

Mā tō tātou takiwā  
**For our District**

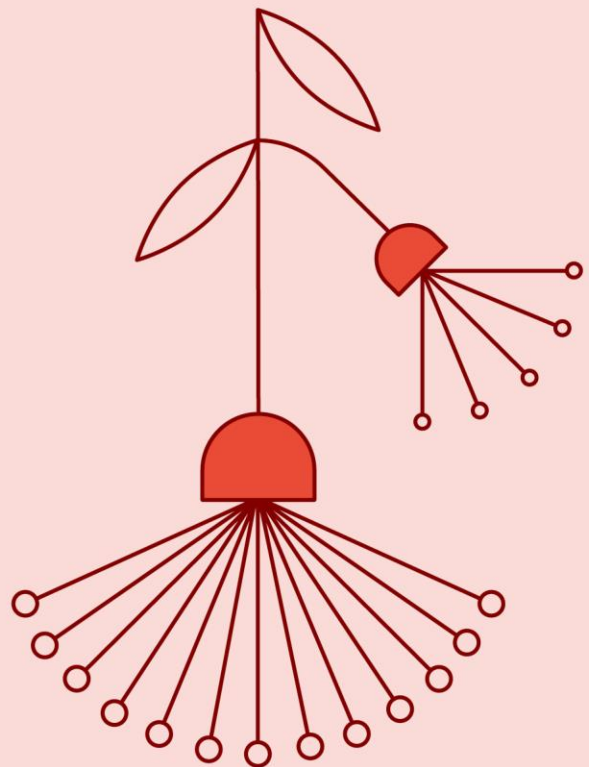
## **Te Puke Community Board**

Poari ā Hapori o Te Puke

TPC23-4

Thursday, 8 June 2023, 7.00pm

Te Puke Library and Service Centre,  
130 Jellicoe Street, Te Puke



# Te Puke Community Board

## Membership:

<b>Chairperson</b>	Kassie Ellis
<b>Deputy Chairperson</b>	Anish Paudel
<b>Members</b>	Dale Snell Karen Summerhays Cr Grant Dally Cr Andy Wichers
<b>Quorum</b>	3
<b>Frequency</b>	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 a Te Puke Community Board Meeting will be held in the Te Puke Library and Service Centre, 130 Jellicoe Street, Te Puke on:  
Thursday, 8 June 2023 at 7.00pm

## Order Of Business

<b>1</b>	<b>Present .....</b>	<b>4</b>
<b>2</b>	<b>In Attendance.....</b>	<b>4</b>
<b>3</b>	<b>Apologies .....</b>	<b>4</b>
<b>4</b>	<b>Consideration of Late Items.....</b>	<b>4</b>
<b>5</b>	<b>Declarations of Interest .....</b>	<b>4</b>
<b>6</b>	<b>Public Excluded Items .....</b>	<b>4</b>
<b>7</b>	<b>Public Forum.....</b>	<b>4</b>
<b>8</b>	<b>Presentations .....</b>	<b>5</b>
8.1	Transport Choices – Te Puke Urban Cycleways.....	5
<b>9</b>	<b>Minutes for Confirmation .....</b>	<b>6</b>
9.1	Minutes of the Te Puke Community Board Meeting held on 13 April 2023 .....	6
<b>10</b>	<b>Reports .....</b>	<b>16</b>
10.1	Te Puke Community Board – Chairperson's Report June 2023.....	16
10.2	Te Puke Community Board – Councillor's Report – June 2023.....	19
10.3	Adoption of Te Puke Community Board Standing Orders for the 2023–2025 Triennium.....	21
10.4	Te Puke Community Board – Grant Applications – April 2023 .....	104
10.5	Te Puke Community Board – Financial Report April 2023 .....	106
10.6	Infrastructure Group Report Te Puke Community Board June 2023.....	110
10.7	Te Puke Community Board Operational Report – June 2023 .....	129

**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 PRESENTATIONS**

### **8.1 TRANSPORT CHOICES – TE PUKE URBAN CYCLEWAYS**

**File Number:** A5403878

**Author:** Carolyn Irvin, Senior Governance Advisor

**Authoriser:** Greer Golding, Governance Manager

#### **EXECUTIVE SUMMARY**

The Cycleways Manager will provide a PowerPoint presentation on Te Puke Urban Cycleways.

#### **RECOMMENDATION**

That the Cycleways Manager presentation on 8 June 2023 titled 'Transport Choices – Te Puke Urban Cycleways' be received.

## **9 MINUTES FOR CONFIRMATION**

### **9.1 MINUTES OF THE TE PUKE COMMUNITY BOARD MEETING HELD ON 13 APRIL 2023**

**File Number:** A5345020

**Author:** Carolyn Irvin, Senior Governance Advisor

**Authoriser:** Greer Golding, Governance Manager

#### **RECOMMENDATION**

1. That the Minutes of the Te Puke Community Board Meeting held on 13 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 Te Puke Community Board Meeting held on 13 April 2023

**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL  
TE PUKE COMMUNITY BOARD MEETING NO. TPC23-3  
HELD IN THE TE PUKE LIBRARY AND SERVICE CENTRE, 130 JELlicoe STREET, TE PUKE  
ON THURSDAY, 13 APRIL 2023 AT 7.00PM**

## **1 PRESENT**

Chairperson K Ellis (Chairperson), Member D Snell, Member K Summerhays, Cr G Dally and Cr A Wichers

## **2 IN ATTENDANCE**

G Allis (Deputy CEO/General Manager Infrastructure Group), G Golding (Governance Manager), C McLean (Senior Transportation Engineer) and C Irvin (Senior Governance Advisor).

## **OTHERS IN ATTENDANCE**

### Maketu Community Board

- Member L Rae (Chairperson)
- Cr R Crawford

### CoLAB

- Chris Johnstone

## **KARAKIA**

Cr Wichers provided a karakia to open the meeting.

## **3 APOLOGIES**

Member A Paudel – Leave of Absence

## **4 CONSIDERATION OF LATE ITEMS**

Nil

## **5 DECLARATIONS OF INTEREST**

Member Summerhays declared the following non-financial interests:

- She had recently been re-elected to the Te Puke Centre Charitable Trust; and
- She was a founding member of Bay of Plenty Natural Cemeteries.

## **6 PUBLIC EXCLUDED ITEMS**

Nil

## 7 PUBLIC FORUM

### 1. Erin McKenna – General Manager – Te Puke Gymsport – Movement HQ Project

Ms McKenna Tabled Item 1 and spoke to a PowerPoint presentation noting the following:

- 'Te Puke Gymsport' had been growing out of its facility for several years now and was the lead organisation for the building project 'Movement HQ'.
- This was a collaboration with other sports and recreational organisations who had come together to create and provide a purpose built facility in the area.
- It was envisaged as a multipurpose and functional 'movement community hub' for everyone, that could also be used for events.
- The facility would also provide opportunities for advancement in some activities/sports without participants having to travel extensively to other areas.
- To date, land had been secured for the building, and feasibility studies and Geotech reports had been completed.
- A resource consent had been granted with the next phase being the design and building consent.

Ms McKenna responded to questions as follows:

- Te Puke Gymsport currently paid \$80 in rent. It was assumed that the new facilities maintenance and operational costs would be less. It would be a user pays operation.
- The land lease was approximately \$1,500 per annum.
- The aim was to make the facility's programmes as cost effective as possible so that everyone could come and use them. Accessibility was the key.

### 2. Wendy Palmer – Natural Cemetery Group

- A design had been put in and a draft was to be confirmed for a natural cemetery in Te Puke. It would be an extension of the existing cemetery.
- There were nineteen certified natural cemeteries in New Zealand and the Natural Cemetery Group was keen to get this done in Te Puke.

### 3. Mayor James Denyer – Emergency Relief Fund

- The Bay of Plenty region had been designated \$200k to help with disaster relief and recovery.



- Bay of Plenty Civil Defence Emergency Management Group Joint Committee had applied for and was approved \$100k for the region, most of which would be distributed in and around the Te Puke area.
- Council would set up a process to get in touch with affected communities/people.
- It was acknowledged that Tairāwhiti and Hawkes Bay were by far the worst affected regions/areas, however some places in the Te Puke area had been quite significantly hit.

#### **4. Seumi Allen – Adopt a Street**

- It would be nice to see Te Puke as a clean town and more people taking responsibility for the disposing of their own rubbish.
- 'Adopt a Street' was a concept where a group/people choose a street to keep clean.
- A lot more could be done to keep streets and rural roads clean.
- It was easy to regularly pick up a full trailer load of rubbish along rural streets, and there was a lot of rubbish in the car parks.

## **8 MINUTES FOR CONFIRMATION**

### **8.1 MINUTES OF THE TE PUKE COMMUNITY BOARD MEETING HELD ON 16 FEBRUARY 2023**

#### **RESOLUTION TPC23-3.1**

Moved: Member D Snell

Seconded: Cr A Wichers

1. That the Minutes of the Te Puke Community Board Meeting held on 16 February 2023 as circulated with the agenda be confirmed as a true and correct record.
2. That the following amendment be made to item 9.4, resolution TPC23-2.9 (put and carried at the meeting on 16 February 2023) to reflect the correct amount of money approved by the Board for the grant application from Tautoko Mai Sexual Harm Support Services Trust:

That the Te Puke Community Board approve the grant application from Tautoko Mai Sexual Harm Support Services Trust for \$500 to contribute towards costs associated with running three 'Health and Well-Being' workshops for ethnic communities in Te Puke and commit to facilitating potential venue hire for their workshops within the Te Puke rohe. This grant will be funded from the Te Puke Community Board Grants Account, subject to all accountabilities being met.

**CARRIED**

## **9 REPORTS**

**9.1 TE PUKE COMMUNITY BOARD – CHAIRPERSON’S REPORT – APRIL 2023**

The Board considered a report 13 April 2023 from the Chairperson who took the report as read.

**RESOLUTION TPC23-3.2**

Moved: Chairperson K Ellis

Seconded: Member K Summerhays

1. That the Chairperson’s report dated 13 April 2023 titled ‘Te Puke Community Board Chairperson’s Report – February 2023’ be received.

**CARRIED**

**9.1.1 PROPOSITION TO RESEAL THE NETBALL COURTS ON THE CORNER OF QUEEN STREET AND CAMERON ROAD**

- The question was raised as to who owned the netball courts and who owned the building. It was thought that Council owned the courts and the Netball Association owned the building.
- Cr Dally advised that, due to Council consulting on the location of the Te Puke swimming pool where the netball courts could be a consideration, it would be better to wait for this outcome before trying to reseal the netball courts. This could be brought up at the Annual Plan workshop.

**Proposition to Reseal the Netball Courts on the Corner of Queen Street and Cameron Road**

Staff will provide the Board with confirmation of the ownership structure of the netball courts and the building on the corner of Queen Street and Cameron Road.

**CARRIED**

**9.1.2 WI-FI IN JUBILEE PARK**

The General Manager Infrastructure advised the cost for the Wi-Fi in Jubilee Park could come out of the reserve fund as a one off capital spend, but not the operating costs.

**RESOLUTION TPC23-3.3**

Moved: Chairperson K Ellis

Seconded: Member K Summerhays

---

That the Te Puke Community Board recommends that the infrastructure for Wi-Fi in Jubilee Park be installed at an estimated cost of \$3,093.24, funded from the community board reserve fund, conditional on confirmation of the funding of the operational costs.

**CARRIED**

---

### **9.1.3 REMOVAL OF SPEED BUMPS AT THE INTERSECTIONS OF BOUCHER AVENUE AND CAMERON ROAD AND BOUCHER AVENUE AND HOOKEY DRIVE IN TE PUKE**

---

The Senior Transportation Engineer advised that the speed bumps were more 'raised thresholds' and could be removed if that was wanted. He advised that the 'Transport Choices Project' was a project to construct cycle paths in a loop that would connect the Te Puke highway to Te Puke High School and Intermediate. It would be preferable to investigate this and see if improvements could be made as part of this project.

#### **Removal of Speed Bumps at the Intersections of Boucher Avenue and Cameron Road and Boucher Avenue and Hookey Drive in Te Puke**

That staff investigate whether or not the raised thresholds at the intersections of Boucher Avenue and Cameron Road and Boucher Avenue and Hookey Drive in Te Puke could be improved as part of the Transport Choices Project and report back to the Board.

---

### **9.1.4 PROPOSAL FOR SPEED MEASURES TO BE IMPLEMENTED ON MANOEKA ROAD**

---

- Cr Dally suggested that speed radars could be a better measure than rumble strips to deter speeding.
- The Senior Transportation Engineer advised that these required power and the batteries got stolen very quickly after installation, but that an engineer could look at this and make some suggestions, and that within the speed management plan being done for the whole district, speed reduction was being encouraged.

#### **Proposal for Speed Measures to be Implemented on Manoeka Road**

That staff explore options for the setting up of speed radars on Manoeka Road, Te Puke and reports back to the Te Puke Community Board.

---

## 9.2 TE PUKE COMMUNITY BOARD – COUNCILLOR'S REPORT – APRIL 2023

The Board considered a report dated 13 April 2023 from Cr Dally who took the report as read.

---

### RESOLUTION TPC23-3.4

Moved: Member D Snell

Seconded: Chairperson K Ellis

That the Councillor's report dated 16 February 2023 titled 'Te Puke Community Board Councillor's Report – February 2023' be received.

**CARRIED**

---

### 9.2.1 TOWN CENTRE DEVELOPMENT FUND ALLOCATIONS

---

- The General Manager Infrastructure advised that financial contributions could only be allocated in accordance with the Financial Strategy and District Plan rules that set them up.
  - The recreation and leisure financial contribution is collected and spent district wide. A percentage of the recreation and leisure financial contribution goes towards swimming pool capital development and library capital development. The recreation and leisure financial contribution also goes towards reserves and playgrounds.
  - Three waters financial contribution is spent in the community in which it is collected.
  - Rural roading financial contribution is collected and spent district wide. The urban roading financial contribution is spent in the community in which it is collected on nominated projects.
  - Approximately \$50,000 per section is collected in financial contributions and is spent on wastewater and water treatment plant upgrades and stormwater upgrades.
- 

#### Town Centre Development Fund Allocations

That staff provide a report to the Te Puke Community Board of what financial contributions are collected in Te Puke and how those contributions are spent.

---

---

### 9.2.2 ANNUAL PLAN AND COMMUNITY FORUM

- Cr Dally advised that the community forum had been very well attended. There were a lot of issues raised that could perhaps have been dealt with through the Te Puke Community Board. It was unclear as to why people were not using this avenue.
- 

### 9.2.3 COMMUNITY-LED RESOURCE RECOVERY CENTRES

---

Cr Crawford (Maketu Community Board) advised the following:

- This was a Western Bay of Plenty District Council led project with the aspiration that it would eventually become community led.
  - Envirohub was assisting Te Puke with its three recycling centres.
  - The involvement of CoLAB was in a supporting capacity only.
- 

### 9.2.4 WAIARI WASTEWATER SUPPLY SCHEME

---

- The General Manager Infrastructure advised that the Joyce Road filtration plant struggled when there was high rainfall and high sediment load in the stream so was shut off from time to time because it blocked the microfiltration. As such, ash fall in the Waiari would create problems.
- In the event of the above, water supply would be switched to storage and water restrictions would be put in place.
- The water bores were tested to meet the Taumata Arowai drinking water standards. Work had been done to ensure compliance on one of the bores.

#### Fluoridation:

- At the moment, the Government had mandated fluoridation for two of Council's four water sources in the Waihi Beach and Katikati areas. As yet, nothing had been mandated in the central or Te Puke areas but this was being looked at.
- 

## 9.3 TE PUKE COMMUNITY BOARD – GRANT APPLICATIONS – APRIL 2023

The Board considered a report dated 13 April 2023 from the Senior Governance Advisor. The report was taken as read.

---

### RESOLUTION TPC23-3.5

Moved: Member D Snell

---

Seconded: Cr G Dally

1. That the Senior Governance Advisor's report dated 13 April 2023 titled 'Te Puke Community Board Grant Applications – April 2023' be received.

**CARRIED**

---

### **RESOLUTION TPC23-3.6**

Moved: Chairperson K Ellis

Seconded: Member K Summerhays

2. That the Te Puke Community Board approve the grant application from Epic Te Puke for \$2,000 to contribute towards costs associated with the development of a community calendar inside of TePukeOnline.nz. This grant will be funded from the Te Puke Community Board Grants Account, subject to all accountabilities being met.

**CARRIED**

---

### **RESOLUTION TPC23-3.7**

Moved: Cr G Dally

Seconded: Member D Snell

3. That the Te Puke Community Board approve the grant application from Youth Encounter Ministries Trust for \$1,000 to contribute towards costs towards their 'Connect' programme that provides community building events. This grant will be funded from the Te Puke Community Board Grants Account, subject to all accountabilities being met.

**CARRIED**

---

## **9.4 INFRASTRUCTURE GROUP REPORT TE PUKE COMMUNITY BOARD APRIL 2023**

The Board considered a report from the Financial Business Advisor. The report was taken as read.

The following was noted:

- There were several corrections to be made to the 'Proposed Projects' information table of the report that included 'Jellicoe Street – Industrial Service Land, King Street pedestrian improvements and cycleway footpath extension to improve connectivity'. This was noted and would be amended.
-

- Two on site, 'Levels of Service' meetings had been arranged for Friday 21 and Friday 28 April.

---

### RESOLUTION TPC23-3.8

Moved: Cr G Dally

Seconded: Member K Summerhays

That the Deputy Chief Executive's Report dated 13 April 2023 titled 'Infrastructure Group Report Te Puke Community Board April 2023' be received.

**CARRIED**

---

### 9.5 TE PUKE COMMUNITY BOARD – FINANCIAL REPORT FEBRUARY 2023

The Board considered a report from the Financial Business Advisor. The report was taken as read.

- Cr Dally advised he had put in a funding application to Te Ara Kahikatea Pathway Society who had applied to TECT for \$48,258 towards the establishment costs of the Te Puke Dog Park in Lawrence Oliver Park. An outcome was expected around mid May.
- It was noted that the approved \$15k funding for the installation of power for a second Christmas tree at the Te Puke west entrance would be reflected in the next financial report.

---

### RESOLUTION TPC23-3.9

Moved: Chairperson K Ellis

Seconded: Cr G Dally

The Financial Business Advisor's report dated 13 April 2023 titled 'Te Puke Community Board – Financial Report February 2023' be received.

**CARRIED**

---

**The Meeting closed at 8:22pm.**

**Confirmed as a true and correct record at the Te Puke Community Board meeting held on 8 June 2023.**

.....

Chairperson K Ellis

**CHAIRPERSON / MAYOR**

## 10 REPORTS

### 10.1 TE PUKE COMMUNITY BOARD – CHAIRPERSON'S REPORT JUNE 2023

**File Number:** A5345069

**Author:** Kassie Ellis, Community Board Chairperson

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

#### EXECUTIVE SUMMARY

The purpose of this report is for the Te Puke Community Board's Chairperson to provide the Board with information and updates on events and matters within the community.

#### RECOMMENDATION

##### PART 1

1. That the Chairperson's report dated 8 June 2023 titled 'Te Puke Community Board Chairperson's Report – June 2023' be received.

##### PART 2

2. That the Te Puke Community Board approves the installation and operation of public Wi-Fi in Jubilee Park at an estimated cost of \$1,300 per annum funded from the contingency account.
3. That the commitment for the funding and the Wi-Fi is for a three year period.
4. That the Te Puke Community Board makes a submission to the Draft Long Term Plan for Council to fund the public Wi-Fi in Jubilee Park on an ongoing basis.

##### PART 3

5. That Council staff explore alternative options for spraying in Te Puke before the new spraying contract begins.

##### PART 4

6. That the Te Puke Community Board approach the MenzShed regarding them carrying out the refurbishment of the bus shelter on Manoeka Road, and that the cost for this refurbishment comes out of the Te Puke Community Board's roading budget.



## ITEMS

My report outlines items of business that require further action. As a Community Board we believe we can achieve this through communication and accountability within our rohe.

### 1. Te Puke Community Board – Recommendation for our Community Plan

The Community Board Members have attended meetings with staff and community members to provide input into the process of developing a Te Puke Community Plan. It is still to be decided how the \$30k of funding allocated in the Annual Plan for community planning in Te Puke is to be spent. Colab is seeking clarification of the scope of work they have been asked to do. The Community Board maintains there is a marked difference in the way the Council is consulting regarding the Spatial Plan and Long Term Plan priorities and the in-depth and long-term engagement required to develop and deliver a Community Plan. The Community Board would like confirmation that the resources allocated to a Community Plan will be provided to undertake that engagement. We look forward to working with Colab on the consultation regarding the Council Plans.

### 2. Alternative spraying options to glyphosate for Jellicoe Street and Parks and Reserves within the Te Puke Area

The Te Puke Community Board would like Council staff to investigate alternative measures to using the preferred option of glyphosate spray on both our main street and parks and reserves.

The Te Puke Community Board would like to recommend to Council that their contractors:

- Use more natural spraying methods to reduce the potentially harmful effects of glyphosate spray on community members; and
- Use a Eucalyptus treatment on the main street to remove gum and other such rubbish.

*Recommendation:*

*That Council staff explore alternative options for spraying the main street and parks and reserves.*

### 3. Transport Choices Presentation

The Te Puke Community Board would like to discuss the proposed Transport Choices Cycleway Project (as per the presentation at the Community Board meeting) in more detail on the basis that the consultation process is thorough and detailed, and to enable our community to make an informed decision on this project.

#### 4. Refurbishment of the Manoeka Bus Shelter

Upon completion of an onsite meeting, we decided that the first bus shelter on Manoeka Road (pictured below) could be refurbished instead of replaced. The two kitset bus shelters ordered for Manoeka Road will be placed side by side at the second location of the existing bus shelter.



*Recommendation:*

*That the Te Puke Community Board approach the MenzShed regarding them carrying out the refurbishment of the bus shelter on Manoeka Road, and that the cost for this refurbishment comes out of the Te Puke Community Board's roading budget.*

#### 5. Honorary Rangers for Western Bay of Plenty District Council

Councilors Richard Crawford, Grant Dally as well as Chairperson of Maketu Laura Rae and I have been appointed as Honorary Rangers.

#### 6. Inorganic Rubbish Collection

I would like the Te Puke Community Board to implement an inorganic rubbish collection which would include Metalco and the recycling centre. Skips could be strategically placed in different locations in Te Puke and costs could be covered through the Waste Minimisation Fund.

**10.2 TE PUKE COMMUNITY BOARD – COUNCILLOR'S REPORT – JUNE 2023****File Number:** A5345104**Author:** Andy Wichers, Councillor**Authoriser:** Gary Allis, Deputy Chief Executive & General Manager Infrastructure Group**EXECUTIVE SUMMARY**

The purpose of this report is for the Te Puke Community Board's Councillor to provide the Board with updates on the items listed below.

**RECOMMENDATION**

That Councillor Wicher's report dated 8 June 2023 titled 'Te Puke Community Board Councillor's Report – June 2023' be received.

**BACKGROUND****Annual Plan**

Council is currently working on the Annual Plan. This year several issues were consulted on during April, due to breaching a policy from the last Long Term Plan review.

At that time rates were capped at a maximum of 4% increase. Due to the financial pressures of interest rates and inflation, the proposed average increase is around 7.4%.

310 submissions were received and considerations on the feedback are ongoing before a final decision will be made. Thank you to all those who took the time to participate.

**Long Term Plan**

The Long-Term Plan review happens every three years and sets out the anticipated assumptions and projects for the following 10 years. It particularly lays the framework for the next three years of Annual Plans. Council has been scoping the high-level assumptions that will give guidance to decisions on individual items further along the process. This will be ongoing into mid next year.

The initial work of community engagement is about to get underway with 12 interactions happening over the district through May/June. There are four sub areas in the Maketu/ Te Puke ward being targeted – Te Puke, Maketu, Paengaroa and Pukehina/ Pongakawa. These are community driven events looking to reach people who may not normally connect with Council processes.

**Transport Choices**

Last year Western Bay of Plenty District Council was successful at securing potential funding from Central Government for developing cycling access in the area. The main focus criteria were improving safety for school students travelling to the four town schools on Cameron Road and Boucher Avenue. Community consultation is about to get underway on what the proposed details are on these two roads and some side streets.

**Glyphosate**

A local business, situated on the main street, has complained about the use of glyphosate in vegetation control. This came about after a contractor was filling the equipment outside their shop. They have requested that alternative products that are more eco-friendly be explored.

### 10.3 ADOPTION OF TE PUKE COMMUNITY BOARD STANDING ORDERS FOR THE 2023-2025 TRIENNIUM

File Number: A5447142

Author: Carolyn Irvin, Senior Governance Advisor

Authoriser: Greer Golding, Governance Manager

#### EXECUTIVE SUMMARY

1. The purpose of this report is for the Te Puke Community Board to adopt new Standing Orders for the 2022-2025 triennium.
2. 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 Senior Governance Advisor's report dated 8 June 2023 titled 'Adoption of Te Puke 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 Te Puke 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
4. That the Te Puke 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

3. The Local Government Act 2002 requires Community Board's to adopt Standing Orders for the orderly conduct of meetings of the Community Board.
4. 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.
5. The standing orders template is updated every three years by LGNZ to ensure it reflects new legislation and incorporates evolving standards of good practice.

6. The Te Puke 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

7. 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.
8. The Policy requires Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions, and activities.
9. 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 Community Boards.

### ENGAGEMENT, CONSULTATION AND COMMUNICATION

10. Staff have engaged with the Te Puke Community Board members through a Standing Orders workshop.

### ISSUES AND OPTIONS ASSESSMENT

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

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

- 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

## Contents

<b>Preface .....</b>	<b>2</b>
<b>1. Introduction.....</b>	<b>10</b>
1.1 Principles .....	10
1.2 Statutory references.....	10
1.3 Acronyms.....	11
1.4 Application.....	11
<b>2. Definitions .....</b>	<b>12</b>
<b>GeneralMatters.....</b>	<b>17</b>
<b>3. Standing orders .....</b>	<b>17</b>
3.1 Obligation to adopt Standing Orders .....	17
3.2 Process for adoption and alteration of Standing Orders.....	17
3.3 Members must obey Standing Orders.....	17
3.4 Application of Standing Orders.....	17
3.5 Temporary suspension of Standing Orders.....	17
3.6 Quasi-judicial proceedings .....	17
3.7 Physical and/or electronic address of members.....	17
<b>4. Meetings.....</b>	<b>19</b>
4.1 Legal requirement to hold meetings .....	19
4.2 Meeting duration.....	19
4.3 Language .....	19
4.4 Webcasting meetings .....	19
4.5 First meeting (inaugural).....	19
4.6 Requirements for the first meeting .....	20
<b>5. Appointments and elections.....</b>	<b>21</b>
5.1 Voting system for chairs.....	21
<b>6. Delegations.....</b>	<b>22</b>
6.1 Duty to consider delegations to community boards.....	22
6.2 Limits on delegations.....	22
6.3 Committees may delegate.....	22
6.4 Use of delegated powers.....	22
6.5 Decisions made under delegated authority cannot be rescinded or amended .....	23
6.6 Committees and sub committees subject to the direction of the local authority.....	23

<b>7. Committees</b>	<b>24</b>
7.1 Elected members on committees and subcommittees	24
7.2 Decision not invalid despite irregularity in membership	24
<b>Pre-meeting</b>	<b>31</b>
<b>8. Giving notice</b>	<b>32</b>
8.1 Public notice - ordinary meetings	32
8.2 Notice to members - ordinary meetings	32
8.3 Meetings not invalid	32
8.4 Meeting schedules	32
8.5 Non-receipt of notice to members	32
8.6 Meeting cancellations	33
<b>9. Meeting agenda</b>	<b>34</b>
9.1 Preparation of the agenda	34
9.2 Process for raising matters for a decision	34
9.3 Chief executive may delay or refuse request	34
9.4 Order of business	34
9.5 Chairperson's recommendation	34
9.6 Chairperson may prepare report	34
9.7 Public availability of the agenda	34
9.8 Public inspection of agenda	35
9.9 Withdrawal of agenda items	35
9.10 Distribution of the agenda	35
9.11 Status of agenda	35
9.12 Items of business not on the agenda which cannot be delayed	35
9.13 Discussion of minor matters not on the agenda	35
9.14 Public excluded business on the agenda	36
9.15 Qualified privilege relating to agenda and minutes	36
<b>Meeting Procedures</b>	<b>37</b>
<b>10. Opening and closing</b>	<b>35</b>
<b>11. Quorum</b>	<b>35</b>
11.1 Committees and subcommittee meetings	35
11.2 Requirement for a quorum	35
11.3 Meeting lapses where no quorum	35
11.4 Business from lapsed meetings	35
<b>12. Public access and recording</b>	<b>36</b>
12.1 Meetings open to the public	36
12.2 Grounds for removing the public	36
12.3 Local authority may record meetings	36
12.4 Public may record meetings	36
<b>13. Attendance</b>	<b>37</b>

13.1	Members right to attend meetings .....	37
13.2	Attendance when a committee is performing judicial or quasi-judicial functions .....	37
13.3	Leave of absence .....	37
13.4	Apologies .....	37
13.5	Recording apologies .....	37
13.6	Absent without leave .....	38
13.7	Right to attend by audio or audiovisual link .....	38
13.8	Member's status: quorum .....	38
13.9	Member's status: voting .....	38
13.10	Chairperson's duties .....	38
13.11	Conditions for attending by audio or audiovisual link .....	39
13.12	Request to attend by audio or audiovisual link .....	39
13.13	Chairperson may terminate link .....	39
13.14	Giving or showing a document .....	39
13.15	Link failure .....	40
13.16	Confidentiality .....	40
<b>14.</b>	<b>Chairperson's role in meetings .....</b>	<b>41</b>
14.1	Addressing the chairperson .....	41
14.2	Chairperson's rulings .....	41
14.3	Chairperson standing .....	41
14.4	Member's right to speak .....	41
14.5	Chairperson may prioritise speakers .....	41
<b>15.</b>	<b>Public Forums .....</b>	<b>42</b>
15.1	Time limits .....	42
15.2	Restrictions .....	42
15.3	Questions at public forums .....	42
15.4	No resolutions .....	42
15.5	Recording and responding to public forum matters .....	43
<b>16.</b>	<b>Deputations .....</b>	<b>44</b>
16.1	Time limits .....	44
16.2	Restrictions .....	44
16.3	Questions of a deputation .....	44
16.4	Resolutions .....	44
<b>17.</b>	<b>Petitions .....</b>	<b>45</b>
17.1	Form of petitions .....	45
17.2	Petition presented by petitioner .....	45
17.3	Petition presented by member .....	45
<b>18.</b>	<b>Exclusion of public .....</b>	<b>46</b>
18.1	Motions and resolutions to exclude the public .....	46
18.2	Specified people may remain .....	46
18.3	Public excluded items .....	46

18.4	Non-disclosure of information.....	47
18.5	Release of information from public excluded session.....	47
<b>19.</b>	<b>Voting.....</b>	<b>48</b>
19.1	Decisions by majority vote .....	48
19.2	Open voting.....	48
19.3	Chairperson has a casting vote .....	48
19.4	Method of voting .....	48
19.5	Calling for a division .....	48
19.6	Request to have votes recorded.....	48
19.7	Members may abstain .....	48
<b>20.</b>	<b>Conduct.....</b>	<b>49</b>
20.1	Calling to order .....	49
20.2	Behaviour consistent with Code of Conduct.....	49
20.3	Retractions and apologies .....	49
20.4	Disorderly conduct.....	49
20.5	Contempt .....	49
20.6	Removal from meeting.....	49
20.7	Financial conflicts of interests.....	49
20.8	Non-financial conflicts of interests.....	50
20.9	Qualified privilege for meeting proceedings.....	50
20.10	Qualified privilege additional to any other provisions.....	50
20.11	Electronic devices at meetings.....	50
<b>21.</b>	<b>General rules of debate .....</b>	<b>51</b>
21.1	Chairperson may exercise discretion.....	51
21.2	Time limits on speakers .....	51
21.3	Questions to staff .....	51
21.4	Questions of clarification .....	51
21.5	Members may speak only once .....	51
21.6	Limits on number of speakers.....	51
21.7	Seconder may reserve speech .....	51
21.8	Speaking only to relevant matters .....	51
21.9	Restating motions .....	52
21.10	Criticism of resolutions .....	52
21.11	Objecting to words.....	52
21.12	Right of reply .....	52
21.13	No other member may speak .....	52
21.14	Adjournment motions.....	52
21.15	Chairperson's acceptance of closure motions.....	53
<b>22.</b>	<b>General procedures for speaking and moving motions.....</b>	<b>54</b>
22.1	Options for speaking and moving.....	54
22.2	Option C.....	54

22.3 Procedure if no resolution is met .....	54
<b>23. Motions and amendments .....</b>	<b>55</b>
23.1 Proposing and seconding motions .....	55
23.2 Motions in writing.....	55
23.3 Motions expressed in parts.....	55
23.4 Substituted motion.....	55
23.5 Amendments to be relevant and not direct negatives .....	55
23.6 Chairperson may recommend amendment .....	55
23.7 Foreshadowed amendments .....	56
23.8 Carried amendments.....	56
23.9 Lost amendments .....	56
23.10 Where a motion is lost.....	56
23.11 Withdrawal of motions and amendments.....	56
23.12 No speakers after reply or motion has been put .....	56
<b>24. Revocation or alteration of resolutions.....</b>	<b>57</b>
24.1 Member may move revocation of a decision.....	57
24.2 Revocation must be made by the body responsible for the decision.....	57
24.3 Requirement to give notice .....	57
24.4 Restrictions on actions under the affected resolution .....	57
24.5 Revocation or alteration by resolution at same meeting.....	58
24.6 Revocation or alteration by recommendation in report .....	58
<b>25. Procedural motions .....</b>	<b>59</b>
25.1 Procedural motions must be taken immediately.....	59
25.2 Procedural motions to close or adjourn a debate.....	59
25.3 Voting on procedural motions .....	59
25.4 Debate on adjourned items.....	59
25.5 Remaining business at adjourned meetings.....	59
25.6 Business referred to the council, committee or local or community board .....	60
25.7 Other types of procedural motions.....	60
<b>26. Points of order .....</b>	<b>61</b>
26.1 Members may raise points of order.....	61
26.2 Subjects for points of order .....	61
26.3 Contradictions .....	61
26.4 Point of order during division.....	61
26.5 Chairperson's decision on points of order .....	61
<b>27. Notices of motion .....</b>	<b>62</b>
27.1 Notice of intended motion to be in writing .....	62
27.2 Refusal of notice of motion.....	62
27.3 Mover of notice of motion .....	62
27.4 Alteration of notice of motion.....	62
27.5 When notices of motion lapse .....	62

27.6 Referral of notices of motion .....	63
27.7 Repeat notices of motion .....	63
<b>28. Minutes .....</b>	<b>64</b>
28.1 Minutes to be evidence of proceedings .....	64
28.2 Matters recorded in minutes.....	64
28.3 No discussion on minutes.....	65
28.4 Minutes of last meeting before election.....	65
<b>29. Keeping a record .....</b>	<b>66</b>
29.1 Maintaining accurate records .....	66
29.2 Method for maintaining records.....	66
29.3 Inspection .....	66
29.4 Inspection of public excluded matters .....	66
<b>Referenced documents .....</b>	<b>67</b>
Appendix 1: Grounds to exclude the public.....	68
Appendix 2: Sample resolution to exclude the public.....	70
Appendix 3: Motions and amendments (Option C).....	72
Appendix 4: Table of procedural motions.....	73
Appendix 5: Webcasting protocols .....	75
Appendix 6: Powers of a Chairperson.....	76
Appendix 7: Process for removing a chairperson or deputy Mayor from office .....	80
Appendix 8: Sample order of business .....	81
Appendix 9: Process for raising matters for a decision .....	82

## 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).

**Seconded** 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(l).*

### 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 or 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)

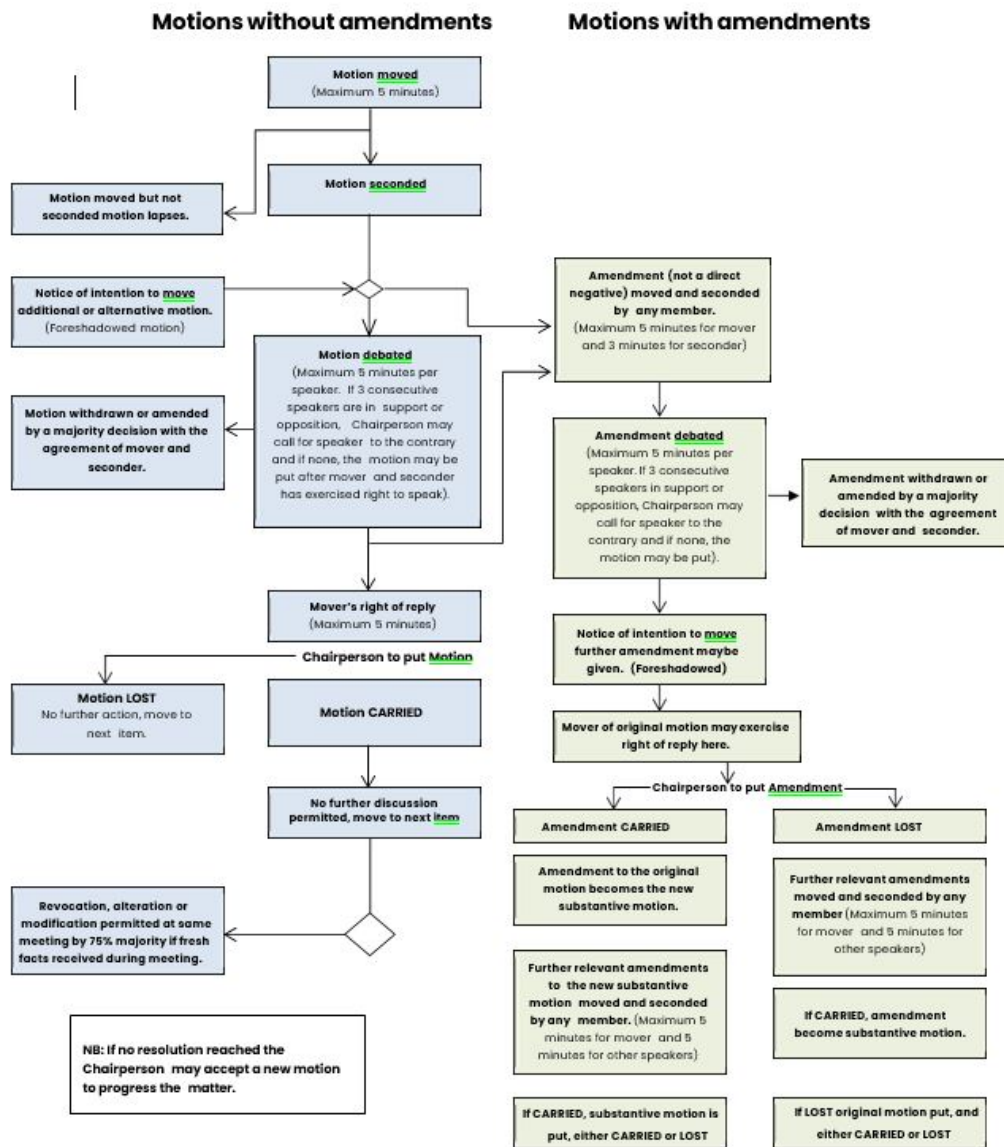
The general subject of the matters to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds for excluding the public, as specified by s 48(1) of the Local Government Official Information and Meetings Act 1987, are set out 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"> <li>i. be contrary to the provisions of a specified enactment; or</li> <li>ii. constitute contempt of court or of the House of Representatives (s.48(1)(b)).</li> </ol>
		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"> <li>i. a right of appeal lies to a court or tribunal against the final decision of the councils in those proceedings; or</li> <li>ii. the council is required, by an enactment, to make a recommendation in respect of the matter that is the subject of those proceedings (s.48(1)(d)).</li> </ol>
		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"> <li>i. disclose a trade secret; or</li> <li>ii. unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information (s 7(2)(b)).</li> </ul>
		To avoid serious offence to Tikanga Māori, or the disclosure of the location of waahi tapu in relation to an application under the RMA 1991 for; <ul style="list-style-type: none"> <li>• a resource consent, or</li> <li>• a water conservation order, or</li> <li>• a requirement for a designation or</li> <li>• a heritage order,</li> </ul> (s 7(2)(ba)).
		To protect information which is subject to an obligation of confidence where the making available of the information would be likely to: <ul style="list-style-type: none"> <li>i. prejudice the supply of similar information, or information from the same source, where it is in the public interest that such information should continue to be supplied; or</li> <li>ii. would be likely otherwise to damage the public interest (s 7(2)(c)).</li> </ul>
		To avoid prejudice to measures protecting the health or safety of members of the public (s 7(2)(d)).
		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  
te Uru

**[westernbay.govt.nz](http://westernbay.govt.nz)**

**10.4 TE PUKE COMMUNITY BOARD – GRANT APPLICATIONS – APRIL 2023****File Number:** A5343721**Author:** Carolyn Irvin, Senior Governance Advisor**Authoriser:** Greer Golding, Governance Manager**EXECUTIVE SUMMARY**

The purpose of this report is to enable the Te Puke Community Board to make a decision regarding the application for Community Board Grant Funding as applied for by Te Puke Gymsport and Lions Brothers Sports and Cultural Club.

**RECOMMENDATION**

1. That the Senior Governance Advisor's report dated 8 June 2023 titled 'Te Puke Community Board Grant Applications – June 2023' be received.
2. That the Te Puke Community Board approve the grant application from Te Puke Gymsport for \$3,000 to contribute towards costs associated with supporting phase one of the construction of the Bay of Plenty Movement HQ, design and build consent phase. This grant will be funded from the Te Puke Community Board Grants Account, subject to all accountabilities being met.  
  
OR
3. That the Te Puke Community Board do not approve the grant application from Te Puke Gymsport.
4. That the Te Puke Community Board approve the grant application from Lion Brothers Sports and Cultural Club for \$1,500 to contribute towards costs associated with purchasing club jackets for club members. This grant will be funded from the Te Puke Community Board Grants Account, subject to all accountabilities being met.  
  
OR
5. That the Te Puke Community Board do not approve the grant application from Lion Brothers Sports and Cultural Club.

**BACKGROUND**

1. The Te Puke Community Board has funding of \$11,000 available for disbursement to community organisations for the 2022/2023 financial year. The balance as of 13 April 2023 is \$6,090.



2. Te Puke Gymsport has submitted an application for funding for \$3,000 to contribute towards costs associated with supporting phase one of the construction of the Bay of Plenty Movement HQ, design and build consent phase.
3. Lion Brothers Sports and Cultural Club has submitted an application for funding for \$1,500 to contribute towards costs associated with purchase jackets for club members.

### ENGAGEMENT, CONSULTATION AND COMMUNICATION

<b>Interested/Affected Parties</b>	<b>Completed/Planned Engagement/Consultation/Communication</b>
Te Puke Gymsport	The applicant will be advised of the outcome of their respective Grant Application.
Lion Brothers Sports and Cultural Club	The applicant will be advised of the outcome of their respective Grant Application.

### FUNDING/BUDGET IMPLICATIONS

<b>Budget Funding Information</b>	<b>Relevant Detail</b>
Community Board Grant Funds	<p>The Community Board will consider applications for distribution of grant funding before the end of the financial year.</p> <p>Annual Budget      \$11,000</p> <p>Current Balance      \$6,090</p>

**10.5 TE PUKE COMMUNITY BOARD – FINANCIAL REPORT APRIL 2023****File Number:** A5429594**Author:** Ezelle Thiart, Financial Business Advisor**Authoriser:** Sarah Bedford, Finance Manager**EXECUTIVE SUMMARY**

This report provides the Community Board with 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 year to date.

**RECOMMENDATION**

The Financial Business Advisor's report dated 8 June 2023 titled 'Te Puke Community Board – Financial Report April 2023' be received.

**Grant payments made to date:**

Resolution	Description	\$
TPC22-1.5	Te Puke Citizens Club Incorporated	850
TPC22-1.6	Blue Light Ventures Incorporated	560
TPC23-2.9	Tautoko Mai Sexual Harm Support Services Ltd	500
	<b>2022/23 Total grants paid to date</b>	<b>1,910</b>

**Committed – Operational expenditure:**

Resolution	Description	\$
TP22-4.8	Allocate up to \$5,500 from the Street Decoration account for street flag designs and installation.	5,500
TPC23-2.9	Approve up to \$200 to provide a wreath for the ANZAC Day Service, to be paid from the Contingency Account.	200
TPC23-2.4	Approve the funding for the installation of power for a second Christmas tree at the Te Puke west entrance at an estimated cost of \$15,000 to be funded from their Street Decoration account	15,000
TPC23-3.2	Approve the grant application from Youth Encounter Ministries Trust for \$1,000 to contribute towards costs	1,000

	towards their 'Connect' programme that provides community building events. This grant will be funded from the Grants Account.	
TPC23-3.2	Approve the grant application from Epic Te Puke for \$2,000 to contribute towards costs associated with the development of a community calendar inside of TePukeOnline.nz. This grant will be funded from the Grants Account.	2,000
	<b>2022/23 Total operational commitments</b>	<b>23,700</b>



**2022/23 Reserve analysis:**

Resolution	Description	\$ (Payments made)
	2022/23 Opening balance	99,602
TP22-5.11	TP22-5.11 Te Puke and Old Te Puke Cemeteries Information Sign Boards project	(762)
	<b>2022/23 Closing Reserve balance before commitments</b>	<b>98,840</b>

**Remaining commitments from Te Puke Community Board Reserve Account**

Resolution	Description	\$ (Remaining funds)
	2022/23 Closing balance before committed expenditure	98,840
TP22-4.5	Approve up to \$30,000 to be paid from Te Puke Community Board Reserve Account for costs relating to the Te Puke Story Boards Project.	(30,000)
TP22-4.6	Approve up to \$20,000 to be paid from the Te Puke Community Board Reserve Account for costs relating to the new dog park at Laurence Oliver Park, Te Puke.	(20,000)
TP22-4.7	Approve up to 50% of the quoted cost, being \$5,776.01, toward the restoration of the Waharoa on Jubilee Park, with the suggestion that WBOPDC contribute the other 50% out of a Council operational budget.	(2,888)
	<b>2022/23 Closing balance after the committed expenditure</b>	<b>45,952</b>

## ATTACHMENTS

1. **Te Puke Community Board – Financial Report April 2023**  

<b>Western Bay of Plenty District Council</b> <b>Income and Expenditure Statement</b> <b>For the period ended 30 April 2023</b>						
<b>Te Puke Community Board</b>						
	Year to Date				Full Year	Last Year
	Actual \$	Budget \$	Variance (Unfav)/Fav \$		Budget \$	Actual \$
<b>Direct Costs</b>						
Additional Levels of Service	0	0	0	☑	0	0
Contingency - [see breakdown below]	42	4,280	4,238	☑	5,136	7,391
Grants	1,910	9,420	7,510	☑	11,304	10,135
Mileage Allowance	345	1,710	1,365	☑	2,052	0
Salaries	23,337	23,280	(57)	⊗	27,936	28,041
Public Safety	1,264	6,480	5,216	☑	7,776	7,891
Street Decoration	0	7,280	7,280	☑	10,236	4,025
Inter Department Charges	40,420	40,420	0	☑	48,504	47,184
<b>Total Operating Costs</b>	<b>67,318</b>	<b>92,870</b>	<b>25,552</b>	☑	<b>112,992</b>	<b>104,667</b>
<b>Total Direct Costs</b>	<b>67,318</b>	<b>92,870</b>	<b>25,552</b>	☑	<b>112,992</b>	<b>104,667</b>
<b>Total Costs</b>	<b>67,318</b>	<b>92,870</b>	<b>25,552</b>	☑	<b>112,992</b>	<b>104,667</b>
<b>Income</b>						
Rate Income	101,849	94,160	7,689	☑	112,992	121,124
<b>Total Direct Income</b>	<b>101,849</b>	<b>94,160</b>	<b>7,689</b>	☑	<b>112,992</b>	<b>122,624</b>
<b>Net Cost of Service</b>	<b>34,531</b>	<b>1,290</b>	<b>33,241</b>	☑	<b>0</b>	<b>17,956</b>
<u><b>Contingency - breakdown</b></u>						
TP22-4.9 Venue hireage cost	42			☑	Favourable Variance	
<b>Year to date contingency costs</b>	<b>42</b>			⊗	Unfavourable Variance	
<u><b>Community Board Reserves</b></u>						
<b>Opening Balance - Surplus (Deficit)</b>	<b>99,602</b>					
TP22 - 5.11 Te Puke and Old Te Puke Cemeteries Information Sign Boards project	(762)					
<b>(Decrease) Increase in year</b>	<b>(762)</b>					
<b>Closing Balance - Surplus (Deficit)</b>	<b>98,840</b>					

**10.6 INFRASTRUCTURE GROUP REPORT TE PUKE COMMUNITY BOARD JUNE 2023****File Number:** A5384905**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 8 June 2023 titled 'Infrastructure Group Report Te Puke Community Board June 2023' be received.
2. THAT the Te Puke Community Board approve the removal of a Ginkgo tree, located on the grass berm of the road corridor near 19 Bayview Street, Te Puke. This request was made from the adjacent landowner, who expressed concerns about property damage, safety issues, and the unpleasantness caused by the fruit falling and rotting on private property, the footpath and berm areas.

There is no expectation for the Board to fund this felling in whole or in part.

3. THAT the Te Puke Community Board approve the felling of a Native Totara Tree situated within the grass berm of the road corridor at 13 Beatty Avenue, Te Puke. The adjacent landowner has made this request, expressing concerns about property damage and the difficulty of constructing a new fence due to root ball heave that is affecting ground levels.

There is no expectation for the Board to fund this felling in whole or in part.

4. THAT Te Puke Community Board approve the felling of a Banksia tree situated within the grass berm of the road corridor at 9 Harris Street, Te Puke. The adjacent landowner has made this request, expressing concerns about property damage, falling branches and difficulty to construct a new fence and paved area within the property due to root ball heave that is affecting ground levels.

There is no expectation for the Board to fund this felling in whole or in part.

**ROADING****Transportation – Te Puke Community Roading**

*Description:* Funding for the development and implementation of the Community Roading Plan approved by Te Puke Community Board.

Te Puke Community Board Roading Current Account		Te Puke Community Board \$	Status
<b>Current Account Opening Balance 1 July 2022</b>		\$711,574	
Interest 2021/22		\$27,039	
Allocation for 2021/22		\$299,076	
<b>Subtotal</b>		<b>\$1,037,689</b>	
<b>Approved Projects</b>			
Te Puke Intermediate School / Speed Bump		\$68,741	Speed bump removed. \$11,259 of \$80,000 budget paid 2022. Further safety improvements on hold pending development of Transport Choices project.
Te Puke Quarry Road Footpath and Bridge (Stage 1 – Corner of Jellicoe Street to EastPack packhouse)		\$208,910	Construction is complete.
<b>Subtotal</b>		<b>\$277,651</b>	
<b>Proposed Projects</b>	<b>Priority</b>		
Better Street Lighting –Corner of Quarry Road and Jellicoe Street	1	-	WestLink instructed to install additional streetlight adjacent to pack-house.
Commerce Lane Pedestrian Safety	2	\$20,000	Road Safety Audit to be carried out on concept layout plan
Jellicoe Street – Industrial Service Lane	3	\$120,000	WestLink instructed to construct footpath. Timing to be confirmed.
King Street Pedestrian Improvements	3	\$50,000	WestLink instructed to construct 3.0m shared path on Stock Road.
Cycleway Footpath Extensions to improve connectivity	-	\$100,000	WestLink instructed to install additional streetlight adjacent to pack-house.
Redesign of Queen and Jocelyn Street Roundabout	-	-	No further action required
Beattie Ave Road Crossing	-	-	No further action required
<b>Subtotal</b>		<b>\$290,000</b>	
<b>Forecasted Current Account Closing Balance 30 June 2023</b>		<b>\$470,038</b>	

**Safety Improvements on Cameron Road**

*Description:* With the Board resolving to remove the Speed Bump outside Te Puke Intermediate School on Cameron Road, it has been identified that there would need to be safety improvements made to this stretch of road.

*What's Happened:*

The Speed Bump has been removed. The Senior Transportation Engineer provided the Board with a scoping/design plan of safety improvement options.

*What's Next:*

Further safety improvements on hold pending development of Transport Choices project.

**ASSET AND CAPITAL****Wastewater – Te Puke Renewals and Capital Upgrades**

*Description:* Asset renewals and capital upgrades for the Te Puke Wastewater Treatment Plant and water reticulation network.

**Te Puke WWTP Upgrade:**

*Description:* Upgrade of the Te Puke WWTP to meet more stringent limits on nutrients by conditions of consent requires improved treatment processes. Also, the capacity must be increased to meet higher flows due to growth and the Rangiuru Business Park development.

*What's Happened:*

The high-cost estimates warranted an Issues and Options Paper and Council decision on the way forward. The IOP presented two options with the first to proceed with the design of a new Plant and the second to maximise utilisation of the existing Plant. Council made the decision to proceed with the design of a new Plant on 22 December 2022. This was notified to the designer who is currently working through the preliminary design implications.

*What's Happened:*

The designer is finalizing the preliminary design including the geotechnical, factual, and interpretive reports looking to secure independent peer review approval before presenting the Preliminary Design for Council sign off.

*What's Next:*

Procurement for Early Contractor Involvement (ECI) is well under way with the contractor onboard late April. The ECI phase will run concurrently with Detailed Design and focus on procurement of long lead items and early ground improvements.



**Wastewater Reticulation Network:**

*Description:* Two projects are included: the design of a new main to the WWTP and upgrading of the pipeline from Station Road to Stock Road.

*What's Happened:*

- Design of a new main to the WWTP: PDP Consulting Engineers have completed the concept design for the new main to ensure that the inlet works for the upgrade can be designed to accommodate the main in the future.
- Upgrading of the pipeline from Station Road to Stock Road. The design has not commenced yet.

*What's Next:*

- Design of a new main to the WWTP: The design will only proceed in the future once the capacity of the existing main reaches its limit as flows increase due to growth.
- Upgrading of the pipeline from Station Road to Stock Road: The design work is programmed to commence in 2023.

**Muttons Water Treatment Plant UV Upgrade**

*Description:* Council has a treatment plant on No. 1 Road, Te Puke, that supplies Te Puke and the surrounding area with water. This plant is fed by several bores. With the changes in the Drinking Water Compliance Rules, these bores lost their secure bore status. Council therefore had to add another treatment process to reduce the bacteria and virus risk. Council opted to install a UV system that would give the required log credits to achieve compliance and ensure that the water is safe.

*What's Happened:*

Council have procured a containerised UV unit that has been delivered to site and has been commissioned.

The commission testing highlighted that the turbidity is too high for the turbidity meters currently being used. A new meter has been ordered. If the turbidity stays out of range, then further treatment be required.

*What's Next:*

Install new turbidity meter and verify that the turbidity is within the compliance range of the UV unit. Commissioning faults are currently being worked through.

**RESERVES****Reserves – Pools Te Puke Aquatic Centre**

*Description:* Implement the pool facility health & safety improvements.

*What's Happened:*

The pool season finished before Easter. The pool is now closed and has been decommissioned for Winter. Staff are meeting with the Pool Service Delivery Contractor to discuss the 2023/24 swimming season.

*What's Next:*

Complete the relocation of the disability chair lift, install new updated signage in time for the 2023/24 swimming season.

**OPERATIONS****Eastern 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.

**Recycling & Greenwaste Centres***What's Happened:*

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

<b>WBOPDC Kerbside Tonnes</b>	<b>Jul- 22</b>	<b>Aug- 22</b>	<b>Sep- 22</b>	<b>Oct- 22</b>	<b>Nov- 22</b>	<b>Dec- 22</b>	<b>Jan- 23</b>	<b>Feb- 23</b>	<b>Mar- 23</b>	<b>Apr- 23</b>	<b>Total Tonnes</b>	<b>Total Tonnes Diverted from landfill</b>
<b>Waste Tonnes</b>	359	415	394	386	402	515	496	415	433	395	<b>4210</b>	
<b>Recycle Tonnes</b>	125	135	124	117	158	182	168	145	194	142	<b>1490</b>	
<b>Glass Tonnes</b>	75	97	101	105	103	150	191	144	147	117	<b>1230</b>	
<b>Food Tonnes</b>	32	37	47	31	45	42	53	57	42	37	<b>423</b>	
												<b>3143</b>

**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. Council recommendations copied below.

*What's Next:*

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

**COUNCIL APPROVED 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.*

### **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.

### **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 below signage.



**Emergency Management**

*Description:* Support the Te Puke Community to be Resilient in the event of an Emergency.

*What's Happened:*

Attended a meeting with the Community Response Team and residents to discuss an update and review of the Community Response Team. Training opportunities identified and planning has started for these to be booked.

*What's Next:*

Continue supporting the Community Response Team, planning to review Community's Guide to Emergencies for Te Puke in the next few months.

**ATTACHMENTS**

1. **MAS Te Puke Community Board June 2023**  

<b>Action Sheets Report</b>	<b>Division:</b> Infrastructure Services Group <b>Committee:</b> Te Puke Community Board	<b>Printed:</b> May 2023
-----------------------------	---	--------------------------

Meeting	Officer/Director	Section	Subject
<b>Te Puke Community Board 3 December 2020</b>	<b>McLean, Calum</b>	<b>New Item</b>	<b>Heritage Walking Crossing – Commerce Lane / Jubilee Park</b>
<b>Heritage Walking Crossing – Commerce Lane / Jubilee Park</b>			
The Board has requested a review of the Heritage walking crossing, to see if there is a possibility of turning this into a designated pedestrian crossing.			
<b>May 2023:</b> Aurecon have been engaged to carry out a Road Safety Audit of the concept layout. This will be undertaken during the last week of May/first week of June.			
<b>April 2023:</b> Staff will organise a Road Safety Audit of the concept layout.			
<b>February 2023:</b> The scoping plan has been completed by WestLink and staff are waiting for the Board to review the plan and approve.			
<b>November 2022:</b> WestLink has completed the scoping plan for the Board's review and approval.			
<b>July 2022:</b> The Board have approved up to \$5000 from the Te Puke Community Board Roading account for WestLink to produce a concept plan for Commerce Lane traffic calming measures. WestLink have been instructed to proceed with the development of a concept plan.			
<b>May 2022:</b> There has been no further progress to this action as staff are waiting for WestLink to provide a price proposal.			
<b>March 2022:</b> There has been no further progress to this action as staff are waiting for WestLink to provide a price proposal.			
<b>January 2022:</b> Recommend that WestLink be asked to provide a price proposal to develop a design for traffic calming on Commerce Lane.			
<b>November 2021:</b> The Project has been delayed by the suspension of Community Board Meetings.			

**Action Sheets Report**

**Division:** Infrastructure Services Group  
**Committee:** Te Puke Community Board

**Printed:** May 2023

**September 2021:**

Staff will present a proposal for street calming at the next Community Board Meeting.

**July 2021:**

There has been no progress on this action due to the resignation of the Roding Engineer (East).

Staff are in the process of familiarising themselves with current projects and will provide an update at the next meeting.

**May 2021:**

The Board have requested that the Heritage Crossing be changed into a Zebra Crossing. It was explained to the Board that isolated activities do not result in lower average speeds or overall road safety improvements. The Board have asked for road safety ideas and staff advise that changing the Heritage Walkway to a pedestrian crossing would not be a simple process. There will be public consultation as part of the review and \$20,000 for alternative options.

**March 2021:**

The Community Board Roding Programme includes the option of a Commerce Lane Road Safety Project to be approved by the Board, which would address this issue.

**January 2021:**

The Heritage Crossing should be discussed with staff (Roding Engineer) to understand special expectations before any changes are made.

<b>Action Sheets Report</b>	<b>Division:</b> Infrastructure Services Group <b>Committee:</b> Te Puke Community Board	<b>Printed:</b> May 2023
-----------------------------	---	--------------------------

Meeting	Officer/Director	Section	Subject
<b>Te Puke Community Board 3 June 2021</b>	<b>McLean, Calum</b>	<b>New Item</b>	<b>Speed Bump on Cameron Road</b>

### Speed Bump on Cameron Road

The Board agreed that, despite import delays with the Digital Speed Signs, the Board would like to proceed with the removal of the speed bump prior to the Digital Speed Signs being installed. The current update provided by WestLink was that the signs should be installed late July 2021, noting that this is subject to change due to the delays occurring.

The Roading Engineer (East) advised the Board that a pedestrian crossing outside Te Puke Primary School is one of the safety improvements that could be considered in the future.

### May 2023:

The Transport Choices concept design presented to the Community Board on Friday 12 May detailed how the proposed pedestrian crossing could be incorporated into the Transport Choices project.

### April 2023:

This project has been placed on hold until the scope of 'Transport Choices' project has been confirmed.

### February 2023:

Staff are waiting for WestLink to provide the price for the scoping plan.

### November 2022:

Staff are waiting for the price from WestLink for the scoping plan that can be used for consultation.

### July 2022:

WestLink have been asked to provide a price proposal to finalise the design of the new pedestrian crossing and implement changes to road markings and traffic signs.

### May 2022:

The design requires minor amendments prior to pricing of physical works.

### March 2022:

There has been no further progress on this action as staff are still waiting for WestLink to provide a price proposal to develop a design for road safety improvements outside Te Puke Intermediate School.

**Action Sheets Report**

**Division:** Infrastructure Services Group  
**Committee:** Te Puke Community Board

**Printed:** May 2023

**January 2022:**

Recommend that WestLink be asked to provide a price proposal to develop a design for road safety improvements outside Te Puke Intermediate School.

**November 2021:**

The Project has been delayed by suspension of the Community Board Meetings.

**September 2021:**

The speed bump has been removed. Staff will submit a proposal for safety improvements at the next Community Board Meeting.

**July 2021:**

The speed bump is programmed for removal week commencing 19 July 2021.



<b>Action Sheets Report</b>	<b>Division:</b> Infrastructure Services Group <b>Committee:</b> Te Puke Community Board	<b>Printed:</b> May 2023
-----------------------------	---	--------------------------

Meeting	Officer/Director	Section	Subject
<b>Te Puke Community Board 28/07/2022</b>	<b>McLean, Calum</b>	<b>New Item</b>	<b>Commerce Lane Bus Shelter Lighting</b>
<b>Commerce Lane Bus Shelter Lighting</b>  That the Te Puke Community Board approve up to \$8,000.00, to be paid from the Te Puke Community Board Roading account, for the installation of LED strip-lighting at the bus shelter on Commerce Lane.			
<b>May 2023:</b> The lighting has been installed and is operational. This MAS has been closed out.			
<b>April 2023:</b> The lighting has been installed and is operational. There are a few minor hitches to be addressed.			
<b>February 2023:</b> The LED strip-lighting was delayed due to inclement weather. It is expected to be installed by the end of January after poor weather affected last December's planned works.			
<b>November 2022:</b> LED strip-lighting will be installed during November-December 2022.			
<b>Aug 2022:</b> WestLink instructed to install LED strip lights on Commerce Lane bus shelter.			

<b>Action Sheets Report</b>		<b>Division:</b> Infrastructure Services Group <b>Committee:</b> Te Puke Community Board	<b>Printed:</b> May 2023
Meeting	Officer/Director	Section	Subject
Te Puke Community Board 15/12/2022	Rickard, Jodie	New Item	2023/2024 Annual Operating Budget - Resolution
<b>RESOLUTION TPC22-1.12</b>  That the Te Puke Community Board wishes to develop a community plan in parallel with the Council led Te Puke spatial plan.			
<b>May 2023:</b> Staff have met with the Community Board to discuss process and a community-led planning process. The Chairperson will sit on the stakeholder working group that has been set up to manage the process.			

<b>Action Sheets Report</b>	<b>Division:</b> Infrastructure Services Group <b>Committee:</b> Te Puke Community Board	<b>Printed:</b> May 2023
-----------------------------	---	--------------------------

Meeting	Officer/Director	Section	Subject
<b>Te Puke Community Board 13/04/2023</b>	<b>McLean, Calum</b>	<b>New Item</b>	<b>Proposal for Speed Measures to be implemented on Manoeka Road</b>

### Proposal for Speed Measures to be Implemented on Manoeka Road

That staff explore options for the setting up of speed radars on Manoeka Road, Te Puke and reports back to the Te Puke Community Board.

#### May 2023:

A Speed Indicator Device (SID) may be permanently installed on Manoeka Road for approximately \$10,000.

A SID is an electronic speed warning sign that measures, displays and records a vehicle's speed as they approach the device. SID are used in high-risk areas e.g., within school zones, in high crash areas, and in areas where people regularly exceed the speed limit. The aim is to help change driver's speeding behaviours by displaying driver's speed and creating psychological pressure to slow down. Council has the benefit of statistics from each location and can compare them over time. Data collected includes speed vs time of day trends, crash trend since introducing the sign and a comparison of traffic speed when the sign is installed vs not installed.



<b>Action Sheets Report</b>	<b>Division:</b> Infrastructure Services Group <b>Committee:</b> Te Puke Community Board	<b>Printed:</b> May 2023
-----------------------------	---	--------------------------

Meeting	Officer/Director	Section	Subject
<b>Te Puke Community Board 13/04/2023</b>	<b>Allis, Gary</b>	<b>New Item</b>	<b>Town Centre Development Fund Allocations</b>

**Town Centre Development Fund Allocations**

That staff provide a report to the Te Puke Community Board of what financial contributions are collected in Te Puke and how those contributions are spent.

**May 2023:**

Financial contributions are spent for the purpose/activity for which they are collected. Financial contributions are to pay for improvements that are required due to growth.

There is a schedule relating to each activity and the schedules are between 10 and 30 years in duration. Funding is calculated over that period and projects are scheduled over that period.

**Te Puke development contributes to:**

- Te Puke Wastewater treatment plant and reticulation
- Eastern Water Supply
- Te Puke stormwater
- Te Puke Roding
- Strategic roading District wide
- Ecological District wide
- Recreation and Leisure District wide

There is no financial contribution charged for what would be considered Town Centre Development.

This MAS has been closed out.

<b>Action Sheets Report</b>	<b>Division:</b> Infrastructure Services Group <b>Committee:</b> Te Puke Community Board	<b>Printed:</b> May 2023
-----------------------------	---	--------------------------

Meeting	Officer/Director	Section	Subject
<b>Te Puke Community Board 13/04/2023</b>	<b>McLean, Calum</b>	<b>New Item</b>	<b>Removal of Speed Bumps at the Intersections of Boucher Avenue and Cameron Road and Boucher Avenue and Hookey Drive in Te Puke</b>
<b>Removal of Speed Bumps at the Intersections of Boucher Avenue and Cameron Road and Boucher Avenue and Hookey Drive in Te Puke</b> That staff investigate whether the raised thresholds at the intersections of Boucher Avenue and Cameron Road and Boucher Avenue and Hookey Drive in Te Puke could be improved as part of the Transport Choices Project and report back to the Board.			
<b>May 2023:</b> Staff are in the process of investigating this request.			

<b>Action Sheets Report</b>	<b>Division:</b> Infrastructure Services Group <b>Committee:</b> Te Puke Community Board	<b>Printed:</b> May 2023
-----------------------------	---	--------------------------

Meeting	Officer/Director	Section	Subject
<b>Te Puke Community Board 13/04/2023</b>	<b>Peter Watson</b>	<b>Question without Notice</b>	<b>Proposition to reseal the netball courts on the corner of Queen Street and Cameron Road</b>

### **Proposition to Reseal the Netball Courts on the Corner of Queen Street and Cameron Road**

Staff will provide the Board with confirmation of the ownership structure of the netball courts and the building on the corner of Queen Street and Cameron Road.

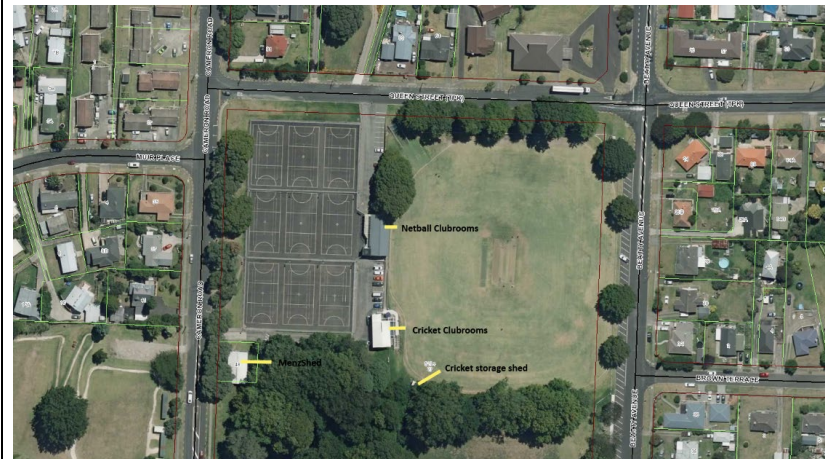
#### **May 2023:**

The hardcourts are owned by Council and primarily used by netball and Te Puke High School. Te Puke High School, through the Ministry of Education, have a lease over Te Puke Domain, including the hardcourts for school hours.

There are four buildings located on Te Puke Domain. (Refer to aerial plan below) All four buildings are subject to a lease with Council pursuant to the Reserves Act 1977. The netball clubrooms are owned by the club; however, Council has an interest in the publicly accessible toilets in the basement.

The training lights around the hardcourts are owned by netball. (Refer to extract below from the recently adopted Te Puke – Maketu Reserve Management Plan)

**Note: This site has been identified as a potential location to develop a new swimming pool. It is suggested that any investment in resealing the hardcourts is delayed until Council has been through the site selection process for a new swimming pool site.**



## Action Sheets Report

**Division:** Infrastructure Services Group  
**Committee:** Te Puke Community Board

**Printed:** May 2023

## Reserve specific information

<b>Address/Location</b>	Cameron Road, Beatty Avenue, Queen Street, Te Puke
<b>Reserve Act Classification</b>	Recreation and local purpose reserve
<b>Reserve Category (Primary Purpose)</b>	Sports and Recreation
<b>District Plan Zone</b>	Residential
<b>Property ID</b>	190
<b>Parcel ID</b>	1749/296, 1747/439
<b>Size</b>	4.5745 HA
<b>Current State</b>	Sports fields, hard courts, cricket field, club rooms and large specimen tree planting
<b>Maintenance Levels of Service</b>	Grass mowing: Type C (sports fields) and Type D
<b>Inventory</b>	Carpark, footpath, access road, public toilets (located under netball clubrooms) , sports fields, hall, club rooms (2), flood lights (owned by netball club), hard courts (9), rubbish bins (2), cricket practice nets, outdoor exercise equipment
<b>Utilities</b>	None
<b>Leases</b>	Sports field - Te Puke High School Cricket ground - Te Puke Cricket Club Incorporated Netball Hardcourts and club rooms - Te Puke Netball Centre Incorporated Hall - Te Puke Menz Shed

## Background

- Central recreational facility for various schooling levels in Te Puke located next to Te Puke High School.
- Site supports a variety of activities including cricket field, 2 clubrooms and netball courts.
- Cricket club recently undertook extensions to clubrooms and invested in grass wicket block and couch outfield with garage also added to cricket facility.
- Outdoor exercise equipment installed around perimeter of Sportsfield.

## 2021-2031 Long Term Plan

No specific capital projects are planned in 2021-31, but ongoing maintenance will continue. See information above for agreed levels of service.

## Reserve issues

- Large specimen trees located on site are identified in District Plan as category 2 – protected trees.

## Reserve Management Approach

- Continue to manage reserve as an active recreational facility.
- Continue partnership with lessees.
- Continue to maintain open connection between lower and upper fields.
- District-wide reserve objectives and policies apply
- Site has been identified as potential site for development of new Te Puke Swimming Pool.
- Continue to work with Te Ara Kahikatea Pathway Society to promote walkway and cycleway connectivity pursuant to the Walking and Cycling Action Plan.

Te Puke-Maketu Reserve Management Plan 135

<b>Action Sheets Report</b>		<b>Division:</b> Infrastructure Services Group <b>Committee:</b> Te Puke Community Board	<b>Printed:</b> May 2023
Meeting	Officer/Director	Section	Subject
<b>Te Puke Community Board 13/04/2023</b>	<b>Irvin, Carolyn</b>	<b>New Item</b>	<b>Wi-Fi in Jubilee Park</b>
<p><b>RESOLUTION: TPC23-3.3</b></p> <p>That the Te Puke Community Board recommends that the infrastructure for Wi-Fi in Jubilee Park be installed at an estimated cost of \$3,093.24, funded from the Community Board reserve fund, conditional on confirmation of the funding of the operational costs.</p>			
<p><b>May 2023:</b></p> <p>The Board has confirmed that the ongoing maintenance cost for Wi-Fi at Jubilee Park will be \$1,300 per annum. If the Board were to pass a resolution to fund the maintenance for three years, Council may consider taking over the maintenance and associated costs after that, noting that Council may need to take further processes into account.</p> <p>If the Board wishes Council to fund the Wi-Fi on an ongoing basis, it will need to be a topic for the Long Term Plan, as it is a change in Levels of Service and will need to consider the service charges and equipment maintenance and replacement, which is likely to be greater than the \$1,300 per annum for the first three years.</p> <p>The Board can commit to funding the first three years from its contingency account. The Reserve account is meant to be used on items of a capital nature.</p> <p>The revised resolution could read:</p> <p>That the Te Puke Community Board approves the installation and operation of public Wi-Fi in Jubilee Park at an estimated cost of \$1,300 per annum funded from the contingency account.</p> <p>That the commitment for the funding and the Wi-Fi is for a three year period.</p> <p>That the Te Puke Community Board makes a submission to the Draft Long Term Plan for Council to fund the public Wi-Fi in Jubilee Park on an ongoing basis.</p>			



**10.7 TE PUKE COMMUNITY BOARD OPERATIONAL REPORT – JUNE 2023****File Number: A5440108****Author: Jahneisha Osborne, Governance Support Administrator****Authoriser: Greer Golding, Governance Manager****EXECUTIVE SUMMARY**

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

**RECOMMENDATION**

That the Governance Support Administrator's report dated 8 June 2023 titled 'Te Puke Community Board Operational Report – June 2023' be received.

**SERVICE REQUESTS**

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

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

- General Health Matters
- Māori Land Enquiries
- Lighting Local Roads
- Local Roads – Tree Requests
- Graffiti
- Road surface defects – sealed local roads
- Properties – Te Puke Library
- Refuse General
- Cemeteries
- Dumping Organic Material/Dirt
- Reserves plumbing: Toilets/taps etc.
- Reserves public toilets hygiene.
- Vandalism/broken glass – reserves
- Wastewater general
- All water leaks – known issue

- Emergency shutdown

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

- Premises Hygiene
- Footpaths/vehicle crossings – flooding
- Local Roads General – damaged kerbing
- No water
- Water pressure too high/low

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

<b>Service Request Subtype</b>	<b>Notes</b>	<b>Completed</b>	<b>Under Investigation/Scheduled for Completion</b>
Building Compliance	Across Te Puke – 2 for Valley Road	1	3
Abandoned Vehicle	Across Te Puke	2	0
Compliance General	2 complaints related, and 1 for illegal earthworks	2	1
Noise complaints – after hours	Across Te Puke, multiple complaints for Beatty Ave and Jellicoe Street	10	0
Noise complaints – daytime	Four from No 2 Road	4	2
Parking Query	Across Te Puke	3	1
Damaged bin – replace/repair	Across Te Puke, multiple for Cameron Road	12	1
Kerbside General Enquiry	Mix of Dumped Rubbish and personal	3	0

	belongings collected		
Kerbside litter from collection	Across Te Puke	2	0
Lost/stolen bins	2 from Moehau Street	3	0
Missed collection	Majority of complaints from Te Puke Highway. Remaining from across Te Puke.	8	7
PAYT Issue	Across Te Puke.	1	1
Cesspit/Grill/Gutters and Rural Drains	Across Te Puke – blocked drains and culverts.	0	3
Road surface defects – unsealed local road	All for Te Puke Quarry Road	3	0
Slip/Flood/Crash/Spill – Urgent	Across Te Puke	3	0
Vegetation/mowing local roads	Across Te Puke	3	0
Rubbish/Illegal Dumping and carcasses	Across Te Puke	11	0
Cycleways on Reserves (not roads)	Across Te Puke	1	1
Litter/Litter bins or dumping in Reserves	Across Te Puke	2	0
Reserves buildings/tracks/furniture	Across Te Puke	2	0
Reserves General	Mix of reserve maintenance and abandoned tent.	1	1
Roading General – Network	Across Te Puke. Mix of accident reports, road closure, and	1	2

	roading standards.		
Urban Stormwater General	Across Te Puke – flooded pipe/blocked grate	2	0
Sewerage overflow	Across Te Puke	0	2
All water leaks	Across Te Puke	0	7
Connection/meter problem	Across Te Puke	2	0
Hydrant/valve issue (not leak)	Across Te Puke.	0	4
Meter/toby issue (not leak)	Across Te Puke	0	2
Water general	Across Te Puke. 2 from Palmer Place	5	0

### MATTERS ARISING FROM PREVIOUS COMMUNITY BOARD MEETINGS (NOT MINUTE ACTION SHEETS)

Nil

**COMPLETED/UNCOMPLETED MINUTE ACTION SHEETS**

<b>Date raised</b>	<b>Issue</b>	<b>Comment</b>
April 2023	<p><u>TPC23-3.1 – Correction to Minutes</u></p> <p>That the following amendment be made to item 9.4, resolution TPC23-2.9 (put and carried at the meeting on 16 February 2023) to reflect the correct amount of money approved by the Board for the grant application from Tautoko Mai Sexual Harm Support Services Trust: That the Te Puke Community Board approve the grant application from Tautoko Mai Sexual Harm Support Services Trust for \$500 to contribute towards costs associated with running three 'Health and Well-Being' workshops for ethnic communities in Te Puke and commit to facilitating potential venue hire for their workshops within the Te Puke rohe. This grant will be funded from the Te Puke Community Board Grants Account, subject to all accountabilities being met.</p>	Amendment completed, minutes updated.
	<p><u>TPC23-3.3 – WiFi in Jubilee Park</u></p> <p>That the Te Puke Community Board recommends that the infrastructure for Wi-Fi in Jubilee Park be installed at an estimated cost of \$3,093.24, funded from the community board reserve fund, conditional on confirmation of the funding of the operational costs.</p>	The board is going to confirm the operational costs at the 8 June meeting.

	<p><u>TPC23-3.6 – Epic Te Puke Grant Application</u></p> <p>That the Te Puke Community Board approve the grant application from Epic Te Puke for \$2,000 to contribute towards costs associated with the development of a community calendar inside of TePukeOnline.nz. This grant will be funded from the Te Puke Community Board Grants Account, subject to all accountabilities being met.</p>	Grant Applications processed and sent to accounts receivable on 11.05.23
	<p><u>TPC23-3.7 – Youth Encounter Ministries Trust Grant Application</u></p> <p>That the Te Puke Community Board approve the grant application from Youth Encounter Ministries Trust for \$1,000 to contribute towards costs towards their 'Connect' programme that provides community building events. This grant will be funded from the Te Puke Community Board Grants Account, subject to all accountabilities being met.</p>	Grant Applications processed and sent to accounts receivable on 11.05.23