

Mā tō tātou takiwā
For our District

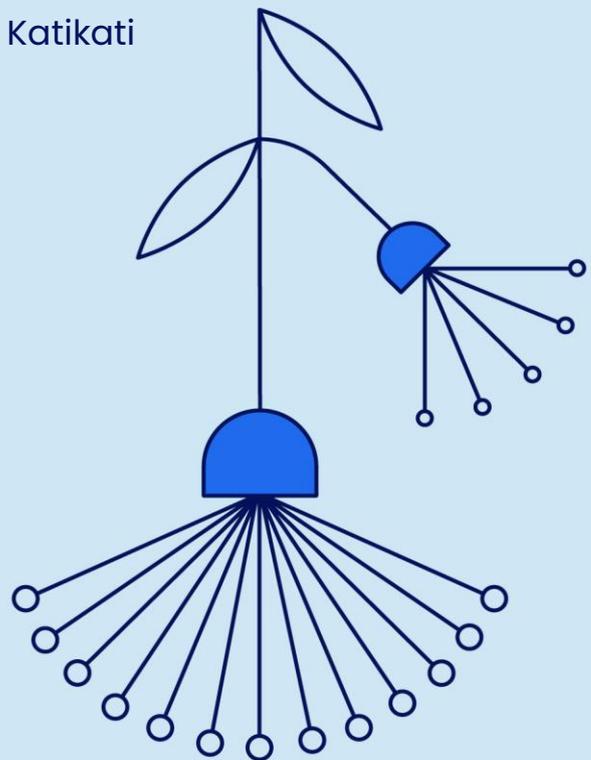
Katikati Community Board

Poari ā Hapori o Katikati

KKC23-6

Wednesday, 20 September 2023, 7.00pm

The Centre - Pātuki Manawa, 21 Main Road, Katikati



Katikati Community Board

Membership:

Chairperson	John Clements
Deputy Chairperson	Norm Mayo
Members	Andy Earl Teresa Sage Cr Anne Henry Cr Rodney Joyce
Quorum	3
Frequency	Eight weekly / Workshops as required

Role and Purpose of Community Boards:

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

Delegated Functions:

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

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

Notice is hereby given that a Katikati Community Board Meeting will be held in the The Centre – Pātuki Manawa, 21 Main Road, Katikati on:
 Wednesday, 20 September 2023 at 7.00pm

Order Of Business

1	Present	4
2	In Attendance.....	4
3	Apologies	4
4	Consideration of Late Items.....	4
5	Declarations of Interest	4
6	Public Excluded Items.....	4
7	Public Forum.....	4
8	Minutes for Confirmation	5
8.1	Minutes of the Katikati Community Board Meeting held on 26 July 2023.....	5
9	Reports	15
9.1	Chairperson's Report – September 2023.....	15
9.2	Councillor's Report – September 2023.....	21
9.3	Operational Report – September 2023.....	26
9.4	Adoption of Katikati Community Board Standing Orders for the 2022- 2025 Triennium.....	31
9.5	Infrastructure Services Report Katikati Community Board September 2023.....	114

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 relationship management system as a service request, while those requiring further investigation will be referred to the Chief Executive.

8 MINUTES FOR CONFIRMATION

8.1 MINUTES OF THE KATIKATI COMMUNITY BOARD MEETING HELD ON 26 JULY 2023

File Number: A5658752

Author: Jahneisha Osborne, Governance Advisor

Authoriser: Greer Golding, Governance Manager

RECOMMENDATION

1. That the Minutes of the Katikati Community Board Meeting held on 26 July 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 Katikati Community Board Meeting held on 26 July 2023

**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL
KATIKATI COMMUNITY BOARD MEETING NO. KKC23-5
HELD IN THE CENTRE - PĀTUKI MANAWA, 21 MAIN ROAD, KATIKATI
ON WEDNESDAY, 26 JULY 2023 AT 7.00PM**

1 PRESENT

Chairperson J Clements, Member N Mayo, Member A Earl, Member T Sage, and Cr A Henry

2 IN ATTENDANCE

J Holyoake (Chief Executive Officer), J Osborne (Governance Advisor) and G Golding (Governance Manager)

OTHERS IN ATTENDANCE:

Waihī Beach Community Board Chairperson R Goudie

Matt Peacocke (Principal Landscape Architect - Boffa Miskell)

42 Members of the public

3 APOLOGIES

APOLOGY

RESOLUTION KKC23-5.1

Moved: Member A Earl

Seconded: Member N Mayo

That the apology for absence from Cr R Joyce be accepted.

CARRIED

4 CONSIDERATION OF LATE ITEMS

Nil

5 DECLARATIONS OF INTEREST

Nil

6 PUBLIC EXCLUDED ITEMS

Nil

7 PUBLIC FORUM

7.1 PAULA GAELIC – WESTERN BAY MUSEUM

Ms Gaelic was in attendance to provide an update on the Western Bay Museum. The following points were made:

- The Matariki celebration was successful, and was well-attended and enjoyed by the community. Ms Gaelic thanked Councillors Henry and Joyce for attending the celebrations.
- A new roof had been installed on the Museum.
- The Exhibition of Cultures exhibit opened 5 August 2023, which showcased taonga from across the globe, and covered all continents.
- The cherry trees on Kotahi Lane were beginning to blossom, and it was requested that Council further investigate options for this space.

The Chairperson commended the Museum on the Service and Sacrifice Exhibition, which had been on display in the National Army Museum for six months.

7.2 JIZZY GREEN – FLUORIDATION

Ms Green was in attendance to speak to the Board regarding the instruction by Director-General Health to fluoridate the drinking water supplies for Athenree and Wharawhara before 31 July 2025. The following points were made:

- There had been no public engagement on the fluoridation mandates, and it was believed that this should be on public record.
- Ms Green was a coordinator for 'Grow On Katikati', which aimed to increase food resilience in the community and the health of Katikati.
- The fluoridation mandates had taken away the right to choose, and there were concerns about the impact on health and how the fluoride would be administered.
- It was proposed that an education programme be rolled out to early childcare and primary schools on dental health and awareness, and the impact water had on teeth.
- The money that would be spent for mass fluoridation could instead be used to provide fluoride products to children who were at risk of dental issues, which would provide a choice.

Ms Green also thanked the Katikati Community Board for the grant to 'Grow On Katikati', for the purchase of a laptop.

The Board noted that Council had requested information from Ministry of Health (MoH) on the purpose of the mandate, and invited them to speak to the Council on the matter. Council had also sent a letter to MoH requesting an exemption from the mandates, which would be made public at the Council meeting on 30 August 2023.

7.3 BRUCE HAMBLYN – FLUORIDATION

Mr Hamblyn was in attendance on behalf of Kane Titchener (Fluoride Free New Zealand) to further speak to the fluoridation concerns. The following points were made:

- There should be public engagement on the mandates.
- ‘New Health New Zealand’ had filed legal proceedings against the Director-General of Health’s directives.
- It was suggested that Council requested an interim injunction against the mandates, as this would mean a delay in fluoridating the water supply.
- It was believed that fluoride lowered IQ levels, and that there was no safe level of fluoride.
- It was requested that the Katikati Community Board resolve to support Council in lodging an interim injunction, and that the Board supported Kane Titchener’s development of a remit for Region 2 of the Community Board’s Executive Committee (CBEC) against fluoridation.

The Chairperson suggested to Mr Hamblyn that he facilitated a public meeting/forum on this topic, to allow for free and frank discussion outside of the Community Board meeting.

7.4 JENNY HOBBS – FLUORIDATION

Ms Hobbs was in attendance to speak regarding fluoridation concerns. The following points were made:

- She believed the human body had no requirement for fluoride/fluorine, and that it did not naturally occur in the body.
- The New Zealand Bill of Rights Act needed to be taken into consideration.
- It was suggested that the Community Board support an interim injunction.
- Fluoridation added to New Zealand’s cost-of-living crisis, as people who did not want to consume it would be forced to purchase un-fluoridated water.
- A well-advertised community meeting on fluoridation was supported.

7.5 JACQUI KNIGHT - VARIOUS TOPICS

Ms Knight was in attendance to speak regarding multiple topics. The following points were made:

- There was a need for the cherry trees in Kotahi Lane to be removed.
- The Community Board needed to consider the best long-term option for the Market Square, and what was best for the community while future-proofing its asset spending.

7.6 DR PETER MADDISON - KAURI DIEBACK

Dr Maddison was in attendance, and spoke to a presentation regarding kauri dieback. The following points were made:

- Kauri dieback was discovered by the Department of Conservation (DOC) in the Kaimai Mamaku Conservation Park at the entrance to Wharawhara Road, so the walking tracks were now closed to the public.
- Kauri dieback was very serious, and important and historical kauri trees in the area were now on the list of threatened trees.
- The first approach was to test the soil for the disease, which was an expensive process.
- It was requested that Council work to protect the kauri trees in the Katikati area, to prevent kauri dieback.
- The public were encouraged to clean their footwear before walking near kauri trees or through native forest, and to be aware of significant trees.

CHANGE TO THE ORDER OF BUSINESS

RESOLUTION KKC23-5.2

Moved: Chairperson J Clements

Seconded: Member A Earl

That in accordance with Standing Orders the order of business be changed and that the item 9.3: "Katikati Market Square", be dealt with as the next item of business, in order to release the presenters from the meeting.

CARRIED

8.1 KATIKATI MARKET SQUARE

The Board considered a report from the Operations Manager. Matt Peacocke from Boffa Miskell was in attendance to speak to the report, noting the following:

- The purpose of the project was to detract markets and civic events away from the main street, and to create a village green area.
- The site had been analysed and the current car-parking was deemed inefficient.
- The projected costs allowed for inflation, kerbs, services, and contingencies.
- An access point into the Westpac carpark had been included in the concept plans.
- Due to funding limitations, there was potential for Option 1 to be built incrementally.
- There was significant loss of carparking with Option 3.
- The Board agreed that this should involve public consultation before a decision could be made.
- Costings could be reduced by taking away 'nice-to-have' items.
- It would cost between \$50,000 and \$100,000 for a developed detailed design.
- Option 1 included a plaza space outside the Katikati War Memorial Hall, and the hall committee would be approached if the concept plan was approved.
- It was important to keep in mind that the plans were just concepts, and a detailed plan would be created if the Board wished to progress, as well as further investigation into costs and potential concerns.
- There were opportunities for the Community Board to seek external funding, but a detailed plan would likely be needed to do so.

It was agreed that this item should **lie on the table**, to be discussed at a future Katikati Community Board workshop in the first instance.

RESOLUTION KKC23-5.3

Moved: Member T Sage

Seconded: Member A Earl

1. That the Operations Manager's report dated 26 July 2023 titled 'Katikati Market Square' 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.

CARRIED

ITEM TO LIE ON THE TABLE

Moved: Chairperson J Clements

Seconded: Member T Sage

That the item of business being discussed should lie on the table and not be further discussed at this meeting, as this item will be included as an item for discussion at a future Katikati Community Board workshop.

9 MINUTES FOR CONFIRMATION**9.1 MINUTES OF THE KATIKATI COMMUNITY BOARD MEETING HELD ON 31 MAY 2023**

RESOLUTION KKC23-5.4

Moved: Chairperson J Clements

Seconded: Cr A Henry

1. That the Minutes of the Katikati Community Board Meeting held on 31 May 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.

CARRIED

10 REPORTS**10.1 CHAIRPERSON'S REPORT - JULY 2023**

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

- There were funds within the community to pay for the Moore Park hard-courts, and there was a letter of support from the Katikati Rugby Football Club.
-

- A revision of the Moore Park Concept Plan had been noted as a priority for the Board at a recent Katikati Community Board workshop. This would be considered as part of the Long Term Plan (LTP) proposed projects, and would include the toilets and hard-courts.
- The Reserves Act required Council to have a Reserves Management Plan, which then involved a requirement for Council to develop a concept plan. This created a layer of legal protection for any development or work undertaken on reserves.
- The Board had met with the Tanner's Point Residents and Ratepayer Association, and it was agreed there needed to be a concept plan for the kauri/native tree nursery.
- The Tanner's Point Residents and Ratepayer Association had submitted their aspirations to the Council through the Annual Plan submission process.
- The concrete pads for two urban bus shelters had been laid, and the shelters had been ordered. The rural bus shelters would be discussed at the next Katikati Community Board workshop.
- The Industrial/Technology Park project was progressing, and the landowners were very keen for this to move forward.
- It was clarified that Financial Contributions (FINCOs) were not a source of profit to be used for projects across the district, but were a way to recoup sunken costs spent in the instalment of services to support developments/growth. Maintenance and other operational costs were funded through rates.
- The Chairperson tabled Item 1: photos of damage and flooding caused by a storm in 1968.

RESOLUTION KKC23-5.5

Moved: Chairperson J Clements

Seconded: Member N Mayo

That the Chairperson's report dated 26 July 2023, titled 'Chairperson's Report – July 2023', be received.

CARRIED

10.2 COUNCILLOR'S REPORT – JULY 2023

The Board considered a report from Councillor Henry. The report was taken as read, with further discussion on the below items:

- It was clarified that on page 23 of the Councillor's report should read "19 July 2023", in regard to Council's submission on fluoridation.

- There was a discussion regarding the ability for Community Board Chairperson's to attend workshops. The Board were reminded that this conversation and decision sat with the Mayor, and therefore this was not an appropriate forum to discuss it.
 - Council had taken steps regarding the exemption from fluoridation, and it was noted that any action the Board may take at the meeting would not alter this process. The Board was encouraged to read the minutes and watch the livestream of the Council meeting held 20 July 2023, for further information.
-

RESOLUTION KKC23-5.6

Moved: Cr A Henry

Seconded: Member N Mayo

That the Councillor's report dated 26 July 2023, titled 'Councillor's Report – July 2023', be received.

CARRIED

10.3 OPERATIONAL REPORT – JULY 2023

The Board considered a report from the Governance Advisor. The report was taken as read, with further discussion on the below items:

- The Board thanked the Governance Advisor for the report, and encouraged members of the public to report issues to Council.
-

RESOLUTION KKC23-5.7

Moved: Member T Sage

Seconded: Member N Mayo

That the Governance Advisor's report dated 26 July 2023 titled 'Operational Report – July 2023' be received.

CARRIED

10.4 INFRASTRUCTURE SERVICES REPORT KATIKATI COMMUNITY BOARD JULY 2023

The Board considered a report from the Executive Assistant Senior Team Administrator. The report was taken as read.

RESOLUTION KKC23-5.8

Moved: Member T Sage

Seconded: Member A Earl

That the Executive Assistant Senior Team Administrator report dated 26 July 2023, titled 'Infrastructure Services Report Katikati Community Board July 2023', be received.

CARRIED

10.5 KATIKATI FINANCIAL REPORT - JUNE 2023

The Board considered a report from the Financial Business Advisor. The report was taken as read, with further discussion on the below items:

- It was noted that the \$29,625 in the Reserves Account was the money spent from the \$50,000 committed to the new Katikati Community Sport and Recreation Centre project.
 - Staff would investigate the progress of this Recreation Centre, and provide an update at the next Katikati Community Board workshop for discussion.
-

RESOLUTION KKC23-5.9

Moved: Member T Sage

Seconded: Member N Mayo

3. That the Financial Business Advisor's report dated 26 July 2023, titled 'Financial Report Katikati - June 2023', be received.

CARRIED

The Meeting closed at 9.07pm.

Confirmed as a true and correct record at the Katikati Community Board meeting held on 20 September 2023.

.....
Chairperson J Clements

CHAIRPERSON

9 REPORTS

9.1 CHAIRPERSON'S REPORT – SEPTEMBER 2023

File Number: A5658768

Author: John Clements, Community Board Chairperson

Authoriser: John Holyoake, Chief Executive Officer

RECOMMENDATION

1. That the Chairperson's report dated 20 September 2023, titled 'Chairperson's Report – September 2023', be received.
2. That the Katikati Community Board note the Board's Annual Plan Submission priorities as being important for the improvement of the town community, as listed in the report.
3. That the Katikati Community Board recommend to the Annual Plan and Long Term Plan Committee, that the public toilets situated next to the Arts Junction, on Main Road, Katikati, be refurbished.
4. That the Katikati Community Board recommend to the Strategy and Policy Committee, that further work is done to investigate options for funding growth-related infrastructure, noting the concerns raised by the Community Board.
5. That the Katikati Community Board recommend to Council, that Diggelmann Park be reclassified as a reserve.

Annual Plan and Long Term Plan

The Community Board Annual Plan submission has been lodged and there are 35 items that have been identified by the Community Board. There has been a request to prioritise these for the Annual Plan. The focus of the projects chosen is on renewal, rejuvenation, and resilience based on equity of rates across all three wards, and efficiency of spend. This is further developed under the financial contributions section. The priorities for the Annual Plan are:

1. Develop the Memorial Square (a reposition of name to link the Memorial Hall and the Library as the area of interest. The Landing is undergoing upgrade as part of repair and maintenance, and this will attract visitors).
2. Support for the industrial/technology land availability – there is a desire to make it easier for businesses to establish and jobs to be created in the town.
3. Moore Park – Development of a playground, due to the closure of the school playground which was the main playground in the community. This to be part of

the Moore Park concept plan. There is a desire for more facilities, to allow for a range of sport codes, along with toilet facilities. Hard surface courts are also needed (for netball/basketball/tennis) at Moore Park, as there are reportedly 15 netball teams in the local area.

4. Entrance way upgrade.
5. Kotahi Lane upgrade with toilets – (I have assumed that the maintenance and fields are under the parks and reserves maintenance budget).

This does not minimise the importance of the other projects, but their selection is influenced by needs of the community and the 150th Anniversary of the arrival of the Ulster Irish in 2025.

Memorial Square

Whilst the Community Board recognises that the cost for the Square is high, it believes that the Square is important in the evolution of the town in seeking to be a destination town. Whilst many members of the community wish to see the Square developed in total, as does the Community Board, costs are a reality, but it won't get cheaper. We have had suggestions of starting small with a minimalistic concept of taking out the parking kerbs and levelling them to create a smooth surface and grow from there. Much of this work would be required anyway so the money would not be totally wasted. The Community Board is exploring all options but would like Council to provide a quote to remove the kerb stones initially around the library parking area and bus stop and then the total area.

Staff comment:

The Operations Manager has had further conversations with the Chairperson, and a time has been arranged to discuss the latest thoughts regarding this development. This meeting with the Chairperson is scheduled to take place on 27 September 2023.

Industrial / Technology Park

There are positive indications that this is moving ahead and is an important leg of the economic development strategy. There is a shortage of industrial and technology land, and this is an essential development.

Public Toilets – Arts Junction

The Arts Junction has highlighted that the public toilets in the Arts Junction are in need of renewal – more than just repair and maintenance. 30,000 visitors enter the Arts Junction annually, and the toilets are also in close proximity to the Western Bay Museum. These toilets are the main toilets used by locals and visitors when in town, and therefore should be the equivalent of a Westfield shopping centre or the like. This is line with the

effort to make Katikati a more attractive destination town, and the Community Board asks that this be placed on the renewal budget as a matter of urgency.

Staff comment:

This issue can be referred to the Long Term Plan process through the Annual Plan and Long Term Plan Committee to be considered. This recommendation has been included above.

Financial Contributions vs Development Contributions.

The Community Board is interested in understanding the debate around Financial Contributions (FINCOs) and Development Contributions, as without investment communities become drab or flooded. It is only through the debate at the previous Community Board meeting that we got a picture of the application of FINCOs – FINCOs fund growth as stated.

The proposed plans are in the structure plans for each area where funding is intended – structure plans are focused and specific, and are often not ward based. However, the costs of the infrastructure are not always covered by the FINCOs (see page 327 and onwards of the Long Term Plan) and general rates are used in a ‘big bucket’ approach. What is not clear is the allocation for maintenance and renewal of non-growth areas to compensate for aging, rejuvenation (not just renewal), and natural growth or increases in those communities (such as Katikati, Waihi Beach or Maketu). For example, when a new subdivision of 50 houses is built, the additional investment related to the development itself should be paid by FINCOs. When there are no improvements, where do these financial contributions go? – to fund growth. Areas get old, as in Katikati’s case, it has grown organically but now needs rejuvenation – where do these funds come from? General rates unless we wish to impose a targeted rate on our community as was suggested in the meeting. We are seeing some of the unintended consequences – a drab town, limited or little renewal spend, in Waihi Beach there has been flooding due to under-investment of a known problem, and Maketu complaining of lack of investment, as is Kaimai ward.

Staff comment:

A Financial Contribution assists with the costs of providing infrastructure for growth. Council’s District Plan allows Financial Contributions to be charged for water, wastewater, stormwater, ecological protection, transportation, and recreation and leisure. The District Plan policy is inextricably linked to the resource consent process (where the Financial Contribution assessments are made on specific proposals in accordance with the District Plan provisions and provides for a right of appeal or objection), and also the Long Term Plan/Annual Plan process (where Council sets out the growth-related infrastructure projects, including timing and attribution of growth-related funding). Financial Contributions are not used for maintenance or other

operational costs, this is covered primarily by rates (but also other sources of funding such as fees and charges, grants, etc.).

As the Financial Contributions policy is set in the District Plan, policy changes can only be considered using the plan change process prescribed in the Resource Management Act 1991. This includes changes to catchments where Financial Contributions are collected and spent.

At its meeting on 17 August 2023, the Strategy and Policy Committee resolved to progress further investigation of the options available for funding growth-related infrastructure. As part of this process, Council will consider whether it might transition to a development contributions regime under the Local Government Act 2002, or potentially a hybrid of the two approaches across different infrastructure types. Future community engagement will be undertaken around these decisions.

State Highway 2

The National Party gave a presentation on its infrastructure plans focused on this region. The delegates were asked about the Katikati by-pass, and there was a strong indication this would be re-considered, as the by-pass is approaching a shovel-ready state and was planned to commence in 2017. This is pleasing news for the community should it go ahead but does have some economic implications. Katikati needs to take further strides to be a destination town and the Memorial Square needs to be part of this strategy. Another element is that the structure plans for Katikati include a design element related to heritage buildings so that new designs and upgrades add to the heritage ambience of a destination town.

Creative Community

The Community Board wishes to encourage local creative and design thinking to attract visitors and give the town a point of difference. Design needs to be part of our investment, so people stop and enjoy a unique and creative environment. Katikati Open Air Art and the murals set a sound base. Besides creative seating, more murals and art in the parks, as well as creative road crossings are needed, as is evident in many other towns. An experiment could be undertaken in the Memorial Square precinct. The Community Board requests that Council includes this in the Roothing Policy review. Te Puke has indicated they would be keen on such an initiative as well.

Staff comment:

Council would be pleased to support creativity and open-air art initiatives around the Parks, Reserves, and Facilities throughout Katikati, and in line with Council's open air art policies.

Any pedestrian crossing facilities on local roads in this district will comply with National best practice.

Correspondence was provided to the Board on this matter on 25 January 2023. The relevant excerpt states:

“Council have noted and declined your previous requests for a coloured zebra crossing on Park Road on numerous occasions. This request is once again declined. Waka Kotahi’s standards and guidance notes recommend against coloured surface treatments in zebra crossings. This is the standard and Level of Service that this Council wish to adhere to. There is no scope or desire to modify this standard. I do not believe that adding colour will provide any safety enhancement at this crossing. This is the final word on this matter. No further comment will be made.”.

Council’s stance on this matter remains unchanged. There is currently no scheduled Roading Policy review.

Community Groups

The Community Board notes that there are some community groups that are failing and there are indications that more will fail.

Boat Launching Facilities at Beach Road, Katikati

The Community Board continue discussions with the Boat Club regarding the improvement of the jetty at the end of Beach Road as well as the Northern Harbour Boat ramp. This would be a positive as it would encourage a boating hub, a point for researchers in the Inner Harbour to meet, and an eco-agriculture knowledge base. The Community Board strongly supports this development.

Staff comment:

Council has established a project team to progress the development of a draft concept plan for the boat ramp area at the end of Beach Road, Katikati. Staff will be holding pre-engagement discussions with key stakeholders, Ngāi Tamawhariua hapū, the Katikati Boating Club, and the Katikati Community Board through September/October 2023 to fully understand their aspirations, concerns, and ideas for the area. Feedback from pre-engagement will inform the development of a draft concept plan which will be presented to the Strategy and Policy Community in late 2023. Formal one-month community consultation on the draft concept plan is intended to be held early 2024 with the goal of having a final concept plan adopted by Council by end of June 2024.

Parks and Reserves

The Community Board support the development of the Kotahi Lane Reserve and adjoining car park and removal of the cherry trees. There is a need for this area to be zoned for freedom camping. Kotahi Lane also needs re-gravelled, and new parking signage installed. Diggelmann Park needs to be rezoned as a reserve under the Parks

and Reserve policy. Many of the parks need toilet facilities or toilet facility upgrades along with some extra playgrounds – especially Moore Park.

Staff comment:

The Community Board can refer Diggelmann Park to the Strategy and Policy Committee. This recommendation has been included above.

The Kotahi Lane car park surface condition will be inspected. Mitigation works will be considered accordingly. Council is happy to support the Board on considering options for the cherry trees, but this would need to be funded through the Katikati Community Board Rooding Account. It is suggested that this be discussed at a Board workshop with staff as required, to discuss project requirements. An email to this effect was circulated to the Board on 9 August 2023.

There is currently no roading budget allocated for sign enhancement. Whilst the existing signs have not been updated with Councils latest logo, these signs are considered fit for purpose. Alternative avenues for funding for updated signs are being considered. It is suggested that the Community Board workshop this item to identify what the desired outcome is.

Moore Park Concept Plan

The Community Board wishes to progress the concept plan for Moore Park, so that the Netball Club can approach the Lion Foundation for potential funding to develop these facilities for the community.

Staff Comment:

This topic is an issue for discussion and debate during the Long Term plan process. There is not funding currently allocated in the Long Term Plan for a playground or hardcourts. A new concept plan is needed, which is a community consultation process in itself and managed by Council – the process of community & stakeholder engagement and final decisions is also Council lead. In other words, the production of a draft concept plan for consultation would need to involve staff, be approved by Council, engagement process overseen by staff, and approval of the final design by Council.

The desire for six netball courts means that construction cost is around \$1 million. A new playground will be at least another \$500,000. These requests are for Long Term Plan consideration. The Board can support the process, but it is unable to speed it up.

9.2 COUNCILLOR'S REPORT – SEPTEMBER 2023**File Number:** A5658823**Author:** Rodney Joyce, Councillor**Authoriser:** John Holyoake, Chief Executive Officer**RECOMMENDATION**

That Councillor Joyce's report dated 20 September 2023, titled 'Councillor's Report – September 2023', be received.

Annual Plan/rates

The Council has struck its rates for 2023–24, with a 7.04% average rates increase across the district. There was a huge amount of discussion involving both Council and staff about the cost-of-living crisis, as we sought to balance the level of rates with maintaining service levels.

The increase is inconsistent with the Council's financial strategy, which set the average rates increase to no more than 4% per annum. The Council decision was that meeting that limit at a time of high inflation would have serious implications for levels of service or require temporary costs savings that would lead to greater cost increases in later years.

As always, decisions are made by the team and, while I did not get all the cost savings I pursued, others came up with good ideas to save money too.

Some project highlights for Katikati were:

- 1) \$1.9 million project to install a roof, bulkhead, and liner at the Dave Hume Pool. This project was part funded by the pool committee. The installation of the liner will save money over time as it removes the need to regularly paint the pool.
- 2) Stepped up concept planning for the future direction for the recreation reserve and a house acquired by Council at the end of Beach Road. This is a valuable recreational asset for our community, with planning bringing together the boat club, Council, and local iwi, along with the wider community.
- 3) Reinvigorating work on developing a stalled 42-hectare industrial estate in the land bordered by Tetley Road, Marshall Road, and State Highway 2. This is an important project for the economic health of Katikati. Council staff are working on a new infrastructure plan for the estate that better matches the aspirations of landowners, and Council is also looking at how it can better facilitate the development in a way that balances the need of developers, Council, and the community.

- 4) Increased funding for an updated infrastructure plan for Katikati, stormwater upgrades in Highfield Drive, and work at the Katikati wastewater plant.

Some local projects reduced in this Annual Plan include works at the Katikati Cemetery, a new sports field at Moore Park, a new toilet at Moore Park, and deferral of a planned boat ramp in the Northern Harbour.

Complicating the Annual Plan this year was the three-yearly revision of rateable values for all properties in the district. Remember that rising property values do not automatically raise rates. Those whose property values rise more than average will be hit by higher rates increases, while values that rise less than average will tend to hold back rates on those properties.

In addition, this time around, the Council’s valuers were required to take into account a precedent-setting court battle that has resulted in the value of gold kiwifruit licences being included as capital improvements in the value of those orchards.

Add in these revaluation effects, and the way the rates burden is distributed between different property types, the average increase for residential ratepayers is 5.0%. For lower-valued residential properties (median around \$700k), the increase averaged 3.4%, while the increase for higher-valued residential properties (median around \$1.2 million) averaged 6.2%.

The table below shows the full picture across various property types with the orchard sector showing the most diverse impacts, after the court rulings.

Urban residential		Lifestyle block		Commercial/ Industrial	
An extra \$3.00 per week, per average median property		An extra \$1.80 per week, per average median property		An extra \$5.59 per week, per average median property	
Lower quartile	3.4% ▲	Lower quartile	5.4% ▲	Lower quartile	7.0% ▲
Capital value:	\$710,459	Capital value:	\$1,099,603	Capital value:	\$668,417
Average rates:	\$3,032	Average rates:	\$2,144	Average rates:	\$2,895
Median	5.0% ▲	Median	3.9% ▲	Median	7.0% ▲
Capital value:	\$916,855	Capital value:	\$1,434,156	Capital value:	\$1,099,692
Average rates:	\$3,261	Average rates:	\$2,501	Average rates:	\$4,442
Higher quartile	6.2% ▲	Higher quartile	5.4% ▲	Higher quartile	5.4% ▲
Capital Value:	\$1,233,984	Capital Value:	\$1,878,872	Capital Value:	\$1,881,667
Average rates:	\$3,579	Average rates:	\$2,972	Average rates:	\$7,531

Rural		Rural - Dairy		Rural - Orchard	
An extra \$1.56 per week, per average median property		An extra \$11.66 per week, per average median property		An extra \$0.70 per week, per average median property	
Lower quartile	2.9% ▲	Lower quartile	6.8% ▲	Lower quartile	-0.1% ▼
Capital value:	\$858,345	Capital value:	\$2,377,000	Capital value:	\$2,435,945
Average rates:	\$2,773	Average rates:	\$4,906	Average rates:	\$3,415
Median	3.3% ▲	Median	7.2% ▲	Median	0.9% ▲
Capital value:	\$1,472,172	Capital value:	\$3,890,857	Capital value:	\$3,462,642
Average rates:	\$2,544	Average rates:	\$9,040	Average rates:	\$4,274
Higher quartile	3.8% ▲	Higher quartile	8.2% ▲	Higher quartile	10.6% ▲
Capital Value:	\$2,763,357	Capital Value:	\$6,977,571	Capital Value:	\$5,439,863
Average rates:	\$3,767	Average rates:	\$9,237	Average rates:	\$6,038

You can read the Annual Plan on the Council website at:

<https://www.westernbay.govt.nz/council/plans-policies-strategies-bylaws/plans/annual-plans/annualplan2023-24>

You can search rates changes on individual properties at:

<https://www.westernbay.govt.nz/property-rates-and-building/property-and-rates-search>

Council has also reviewed the financial contributions (FINCOs) made by developers of new properties to fund growth infrastructure, after complaints from some developers.

The result has been a reduction of contribution levels in most areas, including Katikati, but an increase in contributions in Ōmokoroa.

Speed review

There has been widespread discussion around the country about a new speed review initiated by Waka Kotahi (NZTA) that aims to reduce speeds on most council roads around the country, as part of its ‘Road to Zero’ safety campaign. If Waka Kotahi’s goals are followed to the letter, speed limits on most urban streets would drop to 30-40kph and for rural roads to 60kph.

Waka Kotahi have changed the process to set speed limits. The bylaw is now replaced with a Speed Management Plan. Any changes we want to make to speed limits need to be included in the Speed Management Plan, which then needs to be approved by Waka Kotahi to ensure compliance with Road to Zero objectives. Any community requests for speed limit changes not provided for in the plan need to be approved separately by Waka Kotahi and may require consultation or can be referred to the next review of the Speed Management Plan which happens every three years.

This review has potential to greatly affect our local communities, so Council and staff are working through the best way forward, so expect to hear more on this in coming weeks.

Complicating matters is the fact that Waka Kotahi funds around half of the maintenance on our local roads, so the agency has a big stick that it could wave if it does not like what we come up with.

You can read about Waka Kotahi's new classification system for local roads here:

<https://www.nzta.govt.nz/assets/Roads-and-Rail/onf/docs/onf-street-categories-2022.pdf>

Representation

On 17 August 2023, Council decided to introduce a Māori Ward or Wards for the next two local body elections. Council has also elected to stick with the first-past-the-post voting system. Council backed Māori Wards as a way to deliver better, more inclusive decision-making.

The number of Māori Wards will be decided as part of the upcoming representation review, where the shape of the Council and its Community Boards will be widely consulted on with residents and ratepayers.

Community Matching Fund

Council has just completed the latest round of its Community Matching Fund, which is a programme where the Council helps community groups with funding to match the work being put in locally.

Katikati is widely represented in the list of organisations receiving funding:

- Aongatete Outdoor Education Centre - \$4,000.00 for installation of a pipehenge daytime astronomy device.
- Katikati A & P Society - \$5,000.00 for website development.
- Katch Katikati - \$1,000.00 for avocado chair project.
- Katikati Community Centre Charitable Trust - \$5,000.00 for school holiday programme bus trips.
- Katikati Innovative Horticulture Trust - \$3,000.00 for potting shed for horticultural training.
- Lions Club of Katikati - \$3,000.00 for hanging flower baskets in Katikati town centre.
- Menzshed Katikati - \$3,347.00 for purchase of woodworking machinery.
- Grow On Katikati - \$6,000.00 for website and coordinators.
- Chrome Collective - \$3,037.00 for the KaiGo food rescue/distribution service.
- Pest Free Sharp Road - \$5,000.00 for data analysis, newsletter and expansion of area.
- Uretara Estuary (Project Parore) - \$4,471.12 for purchase of chiller for predator baits.
- Western Bay Heritage Trust - Western Bay Museum - \$1,200.00 for information boards for harakeke (flax) planting project at local Marae.
- Western Bay Heritage Trust - Western Bay Museum - \$6,000.00 for an environmental education programme.

Community Forum

Another well-attended Katikati-Waihi Beach Ward Community Forum was hosted by Councillor Anne Henry at the Bowentown Boating Club on Tuesday 15 August 2023. Reflecting the location, many of the concerns raised were local to that part of the ward.

These forums are proving valuable to both hear back from local residents on the big issues but are also valuable to sort out local matters.

For example, the first forum in Katikati has led to Council installing raised pavement markings at the pedestrian crossing outside the schools in Beach Road, Katikati, at the request of a local visually impaired resident.

Among all the big issues we deal with, it is nice to get the important, but less expensive, items attended to as well.

Among all the big issues we deal with, it is nice to get the important, but less expensive, items attended to as well.

9.3 OPERATIONAL REPORT – SEPTEMBER 2023

File Number: A5658846

Author: Jahneisha Osborne, Governance Advisor

Authoriser: Rachael Davie, Deputy CEO/General Manager Strategy and Community

EXECUTIVE SUMMARY

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

RECOMMENDATION

That the Governance Advisor's report dated 20 September 2023 titled 'Operational Report – September 2023' be received.

SERVICE REQUESTS

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

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

- All Cesspit/Frill/Gutters & Drains (sealed roads)
- Building Warrant of Fitness Enquiries
- Bylaw Issues (Smell/Smoker/Vermin)
- Connection/Meter/Toby Enquiry
- Dumping Organic Material/Dirt
- Event Applications
- Flooding Open Drain/Culvert (raining)
- Building Act Compliance General Enquiry
- Reserves and Properties (trees)
- Lighting Road Network
- Noise Complaint – Daytime
- Noise Complaint – Afterhours
- Environmental Planning – General
- Liquor License
- Kerbside General Enquiries
- Lost/Stolen Kerbside Bins
- Local Roads – Non-urgent tree requests
- Local Road – Vegetation/Mowing
- Mowing/Vegetation/Gardens
- Public Toilets (Hygiene/Paper)
- Sewage Overflow/Spill/Dump Station
- Sewer Pipe Block/Damaged

There has been one of each of the following subtypes of Service Requests raised which are under investigation:

- Building Compliance
- Local Road – Request for Re-Marking
- Lighting – Replacement/Maintenance
- Refuse General (Not bins or dumping)

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

Service Request Subtype	Notes	Completed	Under Investigation
Abandoned Vehicle	Different locations across Katikati.	3	1
All Water Leaks	Multiple reports on Tuapiro Road and Fairview Road.	15	0
Compliance and Enforcement General	Queries related to abandoned vehicles and additional dwellings on properties.	3	1
Freedom Camping Affecting Reserves	Across Katikati.	2	1
Damaged Bin – Replace/Repair	Across Katikati – replacement and repair of kerbside bins.	6	2
District Plan Advice	General queries relating to the district plan	2	0
Building Admin/Counter/Processing General Enquiry	Range of different administrative enquiries for building consents.	19	1
Katikati Cemetery – Headstone/Plaque/Plot Enquiries	Queries relating to plots/headstones/plaques	7	0
Parking Query	Across Katikati.	1	1

Consents Planning/Duty Planner – General Enquiry	Range of queries relating to Resource Consents and Duty Planner queries.	24	2
General Health Matters/Enquiries	Queries relating to inspections.	2	0
Māori Land Enquiries	Across Katikati	3	0
Additional/New Kerbside Bins	Across Katikati	2	2
Missed Kerbside Collection	Several on Woodland Road. Others across Katikati.	7	0
General/Misc – Local Roads	Trees on berms queries.	2	0
Rubbish/Illegal Dumping/Carcasses	Most of Tetley Road	5	1
Litter/Litter Bins/Dumping on Reserves	Across Katikati	2	2
Reserve Buildings/Roads/Track/Furniture	Across Katikati	1	1
Reserves General	Queries related to maintenance of structures, toilets, and mowing. Across Katikati.	10	3
Roading Network General	Lighting/visibility concerns.	1	1
Meter/Toby Issue (not leak)	Across Katikati	1	4
No Water	Both on SH 2	2	0
Reinstatement after Water Works	Across Katikati	2	1
Water – General Queries	Fire Hydrant access / water bill queries	2	1
Water Pressure too high or low	Across Katikati	0	2

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

Date raised	Issue	Comment
May 2023	Katikati War Memorial Hall earthquaking.	<p>Following on from Katikati Community Board Agenda Operational Report update from 26 July 2023 (agenda found here).</p> <p>An update was provided to the Hall Committee after the 13 July meeting. Staff have been in consistent correspondence with the Engineer. The seismic upgrade design and construction estimates are yet to be received.</p> <p>Staff remain in contact with the Hall Committee with updates.</p>
July 2023	Kotahi Lane Cherry Trees	SR.19337 raised - Board Chair was emailed and offered support on decision making on this request. An update has been provided in the Infrastructure Report.
	Update on progress of Katikati Sport and Recreation Centre Project.	<p>Architects have been engaged by the Katikati Sport and Recreation Society, and they are currently developing the design and drawings of the proposed centre. The costs incurred to date have been to fund this current progress (this includes the use of funding from the Katikati Community Board Reserves account – resolution K22-4.7).</p> <p>To date, there has been no application for the lease of the land on Moore Park for the centre. Staff have been in regular contact with the head of the project (President of the Katikati Cricket Club) to</p>

		encourage the progression of this lease application.
--	--	--

COMPLETED/UNCOMPLETED MINUTE ACTION SHEETS (NOT IN INFRASTRUCTURE REPORT)

Date raised	Issue	Comment
July 2023	Katikati Market Square	Item left to lie on the table at July 2023 meeting to be workshopped with Board. A staff comment has been provided in Chair’s report (Item 9.1).
May 2023	Request for Funding – Katikati War Memorial Hall	Invoice has been received 11 September 2023. Staff are currently processing this for payment.

9.4 ADOPTION OF KATIKATI COMMUNITY BOARD STANDING ORDERS FOR THE 2022-2025 TRIENNIUM

File Number: A5658859

Author: Jahneisha Osborne, Governance Advisor

Authoriser: Greer Golding, Governance Manager

EXECUTIVE SUMMARY

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

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

RECOMMENDATION

1. That the Governance Advisor's report dated 20 September 2023 titled 'Adoption of Katikati 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 Katikati 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 Katikati 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

1. The Local Government Act 2002 requires Community Board's to adopt Standing Orders for the orderly conduct of meetings of the Community Board.
2. 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.

3. The Standing Orders template is updated every three years by LGNZ to ensure it reflects new legislation and incorporates evolving standards of good practice.
4. The Katikati 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% of Community Board members present approve to adopt a new set.

SIGNIFICANCE AND ENGAGEMENT

5. 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.
6. The Policy requires Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions, and activities.
7. 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

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

ISSUES AND OPTIONS ASSESSMENT

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

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

STATUTORY COMPLIANCE

9. 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

10. Financial considerations not applicable.

ATTACHMENTS

1. **Attachment 1 – Community Board Standing Orders – 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

Preface	2
1. Introduction.....	10
1.1 Principles	10
1.2 Statutory references.....	10
1.3 Acronyms.....	11
1.4 Application.....	11
2. Definitions	12
GeneralMatters	17
3. Standing orders	17
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
4. Meetings.....	19
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
5. Appointments and elections.....	21
5.1 Voting system for chairs.....	21
6. Delegations.....	22
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

7. Committees 24

7.1 Elected members on committees and subcommittees 24

7.2 Decision not invalid despite irregularity in membership 24

Pre-meeting 31

8. Giving notice 32

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

9. Meeting agenda 34

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

Meeting Procedures 37

10. Opening and closing 35

11. Quorum 35

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

12. Public access and recording 36

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

13. Attendance 37

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

14. Chairperson’s role in meetings 41

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

15. Public Forums 42

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

16. Deputations 44

16.1 Time limits 44

16.2 Restrictions 44

16.3 Questions of a deputation 44

16.4 Resolutions 44

17. Petitions 45

17.1 Form of petitions 45

17.2 Petition presented by petitioner 45

17.3 Petition presented by member 45

18. Exclusion of public 46

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

19. Voting.....48

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

20. Conduct.....49

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

21. General rules of debate51

21.1 Chairperson may exercise discretion.....51

21.2 Time limits on speakers51

21.3 Questions to staff51

21.4 Questions of clarification51

21.5 Members may speak only once51

21.6 Limits on number of speakers.....51

21.7 Seconder may reserve speech51

21.8 Speaking only to relevant matters51

21.9 Restating motions 52

21.10 Criticism of resolutions 52

21.11 Objecting to words.....52

21.12 Right of reply52

21.13 No other member may speak 52

21.14 Adjournment motions.....52

21.15 Chairperson’s acceptance of closure motions.....53

22. General procedures for speaking and moving motions..... 54

22.1 Options for speaking and moving..... 54

22.2 Option C..... 54

22.3 Procedure if no resolution is met 54

23. Motions and amendments 55

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

24. Revocation or alteration of resolutions 57

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

25. Procedural motions 59

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

26. Points of order 61

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

27. Notices of motion 62

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 motion63

27.7 Repeat notices of motion63

28. Minutes64

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

29. Keeping a record66

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

Referenced documents67

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 office80

Appendix 8: Sample order of business81

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).

Seconder means the member who seconds a motion or amendment.

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

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

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

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

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

Working day means a day of the week other than:

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

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

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

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

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

General Matters

3. Standing orders

3.1 Obligation to adopt Standing Orders

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

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

3.2 Process for adoption and alteration of Standing Orders

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

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

3.3 Members must obey Standing Orders

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

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

3.4 Application of Standing Orders

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

3.5 Temporary suspension of Standing Orders

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

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

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

3.6 Quasi-judicial proceedings

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

3.7 Physical and/or electronic address of members

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

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

4. Meetings

4.1 Legal requirement to hold meetings

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

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

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

4.2 Meeting duration

A meeting cannot continue more than six hours from when it starts (including any adjournments) or after 10.30pm unless the meeting resolves to continue.

If there is no such resolution, then any business on the agenda that has not been dealt with must be adjourned, transferred to the next meeting, or transferred to an extraordinary meeting.

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

4.3 Language

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

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

4.4 Webcasting meetings

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

4.5 First meeting (inaugural)

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

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

4.6 Requirements for the first meeting

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

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

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

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

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

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

5. Appointments and elections

5.1 Voting system for chairs

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

System A

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

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

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

System B

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

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

LGA 2002, schedule 7, cl 25.

6. Delegations

6.1 Duty to consider delegations to community boards

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

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

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

See the LGNZ Guide to Standing Orders for further information.

6.2 Limits on delegations

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

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

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

6.3 Committees may delegate

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

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

6.4 Use of delegated powers

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

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

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

6.5 Decisions made under delegated authority cannot be rescinded or amended

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

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

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

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

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

7. Committees

7.1 Elected members on committees and subcommittees

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

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

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

7.2 Decision not invalid despite irregularity in membership

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

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

LGA 2002, schedule 7, cl 29.

Pre-meeting

8. Giving notice

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

8.1 Public notice – ordinary meetings

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

LGOIMA, section 46.

8.2 Notice to members - ordinary meetings

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

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

8.3 Meetings not invalid

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

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

LGOIMA, section 46(6).

8.4 Meeting schedules

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

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

8.5 Non-receipt of notice to members

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

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

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

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

8.6 Meeting cancellations

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

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

9. Meeting agenda

9.1 Preparation of the agenda

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

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

9.2 Process for raising matters for a decision

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

9.3 Chief executive may delay or refuse request

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

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

9.4 Order of business

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

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

9.5 Chairperson's recommendation

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

9.6 Chairperson may prepare report

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

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

9.7 Public availability of the agenda

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

LGOIMA, sections 5 & 46A.

9.8 Public inspection of agenda

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

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

LGOIMA, section 46A(1).

9.9 Withdrawal of agenda items

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

9.10 Distribution of the agenda

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

9.11 Status of agenda

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

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

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

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

LGOIMA, section 46A(7).

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

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

9.13 Discussion of minor matters not on the agenda

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

LGOIMA, section 46A(7A).

9.14 Public excluded business on the agenda

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

LGOIMA, section 46A(9).

9.15 Qualified privilege relating to agenda and minutes

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

LGOIMA, section 52.



Meeting Procedures



10. Opening and closing

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

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

11. Quorum

11.1 Committees and subcommittee meetings

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

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

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

11.2 Requirement for a quorum

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

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

11.3 Meeting lapses where no quorum

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

Where members are known to be travelling to the meeting, but are delayed due to extraordinary circumstance, the chairperson has discretion to wait for a longer period.

No business may be conducted while waiting for the quorum to be reached. Minutes will record when a meeting lapses due to a lack of a quorum, along with the names of the members who attended. Should a quorum be lost, the meeting will lapse if the quorum is not present within (15) fifteen minutes.

11.4 Business from lapsed meetings

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

12. Public access and recording

12.1 Meetings open to the public

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

LGOIMA, sections 47 & 49(a).

12.2 Grounds for removing the public

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

LGOIMA, section 50(1).

12.3 Local authority may record meetings

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

12.4 Public may record meetings

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

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

13. Attendance

13.1 Members right to attend meetings

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

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

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

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

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

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

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

13.3 Leave of absence

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

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

13.4 Apologies

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

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

13.5 Recording apologies

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

13.6 Absent without leave

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

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

13.7 Right to attend by audio or audiovisual link

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

13.8 Member's status: quorum

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

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

13.9 Member's status: voting

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

13.10 Chairperson's duties

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

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

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

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

13.11 Conditions for attending by audio or audiovisual link

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

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

13.12 Request to attend by audio or audiovisual link

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

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

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

13.13 Chairperson may terminate link

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

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

13.14 Giving or showing a document

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

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

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

13.15 Link failure

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

13.16 Confidentiality

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

14. Chairperson's role in meetings

14.1 Addressing the chairperson

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

14.2 Chairperson's rulings

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

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

14.3 Chairperson standing

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

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

14.4 Member's right to speak

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

14.5 Chairperson may prioritise speakers

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

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

15. Public Forums

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

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

15.1 Time limits

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

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

15.2 Restrictions

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

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

15.3 Questions at public forums

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

15.4 No resolutions

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

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

15.5 Recording and responding to public forum matters

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

16. Deputations

The purpose of a deputation is to enable a person, group, or organisation to make a presentation to a meeting on a matter or matters covered by that meeting's terms of reference.

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

16.1 Time limits

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

16.2 Restrictions

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

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

16.3 Questions of a deputation

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

16.4 Resolutions

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

17. Petitions

17.1 Form of petitions

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

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

Petitions must not be disrespectful, use offensive language or include malicious, inaccurate, or misleading statements (see Standing Order 20.9 on qualified privilege). They may be written in English or te reo Māori. Petitioners planning to present their petition in te reo Māori or sign language should advise the chief executive in time to allow translation services to be arranged.

17.2 Petition presented by petitioner

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

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

17.3 Petition presented by member

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

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

18. Exclusion of public

18.1 Motions and resolutions to exclude the public

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

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

The resolution must state:

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

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

LGOIMA, section 48.

18.2 Specified people may remain

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

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

LGOIMA, section 48(6).

18.3 Public excluded items

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

LGOIMA, section 46A(8).

18.4 Non-disclosure of information

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

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

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

18.5 Release of information from public excluded session

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

19. Voting

19.1 Decisions by majority vote

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

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

19.2 Open voting

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

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

19.3 Chairperson has a casting vote

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

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

19.4 Method of voting

The method of voting must be as follows:

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

19.5 Calling for a division

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

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

19.6 Request to have votes recorded

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

19.7 Members may abstain

Any member may abstain from voting.

20. Conduct

20.1 Calling to order

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

20.2 Behaviour consistent with Code of Conduct

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

20.3 Retractions and apologies

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

20.4 Disorderly conduct

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

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

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

20.5 Contempt

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

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

20.6 Removal from meeting

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

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

20.7 Financial conflicts of interests

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

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

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

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

LAMIA, sections 6 & 7.

20.8 Non-financial conflicts of interests

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

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

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

20.9 Qualified privilege for meeting proceedings

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

LGOIMA, section 53.

20.10 Qualified privilege additional to any other provisions

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

LGOIMA, section 53.

20.11 Electronic devices at meetings

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

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

21. General rules of debate

21.1 Chairperson may exercise discretion

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

21.2 Time limits on speakers

The following time limits apply to members speaking at meetings:

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

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

21.3 Questions to staff

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

21.4 Questions of clarification

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

21.5 Members may speak only once

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

21.6 Limits on number of speakers

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

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

21.7 Seconder may reserve speech

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

21.8 Speaking only to relevant matters

Members may only speak to:

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

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

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

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

21.9 Restating motions

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

21.10 Criticism of resolutions

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

21.11 Objecting to words

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

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

21.12 Right of reply

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

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

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

21.13 No other member may speak

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

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

21.14 Adjournment motions

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

21.15 Chairperson's acceptance of closure motions

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

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

22. General procedures for speaking and moving motions

22.1 Options for speaking and moving

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

22.2 Option C

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

22.3 Procedure if no resolution is met

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

23. Motions and amendments

23.1 Proposing and seconding motions

All motions, and amendments moved during a debate, must be seconded (including notices of motion). The chairperson may then state the motion and propose it for discussion. A motion should be moved and seconded before debate but after questions. Amendments and motions that are not seconded are not valid and should not be entered in the minutes.

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

23.2 Motions in writing

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

23.3 Motions expressed in parts

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

23.4 Substituted motion

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

23.5 Amendments to be relevant and not direct negatives

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

Reasons for not accepting an amendment can include:

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

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

23.6 Chairperson may recommend amendment

A chairperson, when moving the adoption of a recommendation from a committee or sub committee to the council can include in the motion an amendment to the committee or sub committee's recommendation.

23.7 Foreshadowed amendments

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

23.8 Carried amendments

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

23.9 Lost amendments

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

23.10 Where a motion is lost

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

23.11 Withdrawal of motions and amendments

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

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

23.12 No speakers after reply or motion has been put

A member may not speak to any motion once:

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

24. Revocation or alteration of resolutions

24.1 Member may move revocation of a decision

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

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

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

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

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

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

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

24.3 Requirement to give notice

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

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

24.4 Restrictions on actions under the affected resolution

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

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

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

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

24.5 Revocation or alteration by resolution at same meeting

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

24.6 Revocation or alteration by recommendation in report

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

LGA 2002, schedule 7, cl 30(6)

25. Procedural motions

25.1 Procedural motions must be taken immediately

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

25.2 Procedural motions to close or adjourn a debate

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

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

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

25.3 Voting on procedural motions

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

25.4 Debate on adjourned items

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

25.5 Remaining business at adjourned meetings

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

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

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

25.7 Other types of procedural motions

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

26. Points of order

26.1 Members may raise points of order

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

26.2 Subjects for points of order

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

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

26.3 Contradictions

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

26.4 Point of order during division

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

26.5 Chairperson's decision on points of order

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

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

27. Notices of motion

27.1 Notice of intended motion to be in writing

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

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

27.2 Refusal of notice of motion

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

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

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

27.3 Mover of notice of motion

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

27.4 Alteration of notice of motion

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

27.5 When notices of motion lapse

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

27.6 Referral of notices of motion

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

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

27.7 Repeat notices of motion

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

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

28. Minutes

28.1 Minutes to be evidence of proceedings

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

LGA 2002, schedule 7, cl 28.

28.2 Matters recorded in minutes

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

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

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

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

28.3 No discussion on minutes

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

28.4 Minutes of last meeting before election

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

29. Keeping a record

29.1 Maintaining accurate records

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

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

Public Records Act 2002, section 17.

29.2 Method for maintaining records

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

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

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

29.3 Inspection

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

LGOIMA, section 51.

29.4 Inspection of public excluded matters

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

Referenced documents

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

Appendix 1: Grounds to exclude the public

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

- A1** That good reason exists for excluding the public from the whole or any part of the proceedings of any meeting as the public disclosure of information would be likely:
- (a) To prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; or
 - (b) To endanger the safety of any person.
- A2** That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:
- (a) Protect the privacy of natural persons, including that of deceased natural persons; or
 - (b) Protect information where the making available of the information would:
 - i. Disclose a trade secret; or
 - ii. Be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
- A3** In the case only of an application for a resource consent, or water conservation order, or a requirement for a designation or heritage order, under the Resource Management Act 1991, to avoid serious offence to tikanga Māori, or to avoid the disclosure of the location of waahi tapu; or
- (a) Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would:
 - i. Be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or
 - ii. Be likely otherwise to damage the public interest.
 - (b) Avoid prejudice to measures protecting the health or safety of members of the public; or
 - (c) Avoid prejudice to measures that prevent or mitigate material loss to members of the public; or
 - (d) Maintain the effective conduct of public affairs through the protection of such members, officers, employees, and persons from improper pressure or harassment; or
 - (e) Maintain legal professional privilege; or

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

LGOIMA, section 7.

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

A4 That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information, the public disclosure of which would:

- (a) Be contrary to the provisions of a specified enactment; or
- (b) Constitute contempt of Court or of the House of Representatives.

A5 That the purpose of the whole or the relevant part of the proceedings of the meeting is to consider a recommendation made to that Council by an Ombudsman under section 30(1) or section 38(3) of this Act (in the case of a Council named or specified in Schedule 1 to this Act).

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

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

LGOIMA, section 48.

Appendix 2: Sample resolution to exclude the public

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

1. that the public is excluded from:
 - The whole of the proceedings of this meeting; (deleted if not applicable)
 - The following parts of the proceedings of this meeting, namely; (delete if not applicable)

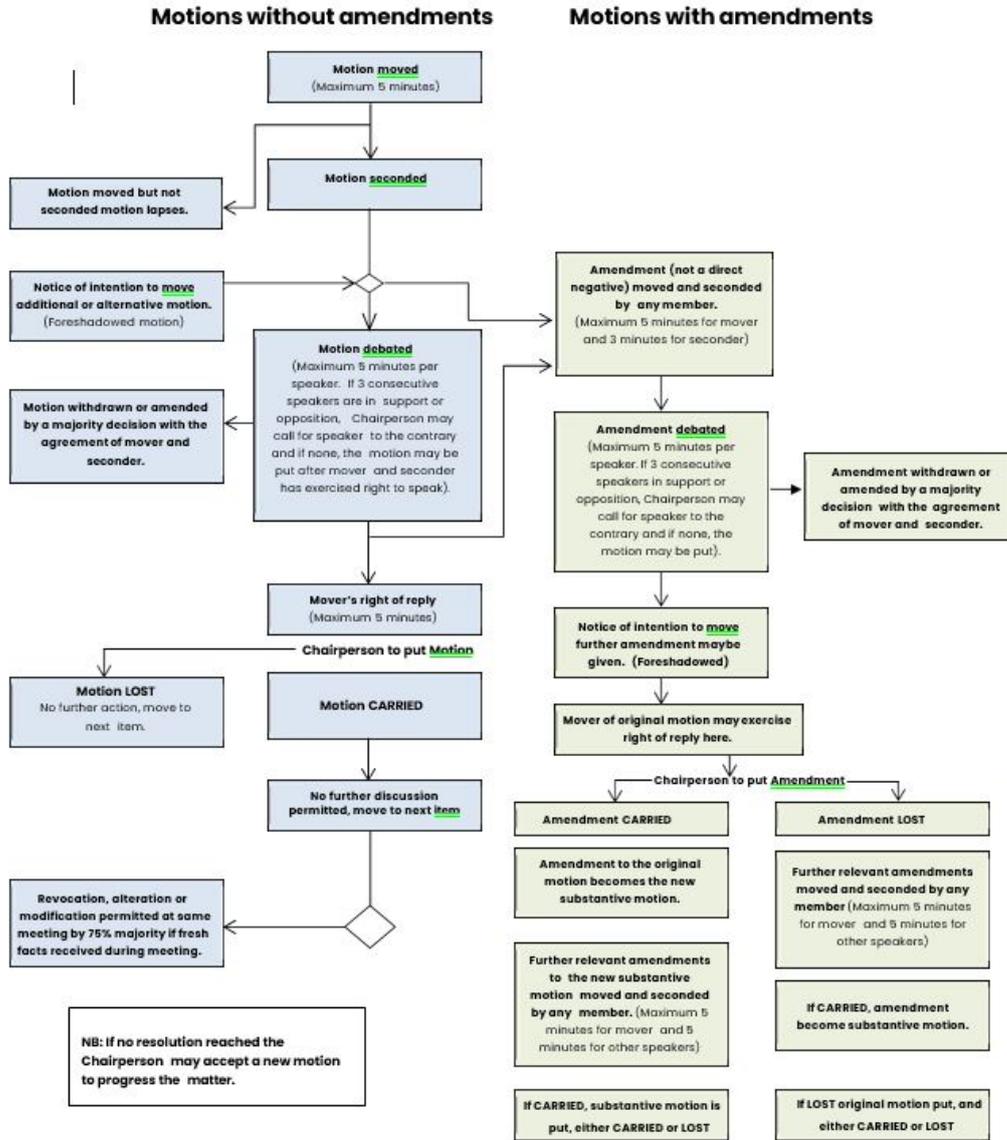
The general subject of the matters to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds for excluding the public, as specified by s 48(1) of the Local Government Official Information and Meetings Act 1987, are set out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

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

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

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

Appendix 3: Motions and amendments (Option C)



Appendix 4: Table of procedural motions

Motion	Has the Chair discretion to	Is seconder required?	Is discussion in order?	Are amendments in order?	Is mover of procedural motion	Are previous participants in motion?	Can a speaker be interrupted	If lost, can motion be moved	Position if an amendment is	Position if a procedural motion	Remarks
(a) "That the meeting be adjourned to the next ordinary meeting, or to a stated time and place"	No	Yes	No	As to time and date only	No	No	No	Yes - 15 minutes	If carried, debate on the original motion and amendment are adjourned	If carried, debate on the original motion and procedural motion are adjourned.	On resumption of debate, the mover of the adjournment speaks first. Members who have spoken in the debate may not speak again.
(b) "That the motion under debate be now put (closure motion)"	No	Yes	No	No	No	No	No	Yes - 15 minutes	If carried, only the amendment is put.	If carried, only the procedural motion is put.	The mover of the motion under debate is entitled to exercise a right of reply before a motion or amendment under debate is put.
(c) "That the item of business being discussed be adjourned to a stated time and place"	No	Yes	No	As to time and date only	No	No	No	Yes - 15 minutes	If carried, debate on the original motion and amendment are adjourned	If carried, debate on the original motion and procedural motion are adjourned	

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

Appendix 5: Webcasting protocols

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

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

Appendix 6: Powers of a Chairperson

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

Chairperson to decide all questions

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

Chairperson to decide points of order (Standing Order 26.5)

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

Items not on the agenda (Standing Order 9.12)

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

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

Chairperson's report (Standing Order 9.6)

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

Chairperson's recommendation (Standing Order 9.5)

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

Chairperson's voting (Standing Order 19.3)

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

Motion in writing (Standing Order 23.2)

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

Motion in parts (Standing Order 23.3)

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

Notice of motion (Standing Order 27.2)

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

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

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

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

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

Action on previous resolutions (Standing Order 24)

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

Repeat notice of motion (Standing Order 27.7)

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

Revocation or alteration of previous resolution

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

Chairperson may call a meeting

The chairperson:

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

Irrelevant matter and needless repetition (Standing Order 21.8)

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

Taking down words (Standing Order 21.11)

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

Explanations

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

Chairperson rising (Standing Order 14.3)

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

Members may leave places (Standing Order 14.4)

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

Priority of speakers (Standing Order 14.5)

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

Minutes (Standing Order 28.1)

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

Questions of speakers (Standing Order 16.3)

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

Withdrawal of offensive or malicious expressions (Standing Order 20.3)

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

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

Chairperson's rulings (Standing Order 14.2)

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

Disorderly behaviour (Standing Order 20.4)

The chairperson may:

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

Failure to leave meeting (Standing Order 20.6)

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

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

Audio or audio visual attendance (Standing Order 13.7)

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

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

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

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

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

LGA 2002, schedule 7, cl 18.

Appendix 8: Sample order of business

Open section

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

Public excluded section

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

Appendix 9: Process for raising matters for a decision

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

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

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

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

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



**Western
Bay of Plenty**
District Council

Te Kaunihera a rohe mai i Ngā
Kuri-a-Whārei ki Otamarakau ki
te Uru

westernbay.govt.nz

9.5 INFRASTRUCTURE SERVICES REPORT KATIKATI COMMUNITY BOARD SEPTEMBER 2023

File Number: A5665422

Author: Cedric Crow, General Manager Infrastructure Services

Authoriser: John Holyoake, Chief Executive Officer

EXECUTIVE SUMMARY

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

RECOMMENDATION

That the General Manager Infrastructure Services' report dated 20 September 2023, titled 'Infrastructure Services Report Katikati Community Board September 2023', be received.

ROADING

Transportation – Katikati Community Roading

Description: Develop and implement the community roading plan approved by the Katikati Community Board.

What's Happened:

The Board at a workshop discussed several items and initiatives that could be investigated to implement the town centre plan, to enhance the town centre and to improve the roading and footpath network.

The funding sources are the roading budget and the town centre fund. The items that were discussed have been included in the recommendation with two priority levels. The intention is that the investigation and high-level concepts and estimates are undertaken prior to progressing to full design and implementation.

What's Next:

The Board have reviewed the existing listed roading account priority list. Council is currently working with the Board to complete this list as resolved on 31 May 2023.

Council have resolved to assist the Board in prioritising capital projects, in line with Council's Levels of service and as funding and resources allow.

Marshall Road Urbanisation Project

Description: Upgrading of Marshall Road from Middlebrook Drive to Tetley Road including pavement rehabilitation, drainage improvements, retaining walls, new concrete footpaths, and shared paths.

Apex Civil Limited have been engaged to carry out construction.

The final phase of these works has now commenced. It is expected that the sealing of the road will be completed by mid to late September.

Tetley Road Footpath

Description: Construction of a 2.5m shared path between Rereatukahia Road and Marshall Road.

Construction of the shared path between Rereatukahia Road and Marshall Road has been completed.

Construction of the length of path between Layla Place and Marshall Road as well as the replacement of the path section on Rereatukahia Road between Rereatukahia Pa has now been awarded and will commence as resources become available.

Park Road Bus shelters

Description: The Community board have raised the need for bus shelters on Park Road at the Summerset Village and opposite Binnie Road to serve the elderly community in the area.

The locations for the shelters have been agreed and the concrete foundation pads have been poured. The Summerset Village shelter has now been installed, and the Binnie Road shelter is expected to be installed Saturday 9 September 2023 by the shelter providers.

Kotahi Lane – Cherry Tree Removal and Car Parking Enhancement

Description: The Board have requested a cost estimate for the removal of the cherry trees and carpark enhancement at the southern end of Kotahi Lane.

The Roothing Engineer has asked for clarity on the extents of this request. A request for an estimate for tree removal has been made with the Contractor. Council is currently awaiting on a response. It should be noted that the extents of this proposal extend into the Cherry Court private boundary. Consultation between the Board and the Cherry Court Trustees is prudent prior to commencement of this physical works.

Transportation – Katikati Community Roothing

Katikati Community Board Roothing Current Account	Project Cost \$	NZTA Funding MIP LC/LR \$	Katikati Community Board \$	Status
Current Account Opening Balance 1 July 2022			\$171,710	
Allocation for 2022/23			\$167,640	
Interest 2023			\$5,666	
Subtotal			\$345,016	
Committed Projects			-	
Park Street Bus Shelters & Beach Road Tactile Pavers			\$35,000	
Completed Projects				

Park Street Kea Crossing			\$60,000	Awaiting Final Costs
Forecast Current Account Closing Balance 30 June 2023			\$250,016	
Projects Priority			Priority	Status
Market Square			1	
Bus Shelters			1	
Kotahi Lane Sealing			1	
Stage 1 Town Centre Village Pathways Upgrade – Katikati War Memorial Hall to Museum			1	
Uretara Landing Reserve Upgrade			2	
Stage 2 Town Plan – Pedestrian Refuge at the BP Service Station			2	
Mulgan Street to Uretara Bridge Embankment			2	

WATER SERVICES

Highfields Stormwater Pond Development Trial

Description: Trial to convert the Highfields Stormwater Pond from a dry pond to a permanent wet pond/lake.

Application for Resource Consent underway. Aim is to begin physical works this summer.

Western Water Renewals

Description: Renewal and upgrade of water infrastructure.

Scoping and design are underway for a number of watermain renewals. These are:

- Wharawhara Road.
- Edwards Street
- Malta Crescent

Edwards Street and Malta Crescent is scheduled for physical works this financial year.

Katikati WWTP Upgrade

Description: Upgrade to the Katikati WWTP to ensure compliance with Council Resource Consent.

Staff are completing the geotechnical investigations and procurement of a design and build contractor to complete the remainder of the design and the physical works, note that the exact date for completion of the investigations and procurement of a design is yet to be determined. Tender documents are in preparation.

Katikati Outfall

Description: Katikati wastewater outfall failure.

The Katikati outfall which discharges treated effluent from the Katikati Wastewater Treatment Plant out past Matakana Island has had two failures in the last 12 months. Each mode of failure has been different however early reports suggest the pipeline has less

than 5 years of remaining useful life, and further failures can be expected in this time. Previous reports (2019) suggested this pipe would not fail again before 2050. Water services will be meeting with the Katikati wastewater advisory group to discuss options this needs to be planned in conjunction with alternative options to discharge, consent renewal (2038) and future treatment plant upgrades.

RESERVES

Katikati – Dave Hume Pool Roof Covering Project

Description: Enclosing Pool for all season operation

The Project Team (includes staff and Dave Hume Trust) are working through a process with a preferred supplier to refine the specification and cost, which is going to take several months to resolve. Ther impact is that the Pool will remain open over the normal summer season and construction to follow after that, subject to contract being awarded and funding.

Katikati – Yeoman Bridge to Park Road Shared Path

Description: New path to improve accessibly for all weather access

This project is progressing well although has been taking a lot longer than originally planned. The section between the Levley Lane reserve boardwalk and Irwin Court has been completed. The next main section between Levley Lane Reserve and the Yeoman bridge are being constructed now with completion expected late September. Both boardwalk sections are being widened to 2.5m, which was not included in the original scope. The final section between Irwin Court and Park Rd will be completed October/November.

OPERATIONS

Emergency Management

Description: Support the Katikati Community to be Resilient in the event of an Emergency.

Council's Community Resilience Advisor left her role in July 2023 and her replacement commenced on 28 August. Unfortunately, this has meant not as much work as we would have liked has taken place across the Community Response Teams and within the communities.

The Senior Emergency Management Advisor has been working with BOP Civil Defence Emergency Management contributing to the Regional Tsunami Readiness Project, Regional Consistency Project, and the Regional Assurance Framework project along with increasing capacity and capability within the WBOPDC Emergency Operations Centre.

The implementation of updated tsunami evacuation zone maps across the District is due to take place in October 2023. Part of this implementation will include new information boards across the district and work on new Community Guide to Emergencies including the Katikati area.

Work is ongoing with the Katikati Community Response Team to book training opportunities. Online training is available now through the Civil Defence Emergency management training portal. The CDEM team at WBOPDC are able to provide the link to enable access to members of Community Response Teams.

A bespoke training programme is being developed specifically for Community Response Teams covering the basic CIMS (Co-ordinated Incident management system) training, how a Community Response Team may be activated and how to ensure claims for reimbursements will take place. It will also include some personal resilience training for our Community Response Teams and local Marae.

The intention is for this training to be available from later this year/early next year.

A resource supply box has been created and is to be delivered to Katikati by the end of August. The Red Cross radio unit has also been added to the weekly radio checks to ensure capability to communicate during an emergency.

Western Solid Waste

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

SeatSmart Event – Sunday, 1 October 2023 – Katikati Recycling Centre

Over 10,000 baby car seats expire each year in New Zealand. Most of these car seats end up in landfill. Council is partnering with SeatSmart to run two one day amnesty events in Te Puke on 24 September and at the Katikati Recycle Centre for Western Bay of Plenty for residents to bring in their expired baby car seats to be recycled. The event will run from 10am to 3pm. Residents will need proof of address in the Western Bay to drop off car seats. The waste minimisation levy will be used to cover the cost for recycling the car seats collected. Residents can drop-off any number of expired car seats at no cost on the day. We cannot accept mouldy car seats, 'snap and go' seats, polystyrene, or car seat accessories such as mirrors.

Residents that miss the two amnesty events will still be able to take their car seats to "Baby on the Move" in Tauranga but will need to pay a subsidised \$20 recycling fee for each expired car seat they drop off.

Teams at SeatSmart dismantle the seats and separate out the materials to go on to be repurposed and recycled. For example, seatbelt straps can be used to make bags. Up to 67 percent of the car seat's materials by weight are recyclable. Please note that the Katikati Recycling Centre is usually closed on Sundays and will not be accepting recycling or greenwaste on the day. This event is for car seat drop-off only.

Establishing Community Resource Recovery Centres

The feasibility study into Community-led Resource Recovery for the current recycling centres went to Council on 7 March 2023. Staff are currently working with Chrome

Collective and Envision, to progress the recommendations and continue conversations with community groups and Tangata Whenua.

Kerbside Collection Data

Kerbside Tonnes	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2024	Total Tonnes
Waste Tonnes	394	386	402	515	496	415	433	395	404	456	373	396	5065
Recycle Tonnes	124	117	158	182	168	145	194	142	146	143	155	139	1813
Glass Tonnes	101	105	103	150	191	144	147	117	112	116	102	106	1494
Food Tonnes	47	31	45	42	53	57	42	37	27	37	19	28	465
Total Tonnes Diverted from Landfill:							3724						
Tonnes Diverted from Landfill Percentage:							39%						

ATTACHMENTS

- MAS Katikati Community Board Sept 2023**  

Action Sheets Report	Division: Infrastructure Services Group	Printed: September 2023
	Committee: Katikati Community Board	

Meeting	Officer/Director	Section	Subject
Katikati Community Board 10 Nov 2021	Kerrie Little	New Item	CCTV Applications

The Board requested to view the CCTV camera applications for Katikati to see if there were any that the Board could help contribute funding towards. The Board had been asked by Council's CCTV working party to contribute 50% of the cost for a CCTV camera on the Corner of State Highway 2 and Tetley Road, Katikati. The Board passed a formal resolution to part fund the requested camera.

Sept 2023:

The CCTV Working Party met on 5 September to assess applications for the current year's fund after which, staff will contact the Board to determine if there are any cameras they can assist with installing. The installation of the ANPR camera on Tetley Road has been completed but was vandalised shortly afterward. A decision will need to be made on whether to reinstate it.

July 2023:

The applications for the 2023 Community CCTV Camera fund open on 13 July 2023 and closes 10 August 2023. After that we will be able to contact the Board to see if there are any cameras, they are able to help with the installation of. Installation of the ANPR camera on Tetley Road has been completed.

May 2023

The sleeve for the pole has been installed. Staff are still waiting for Horizon to provide the power connection. The cost of the installation has increased.

The application for this year's round of the CCTV funding will open in July. Staff will inform the Board about the applications received for the Katikati area.

April 2023:

This camera will be installed on 13 April 2023.

February 2023:

The camera that is being installed on the corner of Tetley Road and Rereatukahia Pa Road is still under action. Staff are waiting for contractors to thrust cabling under the road. This has been impeded by weather.

November 2022:

CCTV camera applications that were received but were not selected for installation from this year's funds are listed below:

Katikati – Katikati Rugby & Sports Club

Katikati – Tanners Point Boat Ramp

Katikati – Mayor Street / Uretara Domain (car park /freedom camping site)

Katikati – Tanners Point Road and SH2

Katikati – Ongare Point

Katikati – The Arts Junction

Action Sheets Report

Division: Infrastructure Services Group
Committee: Katikati Community Board

Printed: September 2023

Due to the original design by the contractor not allowing for the ducting, the camera that was proposed to be installed at the corner of State Highway 2 and Tetley Road, Katikati will now be installed on the corner of Tetley Road and Rereatukahia Pa Road. The estimated timeframe for installation is anticipated to be sometime in January 2023.

July 2022:

Halfway through the build of roundabout. Streetlights installed on Tetley Road but not on the other side. Camera installation is due approx. end of July.

May 2022:

Waka Kotahi (NZTA) is currently installing a roundabout on State Highway 2 and Tetley/Rae Road. The current quote is \$11,500, but this could change depending on design of RAB and confirmation from NZTA of ducting installation etc. Staff are awaiting a response from NZTA as to timeframe.

March 2022:

The CCTV installation at the intersection of Tetley and SH2 is on hold pending completion of the SH safety improvement traffic circle planned for this intersection. Conduiting for the proposed camera as been requested to be included in these works.

January 2022:

Below is a summary of the locations where CCTV cameras were requested in the Katikati area through the CCTV Application process, Katikati CCTV

Applications.

- Intersection of SH2 and Tetley Road (confirmed - installation to be funded in 50/50 partnership with KKCB)
- Beach Road and Park Road intersection
- Main Road / Jocelyn Street
- Moore Park
- Morton Road Bus Shelter and Tennis Courts
- Pukakura Road / Beach Road
- Beach Road / Park Road intersection
- Beach Road Boat Ramp and Toilets
- Dave Hume carpark
- Fairview Road / Carisbrook Street intersection
- SH 2 / Kauri Point Road
- SH 2 / Tanners Point Road
- SH 2 / Tuapiro Road (confirmed installation to be funded by WBOPDC Compliance team with an additional camera being installed at Tuapiro Reserve funded by Reserves and Facilities)
- SH 2 / Busby Road
- Sharp Road / SH2

Action Sheets Report	Division: Infrastructure Services Group Committee: Katikati Community Board	Printed: September 2023
-----------------------------	--	--------------------------------

Please be aware that the above applications have been declined by the CCTV Working Party due to budgetary constraints and the Katikati Community Board would have to apply to Council to fund any additional cameras. Also, Council would need to approve acceptance of the ongoing maintenance and depreciation costs for any additional CCTV cameras.

Action Sheets Report	Division: Infrastructure Services Group Committee: Katikati Community Board	Printed: September 2023
-----------------------------	--	--------------------------------

Meeting	Officer/Director	Section	Subject
Katikati Community Board 30 March 2022	Ashley Hall	Reports	Infrastructure Services Report Katikati Community Board March 2022

RESOLUTION K22-2.6

That the Katikati Community Board approve the investigation of options for the following roading and town centre projects:

Priority 1:

1. Town Centre Village Footpath Upgrade (Town Centre plan funded)
2. Diggelman Park - Parking Upgrade
3. Mulgan Street Footpath Installation
4. Hyde Street Sealing
5. Mulgan Street to Uretara Bridge Shared Path

Priority 2:

6. Kotahi Lane Car Park Sealing
7. Kotahi Lane (Southern end) Parking Enhancement
8. Uretara Landing Reserve Enhancement

And that the Roothing Engineer West report back to the Board on progress.

Sept 2023:

The Roothing Engineer will request to schedule a Community Board Workshop, to discuss Roothing account priorities.

July 2023:

Th Board considered the reprioritisation at the 31 May meeting – staff are awaiting the Board’s direction.

May 2023:

The current Board are considering reprioritising several projects and staff are working with the Board accordingly.

A new roading account priority list will be resolved in due course with consideration to the Town Centre fund approval, the Katikati 150 year anniversary, and the new Board with new ideas, it has been suggested that the roading account priorities could be reconsidered.

April 2023:

The moving workshop undertaken on Monday 20/02/23 to review the Community Boards roading account priority list. Members present at the workshop were Cllrs Henry Joyce and Community Board Members Clements and Earl.

Action Sheets Report

Division: Infrastructure Services Group
Committee: Katikati Community Board

Printed: September 2023

It was discussed that the following items would be removed from the priority list further to resolution:

- Mulgan Street footpath extension
- Hyde street sealing
- Kotahi Lane car parking sealing
- Kotahi Lane (Southern end) Parking Enhancement

Other items may be considered for removal at the Community Boards discretion.

February 2023:

With consideration to the Town Centre fund approval, the Katikati 150-year anniversary, and new Board with new ideas, it has been suggested that the roading account priorities could be reconsidered.

November 2022:

A workshop will be held with the Board to discuss the town centre projects. There will need to be a further workshop and walk over with the Board to prioritise the above projects and set a programme that aligns with the budget.

July 2022:

The Board are yet to adopt the Town Centre plan. This will release funding for the prioritised enhancements. Notwithstanding these preliminary investigations and discussions have commenced on several proposals.

May 2022:

Investigations are progressing with several contractors and suppliers.

Action Sheets Report	Division: Infrastructure Services Group	Printed: September 2023
	Committee: Katikati Community Board	

Meeting	Officer/Director	Section	Subject
Katikati Community Board 12 August 2020	Peter Watson	Reports	Haiku Park – Develop Leased Area between Haiku Reserve, Donegal Place and Henry Road Cycle Trail

Haiku Park – Develop Leased Area between Haiku Reserve, Donegal Place and Henry Road Cycle Trail

Councillor Henry advised the Board that the Reserves and Facilities Manager would consult with residents in the street and owners of the houses whose fences are affected.

Sept 2023:

Staff presented the findings of the To Wahi engagement process to the Strategy and Policy Committee Workshop held on 17 August, pertaining to the Community feedback received. Two questions were asked: 1. Do you agree with the location (Donegal Reserve)? and 2. What features would you like to see?

81% supported Donegal Place reserve as the dog exercise area. A number of ideas were offered about the features users wanted to see, which will inform the final concept plan. The next steps include staff preparing a report to the 28 September 2023 Strategy & Policy Committee to adopt the final concept plan. The delivery & funding of the concept plan for Donegal Place Reserve will be consulted on via the LTP.

July 2023:

Staff are analysing the feedback received through the Your place/ To Wahi Community engagement process which included the dog exercise area identified for part of this reserve. The analysis will be available in due course.

May 2023

There has been no change from previous update. The dog exercise area has been included in the concept plan that will be used for consultation. The Board will have the opportunity to provide feedback on the proposal through the consultation process.

April 2023:

Council has recently agreed to consult with the community on this site being a dog exercise area. The dog exercise area has been included in the concept plan that will be used for consultation. The Board will have the opportunity to provide feedback on the proposal through the consultation process.

February 2023:

A meeting with the Board has yet to be arranged. It should be noted that the lower part of the reserve is being considered as a potential dog exercise area.

November 2022:

Staff will arrange to meet with the Board to discuss the draft Concept Plan.

Action Sheets Report

Division: Infrastructure Services Group
Committee: Katikati Community Board

Printed: September 2023

July 2022:

The data for this update is not available currently due to staff absences from the office.

May 2022:

A meeting with the Board is being arranged.

March 2022:

Subject to Covid -19 requirements, staff would like to attend the next Community Board workshop to present the draft plan and seek feedback.

January 2022:

A draft plan has been received and is being reviewed by staff before presenting the plan to the Community Board, tangata whenua and other interested parties.

November 2021:

The concept plan is being managed by an external consultant due to current Reserves and Facilities project workload. The delivery of the draft plan is being rescheduled to the New Year at which time we plan to present a copy to the Board for feedback.

August 2021:

Projects are being rescheduled due to the recent Covid-19 lockdown.

July 2021:

Staff have received fee back from Tangata Whenua to input to the draft concept plan. A draft concept plan is expected to be ready for Board and stakeholder feedback by October 2021.

May 2021:

Staff note that the Board have requested a copy of the concept plan for the site.

Staff have recently met with Tangata Whenua to seek their input to the Concept Plan. A copy of the "draft" concept plan will be provided to the Board once it has been prepared.

March 2021:

Initial engagement with Tangata Whenua has been undertaken. Engagement with other community groups is planned. In the meantime, the site will be mowed with a flail mower where this is achievable.

January 2021:

Council have completed a basic concept plan for discussion with the surrounding property owners. Staff will advise the adjoining property owners and the programme works.

Action Sheets Report

Division: Infrastructure Services Group
Committee: Katikati Community Board

Printed: September 2023

November 2020:

The preliminary engagement is planned to take place in January/February 2021.

September 2020:

Haiku Park - Develop Leased Area between Haiku Reserve, Donegal Place and Henry Road Cycle Trail:

Due to other project workload, the concept plan implementation has been delayed until Autumn 2021, subject to project funds being approved.

In the meantime, staff intend on undertaking some preliminary engagement with Tangata Whenua, the Estuary Managers and Katikati Taio as part of the development of a draft concept plan for Donegal Place Reserve (also known as the Mills Block).

The adjoining property owners will be involved in the preliminary engagement process.

A 'Draft' concept plan will be prepared based upon the preliminary feedback, before seeking wider public feedback.