

Rārangi take o te Komiti
Kaupapa Here me te Rautaki

Policy and Strategy Committee Agenda

Monday 2 September 2024, 1 pm
Council Chamber, Albion Street, Hāwera



Ngā Mema o te Komiti / Committee Members



Phil Nixon
Mayor



Andy Beccard
Councillor



Mark Bellringer
Councillor



Celine Filbee
Councillor



Te Aroha Hohaia
Councillor



Robert Northcott
Deputy Mayor



Leanne Horo
Councillor



Aarun Langton
Councillor



Steffy Mackay
Councillor



Tuteri Rangihaeata
Councillor



Diana Reid
Councillor



Bryan Roach
Councillor



Brian Rook
Councillor



Racquel Cleaver-Pittams
Councillor



Heather Brokenshire
*Community Board
 Representative*



Karen Cave
*Community Board
 Representative*



Jacq Dwyer
*Community Board
 Representative*



Monica Willson
*Community Board
 Representative*

Apatono / Delegations

The primary role of the Policy and Strategy Committee is to allow free and open debate whilst policies are being developed. The membership of the Committee is made up of all Councillors. The Council invites one representative from each Community Board to attend the meetings where they have speaking rights only. Policy is usually initially developed within the portfolio groups. It is then passed to the Policy and Strategy Committee who will discuss the policies and make recommendations for additions or amendments. Once the Policy and Strategy Committee is happy with the policies the policy is taken to the Full Council meeting for adoption.

Huinga Tāngata / Attendance Register

Date	08/02/23	20/03/23	01/05/23	12/06/23	24/07/23	04/09/23	16/10/23	27/11/23	07/02/24	18/03/24	29/04/24	22/07/24
Meeting	O	O	O	O	O	O	O	O	O	O	O	O
Andy Beccard	√	√	√	√	√	√	√	√	A	√	√	√
Mark Bellringer	√	√	√	√	√	A	√	√	√	A	√	√
Celine Filbee	X	√	√	A	√	√	√	A	√	√	√	√
Te Aroha Hohaia	√	√	√	√	√	√	√	√	√	√	√	√
Leanne Horo	√	√	√	√	√	√	A	√	A	√	√	X
Aarun Langton	√	√	√	√	√	√	√	A	A	√	√	√
Steffy Mackay	√	√	√	√	√	√	√	A	√	√	√	√
Phil Nixon	√	√	√	√	√	√	√	√	√	√	√	√
Robert Northcott	√	√	√	√	√	√	A	√	√	√	√	√
Tuteri Rangihaeata	√	A	√	√	√	√	A	√	A	√	√	X
Diana Reid	√	√	√	A	√	√	√	√	√	√	√	A
Bryan Roach	√	√	√	√	√	√	√	√	√	√	√	√
Brian Rook	√	A	√	A	√	√	√	√	A	√	√	√
Racquel Cleaver-Pittams	-	√	√	√	√	√	√	√	√	√	√	√
Heather Brokenshire	√	√	A	√	A	√	√	√	√	√	√	√
Karen Cave	√	√	A	√	√	√	√	A	√	√	√	√
Jacq Dwyer	√	A	A	√	√	A	√	√	√	√	√	√
Monica Willson	√	A	A	X	√	√	√	√	A	√	X	X

Key

- √ Attended
- AO Attended Online
- Was not required to attend
- A Apology
- Y Attended but didn't have to attend
- X Did not attend - no apology given

Types of Meetings

- O Ordinary Council Meeting

He Pānga Whakararu / Conflicts of Interest

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

He Karere Haumarū / Health and Safety Message

In the event of an emergency, please follow the instructions of Council staff.
If there is an earthquake – drop, cover and hold where possible. Please remain where you are until further instruction is given.

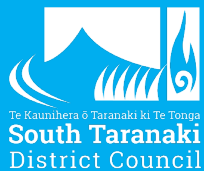


Rārangi Agenda

Policy and Strategy Committee Monday 2 September 2024 at 1 pm

1. **Karakia**
2. **Matakore / Apologies**
3. **Tauākī Whakarika / Declarations of Interest**
4. **Whakatakoto Kaupapa Whānui, Whakaaturanga hoki / Open Forum and Presentations**
 - 4.1 Taranaki Regional Housing Strategy – Tyson Schmidt
5. **Whakaaetia ngā Menīti / Confirmation of Minutes**
 - 5.1 [Policy and Strategy Committee held on 22 July 2024](#) Page 9
6. **Pūrongo / Report**
 - 6.1 [Amendment to 2022-2025 Standing Orders](#) Page 18
7. **Pūrongo-Whakamārama / Information Report**
 - 7.1 [Hāwera to Normanby Corridor Strategy](#) Page 95
8. **Karakia**

Next Meeting Date: Monday 14 October 2024 – Council Chamber
Elected Members’ Deadline: Monday 30 September 2024



Karakia

1. Karakia

Ruruku Timata – Opening Prayer

(Kia uruuru mai ā-hauora,
ā-haukaha, ā-hau māia)

Ki runga

Ki raro

Ki roto

Ki waho

Rire rire hau

Paimārire

*(Fill me with vitality)
strength and bravery)*

Above

Below

Inwards

Outwards

The winds blow & bind us

Peace be with us.



Matakore Apologies

2. Matakore / Apologies

Leave of Absence: *The Board may grant a member leave of absence following an application from that member. Leave of absences will be held in the Public Excluded section of the meeting.*



Ngā Whakaputanga Declarations of Interest

3. Tauākī Whakarika / Declarations of Interest

Notification from elected members of:

- a) Any interests that may create a conflict with their role as an elected member relating to the items of business for this meeting; and
- b) Any interests in items in which they have a direct or indirect pecuniary interest as provided for in the Local Authorities (Members' Interests) Act 1968.

Declarations of Interest: Notification from elected members of: Any interests that may create a conflict with their role as an elected member relating to the items of business for this meeting; and Any interests in items in which they have a direct or indirect pecuniary interest as provided for in the Local Authorities (Members' Interests) Act 1968



Whakatakoto Kaupapa Whānui, Whakaaturanga hoki **Open Forum and Presentations**

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4. Whakatakoto Kaupapa Whānui, Whakaaturanga hoki / Open Forum and Presentations

4.1 Taranaki Regional Housing Strategy – Tyson Schmidt

The Council has set aside time for members of the public to speak in the public forum at the commencement of each Council, Committee and Community Board meeting (up to 10 minutes per person/organisation) when these meetings are open to the public. Permission of the Mayor or Chairperson is required for any person wishing to speak at the public forum.



Ngā Menīti Komiti

Committee Minutes

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To	Policy and Strategy Committee
Date	2 September 2024
Subject	Policy and Strategy Committee – 22 July 2024

(This report shall not be construed as policy until adopted by full Council)

Whakarāpopoto Kāhui Kahika / Executive Summary

1. The Policy and Strategy Committee met on 22 July 2024. The Committee is being asked to confirm their minutes including the public excluded minutes from 22 July 2024 as a true and correct record.
2. There were four recommendations within the minutes for the Council to consider.
3. The Policy and Strategy Committee moved a recommendation 33/24 PS that the Council approve the changes to Schedule One of the Parking Control and Traffic Flow Bylaw 2014 and install a no parking area on Tawa Street, Hawera.
4. The Policy and Strategy Committee moved a recommendation 34/24 PS that the Council approve the changes to Schedule One of the Parking Control and Traffic Flow Bylaw 2014 and install a no parking area on Camberwell Road, Hawera.
5. The Policy and Strategy Committee moved a recommendation 35/24 PS that the Council approves the initiation of a special consultative procedure to develop a new Cemeteries Bylaw and the statement of proposal, approves a review of the Livestock Control Bylaw (2019) and Underpass Policy in consultation with affected parties and notes a review of the Public Places Bylaw (2014) will be undertaken in 2025 to incorporate the relevant provisions of the Public Swimming Pools Bylaw (1992), the Skate Devices Control Bylaw (2000) and the Mobile Traders Bylaw (2014) and the revocation of those three bylaws on adoption of the amended Public Places Bylaw.
6. The Policy and Strategy Committee moved a recommendation 36/24 PS that the Council approves the proposed Ōpunakē Greenspace concept and declare part of Napier Street, Ōpunakē as a pedestrian mall.
7. The Council adopted recommendations 33/24 PS, 34/24 PS, 35/24 PS and 36/24 PS at its Ordinary Council meeting on 5 August 2024.

Taunakitanga / Recommendation

THAT the Policy and Strategy Committee adopts the minutes from the meeting held on 22 July 2024 as a true and correct record.



Menīti Minutes

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Ngā Menīti take o te Komiti Kaupapa Here me te Rautaki Policy and Strategy Committee

Held in the Council Chamber, Albion Street, Hāwera on Monday 22 July 2024 at 1.00 pm.

Kanohi Kitea / Present: Mayor Phil Nixon, Councillors Andy Beccard, Mark Bellringer, Racquel Cleaver-Pittams, Celine Filbee, Te Aroha Hohaia, Aaron Langton, Steffy Mackay, Deputy Mayor Robert Northcott (Chairperson), Bryan Roach and Brian Rook.

**Ngā Taenga-Ā-Tinana /
In Attendance:**

Heather Brokenshire (Te Hāwera Community Board Representative), Karen Cave (Eltham-Kaponga Community Board Representative), Jacq Dwyer (Pātea Community Board Representative), Fiona Aitken (Chief Executive), Herbert Denton (Group Manager Infrastructure Services), Rob Haveswood (Group Manager Community Services), Liam Dagg (Group Manager Environmental Services), Sara Dymond (Governance and Support Team Leader), Mohit Hooda (Roading Engineer), Eileen Kolai-Tuala (Community Development Advisor), Gerard Langford (Head of Communication and Customer Services), Fran Levings (Community Development Advisor), David Pentz (Community Development Manager), Anne Sattler (Senior Policy Advisor), Phil Waite (Operations Manager - Property and Facilities), Scott Willson (Business Development Manager), Becky Wolland (Head of Strategy and Governance), seven members of the public and one media.

Matakore / Apologies: Councillor Diana Reid.

RESOLUTION

(Cr Beccard/Cr Roach)

30/24 PS **THAT the apology from Councillor Diana Reid be received.**

CARRIED

Deputy Mayor Northcott acknowledged the passing of a friend and former colleague Mr Jack Rangiwahia. He was a valued member of the Council, well respected and well liked. We send our condolences and aroha to the Rangiwahia family.

Councillor Roach declared a conflict of interest as he was a member of the Ōpunakē Co Design Group.

1. Whakatakoto Kaupapa Whanui, Whakaaturanga hoki / Open Forum and Presentations

1.1 Venture Taranaki – Stacey Hitchcock and Jennifer Patterson

An update was provided on what had been happening in South Taranaki. The Eltham trial site from the Branching Out Land Diversification Project had the biggest root balls seen growing in South Taranaki. What was taken from one trial site could provide plants needed for the entire gin industry in New Zealand (NZ). The event Mooving on Methane which was a national event around how to tackle methane for the farming and agricultural sector had approximately 140 attendees from across Aotearoa NZ. A follow up report was put to government looking at how to get the technology needed for farmers to beat the challenges in the future. The garlic from the Branching Out trial programme in Hāwera had grown well and there was a real opportunity for export market. Nine schools across Taranaki undertook their own garlic trials and this year more schools were getting involved. There was a new mechanical garlic harvester to do this. We want Taranaki to be the first to move however doing it collectively across New Zealand to ensure we target the right export markets.

Venture Taranaki with the help of the New Plymouth District Council and the Better Off Funding purchased a hemp decorticator. The hemp decorticator separated hemp into four types. Our purpose was for high hemp fibre for construction. Venture Taranaki would go out for expressions of interest to stand up the processing of hemp in the region. Venture Taranaki took Weir Bros to Taranaki TRENZ and there were 50 agents from around the world. There had been a call out for interesting places for regional film.

Ms Patterson provided the business services statistics. There had been some challenges around the Callaghan Innovation funding with this government reducing the number of grants available which limited their ability to distribute grants. The Research and Development tax incentive replaced most of the grants and it was difficult to track how this was going however when it was obtained, they would share that with the Council. Highlights from the Powerup Programme were the Business Ready programme which finished in April, the delivery of events as part of Techweek working with the Council on some of those and the pod cast series. A visual snapshot of the performance measures was provided.

In terms of statistics growth and consumer spending was in line with NZ trends. The construction industry had a much higher number of liquidation than any other industry. Visitor spend had increased and the spend in South Taranaki in terms of percentage growth was one of the highest. This was reflected across the whole District. The Māori and Asian populations were growing, Pasifika was growing a little in Taranaki and other small ethnic groups were stable. Business confidence in NZ was low and what was concerning businesses the most were staff costs, wage rises, price of electricity and interest rates. A snapshot of the small and medium enterprise (SME) of the import and export situation was provided.

2. Pūrongo-Whakamārama / Information Report

2.1 Quarterly Economic Development and Tourism Report to 30 June 2024

The report provided a combined update of activities of the Economic Development and Tourism units and presents the quarterly report from Venture Taranaki Trust (VTT).

Mr Willson commented that the Business Park construction was progressing well. We were in the process of bringing the road up to level and it was expected to be finished in the coming weeks. Work had begun on the road to provide a link road between Kerry Lane and Fitzgerald Lane. The overall programme for roads was progressing well. The programme for summer works included the construction of the wastewater pump station. Tendering was going out this week. The Mayor's Taskforce for Jobs (MTFJ) Whaimahi team successfully reached their target for the year now at 42 sustainable employment placements. Winterfest was a highlight for the last quarter.

Councillor Filbee commented on the information provided about the cruise industry. It stated in the report that 800 passengers disembarked in Taranaki and she asked how many of those made it into South Taranaki. Ms Patterson noted that those were mainly day trippers and what they were mostly doing was walking around New Plymouth adding to the dynamism. Their challenge over the next couple of years was to build the length of stay raising the opportunity for them to travel further. The schedules for the cruises happened years in advance.

Mayor Nixon noted that it was important to see those tourists in South Taranaki even if it was holding them on shore until 11 at night. We could have better utilisation in South Taranaki to visit Tawhiti Museum and Lake Rotokare but also through the summer period the Festival of Lights in Pukekura Park. He would like to see that explored. It was great to see MTFJ had hit their target. The Winterfest was a successful night in the town. It was great to see the Bizlink workshop series fully booked.

RESOLUTION

(Mayor Nixon/Cr Hohaia)

31/24 PS

THAT the Policy and Strategy Committee receives the Quarterly Economic Development and Tourism Report to 31 June 2024.

CARRIED

Councillor Roach left the table at 1.48 pm joining the public gallery as part of the Ōpunakē Co Design Group.

2.2 Ōpunakē Co Design Group (the Group) – Raewyn Cornford, Rhonda Crawford, Kerry Walsh and Chris Fuller

Ms Walsh acknowledged Council staff for their mahi on the greenspace proposal and the Group for their vision, inclusiveness and the way they had worked together to tell the story for future generations. They were proud of the space they designed together for everyone to enjoy. Ōpunakē was a small community with a rich history and they were ready to tell their stories. The time was right and developing the greenspace was an opportunity to begin this story. The Group were aware that there were members of the community who were afraid of change however change carried an opportunity. She disagreed with the statement that those who spoke the loudest held the most weight as she said that this may result in missing out on hearing the quiet voices with something substantial to say. There were some good ideas raised through the consultation process that they hoped to incorporate into the plan. She envisaged this to be a learning space as Tangata Whenua they wanted to acknowledge their tupuna. This was an opportunity to tell the story of the past, present and future.

Ms Crawford commented that Ōpunakē was a slice of paradise, it was not just the environment, it was the community. Volunteers had raised money and worked hard for the community and it was time the Council invested in their town to do their part in supporting the volunteers. Their role was to listen to the community and put together a concept that would work for the community. In the original master plan the community wanted a destination and a heart, signage and wayfinding, history and telling our story and a town square to provide a focal point with plantings that reflected ecology. The key vision was establishing unity of working and telling the history and culture creating a heart and connection to the beach, establishing the loop track and the beach destination for all users. The Group was working towards some of the other things the community wanted. The design looked enticing for a range of uses which created connection. The water feature was representative of their name and the pou represented the past, present and the future. The space would give the town a heart. The project was a starting point in the development of the town's future. She asked on behalf of the Group to listen to what the community wanted because it was a resounding yes from the community.

Mr Fuller was passionate about the town and for him it was not just a greenspace for them it was the heart of Ōpunakē. This area was identified as already being the heart of Ōpunakē and this project looked to grow and enhance it. It would be a communal area that brought people and culture together. A place to share their stories, welcome visitors to share kai and a place that represented Ōpunakē. A place that reflected the positive team work that was strong in the community.

Councillor Roach said he had informally surveyed members of the community for months and over 95% of the people supported the project. Those who did not support the project said it was because it would be an inconvenience. Some were not in favour however once he explained it in more detail, they became supportive. This had been talked about for ten years and he asked that the Council endorse this project.

Councillor Hohaia asked what the Group's communication strategy was with the community. Ms Crawford noted that each member was well suited in the community and were around the community all the time. They were all part of diverse areas in the community who talked to people. Ms Cornford was the president of the Ōpunakē Business Association. There had been some robust conversations and it was felt that this would be great for the town. It would have been good if those who were passionate about it had the opportunity to be elected on the Committee.

Councillor Filbee noted that some that spoke at the hearing were in opposition to the project. She asked if they had explored some of those concerns those people had and considered some of their suggestions. Ms Cornford noted that all of these had been considered.

Councillor Roach resumed his position around the table at 1.58 pm.

2.3 Tawa Street Parking Restrictions- Angela Pera

Ms Pera did not support the parking restrictions proposed for Tawa Street. She believed the yellow lines would be better placed on the inside of the sharp bend because vehicles from both directions could easily see cars parked. This was the safest option. The proposed broken yellow lines would force her and her visitors to park on the start of the bend instead of in front of her house. This would devalue her property.

3. Whakaae i Ngā Mēniti / Confirmation of Minutes

3.1 Policy and Strategy Committee held on 10 June 2024.

RESOLUTION

(Cr Beccard/Cr Mackay)

32/24 PS **THAT the Policy and Strategy Committee adopts the minutes including public excluded from the meeting held on 10 June 2024 as a true and correct record.**

CARRIED

4. Pūrongo / Reports

4.1 Parking Control and Traffic Flow Bylaw

The report sought to make a minor amendment to the Council's Parking Control and Traffic Flow Bylaw. The proposal was to implement no parking areas on Camberwell Road and Tawa Street in Hāwera.

Mrs Sattler explained that the Council undertook targeted consultation along Camberwell Road and the full length of Tawa Street, Hāwera. On Camberwell Road the residents who responded supported the proposal and Tawa Street was a mixed response with some living on the bend not supporting it. Based on the feedback received a staggered yellow line was being proposed. Everyone who submitted was informed of the revised proposal. In the report it mentioned that there was a risk with parking on the berm however parking (with two wheels) on the berm is not prohibited and does help with traffic flow.

Clarification was sought that with the current proposal there was enough room for a car to park in front of each house on Tawa Street, Hawera. This was confirmed.

RECOMMENDATION

(Cr Filbee/Cr Beccard)

33/24 PS **THAT the Policy and Strategy Committee recommends that the Council approve the change to Schedule One of the Parking Control and Traffic Flow Bylaw 2014, and install a no parking area on the eastern side of Camberwell Road, south of Surrey Street.**

CARRIED

Councillor Roach supported the no parking restriction to be placed on the inside of the bend on Tawa Street in front of 22 and 24. Councillor Beccard agreed as it was obvious that the inside of the kerb was where visibility was limited. If there were no safety reasons for why the lines would be needed on the outside then they should be removed.

In response to the query around whether the current motion would resolve the problem Mr Hooda explained that the proposed staggered approach was to ensure there was parking available for each property. The current motion may achieve the purpose. The main problem was a logging truck parking on the bend and this would resolve the issue. Mrs Sattler noted that the staggered yellow lines would help traffic navigate around the bend slower.

RECOMMENDATION**(Cr Roach/Cr Bellringer)****34/24 PS**

THAT the Policy and Strategy Committee recommends that the Council approve the change to Schedule One of the Parking Control and Traffic Flow Bylaw 2014, and install a no parking area on the inside of the bend of Tawa Street, Hāwera.

5**CARRIED**

4.2 Reviews of Cemeteries, Livestock Control, Public Swimming Pools and Skate Devices Control Bylaws

The report asked the Council to approve a special consultative procedure on the Cemeteries Bylaw and approve a review of the Livestock Control Bylaw (2019) and Underpass Policy in consultation with affected parties. If approved consultation would be undertaken between Monday 19 August and Monday 23 September, with a hearing scheduled for October and final adoption in December 2024. The report also noted that a review of the Public Places Bylaw would be undertaken in 2025 to incorporate the relevant provisions of the Public Swimming Pools Bylaw (1992), the Skate Devices Control Bylaw (2000) and the Mobile Traders Bylaw (2014) into the Public Places Bylaw.

Councillor Beccard asked if the capacity for three ashes in a burial cremation plot was due to the size of the plot and whether there was there an opportunity for people to purchase a larger plot. Mr Waite confirmed that the length of the plot determined how many ashes boxes could fit however the Council may see a submission around increasing the depth as was done with burials.

It was noted that there was a process to put ashes in an already buried ashes box.

Councillor Cleaver-Pittams asked if environmental impacts of stock moving along roads was factored into issuing a permit. There were incidents where excrement was being washed into a waterway. Mrs Wolland explained that conditions applied to a permit, for example excrement to be removed off the road. She noted that waterways fell under the Taranaki Regional Council. Councillor Cleaver-Pittams queried how the Council allowed for growth in particular areas where something like this was done however it was no longer acceptable. Mrs Wolland would investigate this.

In relation to the Livestock Control Bylaw Councillor Filbee noted that there was a clause that said bulls and horses were not allowed to be grazed on the side of the road unless tethered. She questioned this as she did not think bulls should ever be allowed to be grazed on a road verge. She would like to see this amended to 'bulls and stallions may not be grazed on road verge under any circumstances'. She added that tethering horses was an old practice.

Councillor Filbee queried why horses were not permitted to be ridden on places like the Denby Road walkway. The Regional Equestrian Strategy was working to increase recreational spaces for equestrian users. She suggested making provisions such as allowing a timeframe for excrement to be removed to make this happen. Mrs Wolland believed it was because of the excrement on a pathway.

In relation to the Livestock Bylaw Councillor Roach noted that 14.4 did not relate to the grazing livestock in a public space.

RECOMMENDATION**(Mayor Nixon/Cr Mackay)****35/24 PS**

THAT the Policy and Strategy Committee recommends that the Council that, having determined in accordance with section 155 of the Local Government Act 2002 that a Cemeteries Bylaw and Livestock Control Bylaw are still required, and a public swimming pools bylaw and skate devices control bylaw are no longer required, the Council:

- a) Approves the initiation of a special consultative procedure to develop a new Cemeteries Bylaw; and**
- b) Approves the Cemeteries Bylaw Statement of Proposal attached to this report; and**
- c) Approves a review of the Livestock Control Bylaw (2019) and Underpass Policy in consultation with affected parties; and**
- d) Notes a review of the Public Places Bylaw (2014) will be undertaken in 2025 to incorporate the relevant provisions of the Public Swimming Pools Bylaw (1992), the Skate Devices Control Bylaw (2000) and the Mobile Traders Bylaw (2014) and the revocation of those three bylaws on adoption of the amended Public Places Bylaw.**

CARRIED

Councillor Roach declared a conflict of interest in terms of the Opunake Greenspace report and did not take part in the decision making.

4.3 Ōpunakē Greenspace – Deliberations and Adoption

The report analysed the feedback received from the consultation with the community on the Ōpunakē Greenspace proposal. Given the planning and input on the design of the proposal and the support received from the community through the consultation process, this report recommended the Ōpunakē greenspace concept proceeds. The report highlighted that approving the concept will trigger the requirement to designate a portion of Napier Street as a pedestrian mall. Sections 336(3) and (4) of the Local Government Act 1974 allowed for submitters to appeal the decision to the Environment Court.

Mr Haveswood explained that the report sought support to declare a portion of Napier Street, Ōpunakē as a pedestrian mall in order to proceed with the greenspace or town heart in Ōpunakē. The idea of a town heart was founded in 2019 after community consultation to develop what was then called the town centre masterplans. Since then the Group had developed a concept. Recent consultation took place with 160 people submitting with approximately two thirds of them supporting the idea. At the hearing concerns were raised which had subsequently been followed up on. Support had been given from both Armourguard and the Police. There would still be a disability carpark available. It was confirmed that all residents and businesses had received the consultation document. The Group had committed a significant amount of time and energy into the project. The recommended option was to approve the Ōpunakē Greenspace concept and declare a portion of Napier Street, Ōpunakē as a pedestrian mall.

Councillor Beccard supported the project as he believed the people of Ōpunakē knew what they wanted. He was convinced there had been sufficient consultation undertaken and

there had been positive comments received about the attributes of the area which led him to believe this would be an asset for Ōpunakē.

Mayor Nixon believed this was from the heart of Ōpunakē for the heart of Ōpunakē. Ōpunakē was a proactive community and he congratulated them for the work they had undertaken in their community. The Council wanted to see the town centre revitalisation plans going ahead and this was a huge step forward for Ōpunakē. It was great to hold a meeting in Ōpunakē and it was good to hear both sides of the discussion.

Councillor Mackay thanked Council staff for their due diligence and alleviating some of the concerns raised at the meeting.

Deputy Mayor Northcott endorsed the comments made and he looked forward to seeing this come to fruition.

RECOMMENDATION

(Cr Beccard/Cr Filbee)

36/24 PS

THAT the Policy and Strategy Committee recommends the Council;

- a) Approves the proposed Ōpunakē Greenspace concept.**
- b) Declares the part of Napier Street, Ōpunakē as a pedestrian mall from the kerb line on the south side of Tasman Street southwest for 31 metres more or less, as shown on the adopted Statement of Proposal, to be a pedestrian mall in accordance with s336 of the Local Government Act 1974.**
- c) Notes that this will initiate a one month appeal period for submitters on the declaration of a pedestrian mall in accordance with s336(3) and (4) of the Local Government Act 1974 and the Resource Management Act 1991.**
- d) Notes under section 336(1)(b) of the Local Government Act 1974, the driving, riding, or parking of any motor vehicle, as defined in the Land Transport Act 1998, on the part of Napier Street declared to be a pedestrian mall is prohibited apart from maintenance and emergency vehicles.**
- e) Notes the bus stop on the west side of Napier Street, south of Tasman Street, be relocated to Tasman Street west of Havelock Street and the Parking Control and Traffic Flow Bylaw 2014 be amended accordingly.**

CARRIED

The meeting concluded at 2.40 pm.

Dated this day of 2024

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CHAIRPERSON



Pūrongo Report

6

To	Policy and Strategy Committee
From	Kaiārahi Whaitikanga / Governance Team Leader, Sara Dymond
Date	2 September 2024
Subject	Amendment to 2022-2025 Standing Orders

(This report shall not be construed as policy until adopted by full Council)

Whakarāpopoto Kāhui Kahika / Executive Summary

1. Under the Local Government Act (LGA) 2002, Schedule 7, clause 27(1) and (2) a council is required to adopt and operate with a set of standing orders for the conduct of its meetings, committees and subcommittees. The existing Standing Orders were adopted by the Council on 1 May 2023.
2. The purpose of this report is to provide updated information on the amendments to the Local Government New Zealand (LGNZ) [Standing Orders 2022](#) and recommends the adoption of the updated standing orders in relation to allowing elected members to attend Council and Committee meetings via an audio visual link.

Taunakitanga / Recommendation(s)

THAT the Policy and Strategy Committee recommends the Council;

- a) Adopt the amended Standing Orders allowing elected members to attend meetings via audio visual link to be counted towards the quorum as per Section 13.7.

Kupu Whakamārama / Background

3. Standing Orders have been developed by LGNZ and provides a framework and set of rules that govern the conduct and proceedings of all council, committee, and community board meetings. They are intended to enable a council and its decision-making bodies to undertake its decision-making responsibilities in a transparent, inclusive and lawful manner. All elected and appointed members must abide by Standing Orders under the LGA 2002 Schedule 7 clause 16.
4. The Council adopted its current Standing Orders on 1 May 2023 and these are based on the LGNZ template with minor alterations made at the time of adoption.
5. The Electoral Legislation Act, passed just before the parliamentary elections in 2023, changed the definition of quorum, as defined in the LGA 2002, for councils that allow remote

participation. The change will come into effect on 1 October 2024 and councils have the option to amend the standing orders by 1 October 2024 to allow for remote participation.

6. The specific change makes it clear that anyone joining a meeting by audio visual link is to be counted towards the quorum. The amendment makes permanent the temporary arrangement put in place during the COVID-19 pandemic. However, it only applies to those councils with standing orders that enable remote participation by audio visual link.
7. The provisions in the 2022 LGNZ standing orders template that need to be amended by councils that allow remote participation are:
 - The definition, “*Present at the meeting to constitute quorum*”.
 - The definition of *Quorum*
 - Clause 11.1 Council meetings
 - Clause 13.8 Members’ status: quorum
 - Clause 13.9 Members’ status: voting

8. The recommended changes are:

<p>Delete the definition: Present at the meeting:</p>	<p>Present at the meeting to constitute quorum means the member is to be either physically present in the room or attending the meeting by audio/visual link, should this be enabled in their council’s standing orders.</p>
<p>Amend Clause 11.1 Council meetings, by deleting the word “physically” in sub-clauses “a” and “b”.</p>	<p>The quorum for a meeting of the council is:</p> <p>(a) Half of the members physically present, where the number of members (including vacancies) is even; and</p> <p>(b) A majority of the members physically present, where the number of members (including vacancies) is odd.</p>
<p>Delete Clause 13.8: Members’ status: quorum.</p>	<p>13.8 Members who attend meetings by electronic link will not be counted as present for the purposes of a quorum</p>
<p>Amend Clause 13.9: Members’ status: voting, by deleting the word “physically”.</p>	<p>13.9 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.</p>

9. The change should not affect the ability of councils to apply conditions as to when a member can join a meeting by audio visual link. It means that those members joining will be part of the quorum. The conditions that the chairperson may give approval for a member to attend meetings by audio visual are:

- 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.
10. The Council's current Standing Orders includes Section 13.7 (Right to attend by audio or audio visual means). If the Council decides they do not wish to allow members to do this then this section of the standing orders must be deleted.

Local Government Purpose

11. This matter relates to the purpose of local government to enable democratic local decision-making by, and on behalf of communities. Local government also needs to promote the social, economic, environmental and cultural well-being of communities in the present and for the future.

Ngā Kōwhiringa / Options – Identification and analysis

12. The Electoral Legislation Act, passed just before the parliamentary elections in 2023, changed the definition of quorum, as defined in the LGA 2002, for councils that allow remote participation. The change will come into effect on 1 October 2024 and councils have the option to amend the standing orders by 1 October 2024 to allow for remote participation.

Risks

13. There is a risk that allowing elected members to attend meetings via audio-visual link might affect the relationship and connection with those members. It can be difficult for those members attending online to participate in council meetings when all other members are present.
14. If the Council decides to remove this provision there is a risk some Council and Committee meetings may not meet the requirements for a quorum and would not be able to proceed. Not allowing this may deter people from standing for the Council in the future.
15. Community Board meetings are held throughout the District in varying locations and connectivity in some locations are limited therefore members would not be able to join. This will then affect the quorum.

Option(s) available

16. Option 1: Does not approve the amendment allowing elected members to attend via audio visual link to be counted towards the quorum and that the Council's current Standing Orders are updated to reflect this change with the removal of Section 13.7.
17. Option 2: Adopts the amendment allowing elected members to attend meetings via audio visual link to be counted towards the quorum as per Section 13.7, and that the Council's current Standing Orders are updated to reflect this change. This is the preferred option.

Whaiwhakaaro me ngā aromatawai / Considerations and Assessments

Assessment of Significance and Engagement

18. South Taranaki District Council's general approach to determining the level of "significance" will be to consider:

Criteria	Measure	Assessment
Degree	The number of residents and ratepayers affected and the degree to which they are affected by the decision or proposal.	There will be minimal impact on residents and ratepayers as the Council have already been conducting meetings in accordance with their adopted Standing Orders.
LOS	The achievement of, or ability to achieve, the Council's stated levels of service as set out in the Long Term Plan.	There is no impact on levels of service.
Decision	Whether this type of decision, proposal or issue has a history of generating wide public interest within South Taranaki.	The issue is unlikely to generate wide public interest.
Financial	The impact of the decision or proposal on the Council's overall budget or included in an approved Long Term Plan and its ability to carry out its existing or proposed functions and activities now and in the future.	There is no impact on the Long Term Plan budget.
Reversible	The degree to which the decision or proposal is reversible.	The Council can adopt an amended version of the Standing Orders at any stage throughout the 2022-2025 triennium.
Environment	The degree of impact the decision will have on the environment.	There will be minimal impact on the environment, as the document is only printed on request and is provided through the website.

19. In terms of the Council's Significance and Engagement Policy this matter is of low significance and the level of consultation would be to inform the public through Council minutes.

Legislative Considerations

20. The Electoral Legislation Act, passed just before the parliamentary elections in 2023, changed the definition of quorum, as defined in the LGA 2002, for councils that allow remote participation. The provision allows members who join meetings virtually to be counted as part of a quorum and comes into effect in October 2024. The amendment reads:

In Schedule 7, replace [clause 25A\(4\)](#) with:

(4) A member of the local authority or committee who attends a meeting by means of audio link or audiovisual link, in accordance with this clause, is to be counted as present for the purposes of clause 23.

Financial/Budget Considerations

22. The democracy and leadership budgets are set at the time of the Long Term Plan and any changes would be met from the current budgets. There is a potential that this would reduce cost as travel expenses may be reduced.

Environmental Sustainability

23. The proposed amendment to the Standing Orders would have a minimal impact on the environment. The decrease in travel to attend meetings would reduce carbon emissions.

Consistency with Plans/Policies/Community Outcomes

24. Nothing in this report is inconsistent with any Council policy, plan or strategy.
25. This matter contributes to the following community outcomes as detailed below:
- Mana Mauri - Cultural well-being
 - Mana Tangata - Social well-being
 - Mana Oranga - Economic well-being
 - Mana Taiao - Environmental well-being

Consideration for Iwi/Māori

26. Te Kāhui Matauraura members travel from outside the District to attend these meetings. There has been a trend of requests from members to join the meetings via audio visual link. The amendment allowing elected members to attend meetings via audio visual link to be counted as part of the quorum will have a positive impact on Māori together with other members of the public.

Whakakapia / Conclusion

27. The Electoral Legislation Act changed the definition of quorum, as defined in the LGA 2002, for councils that allow remote participation. The change will come into effect on 1 October 2024 and councils have the option to amend the standing orders by 1 October 2024 to allow for remote participation.



Sara Dymond

**Kaiārahi Whaitikanga /
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[Seen by]

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Tiaki Whakahaere

Standing Orders

2 - 2024



Kupu whakapuaki

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, and local and community boards. They fulfil, regarding the conduct of meetings, the requirements of the Local Government Act 2002 (LGA 2002) and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

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

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

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

Ihirangi

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Kupu Whakataki

Introduction

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; the Guide is 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, s 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 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 Meeting Act 1987
LAMIA	Local Authorities (Members' Interests) Act 1968

Kupu Whakataki

Introduction

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.

Ngā whakamārama

Definitions

2 Definitions

Adjournment

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

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

Agenda (also referred to as an order paper)

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.

Amendment

Any change of proposed change to the original or substantive motion.

Appointed member

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

Audio link

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

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

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

Chief executive

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

Clear working days

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

Committee includes, in relation to a local authority:

- a. A committee comprising all the members of that authority;
- b. A standing committee or special committee appointed by that authority;

A joint committee appointed under cl 30A of sch 7 of the LGA 2002; and

- c. Any subcommittee of a committee described in (a), (b) and (c) of this definition.

Community board

A community board established under s 49 of the LGA 2002.

Conflict of Interest

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

Being disobedient to, or disrespectful of, the chair of a meeting, or disrespectful to any members, officers or the public.

Council

In the context of these Standing Orders, the governing body of a local authority.

Debate

Discussion by members that occurs once a motion has been moved/seconded

Deputation

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,

Ngā whakamārama

Definitions

te reo Māori or New Zealand Sign Language.

Division

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

Both an audio and audiovisual link.

Emergency meeting

Has the same meaning as defined in cl 22A of sch 7 of the LGA 2002.

Extraordinary meeting

Has the same meaning as defined in cl 22 of sch 7 of the LGA 2002.

Foreshadowed motion

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

Internet site

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

A substantive matter for discussion at a meeting.

Leave of the meeting

Agreement without a single member present dissenting.

Joint committee

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

Karakia timatanga

An opening prayer.

Karakia whakamutunga

A closing prayer.

Lawfully excluded

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

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

Local authority

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

Mayor

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

Meeting

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

Any person elected or appointed to the local authority.

Member of the Police

A Constable of the New Zealand Police within the definition of s 4 of the Policing Act 2008.

Mihi whakatau

A brief welcome typically delivered by one person without any further formalities.

Minutes

The record of the proceedings of any meeting of the local authority.

Motion

A formal proposal to a meeting.

Mover

The member who initiates a motion.

Newspaper

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.

Ngā whakamārama

Definitions

Notice of motion

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

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

Pecuniary Interest

Any interest described in s 3 and 6 of the Local Authorities (Members Interests) Act 1968.

Open voting

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

Order paper

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

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

Petition

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

Powhiri

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

~~Present~~

~~The meeting to constitute quorum means the member is to be physically present in the room.~~

Presiding member

The chairperson.

Procedural motion

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

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)

To those meetings or parts of meetings from which the public is excluded by the local authority as provided for in LGOIMA.

Public forum

To a period set aside usually at the start of a meeting for the purpose of public input.

Public notice

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

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

Qualified privilege

Ngā whakamārama

Definitions

The privilege conferred on member by s 52 and s 53 of LGOIMA.

Quasi-judicial

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

The minimum number of members required to be present in order to constitute a valid meeting.

Regional Council Chairperson

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

Resolution

A motion that has been adopted by the meeting.

Right of reply

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

Secunder

The member who seconds a motion or amendment.

Sub judice

Under judicial consideration and therefore prohibited from public discussion elsewhere.

Subordinate decision-making body

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

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

Substantive resolution

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

Subcommittee

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

A day of the week other than:

- 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;
- The day observed in the appropriate area as the anniversary of the province of which the area forms a part; and
- A day in the period commencing with 20 December in any year and ending with 10 January in the following year.

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

Working party

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

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. Workshops may also be described as briefings.



ā take whānui **General Matters**

Ngā tikanga whakahaere hui

Standing Orders

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

3.2 Process for adoption and alteration of standing orders

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

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

3.3 Members must obey standing orders

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

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

3.4 Application of standing orders

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

3.5 Temporary suspension of standing orders

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

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

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

3.6 Quasi-judicial proceedings

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

3.7 Physical address of members

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

Ngā hui

Meetings

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 working days before the meeting.

Where the normal business of the meeting is conducted in te reo Māori then prior notice of the

intention to address the meeting in English must also be given to the chairperson not less than 2 working days before the meeting.

4.4 Webcasting meetings

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

4.5 First meetings (inaugural)

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

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

4.6 Requirements for the first meeting

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

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

- a. The making and attesting of the declarations required of the mayor (if any) and members under LGA 2002, sch 7, cl14;
- b. The election of the chairperson (if any) and the making and attesting of the declaration required of the chairperson under LGA 2002, sch 7, cl 14;
- c. A general explanation, given or arranged by the chief executive, of:
 - i. LGOIMA; and
 - ii. Other laws affecting members, including the

Ngā hui

Meetings

appropriate provisions of the Local Authorities (Members Interests) Act 1968; and ss 99, 105, and 105A of the Crimes Act 1961; and the Secret Commissions Act 1910; and the Financial Markets Conduct Act 2013.

- d. The fixing of the date and time of the first meeting of the local authority, or the adoption of a schedule of meetings; and
- e. The election of the deputy Mayor or deputy chairperson in accordance with the LGA 2002, sch7, cl 17.

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

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

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

Ngā kopounga me ngā pōtitanga

Appointment and Elections

5 Appointments and Elections

5.1 Mayoral appointment of deputy Mayor, committee chairs and members

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

LGA 2002, s 41A(3).

5.2 Council discharge of a mayoral appointment

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

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

LGA 2002, sch 7, cl 31.

5.3 Establishment of committees by the Mayor

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

Nothing, however, limits or prevents a territorial

authority from discharging or reconstituting, in accordance with cl 30 of sch 7, LGA 2002, a committee established by the Mayor, or appointing more committees in addition to any established by the Mayor.

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

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

5.4 Elections of regional chairpersons, deputy Mayors and deputy chairpersons

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

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

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

LGA 2002, sch 7, cl 25.

5.5 Removal of a deputy Mayor

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

LGA 2002, sch 7, cl 18.

Ngā kopounga me ngā pōtitanga

Appointment and Elections

5.6 Voting system for chairs, deputy Mayors and committee chairs

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

System A

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

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

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

System B

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

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

LGA 2002, sch 7, cl 25.

Te tuku mana

Delegations

6 Delegations

6.1 Duty to consider delegations to community boards

The council of a territorial authority must consider whether to delegate to a community board if the delegation will enable the community board to best achieve its role.

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

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

6.2 Limits on delegations

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

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

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

6.3 Committees may delegate

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

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

6.4 Use of delegated powers

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

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

6.5 Decisions made under delegated authority cannot be rescinded or amended

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

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

Te tuku mana

Delegations

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

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

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

Ngā komiti

Committees

7 Committees

7.1 Appointment of committees and sub committees

A council may appoint the committees, subcommittees, and other subordinate decision-making bodies that it considers appropriate. A committee may appoint the subcommittees that it considers appropriate unless it is prohibited from doing so by the council.

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

7.2 Discharge or reconstitution of committees and sub committees

Unless expressly provided otherwise in legislation or regulation:

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

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

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

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

7.3 Appointment of discharge of committee members and sub committee members

A council may appoint or discharge any member

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

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

7.4 Elected members on committees and sub committees

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

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

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

7.5 Local authority may replace members if committee not discharged

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

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

Ngā komiti

Committees

7.6 Membership of Mayor

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

LGA 2002, s 41A(5).

7.7 Decision not invalid despite irregularity in membership

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

- 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, sch 7, cl 29.

7.8 Appointment of joint committees

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

- a. The number of members each party may appoint;
- b. How the chairperson and deputy chairperson are to be appointed;
- c. The terms of reference of the committee;
- d. What responsibilities, if any, are to be delegated to the committee by each party; and
- e. How the agreement may be varied.
- f. The agreement may also specify any other matter relating to the appointment, operation, or responsibilities of the committee agreed by the parties.

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

7.9 Status of joint committees

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

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

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

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

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



Qua i te hui e-meeting

Te tuku pānui

Giving notice

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

LGOIMA, s 46.

8.2 Notice to members - ordinary meetings

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

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

8.3 Extraordinary meeting may be called

An extraordinary council meeting may be called by:

- a. Resolution of the council, or
- b. A requisition in writing delivered to the chief executive which is signed by:
 - i. The Mayor; or

- ii. Not less than one third of the total membership of the council (including vacancies).

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

8.4 Notice to members - extraordinary meetings

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

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

8.5 Emergency meetings may be called

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

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

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

8.6 Process for calling an emergency meeting

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

The notice must be given, by whatever means is reasonable in the circumstances, to each member of the local authority, and to the chief executive, at least

Te tuku pānui

Giving notice

24 hours before the time appointed for the meeting.

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

8.7 Public notice - emergency and extraordinary meeting

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

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

LGOIMA, s 46(3).

8.8 Public notice - emergency and extraordinary meeting

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

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

LGOIMA, s 46(6).

8.9 Resolutions passed at an extraordinary meeting

A local authority must, as soon as practicable, publicly notify any resolution passed at an extraordinary

meeting of the local authority unless:

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

LGOIMA, s 51A.

8.10 Meeting schedules

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

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

8.11 Non-receipt of notice to members

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

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

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

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

8.12 Meeting cancellations

The chairperson of a scheduled meeting may cancel the meeting if, in consultation with the chief executive, they consider this is necessary for reasons that include

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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.

Te rārangi take o ngā hui

Meeting agenda

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 10.

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

9.5 Chairperson's recommendation

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

9.6 Chairperson may prepare report

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

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

9.7 Public availability of the agenda

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

Te rārangi take o ngā hui

Meeting agenda

be discussed with the public excluded.

LGOIMA, ss 5 & 46A.

9.8 Public inspection of agenda

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

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

LGOIMA, s 46A(1).

9.9 Withdrawal of agenda items

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

9.10 Distribution of the agenda

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

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

9.11 Status of agenda

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

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

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

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

LGOIMA, s 46A(7).

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

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

9.13 Discussion of minor matters not on the agenda

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

LGOIMA, s 46A(7A).

Te rārangi take o ngā hui

Meeting agenda

9.14 Public excluded business on the agenda

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

LGOIMA, s 46A(9).

9.15 Qualified privilege relating to agenda and minutes

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

LGOIMA, s 52.



Mā Tikanga Hui Meeting Procedures

Te whakatuwhera me te whakakapi

Opening and closing

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.

Kōrama

Quorum

11 Quorum

11.1 Council meetings

The quorum for a meeting of the council is:

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

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

11.2 Committees and sub committees meetings

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

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

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

11.3 Joint committee

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

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

11.4 Requirement for a quorum

A meeting is constituted where a quorum of members

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

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

11.5 Meeting lapses where no quorum

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

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

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

11.6 Business from lapsed meetings

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

Te urunga a te marea me te hopunga

Public access and recording

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, s 47 & 49(a).

12.2 Grounds for removing the public

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

LGOIMA, s 50(1).

12.3 Local authority may record meetings

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

12.4 Public may record meetings

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

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

Te taenga

Attendance

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, sch 7, cl 19(2).

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

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

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

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

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

13.3 Leave of absence

A council may grant a member leave of absence following an application from that member. The 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, sch 7, cl 5(d).

13.7 Right to attend by audio or audiovisual link

Provided the conditions in Standing Orders 13.11 and 13.12 are met, members of the local authority and

Te taenga

Attendance

its committees (and members of the public for the purpose of a deputation approved by the chairperson), have the right to attend meetings by means of an electronic link, unless they have been lawfully excluded.

~~13.8 Member's status: quorum~~

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

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

13.9 Member's status: voting

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

13.10 Chairperson's duties

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

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

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

If the chairperson is attending by audio, or audio-

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

13.11 Conditions for attending by audio or audiovisual link

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

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

13.12 Request to attend by audio or audiovisual link

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

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

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

Te taenga

Attendance

13.13 Chairperson may terminate link

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

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

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.

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:

- f. Transmitting it electronically;
- g. Using the audio visual link; or
- h. Any other manner that the chairperson thinks fit.

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

13.15 Link failure

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

13.16 Confidentiality

A member who is attending a meeting by audio or audio-visual link must ensure that the meeting's proceedings remain confidential during any time that the public is excluded. At such a time, the chairperson may require the member to confirm that

Te mahi a te ūpoko i roto i ngā hui

Chairperson's role in meetings

14 Chairperson's role in meetings

14.1 Council meetings

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

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

14.2 Other meetings

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

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

14.3 Addressing the chairperson

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

14.4 Chairperson's rulings

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

direction constitutes contempt (see SO 20.5).

14.5 Chairperson standing

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

14.6 Member's right to speak

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

14.7 Chairperson may prioritise speakers

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

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

Ngā Matapakinga a te Marea

Public Forums

15 Chairperson's role in meetings

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

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

15.1 Time limits

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

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

15.2 Restrictions

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

- A speaker is repeating views presented by an earlier speaker at the same public forum;
- The speaker is criticising elected members and/or staff;
- The speaker is being repetitious, disrespectful or offensive;
- The speaker has previously spoken on the same

issue;

- The matter is subject to legal proceedings; and
- The matter is subject to a hearing, including the hearing of submissions where the local authority or committee sits in a quasi-judicial capacity.

15.3 Questions at public forums

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

15.4 No resolutions

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

Ngā Teputeihana

Deputations

16 Chairperson's role in meetings

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

16.1 Time limits

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

16.2 Restrictions

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

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

16.3 Questions of a deputation

At the conclusion of the deputation members may, with the permission of the chairperson, ask questions of any speakers. Questions are to be confined to

obtaining information or clarification on matters raised by the deputation.

16.4 Resolutions

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

Ngā Petihana

Petitions

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

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

17.2 Petition presented by petitioner

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

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

17.3 Petition presented by member

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

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

Te aukati i te marea

Exclusion of public

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 s 48 of LGOIMA (see Appendix 1).

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

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

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

LGOIMA, s 48.

18.2 Specified people may remain

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

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

LGOIMA, s 48(6).

18.3 Public excluded items

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

LGOIMA, s 46A(8).

18.4 Non-disclosure of information

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

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

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

18.5 Release of information from public excluded session

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

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

Te pōti

Voting

19 Voting

19.1 Decision by majority vote

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

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

19.2 Open Voting

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

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

19.3 Chairperson has a casting vote

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

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

19.4 Method of voting

The method of voting must be as follows:

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

the result publicly displayed and notified to the chairperson who must declare the result.

19.5 Calling for a division

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

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

19.6 Request to have votes recorded

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

19.7 Members may abstain

Any member may abstain from voting.

Ngā whanonga

Conduct

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 interest

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

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

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

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

Ngā whanonga

Conduct

abstention from any discussion and voting on the matter.

LAMIA, ss 6 & 7.

20.8 Non-financial conflicts of interest

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

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

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

20.9 Qualified privilege for meeting proceedings

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

LGOIMA, s 53.

20.10 Qualified privilege additional to any other provisions

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

LGOIMA, s 53.

20.11 Electronic devices at meetings

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

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

Ngā tikanga whānui mō te tautohetohe

General rules of debate

21 General rules of debate

21.1 Chairperson may exercise discretion

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

21.2 Time limits on speakers

The following time limits apply to members speaking at meetings:

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

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

21.3 Questions to staff

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

21.4 Questions of clarification

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

21.5 Members may speak only once

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

21.6 Limits on number of speakers

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

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

21.7 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;

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

Members must confine their remarks strictly to the motion or amendment they are speaking to. The chairperson's rulings on any matters arising under this Standing Order are final and not open to challenge.

Ngā tikanga whānui mō te tautohetohe

General rules of debate

21.9 Restating motions

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

21.10 Criticism of resolutions

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

21.11 Objecting to words

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

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

21.12 Right of reply

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

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

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

indicate that they wish to reserve their right or reply until the closure motion.

21.13 No other member may speak

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

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

21.14 Adjournment motions

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

21.15 Chairperson's acceptance of closure motions

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

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

Ngā tikanga whānui mō te kōrero me te mōtini

General procedures for speaking & moving motions

22 General procedures for speaking and moving motions

22.1 Options for speaking and moving

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

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

22.2 Option A

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

22.3 Option B

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

22.4 Option C - Council Adopted this option

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

Ngā mōtini me ngā whakahoutanga

Motions and amendments

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:

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

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

23.6 Foreshadowed amendments

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

23.7 Carried amendments

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

23.8 Lost amendments

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

Ngā mōtini me ngā whakahoutanga

Motions and amendments

23.9 Where a motion is lost

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

23.10 Withdrawal of motions and amendments

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

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

23.11 No speakers after reply or motion has been put

A member may not speak to any motion once:

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

Te whakakore, te whakahou rānei i ngā tatūnga

Revocation or alteration of resolutions

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 board or community board.

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

24.3 Requirement to give notice

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

24.4 Restrictions on actions under the affected resolution

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

Exceptions apply where, in the opinion of the chairperson:

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

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

24.5 Revocation or alteration by resolution at same meeting

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

Āpiti hanga

Attachments

24.6 Revocation or alteration by recommendation in report

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

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

Ngā mōtini whakahaere

Procedural motions

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:

- That the meeting be adjourned to the next ordinary meeting (unless the member states an alternative time and place);
- that the motion under debate should now be put (a closure motion);
- That the item being discussed should be adjourned to a specified time and place and not be further discussed at the meeting;
- 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
- 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.

Te tono ki te whakatika hapa

Points of order

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.

Te pānui i ngā mōtini

Notices of motion

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:

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

authority has been delegated to a subordinate body or a local or community board.

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

27.3 Mover of notice of motion

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

27.4 Alteration of notice of motion

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

27.5 When notices of motion lapse

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

27.6 Referral of notices of motion

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

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

27.7 Repeat notices of motion

When a motion has been considered and rejected by the local authority or a committee, no similar notice of motion may be accepted within the next 12

Te pānui i ngā mōtini

Notices of motion

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.

Ngā meneti

Minutes

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, sch 7, cl 28.

28.2 Matters recorded in minutes

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

- a. The date, time and venue of the meeting;
- b. The names of the members present;
- c. The chairperson;
- d. Any apologies or leaves of absences;
- e. Member absent without apology or leave of absence;
- f. Member absent on council business;
- g. The arrival and departure times of members;
- h. Any failure of a quorum;
- i. A list of any external speakers and the topics they addressed;
- j. A list of the items considered;
- k. Items tabled at the meeting;
- l. The resolutions and amendments related to those items including those that were lost, provided they had been moved and seconded in accordance with these Standing Orders;
- m. The names of all movers, and seconders;
- n. Any objections made to words used;

- o. All divisions taken and, if taken, a record of each members' vote;
- p. the names of any members requesting that their vote or abstention be recorded;
- q. Any declarations of financial or non-financial conflicts of interest;
- r. The contempt, censure and removal of any members;
- s. Any resolutions to exclude members of the public;
- t. The time at which the meeting concludes or adjourns; and
- u. The names of people permitted to stay in public excluded.

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

28.3 No discussion on minutes

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

28.4 Minutes of last meeting before election

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

Āpiti hanga Te whakarite mauhanga

Keeping a record

29 Keeping a record

Official Information and Meetings Act 1987.

6

29.1 Maintaining accurate records

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

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

Public Records Act 2002, s 17.

29.2 Method for maintaining records

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

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

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

29.3 Inspection

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

LGOIMA, s 51.

29.4 Inspection of public excluded matters

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

Reference documents

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



Atihanga Appendices

Āpiti hanga 1

Appendix 1

Grounds to exclude the public

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

A1

That good reason exists for excluding the public from the whole or any part of the proceedings of any meeting as the public disclosure of information would be likely:

- a. To prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; or
- b. To endanger the safety of any person.

A2

That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:

- a. Protect the privacy of natural persons, including that of deceased natural persons; or
- b. Protect information where the making available of the information would:
 - i. Disclose a trade secret; or
 - ii. Be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
- ba. In the case only of an application for a resource consent, or water conservation order, or a requirement for a designation or heritage order, under the Resource Management Act 1991, to avoid serious offence to tikanga Māori, or to avoid the disclosure of the location of waahi tapu; or
- c. Protect information which is subject to an obligation of confidence or which any person has

been or could be compelled to provide under the authority of any enactment, where the making available of the information would:

- i. Be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or
- ii. Be likely otherwise to damage the public interest.
- d. Avoid prejudice to measures protecting the health or safety of members of the public; or
- e. Avoid prejudice to measures that prevent or mitigate material loss to members of the public; or
- f. Maintain the effective conduct of public affairs through the protection of such members, officers, employees, and persons from improper pressure or harassment; or
- g. Maintain legal professional privilege; or
- h. Enable any council holding the information to carry out, without prejudice or disadvantage, commercial activities; or
 - i. Enable any council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or
 - ii. Prevent the disclosure or use of official information for improper gain or improper advantage.

LGOIMA, s 7.

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

A3

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

ĀpitiHanga 1

Appendix 1

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

A4

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

A5

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

- 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.

s. 48 LGOIMA.

Āpiti hanga 2

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— 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: 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)).
		To protect information which if public would; 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)).

Āpiti hanga 2

Appendix 2

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		To avoid serious offence to Tikanga Māori, or the disclosure of the location of waa-hi tapu in relation to an application under the RMA 1991 for; <ul style="list-style-type: none"> • a resource consent, or • a water conservation order, or • a requirement for a designation or • an heritage order, (s 7(2)(ba)).
		To protect information which is subject to an obligation of confidence where the making available of the information would be likely to: <ul style="list-style-type: none"> i. prejudice the supply of similar information, or information from the same source, where it is in the public interest that such information should continue to be supplied; or ii. would be likely otherwise to damage the public interest (s 7(2)(c)).
		To avoid prejudice to measures protecting the health or safety of members of the public (s 7(2)(d)).
		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)).

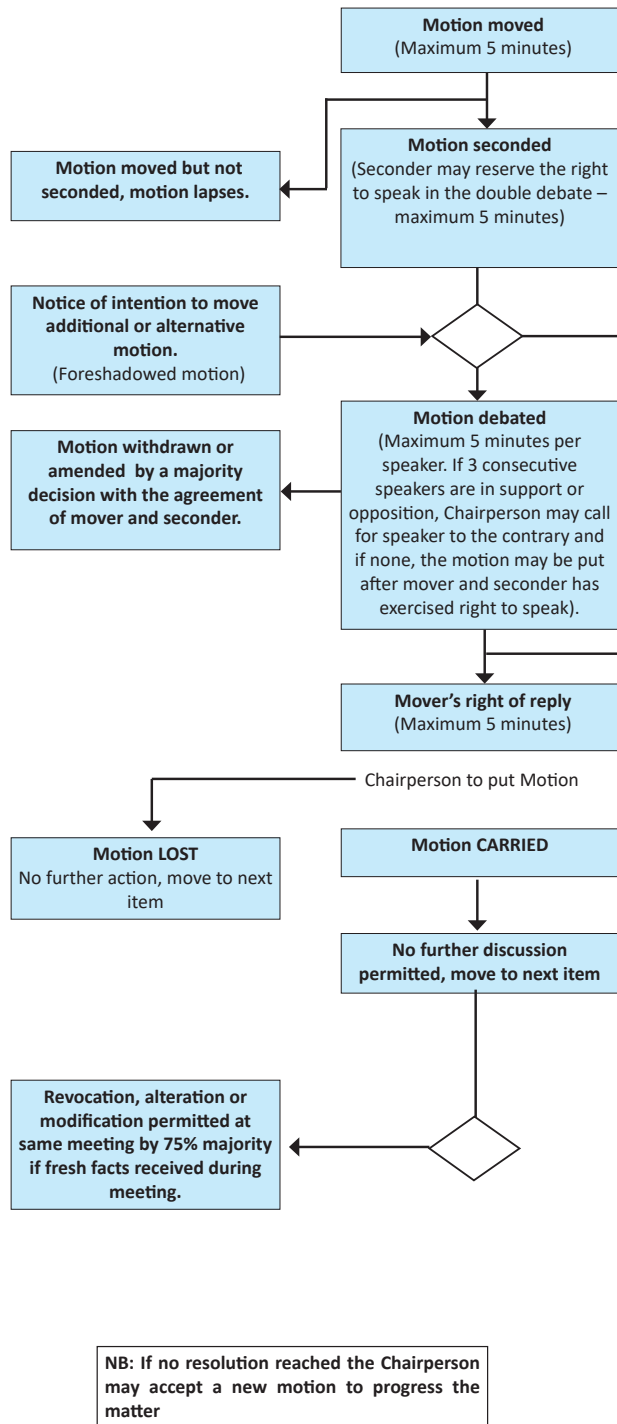
2. That (name of person(s)) is permitted to remain at this meeting after the public has been excluded because of their knowledge of (specify topic under discussion). This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because (specify). (Delete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

Āpitianga 3

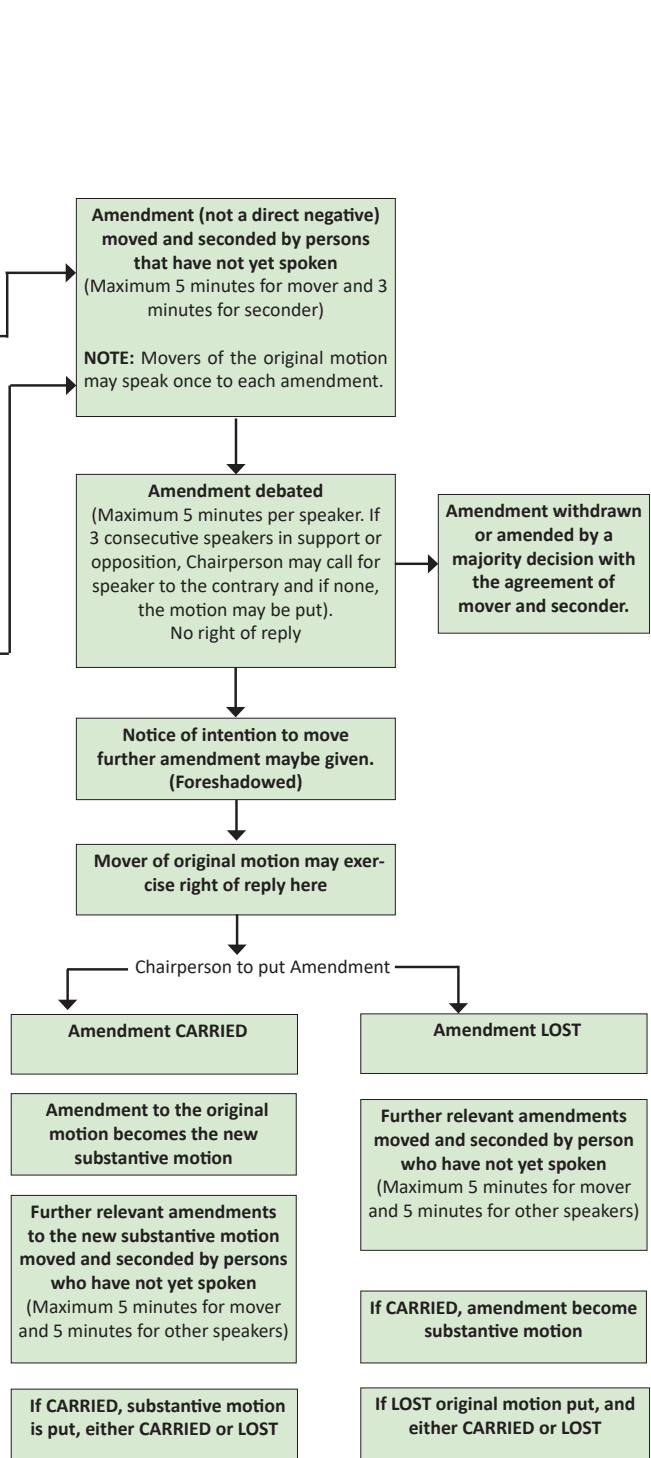
Appendix 3

Motions and Amendments (Option A)

Motions without Amendments



Motions with Amendments

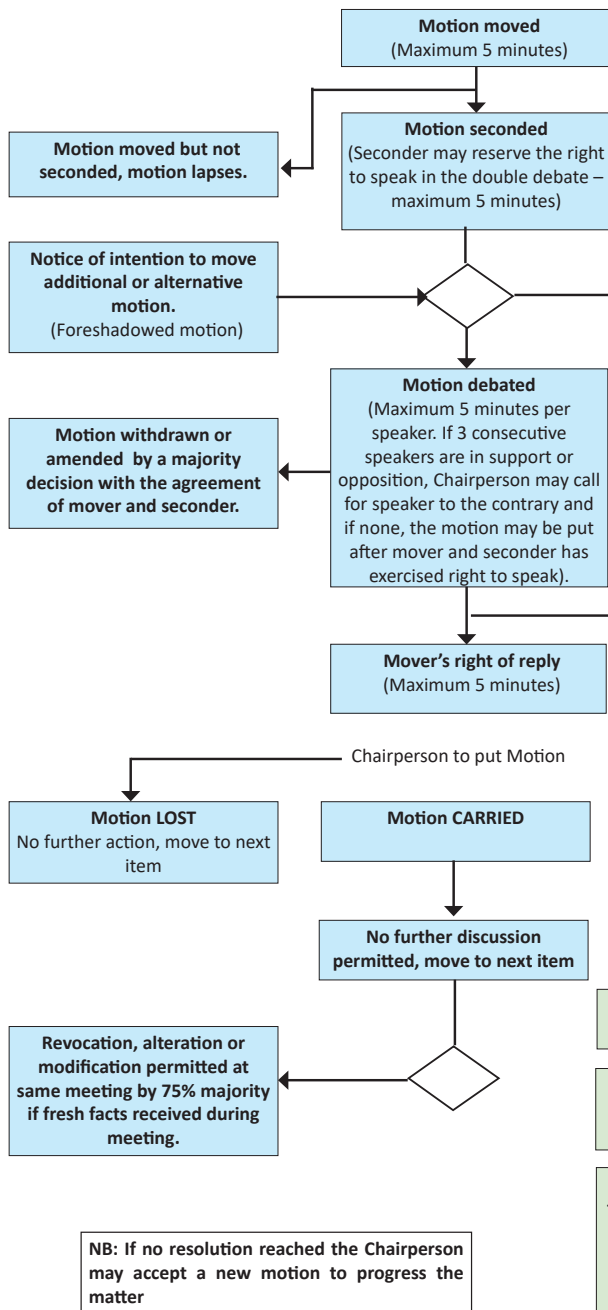


Āpitianga 4

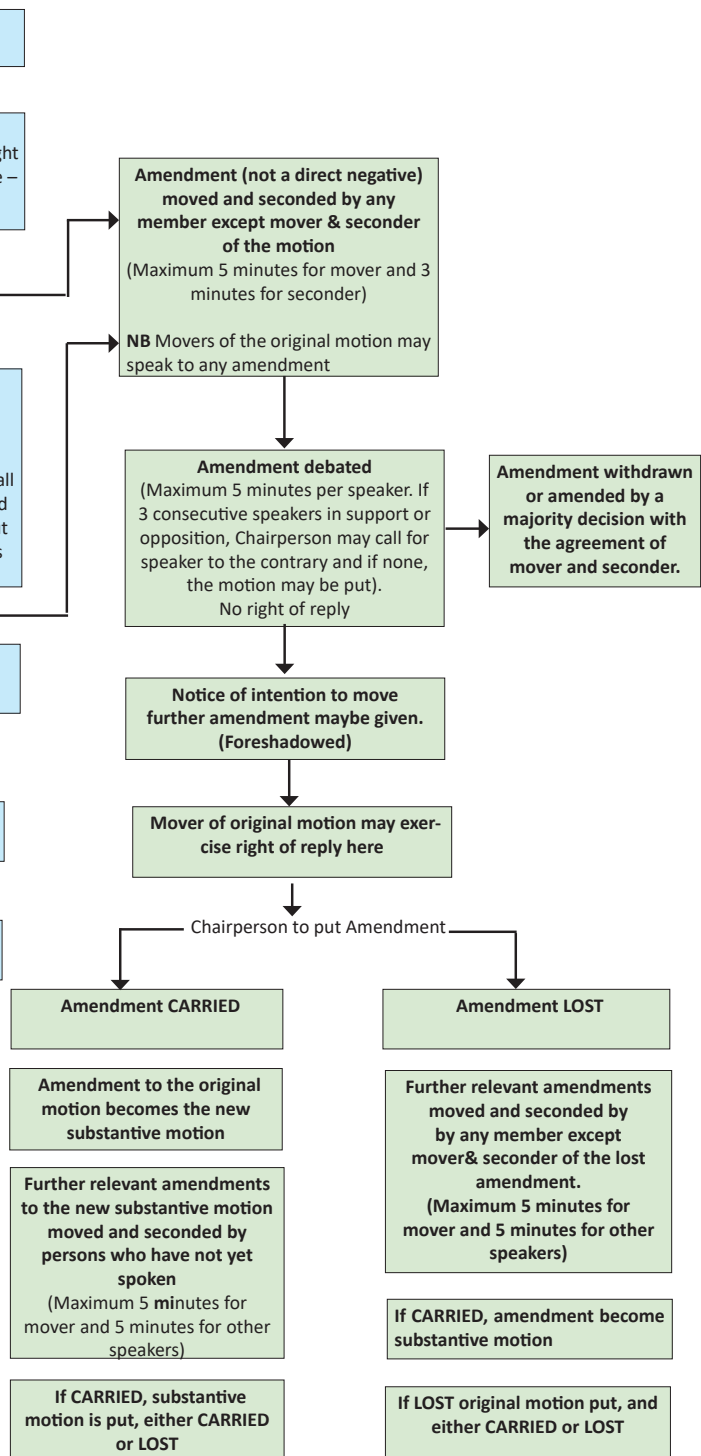
Appendix 4

Motions and Amendments (Option B)

Motions without Amendments



Motions with Amendments

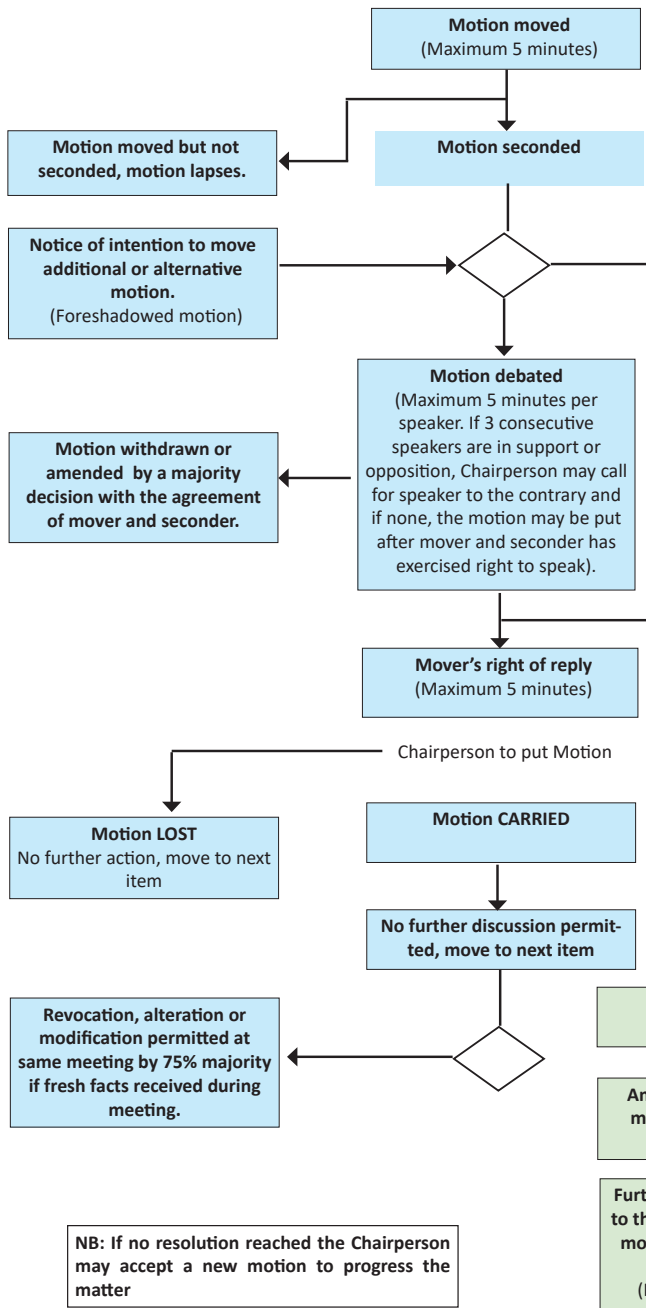


Āpitianga 5

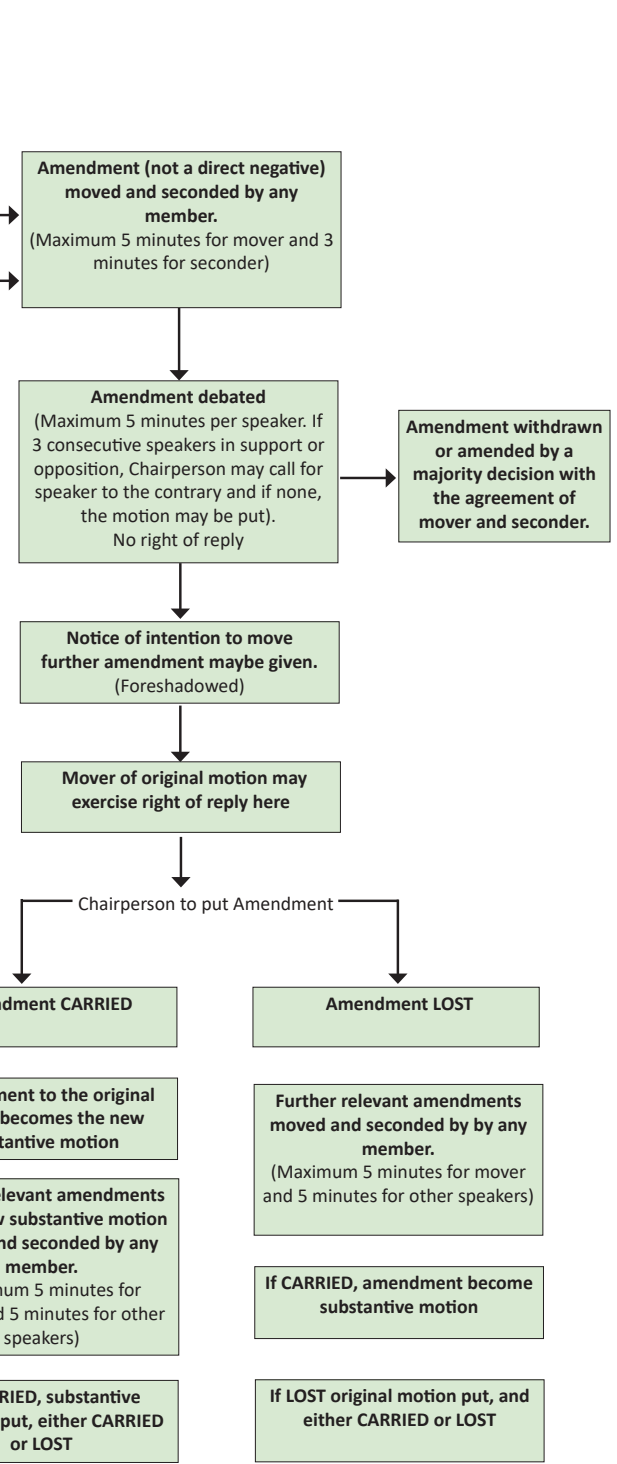
Appendix 5

Motions and Amendments (Option C)

Motions without Amendments



Motions with Amendments



Āpitianga 6

Appendix 6

Table of procedural motions

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

Āpitianga 6

Appendix 6

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

Āpiti hanga 7

Appendix 7

Webcasting protocols

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

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

Āpiti hanga 8

Appendix 8

Powers of a Chairperson

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

Chairperson to decide all questions

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

Chairperson to decide points of order (SO. 26.5)

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

Items not on the agenda (SO.9.12)

Major items not on the agenda may be dealt with at that meeting if so resolved by the community board 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 community board may be discussed if the chairperson explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at that meeting, but no resolution, decision or recommendation may be made in respect of that item except to refer it to a subsequent meeting.

Chairperson's report (SO.9.6)

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

Chairperson's recommendation (SO.9.5)

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

Chairperson's voting (SO19.3)

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

Motion in writing (SO.23.2)

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

Motion in parts (SO.23.3)

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

Notice of motion (SO.27.2)

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

- a. Is disrespectful or which contains offensive language or statements made with malice; or
- b. Is not within the scope of the role or functions of the community board; 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 community board, 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.

Āpiti hanga 8

Appendix 8

Action on previous resolutions (SO.)

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

Repeat notice of motion (SO.27.7)

If in the opinion of the chairperson, a notice of motion is substantially the same in purport and effect to any previous notice of motion which has been considered and rejected by the community board, 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 community board, including vacancies.

Revocation or alteration of previous resolution

A chairperson may recommend in a report to the community board the revocation or alteration of all or part of any resolution previously passed, and the community board meeting may act on such a recommendation in accordance with the provisions in these standing orders.

Chairperson may call a meeting

The chairperson:

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

Irrelevant matter and needless repetition (SO.21.8)

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

Taking down words (SO.21.11)

The chairperson may order words used and objected

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

Explanations

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

Chairperson rising (SO.14.5)

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

Members may leave places (SO.14.6)

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

Priority of speakers (SO.14.7)

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

Minutes (SO.28.1)

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

Questions of speakers (SO.16.3)

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

Withdrawal of offensive or malicious expressions (SO.20.3)

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

Āpiti hanga 8

Appendix 8

expression.

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

Chairperson's rulings (SO.14.4)

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

Disorderly behaviour (SO.20.4)

The chairperson may:

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

Failure to leave meeting (SO.20.6)

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

Audio or audio visual attendance (SO.13.10)

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

- a. The technology for the link is available and of suitable quality; and
- b. Procedures for using the technology in the meeting will ensure that:
 - i. Everyone participating in the meeting can hear each other;
 - ii. The member's attendance by audio or audio-visual link does not reduce their accountability or

accessibility in relation to the meeting;

- iii. The requirements of Part 7 of LGOIMA are met; and
- iv. The requirements in these standing orders are met.

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

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Appendix 9

Process for removing a chairperson from office

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

cl. 18 Schedule 7, LGA 2002.

Āpiti hanga 10

Appendix 10

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 the chief executive and staff
- m. Chairperson's report (information)

Public excluded section

- n. Reports of committees
- o. Reports of the chief executive and staff
- p. Chairperson's report (information)

Āpiti hanga 11

Appendix 11

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.



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Pūrongo-Whakamārama Information Report

To	Policy and Strategy Committee
From	Kaitātari Whakamahere Rautaki / Strategic Planner, Sophie Canute
Date	2 September 2024
Subject	Hāwera to Normanby Corridor Strategy

(This report shall not be construed as policy until adopted by full Council)

Whakarāpopoto Kāhui Kahika / Executive Summary

1. The Hāwera to Normanby Corridor Strategy (“the Strategy” or the “Corridor Strategy”) has been created to identify the significance of the section of state highway between the Glover Road/Waihi Road roundabout to the Ketemarae Road/Waihi Road intersection (“the Corridor”). Waihi Road is a designation of the Waka Kotahi, New Zealand Transport Agency (Waka Kotahi) and is owned, managed and maintained by them.
2. The draft Strategy is being presented to the Policy and Strategy Committee for feedback. The feedback that is provided will assist in the preparation of the report that will be presented to the Council in October 2024 for approval of the special consultative procedure required under the Local Government Act 2002 (LGA).
3. This Strategy is a crucial step to advocating for speed reductions and safety improvements along the Corridor, but also a necessary step for national and regional funding applications. The South Taranaki Business Park development is a key driver for the Strategy and ensuring safe and practical access is available to and from the Business Park.

Taunakitanga / Recommendation

THAT the Policy and Strategy Committee receives the Hāwera to Normanby Corridor Report and provides feedback on the Strategy.

Kupu Whakamārama / Background

4. In May 2022, a two-day workshop was held with representatives from the South Taranaki District Council’s (STDC) elected members and staff, Waka Kotahi staff and the Taranaki Regional Council. This workshop identified priority areas, continued to build a relationship between STDC and Waka Kotahi and also demonstrated a partnership in the development of a strategy to better acknowledge the surrounding land use activities and advocate for safety improvements. The draft Strategy was presented to Council in late 2022; however, the work was put on hold to align with the timeframes for the District Plan Change 4 – Urban Growth.

5. Since 2022, there have been changes in national direction which include the revoking of the 'Road to Zero Campaign' and speed management which was introduced under the Labour Government. The draft Strategy ([Appendix 1](#)) has attempted to stay clear of national direction but instead focus on the local needs; advocating for speed reductions, safety improvements and funding to undertake the work identified.
6. In May 2024, a short presentation was delivered to the Infrastructure Portfolio Group highlighting key matters of the proposed Strategy and seeking direction from the group. The feedback from the Portfolio Group was to keep the scope narrow and focus on the Corridor, provide clear directions and allocate specific timeframes to the actions. This feedback has been incorporated into the development of the Strategy.

Existing Council Policy

7. There are no existing Council policies that relate to this Strategy. However, a desktop assessment was undertaken to ensure strategic alignment against other Council policies and strategies such as the Long-Term Plan 2024-2034 and the Environment and Sustainability Strategy.
8. It is recommended that a District-wide Strategy is developed to think strategically about movement across South Taranaki, integration with the Town Revitalisation Plans and consideration of pathways and cycleways throughout the District.

Current Practice

9. Council is not the requiring authority of the State Highway and therefore no policies currently apply.

Legislative Considerations

10. The Council's Roding Bylaw 2014 was created under Section 22AB of the Land Transport Act 1998. The purpose of the Roding Bylaw is stated in Section 5.1, and the purpose of the Bylaw is to:
 - a) *Impose restrictions on certain roads to heavy traffic, where the street or road is not appropriate or safe for heavy traffic;*
 - b) *Set appropriate speed limits within the District;*
 - c) *Set requirements for the construction of vehicle access ways;*
 - d) *Prescribe the conditions required for any works undertaken within the maintained roadway or surface, which may interfere with the safe and efficient flow of traffic;*
 - e) *Protect roads from nuisances and damage;*
 - f) *Enhance the safety of road users; and*
 - g) *Manage the road asset for the wellbeing of the public at large.*
11. The Council do not have control over the Hāwera to Normanby Corridor as it is under the designation of Waka Kotahi, however Council has responsibility for managing all adjacent roads, footpaths and amenities that flow directly or indirectly onto the State Highway network. The purpose of the Strategy is to signal how Council would like to see the Corridor changed to suit the needs of the local community and collaborate with Waka Kotahi to achieve the objectives identified in the Strategy.

Whakawhiti Kōrero/Aromātai / Discussion/Evaluation

Speed Reduction

12. With the change in national direction and the revocation of the 'Road to Zero' campaign, the Council's Speed Management Plans have been put on hold pending amendments to legislation. The speed throughout the Corridor is one of the primary concerns for the area. Kerry and Fitzgerald Lanes will be the primary access routes for the South Taranaki Business Park, and it is important to ensure an appropriate balance is found between speed and the efficiency of the highway network.
13. The speed throughout the Corridor changes several times and the Strategy can be used to advocate for a reduction in speed. One of the consultation questions for the Strategy will seek feedback from the community on the preferred speed limits. This will help Council make the decision on what speed limits to include within the Strategy.

Passing Lane

14. At this stage it is unclear what type of safety improvements should be made along Waihi Road, particularly with the use of the passing lane. It is recommended that this action is not specified in the Strategy, but the passing lane may need to be looked at to ensure for safe and practical access to the properties along this section of the Corridor. There are three vehicle crossings on the left side of the road (with direct access to the passing lane) heading from Hāwera to Normanby and six vehicle crossings heading south from Normanby to Hāwera (opposite side of the road). There are opportunities where cars can use the passing lane to turn into one of the driveways and this is a safety concern.
15. Further development may need to occur once the Strategy has been adopted to determine what the most appropriate course of action is. Through the consultative procedure, feedback from the community will be collated and assessed which may provide clarity on the needs of the local community.

Safety Improvements

16. There are four main intersections where the proposed Strategy seeks safety improvements; the Waihi Road/Fitzgerald Lane, Waihi Road/Kerry Lane, Waihi/Ōhangai Road and the Waihi/Mawhitiwhiti Road intersections. It is recognised that upgrading intersections can be costly and time consuming but there is a need for proactive infrastructure planning.
17. No decisions or recommendations have been made about what these intersection upgrades or improvements could look like, but further development would be required once Council consults on the Strategy, the Strategy is adopted, and discussions have been had with Waka Kotahi. The consultative procedure will allow the local community and affected stakeholders to comment on the most appropriate course of action that could be taken for safety improvements.

Whakakapia / Conclusion

18. The Corridor Strategy is provided in Draft format to allow for feedback and input from the elected members. This Strategy is a crucial step to advocating for speed reductions and safety improvements along the Corridor, but also a necessary step for national and regional funding applications. This report seeks feedback from Council on the draft Strategy before it is circulated at Ordinary Council in October 2024 for approval of the consultative procedure required under the LGA.



Sophie Canute
**Kaitātari Whakamahere Rautaki /
Strategic Planner**



[seen by]
Becky Wolland
**Pouhautū Rautaki me te Whaitikanga /
Head of Governance and Strategy**

INSERT IMAGE

HĀWERA TO NORMANBY CORRIDOR STRATEGY

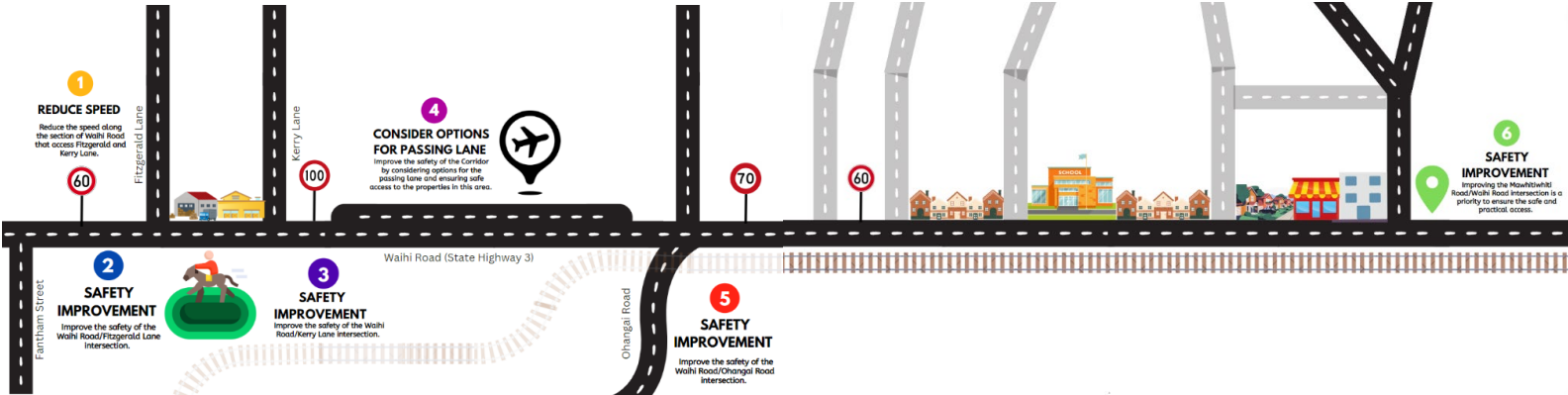
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Corridor Roadmap

***Example image – to be designed by Comms* 2 page spread?**



1.0 Introduction

The South Taranaki District Council has developed a Hāwera to Normanby Corridor Strategy (the Strategy) to share the vision that Council has for the section of State Highway between Hāwera and Normanby (the Corridor). The Corridor is located on Waihi Road (State Highway 3) which acts as the primary connection route between Hāwera and New Plymouth and areas further South of Hāwera such as Whanganui and Palmerston North.

Hāwera is the main population centre in South Taranaki and the purpose of this Strategy is to advocate for safety improvements along the Corridor, enable free flowing transportation and inclusive transportation modes that align with the Council's strategic aspirations.

Hāwera and Normanby are connected by a 4.5km section of State Highway 3 (SH3). The Corridor is measured from the Glover/Waihi Road in roundabout in Hawera to the Ketemarae/Waihi Road intersection north of Normanby. This section of the State Highway is unique because it is utilised by several different land use activities and many of these activities rely on the Corridor for access and connectivity. These activities range from the Hāwera aerodrome, the Hāwera racecourse, an evolving South Taranaki Business Park as well as rural, commercial and residential activities. The surrounding properties contribute to the complexity of this area with the introduction of schools, different types of businesses (including heavy vehicle activities) and on-going urban development. These activities show the importance of a well-functioning corridor that is safe, resilient and efficient for all transport users.

The Strategy will be used to inform changes to the Council's District Plan, Long Term Plan as well as unlocking National and Regional Transport funding.

2.0 Scope

The scope of the Strategy has been amended several times since it was originally drafted in 2022. Over the development of the Strategy, it has been debated over whether an Area-wide Strategy is more appropriate than a Corridor Strategy. Therefore, the scope of this Strategy is from the Glover Road/Waihi Road roundabout north of Hāwera, to the Ketemarae/Waihi Road intersection north of Normanby - a length of 4.5km.

Due to the reduction in the Strategy scope, it must be noted that the Hāwera to Normanby Corridor serves an important role in the integration of transportation near and around South Taranaki. The community stakeholders that are located adjacent to the Corridor are important to South Taranaki and the role they play across the district. Council aim to adapt to the needs of these stakeholders, be inclusive to all land use activities throughout this area and provide connection beyond the Corridor itself. Although this Strategy is narrowly focused, there is merit in understanding the full picture that this Strategy will contribute to.

The Corridor is the main connection route between New Plymouth to Whanganui, Palmerston North and Wellington. The Corridor is a key connection for people who live in the Hāwera and Normanby area and a key route for Eltham residents and visitors. This Strategy does need to consider the integration for the wider area as any ongoing delays or disruptions in this area could generate negative effects on the local community.

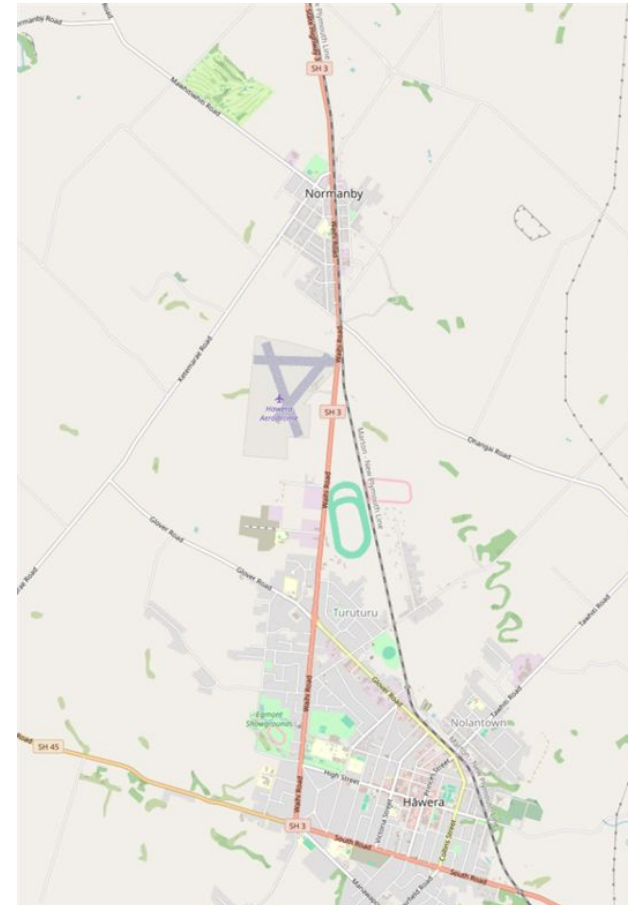


Figure 1 – Scope of the Strategy.

3.0 The Objectives

The vision for this Strategy will be achieved by the following objectives:

INSERT PIC	INSERT PIC	INSERT PIC	INSERT PIC	INSERT PIC
Create a built environment that connects people and place, safely and sustainably.	Support the community vision for how they want to move and grow.	Improve safety, accessibility and connectivity.	Connect places for people while also supporting efficiency of SH3.	Support community and climate change resilience.
Create an inclusive environment for all existing land use activities located within, and adjacent to, the Hāwera to Normanby Corridor. As well as being adaptable to new land use activities and development that may occur within or near this area. Connection between different industries, development and land use activities are critical to a well-built environment.	Engage with the community on how they would like to move about the community and how they want growth areas to be designed and linked into the existing town fabric. Create an integrated land-use and transportation network that increases safety, liveability, reduces environmental impact and ensures cross disciplinary policy alignment.	Residents of all ages and abilities should be able to safely travel to, around and through Normanby and Hāwera. This includes safe connections across SH3 to reduce severance.	Change how people will travel between school, work, and other key destinations. People should be able to access key destinations and amenities easily and safely, without conflict with inter-regional freight movements. This includes identifying areas within the community that are people-focused, and can safely make local trips, while also providing parts of the network focused on efficient freight movements.	Ensure policy and infrastructure encourage the uptake of sustainable travel options such as walking, cycling and public transport to reduce local carbon emissions. This includes measures to address travel demand and shifting travel behaviour and localising what people need to live in Hāwera and Normanby. Climate change mitigation and adaptation should be embedded into all strategic decision-making.

4.0 Issues and Challenges

4.1 Speed

The speed limit throughout the 4.5km of State Highway changes four times. Heading north from Hāwera to Normanby, the speed limit starts at 50km when located through the residential area. The speed limit increases to 70km in the commercial mixed-use zone before quickly changing to 100km. The Corridor contains a passing lane in the 100km zone before reducing the speed back to 70km as the highway passes through Normanby (shown in Figure 2).

A number of properties access the Corridor during the 70km – 100km speed limit areas. There are three main intersections in the 4.5km section where traffic movements may be low at this time, they are likely to increase due to residential development as well as the South Taranaki Business Park being developed throughout this area.

Turning onto the Corridor could cause traffic delays, particularly on the Fitzgerald Lane, Kerry Lane, Ōhangai Road and Māwhitiwhiti Road intersections which would not contribute to the effectiveness of the state highway network. The intersection between Ōhangai Road/Waihi Road is impacted by the Marton to New Plymouth railway line which creates safety concerns for heavy vehicles or long vehicles trying to turn onto Waihi Road.

Council will continue to advocate for safe access to and from adjoining roads as well as better management of speed along the Corridor.

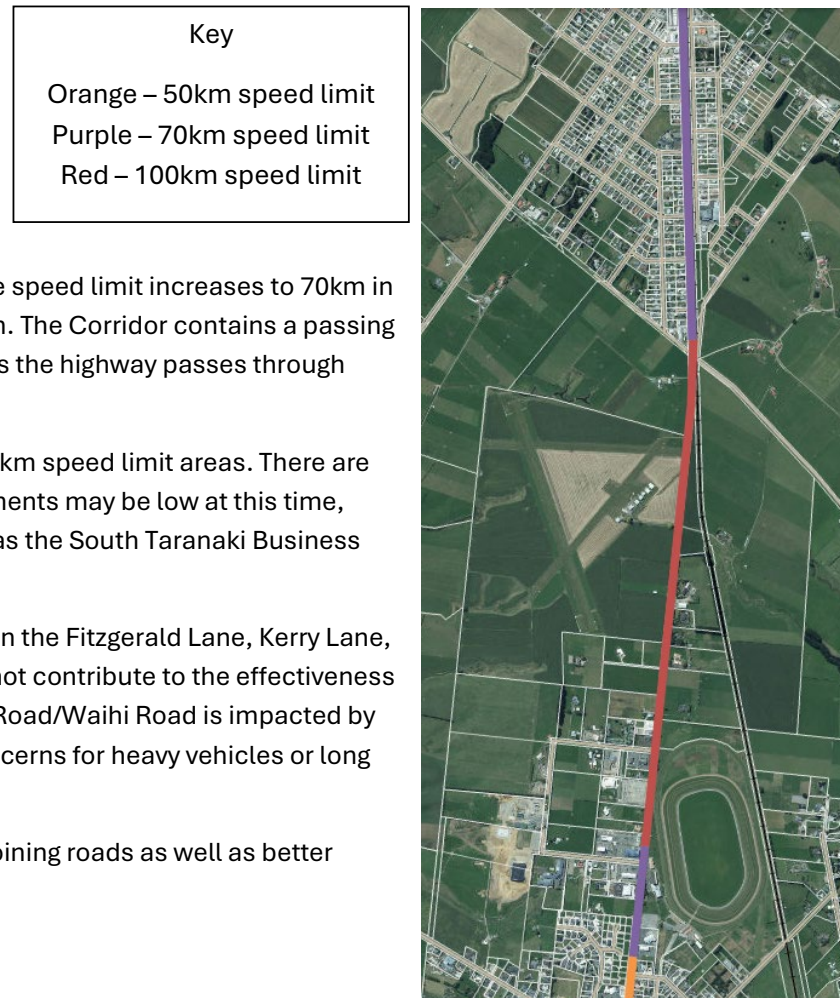


Figure 2 – Speed Limit across the Corridor.

4.2 Severance

The purpose of the state highway network is primarily about keeping through traffic moving safely and efficiently with appropriate efficient access, especially in urban areas of economic activity. One of the challenges is that this Corridor is designed for intercity connection which bypasses Hāwera in order to connect to New Plymouth with Whanganui, Palmerston North or Wellington. This Corridor focuses on the movement of motor and heavy vehicles as ‘through traffic’ but does not consider how the local communities want to move and connect with surrounding networks and areas.

Community severance is defined as ‘separation of people from facilities, services and social networks they wish to use within their community; changes in comfort and attractiveness of areas; and/or people changing travel patterns due to the physical, traffic flow and/or psychological barriers created by transport corridors and their use’.¹

The Corridor creates severance between Hāwera and Normanby, but it also separates Hāwera and Normanby into western and eastern sides of the highway. There are no pedestrian considerations (pedestrian crossings or walkways), no cycleway considerations, no slip lanes or safety improvements to enable connection or social cohesion. It is apparent that the Corridor prioritises through traffic vehicle movements and is designed to move traffic at a regional or national level, lacking local level considerations.

4.3 Urban Growth and Plan Changes

Council are in the process of undertaking a District Plan Change under the Resource Management Act 1991 to support urban growth in the Hāwera Western and Northern Structure Plan areas. One of the challenges associated with the Urban Growth is to determine any effects that may derive on local infrastructure as well as the State Highway network. The Hāwera Western and Northern Structure Plan areas are identified in the Operative District Plan as areas where Council are supportive and encouraging growth in these areas. These areas have seen ad hoc development and in 2021, Council made a decision to provide the infrastructure in the Northern Structure Plan area to enable the

¹ Quigley, Thornley, Quigley and Watts Ltd. Literature review on community cohesion and community severance: definitions and indicators for transport planning and monitoring, (2011).

development of the South Taranaki Business Park. When fully developed, the South Taranaki Business Park could attract more than 80 businesses into the area, resulting in hundreds of new jobs.

The Hāwera Western Structure Plan is being reviewed to ensure that the zoning, connection networks and infrastructure are designed appropriately to enable successful development in this area and a well-functioning environment. The Urban Growth Plan Change is working towards notification in 2024 and will follow the standard Plan Change process under the Resource Management Act 1991.

Safe connections, intersections and access points to and from Waihi Road (State Highway 3) are critical to the success of the Structure Plan areas. Adapting to how people want to move and grow in Hāwera as well as ensuring that any effects are managed appropriately are key responsibilities of Council.

4.4 Costs

All infrastructure projects cost money and both Council and NZTA have priority schedules that are allocated through the Long Term Plan (LTP) and the Government Policy Statement on Land Transport (GPS). Both of these Plans set out the strategic direction for the next 10 years, how much the projects will cost and how they will be paid for. There are no projects within Taranaki included in the draft GPS 2024 and Council will be required to apply for funding for projects.

Partnership between NZTA and STDC is crucial in the successful achievement of shared corridor strategy objectives, which will require substantial funding in the coming years. NZTA currently contribute 65% of every dollar Council spends on roading projects across South Taranaki. As the Corridor area is identified as a priority area for Council, it's crucial for the Council and NZTA to consider how to integrate land use planning, low cost alternatives and strategic planning for this area.

This Corridor Strategy helps NZTA make investment decisions from the National Land Transport Fund (NLTF). It will also provide strategic direction for funding decisions in the next Long-Term Plan process for South Taranaki in 2027.

Concept designs for SH3 improvements between Fitzgerald Lane and Kerry Lane have been developed collaboratively between STDC and NZTA roading engineers. Any plans for this area will be finalised through relevant design, consultation and governance processes to ensure that this Corridor is being designed in accordance with the objectives of this Strategy.

4.5 State Highway

Due to the Corridor being a designation of the NZTA, this section of road is not owned, managed or paid for by the Council. Prioritising projects that are significant for the Council at a local level might not align with the projects occurring at a national scale for NZTA. It is noted that Council and NZTA align with similar goals and visions for the roading network, but due to Taranaki being a smaller region, resources can be allocated into larger cities with regional or national importance. There are challenges in finding the balance between what is a priority for Council at a local level and what the priorities are for NZTA at a national level. Council and NZTA continue to work together to strike this balance, which will further strengthen their relationship and advocacy efforts.

4.6 Climate Change

Embedding climate change into strategic decision-making is an ongoing challenge that the Council face. Council made a commitment to mitigate and adapt to climate change effects as part of the Environment & Sustainability Strategy which was adopted in 2021. Extreme weather events are becoming more frequent, and these events can create damage to the Council's roading infrastructure. When making strategic decisions, Council need to consider any climate change related effects to ensure that any designs are resilient, fit for purpose and enable reliable connections if a climate change related event was to occur. Not preparing for climate change events could mean Council spend more money in the future repairing roading upgrades or intersections that have been damaged due to weather events.

Climate change mitigation is related to the reduction of carbon emissions. Reducing carbon emissions is one of the goals Council have set through the Environment & Sustainability Strategy and Council aspire to be a carbon neutral district by 2050. Rethinking how people travel in South Taranaki is one of the steps to work towards carbon neutrality by 2050. This is a shift that needs to happen district wide but is particularly relevant to the Hāwera to Normanby Corridor. The distance between Hāwera and Normanby is appropriate for different transportation modes and does not need to prioritise vehicle access only. An objective would be to have shared access to and from the adjacent roading networks so that people can move around Hāwera and Normanby using alternative means of transportation and rely less on personal vehicles.

4.7 Integration network

The scope of this Strategy is narrow and focuses on the key priority areas for Council. Although the Corridor is 4.5km in length, this route is critical to the connection between other cities across the lower north island. There is an alternative route around the Taranaki coast (State Highway 45) but this route is slightly longer, has fewer passing lanes and less rest stops and gas stations for heavy vehicles. State Highway 3 is a priority route and most of the primary and secondary collector roads find a connection to this highway.

One of the key outcomes of this Strategy is to provide integration between the Corridor and the wider region. Creating a well-functioning environment is more than just moving inter-regional vehicles quickly, but allowing for a wider local connection, different modes of transportation, social cohesion and free flowing vehicles from all intersections that feed directly into the Corridor.

5.0 Current situation

5.1 Transport System

Walking, Cycling and Public Transport

The Council's walking network consists mainly of footpaths in and around Hāwera and Normanby. There are no dedicated cycle lanes between Hāwera and Normanby. Cyclists must either share the State Highway network (SH3) with cars, motorbikes and heavy vehicles or use the Ketemarae Road pathway, sharing the footpath with pedestrians. Figures 3 and 4 show the walking options around Hāwera and Normanby as a 15 minute walk radius from the centre of the Hāwera township and Normanby.

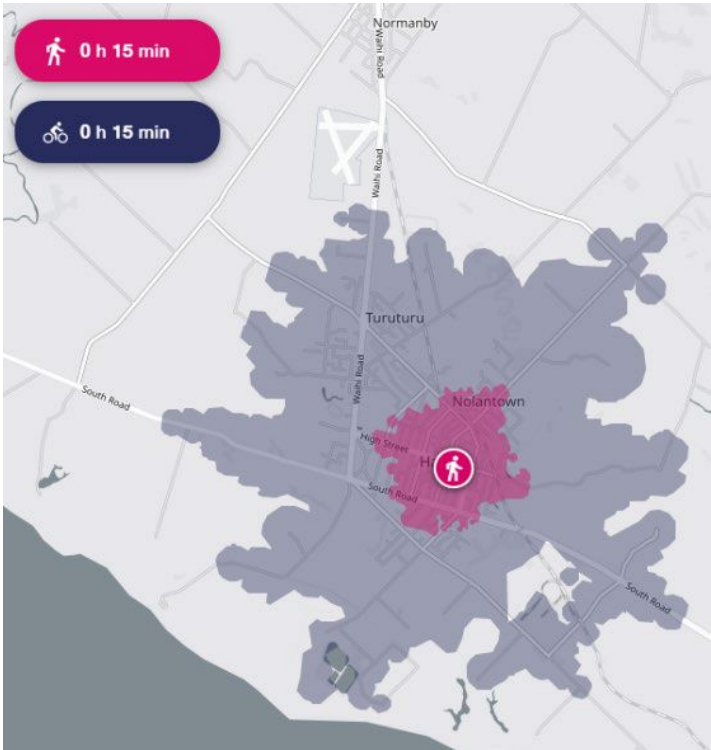


Figure 3 15-minute walking and cycling catchments from Hāwera

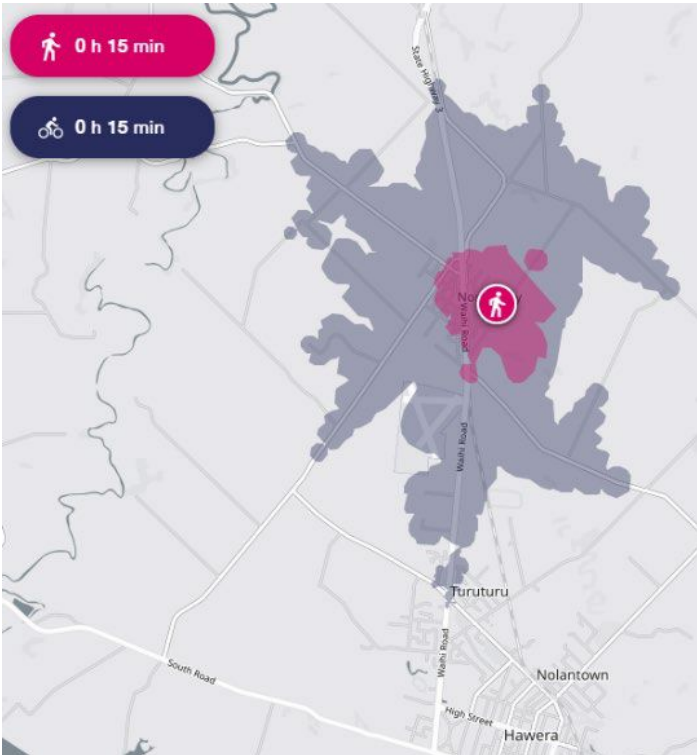


Figure 4 15-minute walking and cycling catchments from Normanby

Alternative Routes

Between Hāwera and Normanby there are two alternative routes – the Glover/Ketemarae Road options and the Turuturu/Ōhangai Road route. These alternative routes are good options if there is an

accident on the Corridor, delays from road works or another reason there may be a temporary road closure. Both roads are considered suitable for heavy vehicles but towards the northern intersections for both routes, there are effectiveness constraints. The Ketemarae/Waihi Road intersection bypasses through a residential and mixed use area. There may be noise effects that occur on surrounding property owners and constant heavy traffic could damage the roading network. The Ōhangai/Waihi Road intersection includes an active railway line, and heavy or long vehicles cannot park over the railway line while giving way. Both of these routes are sufficient for short term detours but would not be suitable for full time use.

These alternative routes are suitable for standard vehicle types but are slightly longer in travel time and distance. Pulling onto Waihi Road can be difficult due to traffic, and it is recommended to avoid travelling these routes during peak times where possible.

For walking and cycling alternative routes, the travel time is longer and is not the most efficient route to travel between Hāwera and Normanby. The purpose of the State Highway network is to create efficiencies in travel time and ensuring that these connections are safe and practical for all road users is an improvement that can be made here.

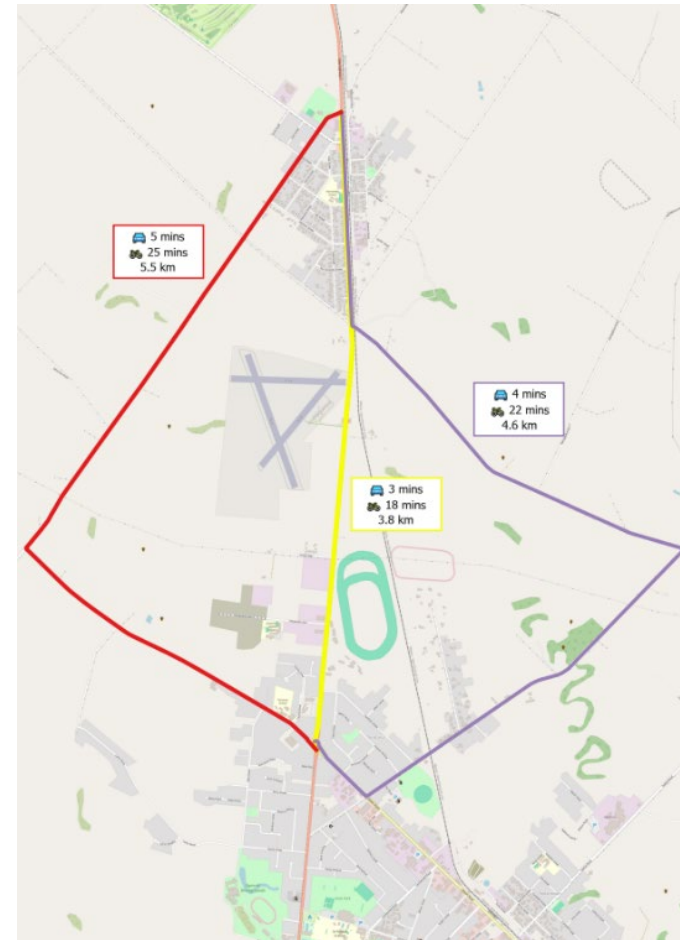


Figure 5 – Alternative travel routes and times.

South Taranaki Stakeholders

The key industries across South Taranaki are primary industries (farming, food and forestry) but also energy (oil and gas and renewable energy). There are major industries located on the outskirts of Hāwera but also throughout the wider district. This Corridor is well utilised for these industries, and it is the primary route north to New Plymouth, Hamilton and Auckland but also the eastern cities and towns such as Tauranga and Whakatāne. A well-functioning corridor will need to benefit the existing industries across South Taranaki that use the Corridor but also those that have to access the Corridor from one of the intersections.

The Corridor Stakeholders

Business Park

STDC is in the process of establishing the South Taranaki Business Park on the western side of Waihi Road, between Hāwera and Normanby. The South Taranaki Business Park will provide jobs, opportunities and bring businesses into the district, which will boost its economic development and attract more people to the area. It has been identified in the feasibility assessment that the Business Park will create 80 plus business opportunities for Hāwera.

The purpose of the South Taranaki Industrial Park Initial Business Case and Feasibility Report² in 2019 was to assess the demand for commercial and industrial zoned land. The report concluded that there was significant demand for commercial and industrial zoned land, and it also identified the western side of State Highway 3 (Waihi Road) was the most suitable location for this type of development. Council is in the process of implementing the Business Park development which is occurring in a three-stage approach over the period of 2021 – 2027 where stages 1 and 2 will simultaneously. \$15 million has been assigned to the development of the Business Park in the 2021-31 Long-Term Plan to install infrastructure which was increased to \$22million as part of the 2024-2034 Long-Term Plan.

²

Residential Properties

Residential development across the Hāwera and Normanby areas has been occurring rapidly and the South Taranaki District Council is expecting approximately 1400 new residential allotments and 80 plus business opportunities through residential development and subdivisions. A recent subdivision granted at the end of 2021 was the Longview Subdivision on Turuturu Road, Hāwera. It will create 266 residential sections with roading connections and a reserve. Larger scale residential subdivisions are becoming increasingly popular in the Hāwera area because of the housing demand and urban growth. STDC has created the Hāwera West Structure Plan to enable residential development and a section of the Hāwera North Structure Plan will also have a residential component.



Figure 6 – Longview subdivision scheme plan.

Hāwera is the only town in the South Taranaki District to have a residential intensification zone which allows for more compact residential development. The Intensification Zone is shown in the highlighted yellow colour on Figure 7 which surrounds the heart of the Hāwera township. The Intensification Zone shows the higher population areas in Hāwera which have access to stores, medical centres, and other facilities. Residential Intensification is an aspiration of central government due to residential capacity requirements and the speed urban growth is occurring across the entirety of New Zealand.

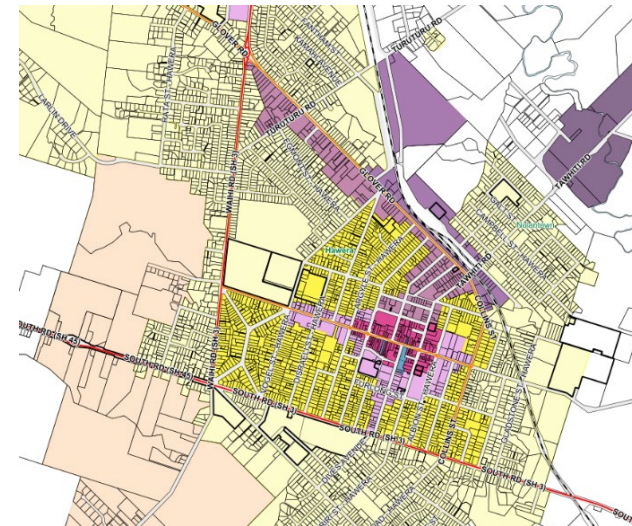


Figure 7 – Hāwera zoning overlays.

Schools

Figure 8 shows the location of the schools in Hāwera and Normanby. There are three schools within the scope of the Corridor Strategy. Tukururu School, OneSchool Global Hāwera Campus and Normanby Primary School. Safe and practical access to all schools is required to ensure safety for the youth across Hāwera and Normanby. A number of these schools are located on or near State Highway 3 or primary collector roads, which means that alternative transportation may already be available along these routes.

Many of the schools in Hāwera are accessible by walking and cycling for those who live in the urban area; however, safety improvements may be required to improve the real and perceived safety of younger generations using these modes. School travel plans including education, incentives, activities, and information provision would further encourage uptake of active modes for kids travelling to school. There should be safe routes to all local schools to try and limit the need for driving students across Hāwera to attend education. This will allow for sustainable outcomes as well as health, safety, and wellbeing.

There is a OneSchool Global Hāwera Campus located on Fitzgerald Lane, which is within the South Taranaki Business Park. The Hāwera campus is one of 120 campuses across 20 countries and students from all over Taranaki travel to attend the school. It is not a designated site or owned by the Ministry of Education as it is privately owned and operated. The development of the South Taranaki Business Park means extra care will need to be taken when implementing land use planning, spatial planning, and transport planning, to ensure the school can continue to operate in the commercial/industrial area and people can travel to and from work safely.

Aerodrome

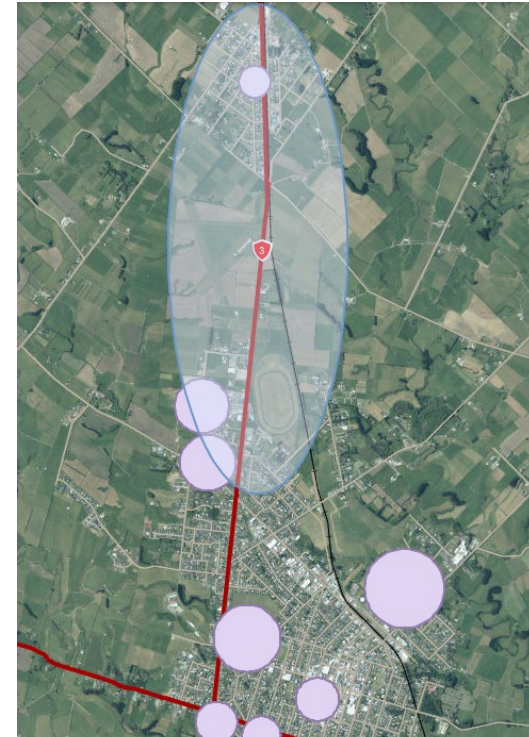


Figure 8 – Location of schools in Hāwera and Normanby.

The Hāwera Aerodrome is an established privately owned airfield and is the only aerodrome in South Taranaki. It is located on Waihi Road (State Highway 3) and can be accessed on Waihi Road. The entrance to the Hāwera Aerodrome is located on Waihi Road in the 100km speed limit where the north-bound passing lane runs between Hāwera and Normanby. Currently, there is no shoulder or slip lane that people can use to slow down in order to access the aerodrome. Maintaining safe access to and from the aerodrome is important to STDC and NZTA and want to ensure that safe access is available to and from the site.



Figure 9 – Entrance to Hāwera Aerodrome.

Racecourse

The Hāwera Racecourse is home to the Ōpunakē and Egmont Racing Clubs. It is a popular location for the residents in South Taranaki and has a lot of support from the community. The racecourse is located on State Highway 3 and attracts people from outside of the South Taranaki District. Travel planning for events including bus shuttles to the venue, information provision for attendees who wish to travel by





bike, and other interventions should be considered to reduce congestion and safety impacts due to increased vehicle travel during these events. The concept designs for State Highway 3 improvements include closing the main entrance to the Racecourse (opposite Fitzgerald Lane) and utilising existing entrances to the north and south.

Businesses

Hāwera is experiencing steady numbers of urban growth, which can trigger new employment opportunities and stronger economic communities. There are businesses throughout Hāwera and there is a range of retail, hospitality, commercial and industrial companies across the town. A well-functioning economy contributes to the Council’s vision “Ka puta, ka ora! Great people, connected communities, where we belong!” and provides benefits for the residents within Hāwera. STDC and NZTA should work together to ensure that access to the local businesses is safe, user friendly and accessible by different means of transportation to align with the sustainability goals of this Strategy.

The businesses located between Hāwera and Normanby may be affected by the development of the South Taranaki Business Park. Many effects are positive as they will be in a commercial and industrial hub that people can access, and economic development and employment rates will increase. For the new businesses, factors such as access, transport, landscaping, and any other effects can be mitigated through the imposition of conditions (where resource consent has been triggered) which allows Council to assess environmental effects and mitigate, remedy, or avoid as appropriate.

5.0 Strategic Alignment

Central Government	Regional Council	Local Council
<p data-bbox="322 408 815 481">  Ministry of Transport TE MANATŪ WAKA </p> <ul data-bbox="344 501 806 810" style="list-style-type: none"> • National transport policy and legislation. • Helps manage the interface with other government entities. • Provides policy advice to the government on legislation, policy, funding levels, priorities agency governance, performance and accountability. <p data-bbox="367 874 761 970">  NZ TRANSPORT AGENCY WAKA KOTAHI </p> <ul data-bbox="344 1002 824 1171" style="list-style-type: none"> • Manages the State Highway network. • Driver and vehicle licensing. • Contribute funding towards roading related infrastructure. 	<p data-bbox="891 399 1352 491">  Taranaki Regional Council </p> <p data-bbox="855 564 1236 593">Regional Public Transportation</p> <p data-bbox="855 635 1097 663">Strategic Planning</p> <ul data-bbox="900 673 1317 810" style="list-style-type: none"> • Regional Policy Statements • Regional Plans • Regional Land Transport Plans • Long Term Plans <p data-bbox="855 858 1339 919">Manage and distribute public transport funding.</p>	<p data-bbox="1594 383 1751 520">  Te Kōwhiri o Taranaki ki Te Tonga South Taranaki District Council </p> <p data-bbox="1411 533 1594 561">Operational</p> <ul data-bbox="1456 577 1908 785" style="list-style-type: none"> • Local Roads • Footpaths and Cycleways • Street lighting, pedestrian crossings, speed bumps, signage • Parking • Road safety works <p data-bbox="1411 829 1653 858">Strategic Planning</p> <ul data-bbox="1456 868 1832 1187" style="list-style-type: none"> • Transport planning • Spatial planning • Growth Strategies • Transport Strategies • Long Term Plans • Infrastructure Strategy • Resource Consents • District Plans • Activity Management Plans

South Taranaki District Long Term Plan

The South Taranaki District Council (STDC) vision is:

“Taranaki ki te Tonga – ka puta, ka ora! South Taranaki – great people, connected communities, where we belong.”

The four well-beings associated with the vision are:

INSERT IMAGE

Mana Mauri/Cultural well-being

Creative, diverse communities that enhance the mauri of our people.

INSERT IMAGE

Mana Tangata/Social well-being

Safe, connected communities where people feel happy and proud of where we live.

INSERT IMAGE

Mana Oranga/Economic well-being

Flourishing communities with a diverse economy, innovative people and resilient infrastructure.

INSERT IMAGE

Mana Taiao/Environment well-being

Sustainable communities that manage resources in a way that improves our environment for future generations.

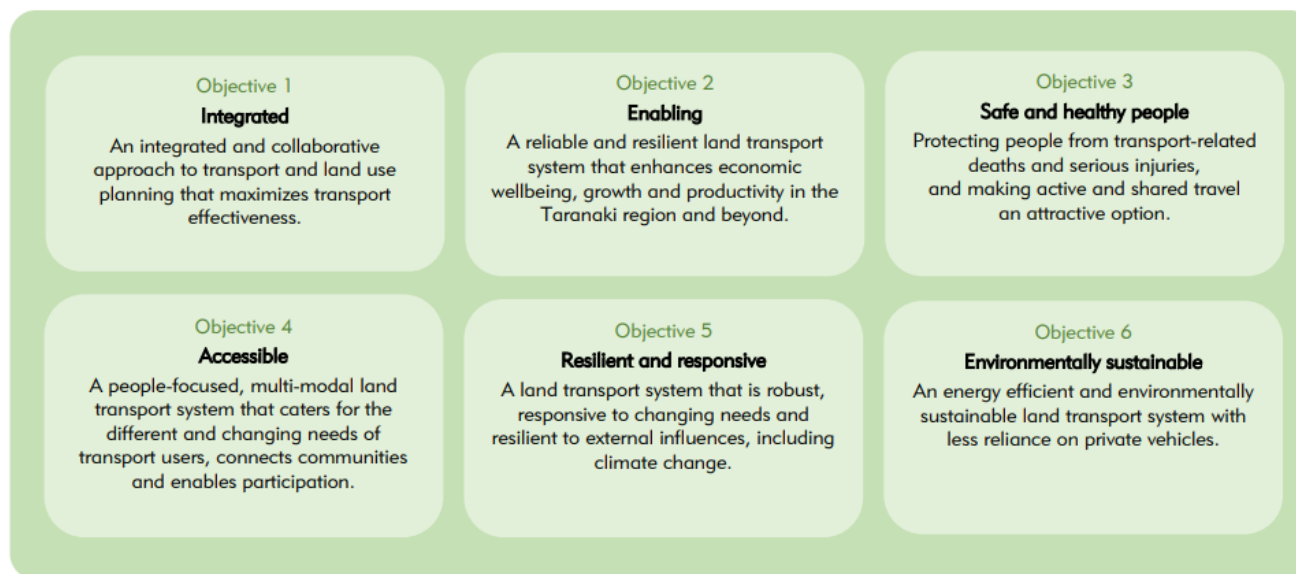
Regional Alignment

Vision

The vision for the Regional Land Transport Plan (RLTP) is:

“A vibrant, resilient and connected region, with a safe, sustainable transport system enhancing liveable places.”

The Objectives for the Plan are:



Regional Land Transport Plan for Taranaki (2024).

The Taranaki Regional Council (TRC) are responsible for creating and implementing the Regional Land Transport Plan (RLTP). The latest Land Transport Plan was adopted on 21 June 2024 and the Corridor is referred to in the RLTP as the SH3 Central Corridor. The strategic role of this Corridor is identified as the primary intra-regional corridor within and through Taranaki.

The intersection improvements related to the South Taranaki Business Park have been identified as regionally significant and the safety improvements along Kerry and Fitzgerald Lanes have been given a priority rating of 4 to be completed over the 2024 – 2027 period.

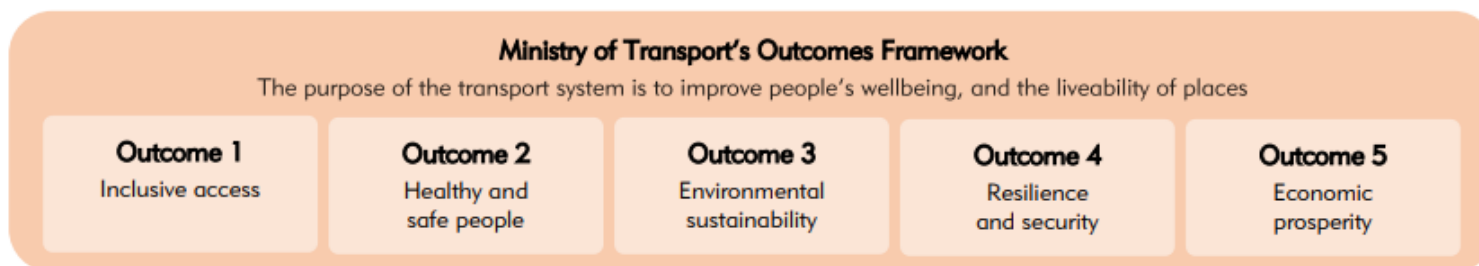
A review of the public transport system across Taranaki has been given a priority rating of 2 for the 2024 – 2027 period and Council will collaborate with TRC to determine what public transport options can be incorporated into the development of the Business Park and what role public transport may have in the upgrades of the Corridor.

The vision and objectives of the Plan align with the purpose of the Hāwera to Normanby Corridor Strategy and the improvements that Council are wanting to advocate for in this area.

National Alignment

Ministry of Transport

The Ministry of Transport’s Outcomes Framework 2018 provides the national direction for transportation. The purpose and the desired outcomes of this Framework are identified below.



Ministry of Transport Outcomes Framework (2018).

Government Policy Statement on Land Transport

The Strategic Priorities for the Government Policy Statement on Land Transport (GPS) have been set and these are listed below:

- Economic Growth and Productivity;
- Increase maintenance and resilience;
- Safety, and;
- Value for money.

These are the goals Council are trying to achieve for the Corridor and although they don't directly align with the GPS because of the localised scale, the Corridor is the most significant connection route in South Taranaki and has been identified as regionally important in the RLTP. Council will continue to advocate for safety improvements throughout the Corridor, create resilient infrastructure, consider cost effective options and consider economic growth and productivity in all future designs and plans.

NZTA Safety Improvements

NZTA have begun work on the New Plymouth to Hāwera safety improvement project which was initiated in 2023/2024. Figure 10 shows the locations the safety improvement project includes and what the safety improvement mechanism is. In the South Taranaki district there are two key improvement projects, one of these projects is north of Normanby and the other is located within the Hāwera to Normanby Corridor. Figure 10 shows that a 2.65km flexible median barrier will be installed between the north and south facing traffic between Hāwera and Normanby but there has been confirmation that this safety improvement is no longer scheduled to occur. There have been no other safety improvements released for this area.

Intervention Hierarchy



Figure 10 – New Plymouth to Hāwera Safety Improvements

NZTA have an intervention hierarchy diagram which serves to optimise existing and new investments in the land transport system. The aim is to help drive value for money by promoting low cost investment ahead of more costly physical infrastructure and technological investment. Council will continue to advocate for safety improvements throughout the Corridor using the intervention hierarchy and this will be implemented into any designs or plans created for the Corridor.

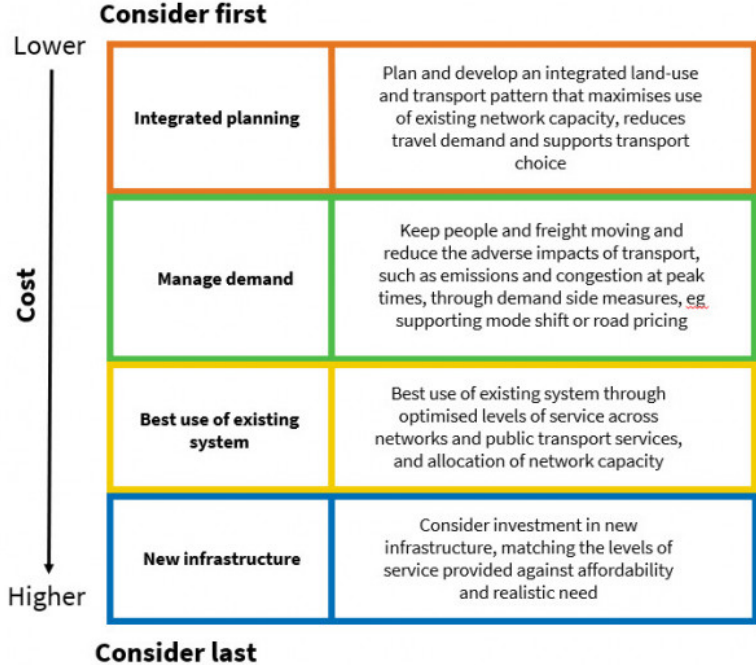


Figure 11 – Intervention Hierarchy Diagram, NZTA.

Activity Management

Activity	Target date	Priority rating
Reduce Speed – Phase 1 South Taranaki Business Park Area (Gull Service Station to north of Kerry Lane)	February 2025	1
Reduce Speed – Phase 2 Normanby	July 2025	2
Fitzgerald Lane Intersection Improvements	December 2026	3
Kerry Lane Intersection Improvement	December 2026	4
Passing Lane Removal	December 2026	5
Ōhangai Road Intersection Improvement	December 2028	6
Mawhitiwhiti Road Intersection	December 2028	7



Karakia

8. Karakia

Ruruku Whakakapi – Closing Prayer

Unuhia, unuhia

Unuhia ki te uru tapu nui

Kia wātea, kia māmā te ngākau, te

tinana, te wairua i te ara takatū

Kia wātea, ka wātea, āe rā, kua wātea

Rire rire hau pai marire!

Draw on, draw on,

Draw on the supreme sacredness

*To clear, to free the heart, the body and the
spirit of mankind*

To be clear, will be clear, yes is cleared.

Deeply in peace!