Board noted that Gane Place Urbanisation was awaiting the final claim. It was requested that staff provide an update on the total amount spent on that project, and that staff update the table in relation to outstanding funds for the financial report to the next meeting on 6 June 2023.

RESOLUTION OMC23-3.10

Moved: Cr M Grainger

Seconded: Member B Bell

That the Financial Business Advisor's report dated 11 April 2023 and titled 'Financial Report Ōmokoroa – February 2023' be received.

CARRIED

The meeting was declared closed at 8.26pm.

The minutes were confirmed as a true and correct record at the Ōmokoroa Community Board meeting held on 6 June 2023.

.....
Chairperson P Presland

CHAIRPERSON

9 REPORTS

9.1 ŌMOKOROA COMMUNITY BOARD CHAIRPERSON'S REPORT – JUNE 2023

File Number: A5407089

Author: Peter Presland, Community Board Chairperson

Authoriser: Alison Curtis, General Manager Regulatory Services

RECOMMENDATION

That the Chairperson's report dated 6 June 2023 titled 'Ōmokoroa Community Board Chairperson's Report – June 2023' be received.

There are several topics on the table. To be discussed as follows, for your consideration:

Lizard Sculpture – Ōmokoroa Road / SH 2 Intersection

I received communication from Alison Badger, asking for consideration and an update as to the replacement of the stolen Lizard artwork adjacent to the gravel pit at the entrance to Ōmokoroa.

Given a variety of factors, not least of which are the key points that:

- a. development of a roundabout will mean any site for any artwork is undetermined, and
- b. controversy of the Lizard as the chosen symbol for our peninsular.

Considering these factors, amongst others, presents an opportunity to consult with the community at the appropriate time. Perhaps an opportunity could be provided for the Art Group to lead a conversation regarding this. If Member Bell has any thoughts on this, the Board welcomes this discussion.

This update has been communicated to the General Manager Regulatory Services.

Friends of Kaimai Views (FoKV)

At the time of writing, there is a meeting of residents of Kaimai Views set for Wednesday May 24th. FoKV have asked me to Chair the meeting, and I will provide a verbal update back to the Board as to the outcomes of the meeting.

The following items are on the agenda for discussion:

- Safety aspects of Sentinel Avenue
- Suitability/uniformity of plantings on berms

- Service standard for reserves

Community Policing

A verbal update will be provided by myself supported by Member Hughes.

9.2 ŌMOKOROA COMMUNITY BOARD COUNCILLOR'S REPORT – JUNE 2023

File Number: A5407289

Author: Don Thwaites, Councillor

Authoriser: Alison Curtis, General Manager Regulatory Services

RECOMMENDATION

That the Councillor's report dated 6 June 2023 titled 'Ōmokoroa Community Board Councillor's Report – June 2023' be received.

Roading (State Highway 2)

- There is significant community frustration from increased delays in travel time, with reports of over 30 minutes on Ōmokoroa road alone.
- Resurfacing was required on the eastern side of Wairoa bridge – the cut-out and reseal should have been done over a shorter period.
- The length of time that the 30km/h is in place for cycleway construction does take capacity away from the critical Te Puna roundabout to Te Paeroa roundabout.

Annual Plan

- The Annual Plan hearing was held 4 May 2023 for submitters wishing to speak to their submission.
- Majority of submitters objected to 7.41% average rates increase.
- Urban water and wastewater increase was less than average.
- The Annual Plan, including the final rate decision, is to be adopted at the 29 June 2023 Council meeting.

Long Term Plan

- Chaired by Deputy Mayor Scrimgeour, the basic building blocks and assumptions for items, such as interest rates and inflation, was work-shopped in order to put the 10-year plan in place.
 - Year 1 (2023–24) will amount to next years Annual Plan.
 - Years 2–3 will include further detail.
 - Years 4–10 planning projects that may spread financial impact.

Three Waters

- A submission was made to Central Government on the latest proposal.

Revaluations

- At time of writing this report, we have still not received the new valuations for rates to be based on, for the next 3 years. This could be an issue, as it may cause difficulty if rates are set prior to the objection period closing.

Ōmokoroa Road – State Highway Roundabout

- First draft of plans for pricing have been developed.
- Several parcels of land require purchasing.
- It is hoped that works will start in October 2023.
- 18-month construction timetable.

Roading Public Meeting – was held May 23rd (Kaimai Hall)

- National roading spokesperson Simeon Brown was in attendance.

Roading and Reserves – Levels of Service

- Due to the substantial feedback from the first three Community Forums, a Projects and Monitoring workshop with key staff was held 16 May 2023 to address issues and concerns.
- The wet weather we have experienced has impacted levels of service for both Roothing and Reserves over the past 12 months.
- Strategies and specifications are being worked on, in relation to Council's two major contracts. This will include consideration of renewals in the coming years.
- Council is looking at the possibility of local procurement opportunities in the future.

Other items

- Kaimai Ward Community Forum – held 30 May 2023, at the Pyes Pa Hall.
- District Plan development (Cr Grainger to provide a verbal update).
- Risk management of Council was work-shopped at the Risk Workshop on 2 May 2023, with updates forthcoming.

9.3 MEMBER'S UPDATE - ŌMOKOROA COMMUNITY POLICING AND ŌMOKOROA COMMUNITY RESPONSE PLAN

File Number: A5408575

Author: Allan Hughes, Board Member

Authoriser: Alison Curtis, General Manager Regulatory Services

EXECUTIVE SUMMARY

Ōmokoroa Community Board Members who represent the Board by attending the meetings of other Ōmokoroa entities may choose to update the Board and community at the next Community Board meeting.

RECOMMENDATION

That Member Hughes' report dated 31 May 2023 titled 'Member's Update – Ōmokoroa Community Policing and Ōmokoroa Community Response Plan' be received.

Ōmokoroa Community Policing

The Ōmokoroa Community Board and Ōmokoroa Community Policing have, within the last few months, developed a presence at each other's meetings. In addition, we are extending our working together out into the community. This is built on the excellent work that the Community Policing group is doing for this community. In turn, the Community Board and Community Policing are building a common purpose that we believe will enhance our community's feelings about safety and quiet enjoyment of life in this special place that we call home.

A major part of this is to work towards strengthening Police presence on the Ōmokoroa Peninsula. Obviously, the Police cannot be everywhere all the time. At the same time the Community Policing group plays an active role in running and strengthening Community Patrol and Neighbourhood Watch within this Community. This, combined with support from the Council, means that through working together we can achieve good things.

We are getting to the point where we can and will engage with the Police to look at strengthening their presence in Ōmokoroa. We are building strong partnerships between the organisations and groups that collectively can, and will, make positive differences within this community.

In respect of core activities that enable Community Policing to work well, they are currently looking at replacing the Community Patrol vehicle, and are looking at how to fund the purchase of a new vehicle.

A meeting is planned, for Kaimai Views residents, at 7pm on Wednesday 24 May, at the Ōmokoroa Library. Kaimai Views seems to be one of the lower membership areas for neighbourhood watch, and they are seeing significant petty crime in the area. Overall,

there has been a strong uptake of interest in Neighbour Watch within Ōmokoroa, with a membership now of 1,114 members. The meeting will have several speakers including speakers from New Zealand Police, Fire and Emergency, and a speaker to talk about car security.

We are a rapidly growing community, with all the strengths and tensions that occur with change. Collectively we believe we can, and will, make positive differences to Ōmokoroa and the people who live here.

Ōmokoroa Community Response Plan

A small group of Ōmokoroa residents has volunteered to develop a Community Response Plan in Ōmokoroa.

As we know weather and natural disasters, such as volcanic eruption, earthquakes, floods, and possibly tsunami can have, and have had, significant impacts on New Zealand communities. The Christchurch Earthquake, the Taupo eruption, and Cyclone Gabrielle come to mind, for example.

We cannot change the course of those natural disasters. However, we can change the ways in which we support our communities to respond to these disasters. In Ōmokoroa, we might never be faced with those disasters, however it is possible that we might have to.

The advantages of having a Community Response Plan and Community Response Team are that:

- If disasters arise, we will be ready and prepared.
- We know this community, and we are committed to supporting this community in times of crisis.
- We will be a link between Council, outside agencies, and the community, with the ability within the first few days to identify for Council and outside agencies where assistance is needed.
- As active community members, we have strong links to the community with the ability to connect those in need with those who can assist them.

Our group has met twice so far, and we expect to have a comprehensive Community Response Plan in place in the near future.

9.4 COMMUNITY BOARD OPERATIONAL REPORT

File Number: A5428461

Author: Jahneisha Osborne, Governance Advisor

Authoriser: Greer Golding, Governance Manager

EXECUTIVE SUMMARY

This report is an operational update from across Council for matters that relate to the Ōmokoroa Community Board area.

RECOMMENDATION

That the Governance Advisor's report dated 6 June 2023 titled 'Community Board Operational Report' be received.

SERVICE REQUESTS

This section is to provide an overview of Service Requests for the Ōmokoroa Community Board area since the last meeting.

There has been one of each of the following subtypes of Service Requests raised and completed.

- Abandoned vehicle
- Toby/water connection
- Corporate properties lease/rental
- Cycleways on reserves
- District Plan Compliance
- Culvert/drain flooding
- Footpath/vehicle crossings
- Litter
- Graffiti
- Lost/stolen bins
- Illegal signage
- Fallen tree on State Highway
- Water General
- Wastewater General

There has been one of each of the following subtypes of Service Requests raised and is under investigation.

- Culvert/drain flooding
- State Highways lighting

The table below shows Services Request's that are higher in numbers and have a mix of statuses.

Service Request Subtype	Notes	Completed	Under Investigation/Scheduled for Completion
Water leaks	Across Ōmokoroa	0	10
Compliance & Enforcement General	Illegal buildings/signage	2	0
Damaged Bins – Replace/repair	Across Ōmokoroa	5	0
Detritus (Loose chips/sand/dead animals)	Across Ōmokoroa	2	0
Engineering General	Mix of subdivision/construction /roading general	2	1
Kerbside Enquiry	Across Ōmokoroa	3	1
Meter/toby issues	Across Ōmokoroa	0	2
Missed bin collection	Across Ōmokoroa	4	0
Mowing/vegetation/gardens (not trees)	Both on Ōmokoroa Road	1	1
No water	Sentinel Ave and SH 2	0	2
Noise complaints (after hours)	Most were for Sentinel Ave and Ōmokoroa Road	5	0
Noise complaints (daytime)	Ōmokoroa Road	1	0
Planning consent and Resource management	Ōmokoroa preschool and Ōmokoroa Road	1	1
Resource Consent Compliance	All resolved	2	0

Road surface defects – local sealed roads	Ōmokoroa Road and Hamurana Road	0	2
Roading General	Ōmokoroa Road and Hamurana Road – Request for bus shelter, parking, and signage issues	2	1
Taste/smell/quality of water	Ōmokoroa Road and Sentinel Ave	1	1
Trees	Maintenance/dead trees	2	0
Vegetation/mowing local roads	Both on Ōmokoroa Road	2	0

MATTERS ARISING FROM PREVIOUS COMMUNITY BOARD MEETINGS

Date raised	Issue	Comment
February 2023	Prole Road Bus Shelter – Damage from cyclone.	Relevant SR already raised by member of the public – SR.8306 and job is programmed to be completed by Contractors.
April 2023	Investigation of installation/indicative costs for a section of safety railing near steps at Ōmokoroa Boat Club.	SR.11519 – Reserves and Facilities Team Leader Operations Team organised a meeting with Ōmokoroa Community Board week of 8 May.
	Investigation of installation/indicative costs for lighting solution in the vicinity of Ōmokoroa Boat Club.	SR.11522 – Roding Engineer to meet with Ōmokoroa Boat Club week of 22 May to discuss options.
	Staff provide an update on the Ōmokoroa-Pahoia Scout Den.	SR.11526 – There are several parties interested in leasing the Ōmokoroa-Pahoia Sea Scout Den, but as there are no facilities (toilets, running water) in the building, current building code requirements mean it can't be used for clubs to gather. The Ōmokoroa Boat Club are

		<p>interested in a lease to store boats, and Pirirakau have registered an interest in storing Waka-ama. Given this high level of interest, a registration of interest will soon be called for which will be considered in consultation with the Community Board.</p>
	<p>Advertising of Ōmokoroa Community Board meetings</p>	<p>Advertisements in Lizard News will be organised for future Ōmokoroa Community Board meetings.</p> <p>Community Board meetings are advertised on the Council website, alongside all meetings of Council, as well as in the monthly Bay of Plenty Times advertisement. Other options include:</p> <ul style="list-style-type: none"> • Community Board meetings can be added to Council's fortnightly electronic newsletter, which has over 1500 subscribers in the meetings / Council meeting updates' section. • Meeting updates can also be added/included on Council's Facebook page. • Meeting alerts can be added to Antenno.
	<p>Unformed road use between Western Avenue and Anderley Avenue</p>	<p>SR 14197 was raised for customer for roading to contact and discuss.</p>

COMPLETED MINUTE ACTION SHEETS

Date raised	Issue	Comment
February 2023	<p>OMC23-2.2</p> <p>That Ōmokoroa Community Board Members be appointed as a representative to the following committees and organisations:</p> <p>Ōmokoroa Environmental Managers – Member Allan Hughes</p> <p>Ōmokoroa Settlers Hall Society Inc – Member Greig Neilson</p>	<p>Outside bodies have been notified. Letter sent 13/03/2023.</p>
	<p>OMC23-2.4</p> <p>That the Ōmokoroa Community Board provides a wreath for the ANZAC Day Service, to be paid from the Ōmokoroa Community Board Contingency Account, (up to the value of \$200).</p> <p>That Chairperson Peter Presland represents the Ōmokoroa Community Board at the ANZAC Day Service in Ōmokoroa on 25 April 2023.</p>	<p>ANZAC wreaths have been ordered for collection on 24 April 2023. Chairperson Presland contacted in regards to handover of wreath. Wreath laid 25/4/2023.</p>
	<p>OMC23-2.7</p> <p>That the below ‘part 2’ of the recommendation in the Financial Business Advisor’s report lie on the table until further information is forthcoming:</p>	<p>Report was written for 11 April Ōmokoroa Community Board agenda, matter now resolved, action completed.</p>

	<p>The Ōmokoroa Community Board requests that the 'Committed - Reserve Expenditure' contribution of up to \$50,000 for two Bus Shelters in Ōmokoroa Road (Ref. OM1.8), be released back to the Reserve Account, noting the contribution is no longer required, as the works will be completed as part of Ōmokoroa Road Urbanisation Stage 2.</p>	
	<p>OMC23-2.7</p> <p>The Ōmokoroa Community Board requests that the 'Committed - Reserve Expenditure' contribution of up to \$50,000 for two Bus Shelters in Ōmokoroa Road (Ref. OM1.8), be released back to the Reserve Account, noting the contribution is no longer required, as the works will be completed as part of Ōmokoroa Road Urbanisation Stage 2.</p>	<p>Not to be released back, left to lie on the table as discussed as per email from Barbara Clarke 13/03/2023.</p> <p>"It was great to get Gary's input regarding the \$50,000 (currently left to lie on the table), which will be kept in the account it currently sits in, to use for bus shelters in terms of any funding shortfalls (via the Omokoroa Stage 1 project)."</p>
<p>April 2023</p>	<p>Request for Staff Report Back</p> <p>The Board requested an urgent response from staff regarding programmed contractor works and indicative timing to address the current state of the roadside planting at Kaimai Views. The Chair noted that he would be meeting with residents again before the end of the</p>	<p>Council's Roading Engineer is in contact with "Friends of Kaimai Views" where a number of remedial work options that are being considered. The Roading Engineer will lead this project. This MAS has been closed off.</p>

	<p>week, and hoped to have the staff update prior to that meeting.</p>	
	<p>OMC23-3.8 That, following the receipt of further information from staff, to its satisfaction, the Ōmokoroa Community Board revokes resolution OMI.8 committing up to \$50,000 for two Bus Shelters on Ōmokoroa Road.</p>	<p>Bus shelters will now be funded from roading activity.</p>

9.5 ADOPTION OF ŌMOKOROA COMMUNITY BOARD STANDING ORDERS FOR THE 2022-2025 TRIENNIUM

File Number: A5437013

Author: Jahneisha Osborne, Governance Advisor

Authoriser: Greer Golding, Governance Manager

EXECUTIVE SUMMARY

The purpose of this report is for the Ōmokoroa Community Board to adopt new Standing Orders for the 2022-2025 triennium.

The Local Government Act 2002 requires Community Board’s to adopt Standing Orders for the orderly conduct of meetings of the Community Board.

RECOMMENDATION

1. That the Governance Advisor’s report dated 6 June 2023 titled ‘Adoption of Ōmokoroa Community Board Standing Orders for the 2022-2025 Triennium’ be received.
2. That the report relates to an issue that is considered to be of low significance in terms of Council’s Significance and Engagement Policy.
3. That, pursuant to Clause 27 of Schedule 7 of the Local Government Act 2002, the Ōmokoroa Community Board **adopts** the Western Bay of Plenty District Council Community Board Standing Orders for the 2022-2025 triennium as per **Attachment 1** of this report by a vote in support of not less than 75% of members present and voting.

OR

That the Ōmokoroa Community Board **does not adopt** the Western Bay of Plenty District Council Community Board Standing Orders for the 2022-2025 triennium as per **Attachment 1** of this report.

BACKGROUND

The Local Government Act 2002 requires Community Board’s to adopt Standing Orders for the orderly conduct of meetings of the Community Board.

Standing Orders must not contravene the Local Government Act 2002 (LGA 2002), the Local Government Official Information and Meetings Act 1987 (LGOIMA 1987) or any other Act. They define the rights of chairpersons, the participation of members in meetings and provide guidance on discretionary matters.

The standing orders template is updated every three years by LGNZ to ensure it reflects new legislation and incorporates evolving standards of good practice.

The Ōmokoroa Community Board is currently using the Standing Orders they adopted for the 2019–2022 triennium. Pursuant to Clause 27, Schedule 7 of LGA 2002, the current Standing Orders remain in force until at least 75 per cent of Community Board members present approve to either adopt a new set.

SIGNIFICANCE AND ENGAGEMENT

The Local Government Act 2002 requires a formal assessment of the significance of matters and decision in this report against Council’s Significance and Engagement Policy. In making this formal assessment there is no intention to assess the importance of this item to individuals, groups, or agencies within the community and it is acknowledged that all reports have a high degree of importance to those affected by Council decisions.

The Policy requires Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions, and activities.

In terms of the Significance and Engagement Policy this decision is considered to be of low significance because it is a legislative requirement affecting the operation of Council, its Committees and Community Boards.

ENGAGEMENT, CONSULTATION AND COMMUNICATION

Staff have engaged with the Ōmokoroa Community Board members through a Standing Orders workshop.

ISSUES AND OPTIONS ASSESSMENT

Option A	
That the Ōmokoroa Community Board adopts the Western Bay of Plenty District Council Community Board Standing Orders for the 2022–2025 triennium as per Attachment 1 of this report.	
Assessment of advantages and disadvantages including impact on each of the four well-beings	<ul style="list-style-type: none"> • Ensures the Community Board fulfils its statutory obligation to have in place Standing Orders. • Will ensure the Community Board remains aligned with standards of good practice.
Costs (including present and future costs, direct, indirect and contingent costs).	None

Other implications and any assumptions that relate to this option (Optional – if you want to include any information not covered above).	None
Option B That the Ōmokoroa Community Board does not adopt the Western Bay of Plenty District Council Community Board Standing Orders for the 2022–2025 triennium as per Attachment 1 of this report.	
Assessment of advantages and disadvantages including impact on each of the four well-beings <ul style="list-style-type: none"> • Economic • Social • Cultural • Environmental 	<ul style="list-style-type: none"> • The Community Board Standing Orders 2019–2022 may not reflect new legislation and/or incorporate evolving standards of good practice.
Costs (including present and future costs, direct, indirect and contingent costs).	None
Other implications and any assumptions that relate to this option (Optional – if you want to include any information not covered above).	None

STATUTORY COMPLIANCE

The draft Community Board Standing Orders included as **Attachment 1** to this report comply with the provisions of the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987.

FUNDING/BUDGET IMPLICATIONS

Financial considerations not applicable.

ATTACHMENTS

1. **Standing Orders - Community Boards - 2022–2025 Triennium**  



Ngā tikanga whakahaere hui

**Standing Orders
(2022-2025)**

Community Boards



**Western
Bay of Plenty**
District Council

Preface

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

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

These Standing Orders have been designed specifically for local authorities, their committees, subcommittees, subordinate decision-making bodies. They fulfil, with regard to the conduct of meetings, the requirements of the Local Government Act 2002 (LGA 2002) and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

Although it is mandatory that local authorities adopt Standing Orders for the conduct of their meetings, it is not necessary that they are adopted every triennium. However, LGNZ recommends that every council, committee, subordinate body and local review their Standing Orders within at least the first (6) six months following an election to ensure that they fully meet their needs for effective and inclusive meetings (see LGA 2002, schedule 7, clause 27).

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

All members of a local authority must abide by Standing Orders.

Rārangi upoko

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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 2002; and
- Ensure that decision-making procedures and practices meet the standards of natural justice.

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

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 groups, panels, forums, portfolio groups, briefings, and other similar bodies.

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

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

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

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

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

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

Chief executive means the chief executive of a territorial authority or regional council appointed under 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 committee comprising all the members of that authority;
- A standing committee or special committee appointed by that authority;
- A joint committee appointed under cl 30A of schedule 7 of the LGA 2002; and
- Any subcommittee of a committee described in (a), (b) and (c) of this definition.

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

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

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

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

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

Deputation means a request from any person or group to make a presentation to the local

authority which is approved by the Chairperson and which may be made in English, te reo Māori or New Zealand Sign Language.

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

Electronic link means both an audio and audiovisual link.

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

Extraordinary meeting has the same meaning as defined in clause 22 of schedule 7 of the LGA 2002.

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

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

Item means a substantive matter for discussion at a meeting.

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

Joint committee means a committee in which the members are appointed by more than one local authority in accordance with 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 section 5 of the LGA 2002, which is named in these Standing Orders, and any subordinate decision-making bodies established by the local authority.

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

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

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

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

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

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

Motion means a formal proposal to a meeting.

Mover means the member who initiates a motion.

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

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

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

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

Open voting means voting that is conducted openly and in a transparent manner (i.e., enables an observer to identify how a member has voted on an issue) and may be conducted by electronic means. The result of the vote must be announced immediately upon conclusion. 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 local Tangata Whenua followed by formal speech making. A Powhiri is generally used for formal occasions of the highest significance.

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

Presiding member means the chairperson.

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

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

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

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

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

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

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

Qualified privilege means the privilege conferred on a member by section 52 and section 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 clause 25 of schedule 7 of the LGA 2002.

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

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

Seconder means the member who seconds a motion or amendment.

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

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

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

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

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

Working day means a day of the week other than:

- a) Saturday, Sunday, Good Friday, Easter Monday, ANZAC Day, Labour Day, the Sovereign's birthday, Matariki, and Waitangi Day. If Waitangi Day or ANZAC Day falls on a Saturday

- or a Sunday, then the following Monday;
- b) The day observed in the appropriate area as the anniversary of the province of which the area forms a part; and
- c) A day in the period commencing with 20 December in any year and ending with 10 January in the following year.

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

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

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

General Matters

3. Standing orders

3.1 Obligation to adopt Standing Orders

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

LGA 2002, schedule 7, clause 27(1) & (2).

3.2 Process for adoption and alteration of Standing Orders

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

LGA 2002, schedule 7, clause 27(3).

3.3 Members must obey Standing Orders

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

LGA 2002, schedule 7, clause 16(1).

3.4 Application of Standing Orders

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

3.5 Temporary suspension of Standing Orders

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

LGA 2002, schedule 7, clause 27(4).

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

3.6 Quasi-judicial proceedings

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

3.7 Physical and/or electronic address of members

Every member of a local authority, local board and community board must give to the chief

executive a physical residential or business address within the district or region of the local authority and, if desired, an electronic or other address, to which notices and material relating to meetings and local authority business may be sent or delivered. Members are to provide their address within (5) five working days of the publication of the declaration of the election results. Public access to those addresses is subject to the Privacy Act 2020.

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, then any business on the agenda that has not been dealt with must be adjourned, transferred to the next meeting, or transferred to an extraordinary meeting.

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

4.3 Language

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

If a member intends to address the meeting in New Zealand Sign Language, or in te reo Māori, when the normal business of the meeting is conducted in English, they must give prior notice to the chairperson not less than (2) two working days before the meeting. Where the normal business of the meeting is conducted in te reo Māori then prior notice of the intention to address the meeting in English must also be given to the chairperson not less than (2) two 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 local authority, following a local authority triennial general election, must be called by the chief executive as soon as practicable after the results of the election are known. The chief executive must give elected members not less than (7) seven days' notice of the meeting. However, in the event of an emergency the chief executive may give notice of the meeting as soon as practicable.

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

4.6 Requirements for the first meeting

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

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

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

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

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

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

5. Appointments and elections

5.1 Voting system for chairs

When electing a chair, the local authority must resolve to use one of the following two voting systems.

System A

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

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

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

System B

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

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

LGA 2002, schedule 7, cl 25.

6. Delegations

6.1 Duty to consider delegations to community boards

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

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

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

See the LGNZ Guide to Standing Orders for further information.

6.2 Limits on delegations

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

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

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

6.3 Committees may delegate

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

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

6.4 Use of delegated powers

The committee, subcommittee, other subordinate decision-making body, community board, or member or officer of the local authority to which or to whom any responsibilities, powers, duties

are delegated may, without confirmation by the council, committee or body or person that made the delegation, exercise or perform them in the like manner and with the same effect as the local authority could itself have exercised or performed them.

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

6.5 Decisions made under delegated authority cannot be rescinded or amended

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

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

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

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

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

7. Committees

7.1 Elected members on committees and subcommittees

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

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

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

7.2 Decision not invalid despite irregularity in membership

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

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

LGA 2002, schedule 7, cl 29.

Pre-meeting

8. Giving notice

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

8.1 Public notice – ordinary meetings

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

LGOIMA, section 46.

8.2 Notice to members - ordinary meetings

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

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

8.3 Meetings not invalid

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

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

LGOIMA, section 46(6).

8.4 Meeting schedules

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

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

8.5 Non-receipt of notice to members

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

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

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

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

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

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

9.2 Process for raising matters for a decision

Requests for reports may be made by a resolution of the council, committee, subcommittee, subordinate decision-making body, local boards or community board and, in the case of all decision-making bodies other than the council, must also fall within the scope of their specific delegations.

9.3 Chief executive may delay or refuse request

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

Where a chief executive refuses a member's request to prepare a report, an explanation for that refusal should be provided to the member.

9.4 Order of business

At the meeting the business is to be dealt with in the order in which it stands on the agenda unless the chairperson, or the meeting, decides otherwise.

An example of a default order of business is set out in Appendix 8.

9.5 Chairperson's recommendation

A chairperson, either prior to the start of the meeting and/or at the meeting itself, may include a recommendation regarding any item on the agenda brought before the meeting. Where a chairperson's recommendation varies significantly from an officer's recommendation the reason for the variation must be explained. A recommendation that differs significantly from the officer's recommendation must comply with the decision-making requirements of Part 6 of the LGA 2002.

9.6 Chairperson may prepare report

The chairperson of a meeting has the right to prepare a report to be included in the agenda on any matter which falls within the responsibilities of that meeting, as described in its terms of reference.

For clarity, any recommendation must comply with the decision-making requirements of Part 6 of the LGA 2002.

9.7 Public availability of the agenda

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

LGOIMA, sections 5 & 46A.

9.8 Public inspection of agenda

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

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

LGOIMA, section 46A(1).

9.9 Withdrawal of agenda items

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

9.10 Distribution of the agenda

The chief executive must send the agenda to every member of a meeting at least two clear working days before the day of the meeting. The chief executive may send the agenda, and other materials relating to the meeting or other council business, to members by electronic means.

9.11 Status of agenda

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

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

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

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

LGOIMA, section 46A(7).

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

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

9.13 Discussion of minor matters not on the agenda

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

LGOIMA, section 46A(7A).

9.14 Public excluded business on the agenda

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

LGOIMA, section 46A(9).

9.15 Qualified privilege relating to agenda and minutes

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

LGOIMA, section 52.



Meeting Procedures

10. Opening and closing

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

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

11. Quorum

11.1 Committees and subcommittee meetings

A council sets the quorum for its committees and subcommittees, either by resolution or by stating the quorum in the terms of reference. Committees may set the quorums for their subcommittees by resolution, provided that it is not less than two members. (See also 7.1.)

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

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

11.2 Requirement for a quorum

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

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

11.3 Meeting lapses where no quorum

A meeting must lapse, and the chairperson vacate the chair, if a quorum is not present within (30) thirty 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) fifteen minutes.

11.4 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.

LGOIMA, sections 47 & 49(a).

12.2 Grounds for removing the public

The chairperson may require any member of the public to be removed from the meeting if they believe that person's behaviour is likely to prejudice the orderly conduct of the meeting.

LGOIMA, section 50(1).

12.3 Local authority may record meetings

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

12.4 Public may record meetings

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

Where circumstances require, the chairperson may direct the recording to stop for a period of time.

13. Attendance

13.1 Members right to attend meetings

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

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

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

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

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

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

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

13.3 Leave of absence

A council may grant a member leave of absence following an application from that member. The council may delegate the power to grant a leave of absence to the Mayor in order to protect a members' privacy and the council may approve an application from the Mayor.

The Mayor will advise all members of the council whenever a member has been granted leave of absence under delegated authority. Meeting minutes will record that a member has leave of absence as an apology for that meeting.

13.4 Apologies

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

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

13.5 Recording apologies

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

13.6 Absent without leave

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

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

13.7 Right to attend by audio or audiovisual link

Provided the conditions in Standing Orders 13.11 and 13.12 are met, members of the local authority and its committees (and members of the public for the purpose of a deputation approved by the chairperson), have the right to attend meetings by means of an electronic link, unless they have been lawfully excluded.

13.8 Member's status: quorum

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

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

13.9 Member's status: voting

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

13.10 Chairperson's duties

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

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

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

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

13.11 Conditions for attending by audio or audiovisual link

Noting Standing Order 13.7, the chairperson may give approval for a member to attend meetings by electronic link, either generally or for a specific meeting. Examples of situations where approval can be given include:

- a) Where the member is at a place that makes their physical presence at the meeting impracticable or impossible;
- b) Where a member is unwell; and
- c) Where a member is unable to attend due to an emergency.

13.12 Request to attend by audio or audiovisual link

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

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

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

13.13 Chairperson may terminate link

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

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

13.14 Giving or showing a document

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

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

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

13.15 Link failure

Where an audio or audiovisual link fails, or there are other technological issues that prevent a member who is attending by link from participating in a meeting, that member must be deemed to be no longer attending the meeting.

13.16 Confidentiality

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

14. Chairperson’s role in meetings

14.1 Addressing the chairperson

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

14.2 Chairperson’s rulings

The chairperson will decide all procedural questions, including points of order, where insufficient provision is made by these Standing Orders (except in cases where a point of order questions the chairperson’s ruling).

Any refusal to obey a chairperson’s ruling or direction constitutes contempt (see Standing Orders 20.5).

14.3 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.

If the chairperson is required to stand to address the meeting, members are required to sit down and be silent so they can hear the chairperson without interruption.

14.4 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.

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

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

15.1 Time limits

A period of up to (30) thirty minutes, or such longer time as the meeting may determine, will be available for the public forum at each scheduled local authority meeting. Requests must be made to the chief executive (or their delegate) at least 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) five minutes. Where the number of speakers presenting in the public forum exceeds 6 in total, the chairperson has discretion to restrict the speaking time permitted for all presenters.

15.2 Restrictions

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

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

15.3 Questions at public forums

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

15.4 No resolutions

Following the public forum, no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda.

(See the LGNZ Guide to Standing Orders for suggestions of good practice in dealing with issues raised during a forum).

15.5 Recording and responding to public forum matters

Brief notes may be kept of matters raised in public forum. Matters for action will be referred through the service request system, while those requiring further investigation may be referred to the Chief Executive Officer for further report.

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, (5) five working days before the meeting; however, this requirement may be waived by the chairperson. Deputations may be heard at the commencement of the meeting or at the time that the relevant agenda item is being considered.

16.1 Time limits

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

16.2 Restrictions

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

- a) A speaker is repeating views presented by an earlier speaker at the meeting;
- b) The speaker is criticising elected members and/ or staff;
- c) The speaker is being repetitious, disrespectful or offensive;
- d) The speaker has previously spoken on the same issue;
- e) The matter is subject to legal proceedings; and
- f) 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 local authority or any of its committees, local boards or community boards, as long as the subject matter falls within the terms of reference of the intended meeting.

Petitions must contain at least (20) twenty signatures and consist of fewer than 150 words (not including signatories). They must be received by the chief executive at least (5) five working days before the meeting at which they will be presented; however, this requirement may be waived by the chairperson.

Petitions must not be disrespectful, use offensive language or include malicious, inaccurate, or misleading statements (see Standing Order 20.9 on qualified privilege). They may be written in English or te reo Māori. Petitioners planning to present their petition in te reo Māori 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) five minutes (excluding questions) about the petition, unless the meeting resolves otherwise. The chairperson must terminate the presentation of the petition if he or she believes the petitioner is being disrespectful, offensive, or making malicious statements.

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

LGOIMA, section 48.

18.2 Specified people may remain

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

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

LGOIMA, section 48(6).

18.3 Public excluded items

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

LGOIMA, section 46A(8).

18.4 Non-disclosure of information

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

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

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

18.5 Release of information from public excluded session

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

19. Voting

19.1 Decisions by majority vote

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

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

19.2 Open voting

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

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

19.3 Chairperson has a casting vote

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

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

19.4 Method of voting

The method of voting must be as follows:

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

19.5 Calling for a division

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

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

19.6 Request to have votes recorded

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

19.7 Members may abstain

Any member may abstain from voting.

20. Conduct

20.1 Calling to order

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

20.2 Behaviour consistent with Code of Conduct

At a meeting no member may act inconsistently with their Code of Conduct or speak or act in a manner which is disrespectful of other members, staff or the public.

20.3 Retractions and apologies

In the event of a member, or speaker, who has been disrespectful of another member or contravened the council's Code of Conduct, the chairperson may call upon that member, or speaker, to withdraw the offending comments, and may require them to apologise. If the member refuses to do so the chairperson may direct that they should leave the meeting immediately for a specified time and/or make a complaint under the Code of Conduct.

20.4 Disorderly conduct

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

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

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

20.5 Contempt

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

A member who has been found to be in contempt and continues to be cautioned by the Chairperson for disorderly conduct, may be subject to Standing Order 20.6.

20.6 Removal from meeting

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

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

20.7 Financial conflicts of interests

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

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

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

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

LAMIA, sections 6 & 7.

20.8 Non-financial conflicts of interests

Non-financial interests involve questions about whether the judgement of a member of a local authority (or local or community board) could be affected by a separate interest, or duty, which that member may have in relation to a particular matter. If a member considers that they have a non-financial conflict of interest in a matter they must not take part in the discussions about that matter, or any subsequent vote.

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

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

20.9 Qualified privilege for meeting proceedings

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

LGOIMA, section 53.

20.10 Qualified privilege additional to any other provisions

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

LGOIMA, section 53.

20.11 Electronic devices at meetings

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

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

21. 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) five minutes;
- b) Movers of motions when exercising their right of reply – not more than (5) five minutes; and
- c) Other members – not more than (5) five minutes.

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

21.3 Questions to staff

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

21.4 Questions of clarification

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

21.5 Members may speak only once

A member may not speak more than once to a motion at a meeting of the community board, except with the permission of the chairperson.

21.6 Limits on number of speakers

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

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

21.7 Secunder may reserve speech

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

21.8 Speaking only to relevant matters

Members may only speak to:

- a) Any matter before the meeting;
- b) A motion or amendment which they propose, and

- c) To raise a point of order arising out of debate.

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

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

21.9 Restating motions

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

21.10 Criticism of resolutions

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

21.11 Objecting to words

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

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

21.12 Right of reply

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

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

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

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 the option for speaking and moving motions and amendments at a meeting of a local authority, its committees and subcommittees, and any local or community boards.

22.2 Option C

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

22.3 Procedure if no resolution is met

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. A motion should be moved and seconded before debate but after questions. Amendments and motions that are not seconded are not valid and should not be entered in the minutes.

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

23.2 Motions in writing

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

23.3 Motions expressed in parts

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

23.4 Substituted motion

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

23.5 Amendments to be relevant and not direct negatives

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

Reasons for not accepting an amendment can include:

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

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

23.6 Chairperson may recommend amendment

A chairperson, when moving the adoption of a recommendation from a committee or sub committee to the council 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 moved. However, members may foreshadow to the chairperson that they intend to move further amendments as well as the nature of the content of those amendments.

23.8 Carried amendments

Where an amendment is lost, the meeting will resume the debate on the original or substituted motion. Any member who has not spoken to that motion may, depending on the choice of options for speaking and moving set out in Standing Orders 22.2 – 22.4, speak to it, and may move or second a further amendment.

23.9 Lost amendments

Where an amendment is carried, the meeting will resume the debate on the original motion as amended. This will now be referred to as the substantive motion. Members who have not spoken to the original motion may, depending on the choice of options for speaking and moving set out in Standing Orders 22.2 – 22.4, speak to the substantive motion, and may move or second a further amendment to it.

23.10 Where a motion is lost

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

23.11 Withdrawal of motions and amendments

Once a motion or amendment has been seconded the mover cannot withdraw it without the agreement of the majority of the members who are present and voting.

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

23.12 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 council, subordinate body, local or community board. The notice must set out:

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

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

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

If a resolution is made under delegated authority by a committee, subcommittee or subordinate decision-making body, or a local or community board, only that body may revoke or amend the resolution, assuming the resolution is legally made.

This provision does not prevent the body that made the delegation from removing or amending a delegation given to a subordinate body or local community board.

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

24.3 Requirement to give notice

A member must give notice to the chief executive at least (5) five working days before the meeting at which it is proposed to consider the motion.

The notice is to be signed by not less than one third of the members of the local authority, including vacancies. Notice can be sent via email and include the scanned electronic signatures of members. If the notice of motion is lost, no similar notice of motion which is substantially the same in purpose and effect may be accepted within the next (12) twelve months.

24.4 Restrictions on actions under the affected resolution

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

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

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) seventy-five per cent of the members present and voting must agree to the revocation or alteration.

24.6 Revocation or alteration by recommendation in report

The local authority, on a recommendation in a report by the chairperson, chief executive, or any committee or subcommittee, local or community board, may revoke or alter all or part of a resolution passed by a previous meeting. The chief executive must give at least (2) two clear working days' notice of any meeting that will consider a revocation or alteration recommendation.

LGA 2002, schedule 7, cl 30(6)

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); and
- e) That the item being discussed should be referred (or referred back) to the relevant committee or local or community board.

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

25.3 Voting on procedural motions

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

25.4 Debate on adjourned items

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

25.5 Remaining business at adjourned meetings

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

25.6 Business referred to the council, committee or local or community board

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

25.7 Other types of procedural motions

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

26. Points of order

26.1 Members may raise points of order

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

26.2 Subjects for points of order

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

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

26.3 Contradictions

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

26.4 Point of order during division

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

26.5 Chairperson’s decision on points of order

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

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

27. Notices of motion

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 may make; or
- d) Is concerned with matters which are already the subject of reports or recommendations from a committee to the meeting concerned; or
- e) Fails to include sufficient information as to satisfy the decision-making provisions of the LGA 2002, sub section 77-82. If the mover of the notice of motion is unable to provide this information, or the decision is likely to be deemed a significant decision, the notice of motion should provide that the proposal is referred to the chief executive for consideration and report; or
- f) Concerns a matter where a decision-making authority has been delegated to a subordinate body or a local or community board.

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

27.3 Mover of notice of motion

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

27.4 Alteration of notice of motion

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

27.5 When notices of motion lapse

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

27.6 Referral of notices of motion

Any notice of motion received that refers to a matter ordinarily dealt with by a committee of the local authority or a local or community board must be referred to that committee or board by the chief executive.

Where notices are referred, the proposer of the intended motion, if not a member of that committee, must have the right to move that motion and have the right of reply, as if a committee member.

27.7 Repeat notices of motion

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

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

28. Minutes

28.1 Minutes to be evidence of proceedings

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

LGA 2002, schedule 7, cl 28.

28.2 Matters recorded in minutes

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

- a) The date, time and venue of the meeting;
- b) The names of the members present;
- c) The chairperson;
- d) Any apologies or leaves of absences;
- e) Member absent without apology or leave of absence;
- f) Member absent on council business;
- g) The arrival and departure times of members;
- h) Any failure of a quorum;
- i) A list of any external speakers and the topics they addressed;
- j) A list of the items considered;
- k) Items tabled at the meeting;
- l) The resolutions and amendments related to those items including those that were lost, provided they had been moved and seconded in accordance with these Standing Orders;
- m) The names of all movers, and seconders;
- n) Any objections made to words used;
- o) All divisions taken and, if taken, a record of each members' vote;
- p) The names of any members requesting that their vote or abstention be recorded;
- q) Any declarations of financial or non-financial conflicts of interest;
- r) The contempt, censure, and removal of any members;

- s) Any resolutions to exclude members of the public;
- t) The time at which the meeting concludes or adjourns; and
- u) The names of people permitted to stay in public excluded.

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

28.3 No discussion on minutes

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

28.4 Minutes of last meeting before election

The chief executive and the relevant chairpersons must sign or agree to have their digital signature inserted in 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.

Public Records Act 2002, section 17.

29.2 Method for maintaining records

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

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

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

29.3 Inspection

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

LGOIMA, section 51.

29.4 Inspection of public excluded matters

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

Referenced documents

- Commissions of Inquiry Act 1908
- Crimes Act 1961
- Contract and Commercial 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.

- A3** 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
 - (a) 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.
 - (b) Avoid prejudice to measures protecting the health or safety of members of the public; or
 - (c) Avoid prejudice to measures that prevent or mitigate material loss to members of the public; or
 - (d) Maintain the effective conduct of public affairs through the protection of such members, officers, employees, and persons from improper pressure or harassment; or
 - (e) Maintain legal professional privilege; or

- (f) Enable any council holding the information to carry out, without prejudice or disadvantage, commercial activities; or
- (g) Enable any council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or
- (h) Prevent the disclosure or use of official information for improper gain or improper advantage.

LGOIMA, section 7.

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

A4 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.

A5 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).

A6 That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the Council to deliberate in private on its decision or recommendation in:

- (a) Any proceedings before a Council where:
 - i. A right of appeal lies to any Court or tribunal against the final decision of the Council in those proceedings;
 - ii. The Council is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings; and
 - iii. Proceedings of a local authority exist in relation to any application or objection under the Marine Farming Act 1971.

LGOIMA, section 48.

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)

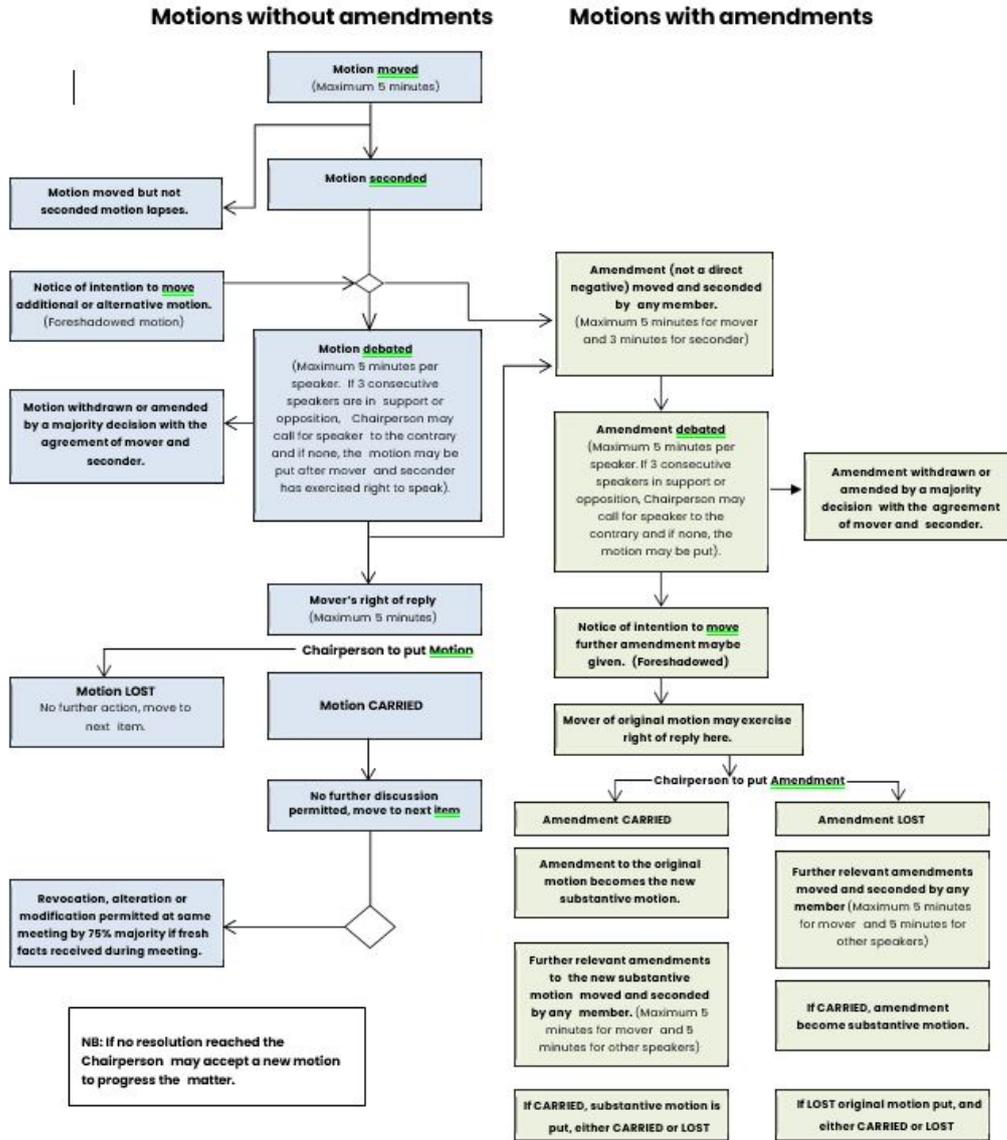
The general subject of the matters to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds for excluding the public, as specified by s 48(1) of the Local Government Official Information and Meetings Act 1987, are set out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

Meeting item no. and subject	Reason for excluding the public	Grounds for excluding the public
		To prevent the disclosure of information which would: <ol style="list-style-type: none"> i. be contrary to the provisions of a specified enactment; or ii. constitute contempt of court or of the House of Representatives (s.48(1)(b)).
		To consider a recommendation made by an Ombudsman (s. 48(1)(c)).
		To deliberate on matters relating to proceedings where: <ol style="list-style-type: none"> i. a right of appeal lies to a court or tribunal against the final decision of the councils in those proceedings; or ii. the council is required, by an enactment, to make a recommendation in respect of the matter that is the subject of those proceedings (s.48(1)(d)).
		To deliberate on proceedings in relation to an application or objection under the Marine Farming Act 1971 (s.48(1)(d)).
		To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).
		To protect the privacy of natural persons, including that of deceased natural persons (s 7(2)(a)).
		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)).

Meeting item no. and subject	Reason for excluding the public	Grounds for excluding the public
		To protect information which if public would; <ul style="list-style-type: none"> i. disclose a trade secret; or ii. unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information (s 7(2)(b)).
		To avoid serious offence to Tikanga Māori, or the disclosure of the location of waahi tapu in relation to an application under the RMA 1991 for; <ul style="list-style-type: none"> • a resource consent, or • a water conservation order, or • a requirement for a designation or • a heritage order, (s 7(2)(ba)).
		To protect information which is subject to an obligation of confidence where the making available of the information would be likely to: <ul style="list-style-type: none"> i. prejudice the supply of similar information, or information from the same source, where it is in the public interest that such information should continue to be supplied; or ii. would be likely otherwise to damage the public interest (s 7(2)(c)).
		To avoid prejudice to measures protecting the health or safety of members of the public (s 7(2)(d)).
		To avoid prejudice to measures that prevent or mitigate material loss to members of the public (s 7(2)(e)).
		To maintain the effective conduct of public affairs by protecting members or employees of the Council in the course of their duty, from improper pressure or harassment (s 7(2)(f)(ii)).
		To enable the council to carry out, without prejudice or disadvantage, commercial activities (s 7(2)(h)).

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

Appendix 3: Motions and amendments (Option C)



Appendix 4: Table of procedural motions

Motion	Has the Chair discretion to	Is seconder required?	Is discussion in order?	Are amendments in order?	Is mover of procedural motion	Are previous participants in motion?	Can a speaker be interrupted	If lost, can motion be moved	Position if an amendment is	Position if a procedural motion	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 a motion or amendment under debate is put.
(c) "That the item of business being discussed be adjourned to a stated time and place"	No	Yes	No	As to time and date only	No	No	No	Yes - 15 minutes	If carried, debate on the original motion and amendment are adjourned	If carried, debate on the original motion and procedural motion are adjourned	

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

Appendix 5: 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. PowerPoint presentations, recording of votes by division and other matters displayed by overhead projector may be shown.
4. Shots unrelated to the proceedings, or not in the public interest, are not permitted.
5. If there is general disorder or a disturbance from the public gallery, coverage will revert to the chairperson.
6. Appropriate signage will be displayed both in and outside the meeting room alerting people that the proceedings are being web cast.

Appendix 6: Powers of a Chairperson

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

Chairperson to decide all questions

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

Chairperson to decide points of order (Standing Order 26.5)

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

Items not on the agenda (Standing Order 9.12)

Major items not on the agenda may be dealt with at that meeting if so resolved by the 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 (Standing Order 9.6)

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

Chairperson's recommendation (Standing Order 9.5)

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

Chairperson's voting (Standing Order 19.3)

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

Motion in writing (Standing Order 23.2)

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

Motion in parts (Standing Order 23.3)

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

Notice of motion (Standing Order 27.2)

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

- a) Is disrespectful or which contains offensive language or statements made with malice; or
- b) Is not within the scope of the role or functions of the local authority; or

- c) Contains an ambiguity or statement of fact or opinion which cannot properly form part of an effective resolution, and the mover has declined to comply with such requirements as the chief executive may have made; or
- d) Is concerned with matters which are already the subject of reports or recommendations from a committee to the meeting concerned.

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

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

Action on previous resolutions (Standing Order 24)

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

Repeat notice of motion (Standing Order 27.7)

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

Revocation or alteration of previous resolution

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

Chairperson may call a meeting

The chairperson:

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

Irrelevant matter and needless repetition (Standing Order 21.8)

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

Taking down words (Standing Order 21.11)

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

Explanations

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

Chairperson rising (Standing Order 14.3)

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

Members may leave places (Standing Order 14.4)

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

Priority of speakers (Standing Order 14.5)

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

Minutes (Standing Order 28.1)

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

Questions of speakers (Standing Order 16.3)

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

Withdrawal of offensive or malicious expressions (Standing Order 20.3)

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

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

Chairperson’s rulings (Standing Order 14.2)

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

Disorderly behaviour (Standing Order 20.4)

The chairperson may:

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

Failure to leave meeting (Standing Order 20.6)

If a member or member of the public who is required, in accordance with a chairperson’s ruling, to

leave the meeting, refuses or fails to do so, or having left the meeting, attempts to re-enter without the permission of the chairperson, any member of the police or officer or employee of the local authority may, at the chairperson's request, remove or exclude that person from the meeting.

Audio or audio visual attendance (Standing Order 13.7)

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

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

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

Appendix 7: Process for removing a chairperson or deputy Mayor from office

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

LGA 2002, schedule 7, cl 18.

Appendix 8: 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) Mayor, deputy Mayor and elected members' reports (information)

Public excluded section

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

Appendix 9: Process for raising matters for a decision

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

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

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

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

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



**Western
Bay of Plenty**
District Council

Te Kaunihera a rohe mai i Ngā
Kuri-a-Whārei ki Otamarakau ki
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9.6 INFRASTRUCTURE GROUP REPORT ŌMOKOROA COMMUNITY BOARD JUNE 2023

File Number: A5384875

Author: Tracy Harris, Executive Assistant, Infrastructure Group

Authoriser: Gary Allis, Deputy Chief Executive & General Manager Infrastructure Group

EXECUTIVE SUMMARY

This report provides specific information on Infrastructure activities of interest to the Board.

RECOMMENDATION

1. That the Deputy Chief Executive’s report, dated 6 June 2023 titled ‘Infrastructure Group Report Ōmokoroa Community Board June 2023’ be received.
2. That the proposal from the Ōmokoroa Community Board to fund the supply and installation of approximately 6 meters of pool fencing along the edge of the seaside garden, which borders the Ōmokoroa Boat Club front deck and steps from the Ōmokoroa roading account. Additionally, railing will be added adjacent to the steps, pushing pedestrians away from the edge of the path to prevent potential falls.

ROADING

SH2 & Associated Ōmokoroa Road Upgrades – Joint Agency Project: WBOPDC, Waka Kotahi & Kāinga Ora

Description: Kāinga Ora has approved the Infrastructure Acceleration Fund for the SH2 Ōmokoroa Intersection, Francis Road roundabout and four-laning through to Prole Road. The design phase of this Council project commenced in August 2022 for the project to be completed by mid-2025.

What’s Happened:

Waka Kotahi and Council have agreed to utilise the existing SH2 safety improvements suppliers to progress the design and investigation works required to be undertaken for this joint multi-agency project. The existing utilities and land surveying work has been undertaken as well as further geotechnical investigation of the underlying ground conditions and existing road pavements to identify their material properties and suitability for future use.

The Council owned dwelling on the eastern side of Ōmokoroa Road, adjacent to the kiwifruit block has been removed. The house on the corner of Ōmokoroa Road/SH2 within Waka Kotahi property has now been removed and the driveway blocked to prevent further material dumping.

What's Next:

Waka Kotahi is progressing the TNL Stage 2 designation review with lodgement planned for later in the year. The designation changes are required due to changes to the national environmental standards resulting in a larger footprint for this project.

Staff have been working with Waka Kotahi designers and the interim intersection design team to co-ordinate the short-term design with the longer-term interchange specimen design which is necessary and required for the designation changes. This is expected to identify any land requirements necessary for the interim intersection and the planned Francis Road / Industrial Road intersection.

The intersections final designs are expected to be completed by August 2023 once any remaining influencing constraints can be mitigated (i.e., property access provision, underground and above ground space allocation, existing service relocations, new road alignments and intersection positioning, design life for capacity and future growth demands, the approach gradients limitations for heavy traffic, traffic design speeds, etc.).

It is intended to undertake enabling works such as initial vegetation clearance and earthworks once the design progresses further and in conjunction with the other SH2 safety works delivery.

Transportation - Ōmokoroa Community Rooding

Description: Develop and implement the community rooding plan approved by the Ōmokoroa Community Board.

Ōmokoroa Community Board Rooding Current Account	Paid in 2022 \$	Ōmokoroa Community Board \$
Current Account:		
Current Account Opening Balance 1 July 2022:		\$222,597
Interest		\$8,347
Allocation for 2022/23		\$99,960
Sub Total		\$330,904
Committed Projects:		
Cycle Maintenance Stations	\$4,023	\$15,977
Goldstone Lane (Fire Station Parking)		\$35,000
Completed Projects:		
Gane Place Urbanisation (awaiting Final Claim)		\$250,000
Subtotal Committed and Proposed Projects:		\$300,977
Forecasted Current Account Closing Balance 30 June 2023		\$29,927

ASSET & CAPITAL

Ōmokoroa Groundwater Development

Description: To explore and develop additional groundwater supply for the increased growth planned. The groundwater supply will aim to provide water that is safe and healthy, resilient, and environmentally sustainable.

What's Happened:

A staged exploration process has recently been completed leading to a preferred site on the corner of Laurel Drive and Youngson Road. A production bore has been completed with just over 3,000 m³ per day. This can support approximately 5000 dwellings.

The bore site layout design is almost complete, and a resource consent variation has been lodged with Regional Council. Application for a new transformer have been lodged with PowerCo.

What's Next:

Physical works will begin with earthworks on site and installation of below ground services before bore headworks are completed and the pump installed. The bore will be fully commissioned when the Resource Consent variation is approved by BOP Regional Council.

ENGINEERING / SPECIAL PROJECTS

Western Avenue Urbanisation – Ōmokoroa Road to North of Gane Place

Description: Urbanisation of Western Avenue as a CIP and Structure Plan Project. The project integrates some planned reserve development example footpaths and cycleways on adjacent Council reserves. This project is now complete and is in the defects liability period until the end of this year.

What's Happened:

This project is now complete except for some minor and defective work which will be completed during the defects liability period.

What's Next:

Complete the minor and defective work and tidy up the rest of the construction site.

Gane Place Upgrade

Gane Place upgrading is complete. The Board funded the installation of kerb and channel and footpath on Gane Place at the estimated cost of \$250k. This project was included in the Western Avenue Urbanisation Project.

Prole Road Urbanisation – Ōmokoroa Road to Waipapa River

Description: Prole Road is part of the Crown Infrastructure Partnership (CIP) programme and partly funded by the Government. The project involves urbanisation of the section of Prole Road from Ōmokoroa Road to Waipapa Road with new pavement, kerbing, pedestrian/cycleway facilities, drainage, lightings, landscaping, and plantings.

What's Happened:

Higgins contractors has been awarded this contract for construction work and this project is progressing well. The construction has started and is expected to be completed by the end of 2024.

What's Next:

Continue with the construction work until the end of 2024.

New Southern Industrial Road

Description: Ōmokoroa Industrial Road design and construction.

What's Happened:

The design of this project is continuing. In parallel to the design of the Southern Industrial Road, Council is also investigating the options for constructing a permanent stormwater pond at the upper end of the existing gully to receive and treat stormwater runoff from the Industrial Road and the upper catchments. Once the design of the road and the stormwater pond is complete, Council will seek tenders for the construction work.

What's Next:

Complete the design of the Industrial Road and the Stormwater Pond.

Ōmokoroa Road Urbanisation Stage 1 - Western Avenue to Tralee Street

Description: Ōmokoroa Urbanisation Project - Western Avenue to Tralee Street including services, walking, and cycling, and bus stops.

What's Happened:

This project is now complete with the contractor finishing up minor works and tidying up of the site.

RESERVES

Ōmokoroa Domain

Description: Implement the approved Domain Concept Plan including the destination playground.

What's Happened:

Still seeking pricing for the implementation of the new pathway connection along the Domain frontage to Gerald Crapp Reserve.

What's Next:

Construction of a new path connection along the foreshore to Gerald Crapp Reserve and car-parking improvements once pricing has been received and budget confirmed.

Prole Road to Pahoia Walkway/Cycleway

Description: Construction of a cycleway suspension bridge across the Waipapa Stream.

What's Happened:

External resource is now involved to help conclude the remaining items before a formal opening of the trail, anticipated for July this year (subject to weather and land access agreements). The remaining items include:

- Getting the vegetation under control.
- Construction/retaining of an under slip adjoining the trail.
- Installation of cultural art on the bridge and trail off Prole Road.
- complete trail signage and safe exit onto Pahoia Road.
- complete railway corridor fencing.
- complete trail surfacing between end of Prole Road and the bridge.

What's Next:

Complete minor works and tying up of the site.

Ōmokoroa Road Urbanisation Stage 2 – Prole Road to Railway Track

Description: Ōmokoroa Urbanisation Project from Prole Road to the railway line. Includes two roundabouts and four-laning from Prole Road to Flounder Place.

What's Happened:

The design for this section is progressing, however, there are ongoing discussions with the Ministry of Education (MOE) and JACE Town Centre for accessways, boundary adjustments and safety of pedestrian crossing across Ōmokoroa Road.

What's Next:

Complete the design of this project once Council has reached agreement with all the affected parties.

Heartwood Avenue Road Extension

Heartwood Avenue (previously Hamurana Road) from Prole Road to Kaimai Views has been awarded to HEB contractors for \$3.7M. The construction of the project is progressing well and expected to be completed by August 2023.

Pedestrian/Cycle bridge over Railway from Kaimai View to Tui Glen

Council is currently investigating and designing a pedestrian/cycle bridge over the Railway line to enable pedestrians and cyclists to use it from Kaimai Views to Tui Glen. The pedestrian/cycle bridge is an interim solution until the full width bridge is possibly constructed in the future. The interim bridge will be designed for 'resilience' and as a back up for vehicles during emergency events. An example of this is if Ōmokoroa Road bridge gets closed or gets damaged for some reason and Ōmokoroa Road is not functional.

OPERATIONS

Western Solid Waste

Description: Waste management that meets the needs of the community and protects the environment for present and future generations

PAYT Tag

The newly designed PAYT (Pay as you Throw) tag has been introduced and to date no negative feedback has been received.

Illegal Dumping

WBOPDC is still collaborating with other councils and agencies to create a plan with consistent education and communication messages as well as sharing best practices to reduce the cost of illegal dumping to all stakeholders. WBOPDC designed a new sign to be installed at scenic look-out areas to deter littering and illegal dumping. See sign below:



Mobile Recycling Trailers

What Happened:

Two mobile recycling trailers continue to make their rounds in the rural part of the District on a rostered basis. The trailers visit Omanawa Hall, Te Ranga School and BP Pongakawa. The next outing and what can be recycled can be found [here](#).

What's Next:

Council consulted with the customers at each site during April 2023 and new rostered hours were introduced at the beginning of May 2023. To date the two trailers have diverted 3,425 tonnes of recyclables from Pongakawa site, 2,247 tonnes from Te Ranga School and 4,372 tonnes from Omanawa Hall site. That is a total of 10,044 tonnes of recyclables diverted from landfill since July 2022.

Recycling & Greenwaste Centres

What's Happened:

The three recycle centres continue to operate with business as usual.

WBOPDC Kerbside Tonnes	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	Total Tonnes	Total Tonnes Diverted from landfill
Waste Tonnes	359	415	394	386	402	515	496	415	433	395	4210	
Recycle Tonnes	125	135	124	117	158	182	168	145	194	142	1490	
Glass Tonnes	75	97	101	105	103	150	191	144	147	117	1230	
Food Tonnes	32	37	47	31	45	42	53	57	42	37	423	

Establishing Community Resource Recovery Centres

What Happened:

The feasibility study into Community-led Resource Recovery for the current recycling centres went to Council on 7 March 2023. The Council recommendation is copied below.

What's Next:

Staff is currently working with Envision to progress the recommendations and continue conversations with community groups and Tangata whenua.

APPROVED COUNCIL DIRECTION

1. *That the 'Community-Led Resource Recovery Feasibility Study' be received, as per Attachment 1.*
2. *That community-led resource recovery initiatives are delivered, and the initial actions be:*
 - a. *That Te Puke and Katikati/Athenree be progressed as two separate processes to recognise the different community groups and tangata whenua interests.*
 - b. *That a Council operated Community supported approach is progressed, whereby Council continues to operate the site(s) in the short-medium term (12-18 months) while working with industry experts and potential operator(s), for Te Puke and for Katikati/Athenree, with community groups being invited to take on the community activator role and community and tangata whenua invited onto advisory boards, and industry expertise is sought to work alongside the current team to expand activities on the existing sites; and*
 - c. *That a Community and Council hybrid approach, whereby Council continues to operate the current activities on the sites and community operates reuse retail activities, be progressed as soon as possible for Te Puke, through conversations with community groups.*

Property - Development Town Centre Ōmokoroa

Description: Relocation of the Old Sports Pavilion

What's Happened:

The Old Sports Pavilion has been moved to its new location on the same site. Repairs and renovations are complete, and the basic fitout is underway. Minor landscaping work is be carried out

What's Next:

The Pavilion will be available for the community to book via Council's website.

Emergency Management

Description: Support the Ōmokoroa Community to be resilient in the event of an Emergency.

What's Happened:

Staff have continued to support the creation of a Community Response Team to assist the Ōmokoroa community during an emergency.

What's Next:

Staff will continue to work and engage with the community to support the community led community response team.

Once the team is firmly established, a review and update of community collateral for preparedness information will be undertaken

Work on the roll-out of new tsunami maps for the community will take place in June and July, along with a public education campaign of what to do and where to go in a tsunami response.

ATTACHMENTS

- 1. MAS Omokoroa Community Board June 2023 PDF**  

Action Sheets Report	Division: Infrastructure Services Group Committee: Omokoroa Community Board	Printed: May 2023
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Meeting	Officer/Director	Section	Subject
Omokoroa Community Board 19 November 2019	Ashley Hall	Reports	Installation of Bike Racks Throughout Omokoroa

<p>May 2023: There has been no change to this MAS since the previous update. The concrete works are scheduled to recommence in the forthcoming months; however this is weather dependant.</p> <p>The cycle repair station will be installed in conjunction with amenities upgrades and Project managed by the Parks and reserves team.</p> <p>April 2023: Cooney Reserve: <ul style="list-style-type: none"> - The Reserve development project has been delayed further to the prolonged periods of inclement weather. The reserves team expect that the concrete pouring for the amenities will commence in June and cycle repair station will be installed in conjunction with these works. </p> <p>February 2023: Cooney Reserve: <ul style="list-style-type: none"> - The Cooney Reserve bike racks are scheduled to be installed in conjunction with the concrete pouring of the reserve’s amenity and outdoor furniture implementation. The reserve upgrade is a project lead by Council’s Reserves and Facilities teams. The bike rack installation will be installed in accordance with their scheduling. </p> <p>November 2022: <ul style="list-style-type: none"> - Cooney Reserve: The bike racks are scheduled to be installed in conjunction with the reserve development project. </p> <p>August 2022: <ul style="list-style-type: none"> - Cooney Reserve: The bike racks have been delivered to council yard and will be installed in conjunction with the outstanding park furniture - The Esplanade Café: racks have now been installed with the playground upgrade. </p> <p>May 2022: The 6 cycle racks designated for Cooney Reserve have now been delivered to Barkes Corner and will be installed once the park concrete works have been completed.</p> <p>March 2022: <ul style="list-style-type: none"> - Esplanade Café: Racks have been ordered and are awaiting installation by the contractor, in conjunction with other out amenities. - Cooney Reserve: Six cycle racks have now been ordered and awaiting delivery. </p>
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Action Sheets Report	Division: Infrastructure Services Group	Printed: May 2023
	Committee: Omokoroa Community Board	

- January 2022:**
- Esplanade Café: The Esplanade Café cycle racks are to be installed in conjunction with the playground upgrade. The cycle racks have now been ordered and will be installed during January 2022.
 - Cooney Reserve: The Cooney Reserve upgrade is progressing on schedule. Cycle rack locations will be identified in January 2022 and installed in conjunction with the concrete path pour.
- November 2021**
- Park & Ride Area at Prole Road: The Park & Ride area is subject to reshape further to the JACE Town Centre and future four laning of Omokoroa Road. As such additions of infrastructure will not be considered until the major works have been designed and constructed. Therefore, this item will now be removed from the cycle facilities improvement list.
 - Esplanade Café: The Esplanade Café cycle racks are to be installed in conjunction with the playground upgrade. The playground is set to be completed by December 2021.
 - Cooney Reserve: The Cooney Reserve upgrade is progressing and set to be complete in the next financial year. Cycle facilities will be installed once the new path has been constructed (projected for early next year).
- September 2021:**
- Park & Ride Area at Prole Road: The Park & Ride area is potentially subject to reshape further to the JACE Town Centre and future four laning, any additions to the park and ride are on hold awaiting siting of the proposed development.
 - Esplanade Café: Bike racks have been installed as part of the park upgrade and funded from the parks and facilities budget.
 - Cooney Reserve: Additional bike rack and bike maintenance stations will be added at Cooney reserve in conjunction with Park facility upgrade.
- July 2021:**
- Park & Ride Area at Prole Road – This remains on hold due to Street Trading Licence review and facility review. The urbanisation works are currently in construction phase which affects the park and ride area.
 - Esplanade Cafe - The new playground project by Parks & Reserves has now been installed.
 - Cooney Reserve – The installation of the bike racks will be installed in conjunction with the Parks and Reserves path connection and facility upgrade.
- June 2021:**
- Park & Ride Area at Prole Road – remains on hold due to Street Trading Licence review and facility review. The urbanisation works are currently in construction phase which affects the park and ride area.
 - Esplanade Cafe - This will be incorporated into the new playground project by Parks & Reserves once construction is complete.
 - Western Ave – “Book” shaped bike racks have been installed.
 - Cooney Reserve – This will be installed with the path connection works and facility upgrade.

Action Sheets Report	Division: Infrastructure Services Group Committee: Omokoroa Community Board	Printed: May 2023
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March 2021:

- Park & Ride Area at Prole Road - Remains on hold due to Street Trading Licence review and facility review.
- Esplanade Cafe - This will be incorporated into the new playground project by Parks & Reserves
- Western Ave - This will be installed with the path connection works and facility upgrade.
- Cooney Reserve - This will be installed with the path connection works and facility upgrade.

January 2021:

- Settlers Hall - The bike racks have been installed.
- Park & Ride Area at Prole Road - Remains on hold due to Hawkers Licence review and facility review.
- Esplanade Cafe - to be incorporated into the new Playground overhaul.
- Western Ave - Will be installed with path connection works and facility upgrade.
- Cooney Reserve - Will be completed with path connection and facility upgrade.
- Omokoroa Library - Rack has been installed.

November 2020:

- Settlers Hall - There are supply issues with the proposed staple bike racks. Supplier is awaiting shipment.
- Park & Ride Area at Prole Road.
- Remains on hold due to Hawkers Licence review and facility review.
- Esplanade Cafe - to be incorporated into the new Playground overhaul.
- Western Ave - Will be installed with path connection works and facility upgrade.
- Cooney Reserve - Will be completed with path connection and facility upgrade.
- Omokoroa Library - Rack has been installed.

Sept 2020:

The location for the bike racks are as follows:

- Settlers Hall - to be installed imminently.
- Park & Ride Area at Prole Road - on hold further to a hawkers' license review.
- Esplanade Cafe - to be incorporated into the new Playground overhaul.
- Western Ave - this is sitting with the Reserves staff.
- Cooney Reserve - this is sitting with the Reserves staff.
- Omokoroa Library - The bike racks will be installed in line with the library opening.

Action Sheets Report	Division: Infrastructure Services Group Committee: Omokoroa Community Board	Printed: May 2023
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July 2020:

- Cooney Reserve – Park and Ride area at Prole Road – On hold awaiting a car park review.
- Esplanade – Café – Playground area – Boat Club – to be incorporated with the parks and facilities Esplanade.
- Western Avenue Sports Ground – To be installed with the BBQ facilities.
- Settlers Hall – WestLink have been given instruction to install at this site.

The contractor has been instructed to install the cycle racks at the Community Hall car park but are yet to undertake the works. The Omokoroa/Prole Road Park and Ride site is on hold awaiting the outcome of a car park review.
 The other cycle rack locations will be deferred to be install with outstanding Parks and Facilities works.

March 2020:

Omokoroa Road Prole Road Park and Ride car park has been scheduled to be installed in January 2020. Other sites to be scheduled in conjunction with previously mentioned adjacent projects.

Action Sheets Report	Division: Infrastructure Services Group Committee: Omokoroa Community Board	Printed: May 2023
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Meeting	Officer/Director	Section	Subject
Ōmokoroa Community Board 23/11/2021	Ashley Hall	New Item	Matthew Farrell - Kaimai View

Mr Farrell was in attendance to speak to the Board about the below items.

Mr Farrell noted the condition of the footpaths around the urban area of Kaimai Views. He questioned the Levels of Service for these areas and sought clarification from Council regarding what could be done to address this issue moving forward.

Council staff noted that work to address the noxious plants surrounding the footpath areas would be referred to WestLink for immediate spraying. Council would be undertaking a review of the plants specifically chosen for the berm area in the New Year.

May 2023:

As a result of the meeting with "Friends of Kamai Views" there are a number of remedial work options that Council is considering.

April 2023:

Council's Roading Engineer met with the "Friends of Kamai Views", a group of residents who are eager to progress amenity enhancement throughout the Kamia Views village.

Council's Roading Engineer has pledged to assist the group as he can.

February 2023:

The small areas of regrowth have now resprayed. Planting is scheduled for early Autumn 2023.

November 2022:

The area has now been sprayed to manage any potential regrowth. Planting is expected to commence over the forthcoming weeks.

August 2022:

The removal of the pest plants and the planting which inhibited pedestrian movement throughout Kaimai views stage 1 has now been completed.

The gardens have been re-mulched in anticipation of the replanting phase which is scheduled for Spring 2022.

May 2022:

A gardening contractor has been appointed to undertake both the footpath and channel clearance works as well as a significant vegetation enhancement upgrade. Works will commence once the Traffic Management Plan has been received and approved by the Traffic Management Coordinator.

Action Sheets Report	Division: Infrastructure Services Group Committee: Ōmokoroa Community Board	Printed: May 2023
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March 2022:
 The Noxious plants within the gardens and growing close to footpaths have now been removed. Additional works to cut back the vegetation overgrowth has been requested but is significantly delayed due to storm damage emergency works. This has put all planned maintenance works behind schedule. Council's contractors are aware of the urgency of the vegetation maintenance within Kaimai views.

January 2022:
 Further to several queries and complaints from Kaimai Views' Residents. The roadside planting within the "Stage 1" development areas shall be subject to a comprehensive review, further to residential consultation and engagement process. This engagement will be completed in the forthcoming weeks. From the analysis of the feedback, Council will then decide the appropriate action required to rectify and mitigate the planting concerns.

The request to remove all pest plants within the gardens and the footpaths and berms was passed to WestLink for immediate action. Council is currently awaiting confirmation from WestLink that these works have been completed.

Action Sheets Report	Division: Infrastructure Services Group Committee: Ōmokoroa Community Board	Printed: May 2023
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Meeting	Officer/Director	Section	Subject
Ōmokoroa Community Board 2/08/2022	Peter Watson	Reports	Ōmokoroa Community Board Grant Application - August 2022

RESOLUTION OM22-4.5

That the Ōmokoroa Community Board leave the Grant Application from the Ōmokoroa Cricket Club on the table.

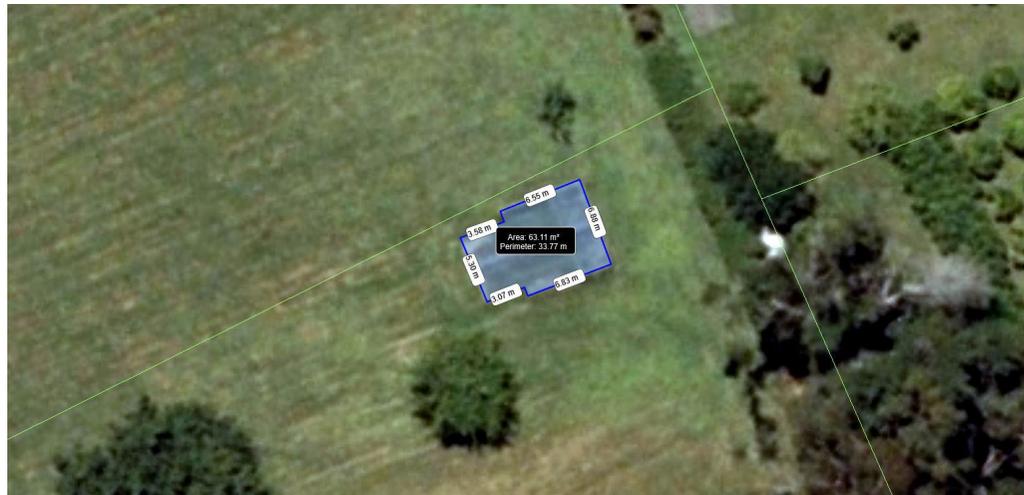
That the Ōmokoroa Community Board request for Council staff to follow up with any prior commitment to the Ōmokoroa Cricket Club regarding the reinstallation of cricket nets.

May 2023:

The Cricket Club have accepted the pro-rata basis for funding a replacement set of cricket nets. Staff will continue to work with the club on the installation of the new cricket nets.

April 2023:

Staff have confirmed to the cricket club that Council will contribute on a pro-rata basis towards 63 m2 of the proposed new practice nets. The 63 m2 represents the area of the old practice nets that were removed to make way for tennis courts 3&4. Refer to aerial below.



Action Sheets Report

Division: Infrastructure Services Group
Committee: Omokoroa Community Board

Printed: May 2023



Old practice nets

Action Sheets Report

Division: Infrastructure Services Group
Committee: Omokoroa Community Board

Printed: May 2023

February 2023:

Staff are finalising the financial contribution towards the replacement cricket nets and will continue to work with the Cricket Club.

November 2022:

Staff have had several discussions with representatives of the cricket club about Council's commitment to replacing the old cricket nets. The old cricket nets picture below were approximately 65 m2 in area. The proposed new cricket nets are larger in size. Staff have agreed in principle to fund a pro-rata portion of the net Cricket nets based upon the original area (65m²).

Staff will continue to work with the cricket club on the installation of new training nets.

Action Sheets Report		Division: Infrastructure Services Group Committee: Omokoroa Community Board	Printed: May 2023
Meeting	Officer/Director	Section	Subject
Ōmokoroa Community Board 11/04/2023	Little, Kerrie	New Item	Corinne Payne and Steve Aldridge, Ōmokoroa Boat Club - Leasing Scout Den
Service Request - Ōmokoroa-Pahoia Sea Scout Den (ŌPSS)			
<p>The Board agreed to create a service request that staff provide an update on the status of the ŌPSS, including whether repairs were still required (and an indicative cost), and whether any parties other than the ŌBC were interested in leasing the facility, and that the update be provided to all members of the Board prior to the next Board meeting scheduled 6 June 2023.</p>			
May 2023:			
<p>There are multiple groups interested in leasing the Ōmokoroa-Pahoia Sea Scout Den. However, since the building lacks necessary facilities such as toilets and running water, it does not meet current building code standards for club meetings. The Ōmokoroa Boat Club is interested in leasing the space for boat storage, while Pirirakau has expressed interest in storing Waka-ama. As there is considerable interest in the space, a registration of interest will soon be initiated and reviewed in consultation with the Community Board.</p>			

Action Sheets Report	Division: Infrastructure Services Group Committee: Omokoroa Community Board	Printed: May 2023
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Meeting	Officer/Director	Section	Subject
Ōmokoroa Community Board 11/04/2023	Hall, Ashley	New Item	Corinne Payne - Omokoroa Boat Club - Lighting in the vicinity of the club
Service Request – Lighting Solution			
The Board agreed to create a service request that staff investigate and provide indicative costings for a lighting solution in the vicinity of the Ōmokoroa Boat Club and report back to the Board Chair, prior to the next meeting scheduled 6 June 2023.			
May 2023			
The Roading Engineer has contacted the Boat Club Commodore to arrange an on-site meeting at a time of mutual convenience, in the forthcoming weeks.			

Action Sheets Report	Division: Infrastructure Services Group Committee: Omokoroa Community Board	Printed: May 2023
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Meeting	Officer/Director	Section	Subject
Ōmokoroa Community Board 11/04/2023	Allis, Gary	New Item	Roadside Planting – Kamai Views
<p>Request for Staff Report Back The Board requested an urgent response from staff regarding programmed contractor works and indicative timing to address the current state of the roadside planting at Kamai Views. The Chair noted that he would be meeting with residents again before the end of the week, and hoped to have the staff update prior to that meeting.</p>			
<p>May 2023: Council's Roading Engineer is in contact with "Friends of Kamai Views" where a number of remedial work options that are being considered. The Roading Engineer will lead this project. This MAS has been closed off.</p>			

Action Sheets Report	Division: Infrastructure Services Group Committee: Ōmokoroa Community Board	Printed: May 2023
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Meeting	Officer/Director	Section	Subject
Ōmokoroa Community Board 11/04/2023	Sumeran, Rajendra	Reports	Financial Report Ōmokoroa - February 2023
Request for Staff Report Back			
<p>The Board noted that Gane Place Urbanisation was awaiting the final claim. It was requested that staff provide an update on the total amount spent on that project, and that staff update the table in relation to outstanding funds for the financial report to the next meeting on 6 June 2023.</p>			
May 2023:			
<p>The work has been physically completed. However, we will not know the final cost of this project until all work is completed within the 12-month defects liability period. It is suggested that the \$250,000 allocation be retained until the contract is finally completed at the end of this year.</p>			

Action Sheets Report	Division: Infrastructure Services Group Committee: Ōmokoroa Community Board	Printed: May 2023
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Meeting	Officer/Director	Section	Subject
Ōmokoroa Community Board 11/04/2023	Hall, Ashley	New Item	The Esplanade - Investigate Installation of Bollards

RESOLUTION OMC23-3.1

That staff reevaluate the practicality of installing bollards at the end of the cul-de-sac in The Esplanade, (in the area to be identified by the Board Chair), and investigate any other options, and report back to the next Ōmokoroa Community Board meeting scheduled on 6 June 2023.

May 2023:

Further to multiple requests from the same property, bollards and other preventative access measures have been discussed previously and all been declined.

The area in question is designated as road. Council has no legal mechanism to prevent accessibility, and the logistics have previously proven difficult. The area is considered a public space and may be utilised accordingly.

If the issue is antisocial activity, then members of the public should contact NZ Police or compliance. It's a public space and should remain open.

This MAS has been closed out.

Action Sheets Report	Division: Infrastructure Services Group Committee: Omokoroa Community Board	Printed: May 2023
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Meeting	Officer/Director	Section	Subject
Ōmokoroa Community Board 11/04/2023	Jahneisha Osborne	New Item	Advertising Board Meetings
<p>Request for Staff Report Back</p> <p>The General Manager Regulatory Services advised that staff could discuss the matter with the Council’s Communications Manager, regarding the possibility of advertising the Board’s meetings on social media for the community and report back to the Board.</p> <p>RESOLUTION OMC23-3.4</p> <p>That the Ōmokoroa Community Board commits to spending \$120.00 per advertisement from its Reserves Account, to advertise the Board’s upcoming meetings in the ‘Lizard News’ for the next twelve months from May 2023.</p>			
<p>May 2023:</p> <p>Staff will organise the advertising of Ōmokoroa Community Board meeting with Lizard News. Options regarding digital advertising could also be explored and discussed with relevant staff.</p>			

Action Sheets Report	Division: Infrastructure Services Group Committee: Ōmokoroa Community Board	Printed: May 2023
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Meeting	Officer/Director	Section	Subject
Ōmokoroa Community Board 11/04/2023	Clarke, Barbara	New Item	Corinne Payne and Steve Aldridge, Ōmokoroa Boat Club - Leasing Scout Den
<p>Service Request - Ōmokoroa-Pahoia Sea Scout Den (ŌPSS)</p> <p>The Board agreed to create a service request that staff provide an update on the status of the ŌPSS, including whether repairs were still required (and an indicative cost), and whether any parties other than the ŌBC were interested in leasing the facility, and that the update be provided to all members of the Board prior to the next Board meeting scheduled 6 June 2023.</p>			
<p>May 2023: This MAS has been closed out as it is duplicated.</p>			

9.7 FINANCIAL REPORT ŌMOKOROA – APRIL 2023

File Number: A5394734

Author: Ezelle Thiart, Financial Business Advisor

Authoriser: Sarah Bedford, Finance Manager

EXECUTIVE SUMMARY

This report provides the Community Board with a two-monthly monitoring of its operational budget. Attached are the financial statements for the period ended 30 April 2023 (**Attachment 1**).

Total operational costs are under budget YTD.

RECOMMENDATION

That the Financial Business Advisor’s report dated 6 June 2023 and titled ‘Financial Report Ōmokoroa – June 2023’ be received.

Grant payments made to date:

Resolution	Description	\$
	No transactions year to date	0
	2022/23 Grants to date	0

Committed – Operational expenditure:

Resolution	Description	\$
OMC23-2.4	Provides a wreath for the ANZAC Day Service, to be paid from the Contingency Account, up to the value of \$200.	200
	2022/23 Outstanding operational commitments	200

2022/23 Reserve analysis:

Resolution	Description	\$
	2022/23 Opening Balance	184,223
	No transactions year to date	0
	2022/23 Closing reserve balance	184,223

Committed – Reserve expenditure:

Resolution	Description	\$
	Opening balance before committed expenditure	184,223
OM1.8	Contribution up to \$45,000 to develop Passive Reserve at Western Ave extension, paths and plantings be funded from the Ōmokoroa Community Board Reserve Account.	(18,957)
OM1.8	Contribution up to \$50,000 for Bus shelters (two) [When Ōmokoroa Road rehabilitation is undertaken] be funded from the Ōmokoroa Community Board Reserve Account. (Note: These works will be completed as part of the Ōmokoroa road urbanisation stage 2.) <i>(Not to be released back to reserve account, left to lie on the table)</i>	(50,000)
OM21-3.8	Grant application from the Ōmokoroa Bowling Club for \$9,200 to be funded from the Reserve Account. (Note: 50% progress payment of \$4,600 paid July 2021).	(4,600)
	2022/23 Balance after the committed expenditure	110,666

ATTACHMENTS

- 1. Financial Report Ōmokoroa – June 2023** 

Western Bay of Plenty District Council Income and Expenditure Statement For the period ended 30 April 2023						
Ōmokoroa Community Board						
	Year to Date				Full Year	Last Year
	Actual \$	Budget \$	Variance (Unfav)/Fav \$		Budget \$	Actual \$
Direct Costs						
Additional Levels of Service	0	0	0	☑	0	0
Conference Expenses	0	1,270	1,270	☑	1,524	662
Contingency - [see breakdown below]	0	3,430	3,430	☑	4,116	4,680
Grants	0	7,280	7,280	☑	8,736	4,811
Mileage Allowance	0	1,290	1,290	☑	1,548	0
Salaries	16,912	16,890	(22)	⊗	20,268	20,344
Inter Department Charges	27,820	27,820	0	☑	33,384	32,484
Total Operating Costs	44,732	57,980	13,248	☑	69,576	62,980
Total Direct Costs	44,732	57,980	13,248	☑	69,576	62,980
Total Costs	44,732	57,980	13,248	☑	69,576	62,980
Income						
Rate Income	75,641	57,970	17,671	☑	69,564	83,246
Total Direct Income	75,641	57,970	17,671	☑	69,564	83,246
Net Cost of Service	30,909	(10)	30,919	☑	(12)	20,266
Contingency - breakdown						
No transactions year to date	0					
Year to date contingency costs	0					
Community Board Reserves						
Opening Balance - Surplus (Deficit)	184,223					
No transactions to date						
(Decrease) Increase in year	0					
Closing Balance - Surplus (Deficit)	184,223					