

Notice is hereby given that a Meeting of the Garston Community Development Area Subcommittee will be held on:

**Date:** Monday, 29 May 2017  
**Time:** 8pm  
**Meeting Room:** Garston School  
**Venue:** 1705 Kingston Garston Highway,  
Garston

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## Garston Community Development Area Subcommittee Agenda

### OPEN

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#### MEMBERSHIP

<b>Members</b>	Bonnie Abernethy Ian Huffadine Pam Naylor Tom O'Brien Tony Sparks Louise Wright
<b>Councillor</b>	John Douglas

#### IN ATTENDANCE

<b>Committee Advisor</b>	Rose Knowles
<b>Community Partnership Leader</b>	Kelly Tagg

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**Full agendas are available on Council's Website**  
[www.southlanddc.govt.nz](http://www.southlanddc.govt.nz)

## **Terms of Reference - Community Development Area Subcommittees**

Community Development Area Subcommittees are delegated the following responsibilities by the Southland District Council.

- Represent and act as an advocate for the interest of its community.
- Consider and reporting on all matters referred to it by the Southland District Council, or any matter of interest or concern to the Community Development Area Subcommittee;
- Maintain an overview of services provided by the Southland District Council within the community;
- Consider annual estimates for expenditure within the community and recommend these to Council;
- Communicate with community organisations and special interest groups within the community;
- Undertaking any other responsibilities that are delegated to it by the Southland District Council.

In addition to these activities, Community Development Area Subcommittees will consider how best to provide for our communities, and the people who live there, into the future.

Community Development Area Subcommittees will provide leadership by:

- Positively representing their community and the Southland District;
- Identifying key issues that will affect their community's future and work with Council staff and other local representatives to facilitate multi-agency collaborative opportunities.
- Promote a shared vision for the wider community of interest area and develop ways to work with others to achieve positive outcomes

Community Development Area Subcommittees will adopt a strategic focus that will enable members to:

- Provide local representation and guidance on wider community issues, initiatives and projects.
- Contribute to the development and promotion of community cohesion, by developing and supporting relationships across a range of stakeholders at a local, regional and national level.
- Take part in local community forums, meetings and workshops.
- Inform local residents and ratepayers on issues that affect them.

Community Development Area Subcommittees shall have the following delegated powers and be accountable to Council for the exercising of these powers.

### **Engagement and representation**

- Facilitating the Council's consultation with local residents and community groups on local issues and local aspects of district wide issues including input into the Long-term Plan, Annual Plan, and policies that impact on the Board's area.
- Engaging with council officers on local issues and levels of service, including infrastructural, recreational, community services and parks, reserves and cemetery matters.
- Representing the interests of the community at Council, Committee or Subcommittee meetings when a motion under debate relates to a matter that the Board considers to be of particular interest to the residents within its community.
- Monitoring and keeping the Council informed of community aspirations and the level of satisfaction with services provided.

### **Financial**

- Approving expenditure within the limits of annual estimates.
- Approving unbudgeted expenditure for locally funded activities up to the value of \$10,000.

### **Rentals and leases**

- In relation to all leases of land and buildings within their own area, on behalf of Council;
  - Accepting the highest tenders for rentals of \$10,000; or less per annum.
  - Approving the preferential allocation of leases where the rental is \$10,000 or less per annum.

### **Local assets and facilities**

- Overseeing the management of local halls and community centres which are owned by Council and where no management committee exists. This will occur by way of relationship with officers of Southland District Council.
- Appoint a local liaison person responsible for community housing.

The Community Development Area Subcommittees can make recommendations to Council on:

**Assets and Facilities**

- Annually providing feedback on any asset management plans or community services strategies applicable to the community for which the Community Development Area Subcommittee is responsible.

**Rentals and leases**

- In relation to all leases of land and buildings within their own area, on behalf of Council;
  - Recommending rentals in excess of \$10,000 per annum to the Group Manager Services and Assets.
  - Recommending the preferential allocation of leases where the rental is in excess of \$10,000 per annum to the Group Manager Services and Assets.

**Contracts/Tenders**

- Recommending tenders less than \$200,000 to the Group Manager Services and Assets.
- Recommending tenders in excess of \$200,000 to the Services and Assets Committee.
- Recommending tenders to the Services and Assets Committee where preference is not for acceptance of the highest tenderer,

**Financial**

- Recommending annual estimates to Council
- Recommending unbudgeted expenditure in excess of \$10,000 to the Services and Assets Committee.

**Local Policy**

- Considering matters referred to it by officers, the Council, its committees or subcommittees, including reports and policy and bylaw proposals relating to the provision of council services within the Board's area; and
- Making submissions or recommendations in response to those matters as appropriate.
- Appoint a local liaison person responsible for community housing.

The Chairperson of each Community Development Area Subcommittee is delegated with the following additional responsibilities:

- Approval of leases, rental agreements and the rollover of existing contracts under \$1,000;
- Engaging with Community Development Area Subcommittee members to make submissions to the Council on behalf of the Community Development Area Subcommittee where a submission period is outside of the Community Development Area Subcommittee meeting cycle. Where a Chairperson is unable to base a submission on a consensus among Community Development Area Subcommittee members, a Community Development Area Subcommittee meeting must be held.

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**UPDATES**

14 Councillor's Report

Councillor Douglas to report on activities from the District Council table.

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## **Apologies**

At the close of the agenda no apologies had been received.

## **Leave of absence**

At the close of the agenda no requests for leave of absence had been received.

## **Conflict of Interest**

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

## **Public Forum**

Notification to speak is required by 5pm at least two days before the meeting. Further information is available on [www.southlanddc.govt.nz](http://www.southlanddc.govt.nz) or phoning 0800 732 732.

## **Extraordinary/Urgent Items**

To consider, and if thought fit, to pass a resolution to permit the committee to consider any further items which do not appear on the Agenda of this meeting and/or the meeting to be held with the public excluded.

Such resolution is required to be made pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987, and the Chairperson must advise:

- (i) the reason why the item was not on the Agenda, and
- (ii) the reason why the discussion of this item cannot be delayed until a subsequent meeting.

Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“Where an item is not on the agenda for a meeting,-

- (a) that item may be discussed at that meeting if-
  - (i) that item is a minor matter relating to the general business of the local authority; and
  - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- (b) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.”

## **Confirmation of Minutes**

Meeting minutes of Garston Community Development Area Subcommittee Triennial Public Meeting held on 22 March 2017 .

## Election of Chair and Deputy Chair

**Record No:** R/17/5/9169  
**Author:** Rose Knowles, Committee Advisor/Customer Support Partner  
**Approved by:** Rex Capil, Group Manager Community and Futures

Decision  Recommendation  Information

Item 2

### Purpose of Report

- 1 This report calls for the election of a Chairperson for the Garston Community Development Area Subcommittee (CDA).
- 2 The report also provides the opportunity for the CDA to appoint a Deputy Chairperson to act for the Chairperson if he or she is unable to perform his or her duties.

### Background

- 3 The Southland District Council requires the election of a Chairperson to its CDAs. The CDA may also wish to appoint a Deputy Chairperson who will be called on to fulfil the duties of the Chairperson if he or she is unable to perform his or her duties. All CDA members are eligible to be nominated for these roles.
- 4 The system of voting for the position of Chairperson and Deputy Chairperson is "First Past the Post".
- 5 There are no requirements for a formal nomination – the Councillor will call for nominations at the Inaugural Meeting of the CDA. Members may be nominated for these roles *in absentia*, but cannot vote.
- 6 The term of office for the Chairperson and, if appointed, the Deputy Chairperson of the CDA shall be for the duration of the 2017/2020 triennium. However, a member may terminate (or have terminated) their office by:
  - Resigning as Chairperson or Deputy Chairperson.
  - A majority decision of the CDA.
  - A resolution of the CDA.
  - Being no longer eligible to hold office.
- 7 The Chairperson of the CDA is responsible for ensuring that the decisions of the Subcommittee are consistent with the powers delegated to it by Southland District Council. The Chairperson is responsible for ensuring that the conduct of business is carried out in an orderly way and in accordance with Standing Orders, and any other statute that may apply from time-to-time. The Chairperson is responsible for reviewing the business included in the agendas to ensure that matters that ought to be considered are included.
- 8 The Chairperson may be called on to act as an official spokesperson for the CDA on issues within its terms of reference and area of activity.
- 9 It is recommended that once elected the Chair undertake Chairs training and mentoring at the start of the triennium.
- 10 If the Chairperson is absent or incapacitated, the Deputy Chairperson must perform all of the responsibilities and duties, and exercise any powers, of the Chairperson:
  - with the consent of the Chairperson at any time during the temporary absence of the Chairperson;
  - without that consent, at any time while the Chairperson is prevented by illness or some other cause from performing the responsibilities and duties, or exercising the powers, of his or her role;

- while there is a vacancy for the role of Chairperson.
- 11 In the absence of proof to the contrary, a Deputy Chairperson acting as Chairperson is presumed to have the authority to do so.
- 12 A Deputy Chairperson continues to hold his or her position so long as he or she continues to be a member of the CDA or until the election of his or her successor, or until the close of the 2017/2020 triennium.
- 13 In accordance with voting procedures the CDA is called on to elect members to the position of Chairperson and, if it chooses to do so, to appoint a Deputy Chairperson.

## **Recommendation**

**That the Garston Community Development Area Subcommittee:**

- a) **Receives the report titled “Election of Chair and Deputy Chair” dated 8 May 2017.**
- b) **Elects a Member to be Chair of the Subcommittee for the 2017/2020 Triennium.**
- c) **Elects a Member to be Deputy Chair of the Subcommittee for the 2017/2020 Triennium.**

## **Attachments**

There are no attachments for this report.





# Garston Community Development Area Subcommittee Triennial Public Meeting OPEN MINUTES

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Minutes of a meeting of Garston Community Development Area Subcommittee held in the Garston School, 1705 Kingston Garston Hwy, Garston on Wednesday, 22 March 2017 at 7.30pm.

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## PRESENT

Pam Naylor  
Louise Wright  
Bernie McNabb  
Ian Huffadine  
Tom O'Brien  
Matt Menlove  
Tony Sparks  
Alex O'Driscoll

## IN ATTENDANCE

Mayor	Gary Tong
Group Manager Community & Futures	Rex Capil
Committee Advisor Community Partnership Leader	Rose Knowles Kelly Tagg

## **1 Welcome and Introduction**

Mayor Gary Tong welcomed all present and thanked them for taking time out to participate in the local Garston Community Development Area election meeting.

He advised that Southland District Council approved at its 26 October 2016 meeting the Community Development Area Subcommittees Terms of Reference which clearly define the scope, membership, and delegations. It is important to note is that Community Development Area Subcommittees are Subcommittees of Council and as a consequence of this they are part of the Council governance structure. Therefore as an elected representative Subcommittee members represent Council and are part of Council. Subcommittees are not "ratepayers associations" or Council "watchdogs" but in a positive and constructive way assist in contributing to Council delivery of quality services and activities for the betterment of the communities Council serves. The Subcommittees operate as per the terms of reference and members are required to operate as per the Southland District Council Code of Conduct which all members for this triennium will receive as part of the first Subcommittee meeting and induction process for elected members

Mayor Tong also advised that as part of the process for the new way of working for the Community Development Area Subcommittees and Community Boards, there is a Community Leadership Plan Workshop to be held on Tuesday 4 April 2017 at 6.00pm in the Conference room at the Conference room (Farmright, Lumsden) where the Subcommittee will be joined by the Lumsden, Mossburn, and Athol Community Development Area Subcommittees. There are various other Workshops to be held in other locations across Southland for the remaining Community Boards and Community Development Area Subcommittees.

## **2 Apologies**

Apologies were received from B Abernethy and G Baker.

Moved P Naylor, seconded T O'Brien and **resolved:**

**That the apologies be accepted.**

## **3 Chairperson's Report**

The Chair gave a verbal report on activities in the Township over the past three year term. Mrs Pam Naylor highlighted the following:

- Upgrade of the Public toilets
- Traffic management issues in the Village
- Upgrade of the playground
- Village green beautification continuing project
- Tree planting at Nokomai Siding
- Around the Mountain cycle trail
- Expression of thanks to all committee members for their work and valuable time
- Thanks to Council and Venture Staff for their support

**4 Public Forum**

There were no issues raised in Public Forum.

**5 Election**

Mayor Tong called for nominations from the public at the meeting for members of the Subcommittee for the 2016/2019 Triennium.

<b>Nominee</b>	<b>Mover</b>	<b>Second</b>
Bonnie Abernethy	Pam Naylor	Ian Huffadine
Pam Naylor	Bernie McNabb	Tom O'Brien
Tom O'Brien	Tony Sparks	Pam Naylor
Ian Huffadine	Pam Naylor	Louise Wright
Louise Wright	Pam Naylor	Ian Huffadine
Tony Sparks	Pam Naylor	Bernie McNabb
Gordon Baker	Tom O'Brien	Tony Sparks

Moved I Huffadine, seconded P Naylor that nominations be closed

There being seven nominations for the six positions an election was necessary.

Mayor Tong called for nominations for scrutineers of the voting papers.

Moved I Huffadine, seconded P Naylor  
and **resolved that Mayor Tong and Matt Menlove be appointed as the scrutineers.**

**6.0 ANNOUNCEMENT OF RESULTS OF ELECTION**

Mayor Tong advised that the successful nominees for the Garston Community Development Area Subcommittee for the 2017 – 2020 term are as follows, in alphabetical order:-

Bonnie Abernethy, Ian Huffadine, Pam Naylor, Tom O'Brien, Tony Sparks, Louise Wright.

Moved L Wright, seconded I Huffadine  
and **RESOLVED THE VOTING PAPERS BE DESTROYED.**

The meeting concluded at 9pm .

CONFIRMED AS A TRUE AND CORRECT  
RECORD AT A MEETING OF THE GARSTON  
COMMUNITY DEVELOPMENT AREA  
SUBCOMMITTEE HELD ON THURSDAY 22  
MARCH 2017.

**DATE:**.....

**CHAIRPERSON:**.....

## General Explanation from Chief Executive

Record No: R/17/5/9170  
Author: Rose Knowles, Committee Advisor/Customer Support Partner  
Approved by: Rex Capil, Group Manager Community and Futures

Decision  Recommendation  Information

### Purpose of Report

1. The purpose of the report is to provide an explanation to elected members on certain legislation which controls the way in which the Council's business may be conducted and the laws affecting elected members.

### Background

2. This general explanation related to the following pieces of legislation:
  - Local Government Official Information and Meetings Act 1987
  - Local Authorities (Members' Interests) Act 1968
  - Sections 99,105, and 105A of the Crimes Act 1961
  - Secret Commissions Act 1910
  - Financial Markets Conduct Act 2013.
3. The information provided on the relevant legislation does not attempt to cover all the detailed points of the legislation, but brings to elected members attention the key issues affecting their role and functions as members of the Southland District Council for the 2017/2020 Triennium.
4. The following is a brief description of each piece of Legislation outlined above.
5. The Local Government Official Information and Meetings Act 1987 (LGOIMA) governs the availability of information and is based on the principle that information should be made publicly available, unless one or more specific withholding grounds apply. Matters relating to requests and release of information are administered by officers of the Council.
6. LGOIMA also sets meeting procedures and requirements.

These include:

- The requirement to give public notice of meetings
  - The public availability of the agenda and supporting papers for meetings of the Council, and its committees and subcommittees
  - The circumstances when the Council may resolve to exclude the public from meetings, and the procedure that must be followed in such circumstances
  - The responsibility of the Chair to maintain order at meetings.
7. Other laws affecting elected members which members must be aware of.
  8. The Local Authorities (Members' Interests) Act 1968, which has two main aspects:
    - This Act prohibits certain contracts between the Council and its members, or with persons associated with its members. A breach results in loss of office.

- This Act also prohibits an elected member from discussing or voting on an issue in which the member, directly or indirectly, has a pecuniary interest. Any member found to have contravened this part of the Act could be prosecuted, and if convicted, would lose office.
9. Under the Crimes Act 1961 a member of a local authority who obtains or accepts or offers to accept any bribe to do, or not do, something, or who corruptly uses information obtained in an official capacity to get a direct or indirect pecuniary advantage, is liable to a term of imprisonment of up to seven years.
  10. Under the Secret Commissions Act 1910, an elected member who accepts a gift or obtains any advantage from any other party as a reward for doing any act in relation to Council business commits an offence. It is also an offence not to disclose a pecuniary interest in any contract, and also to aid or abet or be involved in any way in an offence under this Act. Conviction can lead to imprisonment for up to two years and a fine of up to \$1,000.
  11. The Financial Markets Conduct Act 2013 essentially places elected members in the same position as company directors whenever the Council offers financial products (such as an issue of debt or equity securities). Elected members may be personally liable if documents that are registered under the Act, such as a product disclosure statement, contain false or misleading statements. Elected members may also be liable if the requirements of the Act are not met in relation to offers of financial products.
  12. In addition to these key statutory provisions, if an elected member is convicted of an offence that carries a term of two or more years of imprisonment under any Act specified, or under any other Act, that member will lose office.

## **Recommendation**

**That the Garston Community Development Area Subcommittee:**

1. **Receives the report titled “General Explanation from Chief Executive” dated 8 May 2017.**

## **Attachments**

There are no attachments for this report.

## Terms of Reference and Delegations 2017/2020

Record No: R/17/5/9171  
Author: Rose Knowles, Committee Advisor/Customer Support Partner  
Approved by: Rex Capil, Group Manager Community and Futures

Decision  Recommendation  Information

### Purpose

- 1 To advise the Community Development Area Subcommittee of the Terms of Reference and Delegations for Southland District Council Community Development Area Subcommittees (CDA) for the 2017/2020 Triennium which were approved by Council at its meeting on Wednesday 26 October 2016.

### Background

- 2 As per the Terms of Reference, the CDAs role is to:
  - (a) Represent and act as an advocate for the interests of its community; and
  - (b) Consider and report on all matters referred to it by the Southland District Council, or any matter of interest or concern to the Community Development Area Subcommittee; and
  - (c) Maintain an overview of services provided by the Southland District Council within the community; and
  - (d) Consider annual estimates for expenditure within the community and recommend these to Council; and
  - (e) Communicate with community organisations and special interest groups within the community; and
  - (f) Undertake any other responsibilities that are delegated to it by the Southland District Council.
- 3 In addition to the activities outlined above, CDAs will also need to consider how best to provide leadership for their communities and residents, in addressing the issues they face as they look to the future.
- 4 CDAs have been granted by Council additional delegated powers for engagement and representation, financial, rentals and leases and local assets and facilities. There is accountability to Council for the exercising of these powers and a requirement that they be done within Council policy.
- 5 CDAs have also been approved to make recommendations to Council on assets and facilities, rentals and leases, financial input and local policy.
- 6 In additional to the terms of reference and delegations, Chairs of CDAs have been delegated additional responsibilities as follows:
  - Approval of leases, rental agreements and the rollover of existing contracts under \$1,000;
  - Engaging with CDA members to make submissions to the Council on behalf of the CDA where a submission period is outside of the CDA meeting cycle. Where a Chairperson is unable to base a submission on a consensus among CDA members a CDA meeting must be held.

**Garston Community Development Area Subcommittee**  
**29 May 2017**

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**Item 9**

- 7 Membership and quorums of the CDA remain the same as in previous Triennia with six elected members and one appointed member being a Ward Councillor.
- 8 The appointed Ward Councillor has speaking rights and voting rights at Community Board meetings to which he/she has been appointed.
- 9 Where a Ward Councillor is unable to attend a meeting of the CDA to which he/she has been appointed, another Ward Councillor from within the same Ward may attend the CDA meeting but has speaking rights only.
- 10 CDAs will meet on the same timetable as the 2014/2017 triennium.
- 11 CDAs may also meet outside of the regular meeting schedule to address issues which are time bound or to meet demand if there are a significant number of agenda items. All meetings outside of the regular meeting schedule shall be called by the Chairperson.
- 12 CDA members will be kept abreast of operational issues and the progress of projects via regular contact with their Townships Community Engineer.

**Recommendation**

**That the Garston Community Development Area Subcommittee:**

- a) **Receives the report titled “Terms of Reference and Delegations 2017/2020” dated 8 May 2017.**
- b) **Note the Terms of Reference and Delegations for Community Development Area Subcommittee approved by Council at its meeting on Wednesday 26 October 2016.**

**Attachments**

- A Terms of Reference for CDAs as approved by Council on 26 October 2016 [↓](#)





**SOUTHLAND DISTRICT COUNCIL  
COMMUNITY DEVELOPMENT AREA SUBCOMMITTEE  
TERMS OF REFERENCE**

<b>Authorising body</b>	Council
<b>Approval date</b>	26 October 2016

**1. SCOPE OF ACTIVITIES**

Community Development Area Subcommittees are delegated the following responsibilities by the Southland District Council.

- Represent and act as an advocate for the interest of its community.
- Consider and reporting on all matters referred to it by the Southland District Council, or any matter of interest or concern to the Community Development Area Subcommittee;
- Maintain an overview of services provided by the Southland District Council within the community;
- Consider annual estimates for expenditure within the community and recommend these to Council;
- Communicate with community organisations and special interest groups within the community;
- Undertaking any other responsibilities that are delegated to it by the Southland District Council.

In addition to these activities, Community Development Area Subcommittees will consider how best to provide for our communities, and the people who live there, into the future.

Community Development Area Subcommittees will provide leadership by:

- Positively representing their community and the Southland District;
- Identifying key issues that will affect their community's future and work with Council staff and other local representatives to facilitate multi-agency collaborative opportunities.
- Promote a shared vision for the wider community of interest area and develop ways to work with others to achieve positive outcomes

Community Development Area Subcommittees will adopt a strategic focus that will enable members to:

- Provide local representation and guidance on wider community issues, initiatives and projects.
- Contribute to the development and promotion of community cohesion, by developing and supporting relationships across a range of stakeholders at a local, regional and national level.
- Take part in local community forums, meetings and workshops.
- Inform local residents and ratepayers on issues that affect them.

## 2. MEMBERSHIP

Six elected members and one appointed member being the appointed District Councillor.

The appointed District Councillor has speaking rights and voting rights at Community Development Area Subcommittee meetings to which he/she has been appointed.

Where a District Councillor is unable to attend a meeting of the Community Development Area Subcommittee to which he/she has been appointed, another District Councillor from within the same Ward may attend the Community Development Area Subcommittee meeting but has speaking rights only.

## 3. CANDIDATE AND VOTING ELIGIBILITY

- **Eligibility for candidates to stand for election**  
Residents or ratepayers from within the defined area of the CDA who have resided or owned a property in that area for a minimum of six months.
- **Nomination of candidates for election to CDAs**  
Residents or ratepayers from within the defined area of the CDA who have resided or owned a property in that area for a minimum of six months.
- **Eligibility to vote at the public meeting to elect candidates for the CDA**  
Residents or ratepayers from within the defined area of the CDA who have resided or owned a property in the area for a minimum of six months.
- **Defined area of the CDA**  
The defined area is the legally constituted rating boundary of the CDA from where the local rate is collected and expended.
- **Identification of a candidate or nominator of the triennial public meeting**  
Candidates and nominators must complete the triennial attendance register at the public meeting, the register will identify the candidates and nominators residential address or in the case of an absentee landowner his/her address can be identified from the ratepayers roll for that CDA.
- **Election of Chairperson of the CDA**  
The Chairperson of the CDA is elected by members of the CDA at the inaugural meeting of the CDA for that term.
- **Nominations in absentia at Triennial meeting**  
Where a nominee for election to the Subcommittee is unable to attend the Triennial meeting, the nomination is acceptable providing that nominee has lodged an apology for the meeting. The two nominators must be present at the triennial meeting.
- **Proxy Voting**  
Proxy voting at the CDA triennial elections meeting is NOT permitted.

- **Community Development Area Subcommittee**  
The CDA is a Subcommittee of Council and must comply with Council’s Code of Conduct and Standing Orders. CDA resolutions are recommendations as per the minutes and must be confirmed by Council.

**4. MEETING SCHEDULE**

Community Development Area Subcommittees will meet on the same timetable as the 2013/2016 triennium.

Community Development Area Subcommittees may also meet outside of the regular meeting schedule to address issues which are time bound or to meet demand if there are a significant number of agenda items.

All meetings outside of the regular meeting schedule shall be called by the Chairperson.

Community Development Area Subcommittee members will be kept abreast of operational issues and the progress of projects via regular contact with their Township Community Engineer.

**5. QUORUM**

The quorum at any meeting of a Community Development Area Subcommittee of the Southland District Council shall be not less than four members.

**6. DELEGATIONS**

**6.1 Power to Act**

Community Development Area Subcommittees shall have the following delegated powers and be accountable to Council for the exercising of these powers<sup>1</sup>:

Engagement and representation	
(a)	Facilitating the Council’s consultation with local residents and community groups on local issues and local aspects of district wide issues including input into the Long-term Plan, Annual Plan, and policies that impact on the Board’s area.
(b)	Engaging with council officers on local issues and levels of service, including infrastructural, recreational, community services and parks, reserves and cemetery matters.
(c)	Representing the interests of the community at Council, Committee or Subcommittee meetings when a motion under debate relates to a matter that the Board considers to be of particular interest to the residents within its community.

<sup>1</sup> Local Government Act 2002, Schedule 7, Clause 32

(d)	Monitoring and keeping the Council informed of community aspirations and the level of satisfaction with services provided.
<b>Financial</b>	
(e)	Approving expenditure within the limits of annual estimates.
(f)	Approving unbudgeted expenditure for locally funded activities up to the value of \$10,000.
<b>Rentals and leases</b>	
(g)	In relation to all leases of land and buildings within their own area, on behalf of Council;
a.	Accepting the highest tenders for rentals of \$10,000; or less per annum.
b.	Approving the preferential allocation of leases where the rental is \$10,000 or less per annum.
<b>Local assets and facilities</b>	
(h)	Overseeing the management of local halls and community centres which are owned by Council and where no management committee exists. This will occur by way of relationship with officers of Southland District Council.
(i)	Appoint a local liaison person responsible for community housing.

**6.2 Power to Recommend**

<b>Assets and Facilities</b>	
(j)	Annually providing feedback on any asset management plans or community services strategies applicable to the community for which the Community Development Area Subcommittee is responsible.
<b>Rentals and leases</b>	
(k)	In relation to all leases of land and buildings within their own area, on behalf of Council;
a.	Recommending rentals in excess of \$10,000 per annum to the Group Manager Services and Assets.
b.	Recommending the preferential allocation of leases where the rental is in excess of \$10,000 per annum to the Group Manager Services and Assets.
<b>Contracts/Tenders</b>	
(l)	Recommending tenders less than \$200,000 to the Group Manager Services and Assets.
(m)	Recommending tenders in excess of \$200,000 to the Services and Assets Committee.
(n)	Recommending tenders to the Services and Assets Committee where preference is not for acceptance of the highest tenderer,

Financial	
(o)	Recommending annual estimates to Council
(p)	Recommending unbudgeted expenditure in excess of \$10,000 to the Services and Assets Committee.
Local Policy	
(q)	Considering matters referred to it by officers, the Council, its committees or subcommittees, including reports and policy and bylaw proposals relating to the provision of council services within the Board's area; and
(r)	Making submissions or recommendations in response to those matters as appropriate.
(s)	Appoint a local liaison person responsible for community housing.

**6.3 Delegations to the Chairperson**

The Chairperson of each Community Development Area Subcommittee is delegated with the following additional responsibilities:

- Approval of leases, rental agreements and the rollover of existing contracts under \$1,000;
- Engaging with Community Development Area Subcommittee members to make submissions to the Council on behalf of the Community Development Area Subcommittee where a submission period is outside of the Community Development Area Subcommittee meeting cycle. Where a Chairperson is unable to base a submission on a consensus among Community Development Area Subcommittee members, a Community Development Area Subcommittee meeting must be held.

**7. REPORTING**

Community Development Area Subcommittees are elected to represent the communities they serve. There are no formal reporting requirements to Council however; a Councillor of Southland District Council is represented on each Community Development Area Subcommittee.



## Standing Orders

**Record No:** R/17/5/9172  
**Author:** Rose Knowles, Committee Advisor/Customer Support Partner  
**Approved by:** Rex Capil, Group Manager Community and Futures

Decision  Recommendation  Information

### Purpose

- 1 The purpose of the report is to advise the Community Development Area Subcommittee (CDA) that Southland District Council adopted Standing Orders at its meeting on Wednesday 26 October 2016 for all meetings of the Council, Committees, Subcommittees, Community Boards and Community Development Area Subcommittees which form part of the Southland District Council.

### Background

- 2 Under clause 27, Schedule 7 of the Local Government Act 2002 the Council is required to adopt a set of Standing Orders.
- 3 The Standing Orders will apply to all meetings of Council, Committees, Subcommittees, Community Boards and Community Development Area Subcommittees.
- 4 Standing Orders control who has speaking rights, the role of the chairperson, delegations and public forum, public excluded sections, agendas and the voting system.
- 5 The Model Standing Orders from Standards New Zealand, on which Council has based its Standing Orders, meet legislative requirements. Standards New Zealand produces model standing orders for local government, which Council uses as a basis for its own Standing Orders. These control the way a meeting is run and provide structure and mechanisms for managing such aspects as speaking rights and times, behaviour, quorum, agendas, public excluded sections and much more.

### Recommendation

**That the Garston Community Development Area Subcommittee:**

- a) **Receives the report titled “Standing Orders” dated 8 May 2017.**
- b) **Note that Southland District Council at its meeting on Wednesday 26 October 2016 adopted Standing Orders for use at all Council, Committee, Subcommittee, Community Board and Community Development Area Subcommittee meetings of the Southland District Council and that it is required to operate in accordance with the Standing Orders so adopted.**

### Attachments

- A Standing Orders To Be Noted [↓](#)



Southland District Council  
Model Standing Orders  
For Meetings of  
Local Authorities and Community Boards

Issued to assist those local authorities required to comply with Part 4 and Schedule 7  
of the Local Government Act 2002 and Part VII of the Local Government Official Information  
and Meetings Act 1987



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### **New Zealand Legislation**

Commissions of Inquiry Act 1908

Crimes Act 1961

Local Authorities (Members' Interests) Act 1968

Local Electoral Act 2001

Local Government Act 1974 and 2002 (LGA)

Local Government Official Information and Meetings Act 1987 (LGOIMA)

Marine Farming Act 1971

Resource Management Act 1991 (RMA)

Secret Commissions Act 1910

Financial Markets Conduct Act 2013

**FOREWORD**

This Standard is a revision of NZS 9202:2001 and includes Amendment No. 1, 2006.

The revision has been necessitated by the enactment of the Local Government Act 2002 (including amendments made to the Act in 2004), and the consequential repeal of relevant parts of the Local Government Act 1974 as these affect provisions of the Model Standing Orders for meetings of territorial authorities, regional councils and community boards.

These Model Standing Orders reflect legislative requirements relating to the conduct of local authority meetings, particularly the provisions of the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987, including amendments made to these Acts in 2004. This includes provisions relating to extraordinary meetings (replacing special and emergency meetings), voting at meetings and the option of a casting vote for the person presiding at a meeting where there is an equality of votes, and references to subordinate decision-making bodies, to the chief executive (replacing principal administration officer) and other minor amendments. There is also a modernising of the language adopted in line with that now used in legislation.

In relation to voting at meetings, Standing Orders 2.5.1 and 3.14.2 reflect the default position in the legislation there is to be no casting vote for the presiding member, unless expressly provided for in the Standing Orders of the local authority. Southland District Council does wish to have a casting vote and as such, Appendix H *Provision for casting vote* can be used. When adopting, amending or suspending Standing Orders to provide for a casting vote, Clause 27, Schedule 7 of the Local Government Act 2002 applies.

**MODEL STANDING ORDERS FOR MEETINGS OF LOCAL AUTHORITIES AND COMMUNITY BOARDS**

These Standing Orders were adopted by Southland District Council at a meeting held on 26 October 2016 and apply to all meetings of this local authority, its committees and subcommittees, including all community development area subcommittees and to all meetings of the community boards listed below:

- Edendale-Wyndham Community Board
- Otautau Community Board
- Riverton/Aparima Community Board
- Stewart Island/Rakiura Community Board
- Te Anau Community Board
- Tuatapere Community Board
- Wallacetown Community Board
- Winton Community Board

**PART 1 GENERAL**

1.1 Scope and General This document sets out standing orders for the conduct of proceedings at meetings of territorial authorities, regional councils and community boards in the form of model orders for adoption with or without amendment. It incorporates new provisions in the Local Government Act 2002 as they affect the provisions of the model standing orders.

This document is presented in three parts. Part 1 is the general introduction. Part 2 covers constitutional and legislative matters, and Part 3 relates to meeting procedures.

Part 3 involves some repetition of Part 2, to ease use and to ensure each part can stand alone without the need for undue cross referencing.

1.2 Interpretation In this document the word "shall" identifies a mandatory requirement for compliance. The word "should" refers to practices which are advised or recommended.

Where direct quotations from the legislation are cited in these standing orders they are shown in bold type with quotation marks.

1.3 Definitions In these standing orders, unless inconsistent with the context:

**Agenda** means the list of items for consideration at a meeting together with reports and other attachments relating to those items.

**Chairperson** means the Mayor of a territorial authority or chairperson of a regional council or community board including any person acting as the Mayor of the territorial authority or chairperson of the regional council or community board, and any person presiding at any meeting of a committee or subcommittee of a regional council, territorial authority or community board.

**Chief executive** means the chief executive of a local authority appointed under Section 42 of the Local Government Act 2002, irrespective of their designation, and includes for the purposes of these standing orders, any other officer authorized by the local authority.

**Clear working days** means the number of working days prescribed in these standing orders for the giving of notice; and excluding the date of service of that notice and the date of the meeting, the subject of that notice.

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

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

**Deputation** means a request from any person or interest group in the community to make a presentation to the local authority or any committee.

**Extraordinary meeting** has the same meaning as defined in Clause 22 of Schedule 7 of the Local Government Act 2002.

**Local authority** means the local authority and/or the community boards covered by these standing orders, being a local authority or a community board as defined in Section 5 of the Local Government Act 2002.

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

**Meeting** means any ordinary or extraordinary meeting of a local authority; and any meeting of any committee, standing committee, joint committee, special committee or subcommittee of the local authority. At any meeting of a local authority, or of any committee or subcommittee of a local authority, at which no resolutions or decisions are made, the provisions of these standing orders regarding public access and notification need not apply.

**Member** means any person elected or appointed to the local authority or to any committee or subcommittee of the local authority, and includes the Mayor of a territorial authority and the chairperson of a regional council or community board, or of any committee or subcommittee of a regional council, territorial authority or community board.

**Minutes** means the record of the proceedings of any meeting of the local authority and its committees and subcommittees.

**Public excluded information** means any information which can be excluded from the public for reasons meeting the provisions of the Local Government Official Information and Meetings Act 1987.

**Public excluded session** refers to those meetings or parts of meetings from which the public is excluded by the local authority as provided for in the Local Government Official Information and Meetings Act 1987.

**Publicly notified** means notified to members of the public by notice contained in some newspaper circulating in the district of the local authority, or where there is no such newspaper, by notice published on signboard affixed to public places in the district to which the notice relates.

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

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

- (a) Saturday, Sunday, Waitangi Day, Good Friday, Easter Monday, Anzac Day, the Sovereign's Birthday, and Labour Day, and
- (b) A day in the period commencing with the 25th day of December in any year and ending with the 15th day of January in the following year.



**PART 2 CONSTITUTIONAL AND LEGISLATIVE MATTERS****2.1 Introduction**

- Requirement for adoption of standing orders**      **2.1.1**  
 "A local authority must adopt a set of standing orders for the conduct of its meetings and those of its committees. The standing orders of a local authority must not contravene [any provisions of the Local Government Act 2002], the Local Government Official Information and Meetings Act 1987, or any other Act."  
 [cl. 27(1) & (2), Schedule 7, LGA]
- Alteration of standing orders**      **2.1.2**  
 "After the adoption of the first standing orders of the local authority, an amendment of the standing orders or the adoption of a new set of standing orders requires, in every case, a vote of not less than 75 % of the members present."  
 [cl. 27(3), Schedule 7, LGA]
- Temporary suspension of standing orders**      **2.1.3**  
 "A local authority or committee may temporarily suspend standing orders during a meeting by a vote of not less than 75 % of the members present and voting, and the reason for the suspension must be stated in the resolution of suspension."  
 [cl. 27(4), Schedule 7, LGA]  
 (See Standing Order 3.2.1)
- All members to abide by standing orders**      **2.1.4**  
 "A member of a local authority must abide by the standing orders adopted under Clause 27 [of Schedule 7 of the Local Government Act]."  
 [cl. 16(1), Schedule 7, LGA]  
 (See Standing Order 3.1.1)

**2.2 First Meeting of the Local Authority Following Election**

- Meeting called by chief executive**      **2.2.1**  
 "The first meeting of a local authority following a triennial general election of members must be called by the chief executive as soon as practicable after the results of the election are known. The chief executive must give the persons elected to the local authority not less than 7 days' notice of the meeting. [However] if an emergency exists, the chief executive may give notice of the meeting as soon as practicable. The chief executive (or, in the absence of the chief executive, a nominee of that officer) must chair the meeting until the Mayor or chairperson has made and attested the declaration required under Clause 14 [of Schedule 7 of the Local Government Act]."  
 [cl. 21(1) - (4), Schedule 7, LGA]

**Business to be conducted**

**2.2.2**

"The business that must be conducted at the meeting must include -

- (a) the making and attesting of the declarations required of the Mayor (if any) and members under Clause 14 [of Schedule 7 of the Local Government Act]; and
- (b) the election of the chairperson (if any) and the making and attesting of the declaration required of the chairperson under Clause 14 [of Schedule 7 of the Local Government Act]; and
- (c) a general explanation, given or arranged by the chief executive, of -
  - (i) the Local Government Official Information and Meetings Act 1987; and
  - (ii) other laws affecting members, including - the appropriate provisions of the Local Authorities (Members' Interests) Act 1968; and Sections 99, 105 and 105A of the Crimes Act 1961; and the Secret Commissions Act 1910; and the Financial Markets Conduct Act 2013; and
- (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 appointment of the Deputy Mayor by the Mayor under Section 41A (3) (a) of the LGA 2002 OR if the Mayor declines to use these powers, the election of the Deputy Mayor or deputy chairperson in accordance with Clause 17 [of Schedule 7 of the Local Government Act]. Note that nothing limits or prevents a territorial authority from removing, in accordance with Clause 18 of Schedule 7, a Deputy Mayor appointed by the Mayor under Section 41A (3)(a).**

**To avoid doubt Clause 17(1) of Schedule 7 does not apply to the election of a Deputy Mayor of a territorial authority unless the Mayor of the territorial authority declines to exercise the power to appoint [Section 41A(7)]**

**[cl. 21(5), Schedule 7, LGA]**

**Members to give notice of addresses**

**2.2.3**

Every member of a local authority must give to the chief executive a residential or business address together with, if desired, a facsimile or other address within the district or region of the local authority to which notices and material relating to meetings and local authority business may be sent or delivered.

### 2.3 Chairperson of Meetings

#### Mayor or chairperson of local authority to preside

##### 2.3.1

"The Mayor or chairperson of the local authority must preside at each meeting of the local authority at which he or she is present unless the Mayor or chairperson vacates the chair for a particular meeting... If the Mayor or chairperson of a local authority... is absent from a meeting, the Deputy Mayor or deputy chairperson (if any) of the local authority must preside... If a Deputy Mayor or deputy chairperson has not been appointed, or if the Deputy Mayor or deputy chairperson is also absent, the members of the local authority ... that are present must elect 1 of their number to preside at that meeting, and that person may exercise at that meeting the responsibilities, duties, and powers of the Mayor or chairperson."

[cl. 26(1), (5) & (6), Schedule 7, LGA]

#### Chairperson of committee to preside

##### 2.3.2

"The chairperson of a committee must preside at each meeting of the committee at which he or she is present unless the chairperson vacates the chair for a particular meeting... If the... chairperson of a committee is absent from a meeting,... the deputy chairperson (if any)... of the committee must preside... If... a deputy chairperson has not been appointed, or if... the deputy chairperson is also absent, the members of... the committee that are present must elect 1 of their number to preside at that meeting, and that person may exercise at that meeting the responsibilities, duties, and powers of the chairperson."

[cl. 26(2), (5) & (6), Schedule 7, LGA]

### 2.4 Quorum at Meetings

#### Requirement for a quorum

##### 2.4.1

"A meeting is duly constituted if a quorum is present, whether or not all of the members are voting or entitled to vote."

[cl. 23(1), Schedule 7, LGA]

#### Quorum to be present throughout meeting

##### 2.4.2

"Business may not be transacted at any meeting unless at least a quorum of members is present during the whole of the time at which the business is transacted."

[cl. 23(2), Schedule 7, LGA]

#### Definition of quorum for local authority or joint committee meetings

##### 2.4.3

"The quorum at a meeting of -

- (a) a local authority or joint committee consists of -
  - (i) half of the members if the number of members (including vacancies) is even; or
  - (ii) a majority of members if the number of members (including vacancies) is odd."

[cl. 23(3), cl. 30(9), Schedule 7, LGA]

**Definition of quorum for committee meetings**

**2.4.4**

"The quorum at a meeting of -

[...(b) a committee -

- (i) is not fewer than 2 members of the committee (as determined by the local authority or committee that appoints the committee); and
- (ii) in the case of a committee other than a subcommittee, must include at least 1 member of the local authority."

[cl. 23(3), Schedule 7, LGA]

(See Standing Order 3.4)

**2.5 Voting at Meetings**

**Acts and decisions of the local authority by majority vote at meetings**

**2.5.1**

(1) "The acts of a local authority must be done, and the questions before the local authority must be decided, at a meeting by:

- (a) vote; and
- (b) the majority of members that are present and voting."

**Casting vote**

(2) "For the purposes of [2.5.1(1)], the Mayor or chairperson or other person presiding at the meeting:

- (a) Has a deliberative vote; and
- (b) In the case of an equality of votes, does have a casting vote

**Open voting**

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

**Mandatory requirements**

(1) and (2) apply unless the Local Government Act 2002 provides otherwise.

[cl. 24, Schedule 7, LGA]

**2.6 Voting Systems for Certain Appointments**

Mayor responsible for appointing Deputy Mayor, power to remove Deputy Mayor and voting systems for certain appointments including the Deputy Mayor, committee chairpersons and deputy chairpersons of committees

**Mayor to appoint Deputy Mayor**

**2.6.1**

**The Mayor has the power to appoint the Deputy Mayor.**

[Section 41A(3), LGA]

**Mayor declines to exercise powers**

**2.6.2**

**The Mayor may decline to appoint the Deputy Mayor. In that case the procedure to appoint a Deputy Mayor shall follow the procedure contained in standing order 2.6.4.**

[Section 41A (7)]

**Power to remove deputy mayor****2.6.3**

- (1) At a meeting that is in accordance with this clause, a territorial authority may remove its Deputy Mayor from office.
- (2) If a Deputy Mayor is removed from office at that meeting, the territorial authority may elect a new Deputy Mayor at that meeting.
- (3) A meeting to remove a Deputy Mayor may be called by-
  - (a) A resolution of the territorial authority; or
  - (b) A requisition in writing signed by the majority of the total membership of the territorial authority (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 that meeting; and
  - (b) Indicate whether or not, if the Deputy Mayor is removed from office, a new Deputy Mayor or a committee chairperson is to be elected at the meeting if a majority of the total membership of the territorial authority (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 Deputy Mayor carries if a majority of the total membership of the territorial authority (excluding vacancies) votes in favour of the resolution.

[cl. 18, Schedule 7, LGA]

**Voting systems for certain appointments including Deputy Mayor, chairpersons of committees and deputy chairpersons of a committee**

**2.6.4**

Where the Mayor declines to appoint a Deputy Mayor or committee chairpersons, or where the territorial authority exercises the powers under standing order 2.6.3 to remove the Deputy Mayor or standing order 2.9.3 for discharging a chairperson appointed by the Mayor, and for the election or appointment of a deputy chairperson of a committee a local authority or a committee (if the local authority has so directed) must determine by resolution that a person be elected or appointed using the one of the following systems of voting:

- (a) [System A]; or
- (b) [System B].

System A

- (a) requires that a person is elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee present and voting; and
- (b) has the following characteristics:
  - I. there is a first round of voting for all candidates; and
  - II. if no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and
  - III. if no candidate is successful in the second round there is a third, and if necessary subsequent round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and
  - IV. in any round of voting, if 2 or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.

System B

- (a) requires that a person is elected or appointed if he or she receives more votes than any other candidate; and
- (b) has the following characteristics:
  - I. there is only 1 round of voting; and
  - II. if 2 or more candidates tie for the most votes, the tie is resolved by lot."

**2.7 Appointment of Committees and other Subordinate Decision-Making Bodies**

Mayor responsible for establishing committees and local authority able to discharge or reconstitute or add committees established by the Mayor

**Appointment of Committees by Mayor**

**2.7.1**  
**The Mayor has the power under Section 41A (3)(b) of the LGA 2002 to establish committees of the territorial authority.**

**Ability of local authority to discharge or reconstitute or add committees established by Mayor**

**2.7.2**  
**However nothing limits or prevents a territorial authority from discharging or reconstituting in accordance with Clause 30 of Schedule 7, a committee established by the Mayor or appointing in accordance with Clause 30 of Schedule 7, 1 or more committees in addition to any established by the**

**Mayor Refer to standing orders 2.7.4 and 2.7.5**

[Section 41A, cl. (3) and (4)]

**Note: section 12(2) of the Civil Defence Emergency Management Act 2002 and subsequent amendments to the Southland CDEMG Constitution means that the Southland CDEMG is not deemed to be discharged following a triennial election.**

**Mayor declines to exercise powers in 2.7.1**

**2.7.3**

**The Mayor may decline to establish committees. In that case the procedure to establish committees shall follow the procedure contained in standing order 2.7.4**

[Section 41A (7)]

**Appointment of Committees, Subcommittee and other subordinate decision-making bodies**

**2.7.4**

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

[cl. 30(1) &amp; (2), Schedule 7, LGA]

**Committees and subordinate decision making bodies subject to direction of local authority**

**2.7.5**

"A committee 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 in relation **to the committee or other body or the affairs of the committee or other body**. A subcommittee is subject in all things to the control of the committee that appointed it, and must carry out all general and special directions of the committee given in relation to the subcommittee or its affairs... Nothing in this [standing order] entitles a local authority or committee to rescind or amend a decision made under a delegation authorising the making of a decision by a committee, a subcommittee, or another subordinate decision-making body."

[cl. 30(3), (4) &amp; (6), Schedule 7, LGA]

**2.8 Joint Committees**

**Appointment of joint committees**

**2.8.1**

"A local authority may appoint ... a joint committee with another local authority or other public body. "

[cl. 30(1), Schedule 7, LGA]

**Status of joint committees**

**2.8.2**

"A joint committee...is deemed to be both a committee of the local authority and a committee of the other local authority or public body."

[cl. 30(8), Schedule 7, LGA]

**Powers and responsibilities of joint committees**

**2.8.3**

Part 1 of Schedule 7 of the Local Government Act applies to a joint committee except that -

- (a) The powers to discharge any individual member and appoint another in his or her stead must be exercised by the local authority or public body that

made the appointment; and

- (b) The meeting quorum is as outlined in 2.4.3; and
- (c) The committee may appoint and remove its own chairperson or deputy chairperson.

[cl. 30(9), Schedule 7, LGA]

**Application to a public body that is not a local authority**

**2.8.4**

For the purposes of a public body that is not a local authority, Standing Orders 2.8.2 and 2.8.3 apply to the extent that they are not inconsistent with the law applicable to committees of the public body.

[cl. 30(10), Schedule 7, LGA]

**2.9 Membership of Committees and Subcommittees**

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

**2.9.1**

“A local authority may appoint or discharge any member of a committee. Unless directed otherwise by the local authority, a committee may appoint or discharge any member of a subcommittee appointed by the committee.”

[cl. 31(1) & (2), Schedule 7, LGA]

**Elected members on committees and subcommittees**

**2.9.2**

“The members of a committee or subcommittee may, but need not be, elected members of the local authority, and a local authority or committee may appoint to a committee or subcommittee a person who is not a member of the local authority or committee if, in the opinion of the local authority, that person has the skills, attributes or knowledge that will assist the work of the committee or subcommittee... at least 1 member of a committee must be an elected member of the local authority; and an employee of a local authority acting in the course of his or her employment may not act as a member of any committee unless that committee is a subcommittee.”

[cl. 31(3) & (4), Schedule 7, LGA]

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

**2.9.3**

“If a local authority resolves that a committee, subcommittee, or other decision-making body is not to be discharged under Clause 30 (7) [of Schedule 7 of the Local Government Act], the local authority may replace the members of that committee, subcommittee or other subordinate decision-making body after the next triennial general election of members.”

[cl. 31(5), Schedule 7, LGA]

**Minimum numbers on committees and subcommittees**

**2.9.4**

“The minimum number of members is 3 for a committee, and is 2 for a subcommittee.”

[cl. 31(6), Schedule 7, LGA]



**Mayor or chairperson of local authority an ex-officio member**

### 2.9.5

The Mayor or chairperson of the local authority is an ex-officio member of any committee other than a community board or a quasi-judicial committee.

## 2.10 Powers of Delegation

**Delegations to committees, subcommittees, subordinate decision-making bodies, community boards, members and officers**

### 2.10.1

(1) "Unless expressly provided otherwise in [the Local Government Act 2002], or in any other Act, for the purposes of efficiency and effectiveness in the conduct of a local authority's business, a local authority may delegate to a committee or other subordinate decision-making body, community board, or member or officer of the local authority any of its members and officers responsibilities, duties, or powers except -

- (a) the power to make a rate; or
- (b) the power to make a bylaw; or
- (c) the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term council community plan; or
- (d) the power to adopt a long-term council community plan, annual plan, or annual report; or
- (e) the power to appoint a chief executive; or
- (f) the power to adopt policies required to be adopted and consulted on under [the Local Government Act 2002] in association with the long-term council community plan or developed for the purpose of the local governance statement.

(2) Nothing in this clause restricts the power of a local authority to delegate to a committee or other subordinate decision-making body, community board, or member or officer of the local authority the power to do anything precedent to the exercise by the local authority (after consultation with the committee or body or person) of any power or duty specified in ... [(a) - (f) above].

(3) A committee or other subordinate decision-making body, community board, or 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 local authority or by the committee or body or person that makes the original delegation."

[cl. 32(1), (2) & (3), Schedule 7, LGA]

<b>Use of delegated powers</b>	<p><b>2.10.2</b>                  "A 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 or duties are delegated may, without confirmation by the local authority or 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."                  [cl. 32(4), Schedule 7, LGA]</p>
<b>Delegations related to bylaws and other regulatory matters</b>	<p><b>2.10.3</b>                  "A local authority may delegate to any other local authority, organisation, or person the enforcement, inspection, licensing, and administration related to bylaws and other regulatory matters."                  [cl. 32(5), Schedule 7, LGA]</p>
<b>2.11 Proceedings not invalidated by vacancies or irregularities</b>	
<b>Proceedings not invalidated by irregularities</b>	<p><b>2.11.1</b>                  "An act or proceeding of a local authority or committee, or of a person acting vacancies or as a member of a local authority or committee, is not invalidated by a vacancy in the membership of the local authority or committee at the time of that act or proceeding, or the subsequent discovery of some defect in the election or appointment of the person acting as a member of the local authority or committee, or that that person was or is incapable of being a member."                  [cl. 29, Schedule 7, LGA]</p>
<b>2.12 General provisions as to meetings</b>	
<b>Meetings to be held</b>	<p><b>2.12.1</b>                  "A local authority must hold the meetings that are necessary for the good government of its region or district."                  [cl. 19(1), Schedule 7, LGA]</p>
<b>Right to attend meetings</b>	<p><b>2.12.2</b>                  "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."                  [cl. 19(2), Schedule 7, LGA]</p>
<b>Calling, public notification and conduct of meetings</b>	<p><b>2.12.3</b>                  "A meeting of a local authority must be called and conducted in accordance with [Schedule 7 of the Local Government Act]; and Part VII of the Local Government Official Information and Meetings Act 1987; and the standing orders of the local authority."                  [cl. 19(3), Schedule 7, LGA]</p>
<b>Agenda to be sent to members</b>	<p><b>2.12.4</b>                  In the case of each meeting to which Standing Order 2.12.1 applies, an agenda detailing the business to be brought before that meeting together with relevant</p>

<b>Meetings not invalid because notice not received</b>	<p>attachments must be sent to every member not less than two clear working days before the day appointed for the meeting (in the case of extraordinary meetings cl. 2.14.2 applies).</p> <p><b>2.12.5</b> "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 unless -</p> <p>(a) it is proved that the person responsible for giving notice of the meeting acted in bad faith or without reasonable care; and</p> <p>(b) the member concerned did not attend the meeting.</p> <p>A member of a local authority may waive any requirement regarding the giving of notice of a meeting to that member." [cl. 20(1) &amp; (2), Schedule 7, LGA]</p>
<b>Minutes of proceedings</b>	<p><b>2.12.6</b> "A local authority must keep minutes of its proceedings. Minutes of proceedings duly entered and authenticated as prescribed by the local authority are prima facie evidence of those proceedings." [cl. 28(1) &amp; (2), Schedule 7, LGA]</p>
<b>2.13 Notification of meetings to members</b>	
<b>Period for notice in writing</b>	<p><b>2.13.1</b> "The chief executive must give notice in writing to each member of the time and place of [a] meeting -</p> <p>(a) not less than 14 days before the meeting; or</p> <p>(b) if the local authority has adopted a schedule of meetings, not less than 14 days before the first meeting on the schedule." [cl. 19(5)(a), (b), Schedule 7, LGA]</p>
<b>Schedule of meetings</b>	<p><b>2.13.2</b> "If a local authority adopts a schedule of meetings, -</p> <p>(a) the schedule may cover any future period that the local authority considers appropriate and may be amended; and</p> <p>(b) notification of the schedule or any amendment to that schedule constitutes a notification of every meeting on the schedule or amendment." [cl. 19(6), Schedule 7, LGA]</p>
<b>Cancellation of scheduled meetings</b>	<p><b>2.13.3</b> If it is necessary to cancel a scheduled meeting, all reasonable effort shall be taken to notify elected members and the public as soon as practicable of the cancellation and of the reasons for the cancellation.</p>

**2.14 Extraordinary Meetings**

**Extraordinary meetings may be called**

**2.14.1**

"If a resolution or requisition specifies the time and place at which the meeting is to be held and the general nature of the business to be brought before the meeting, a meeting may be called by -

- (a) a resolution of the local authority; or
- (b) a requisition in writing delivered to the chief executive and signed by -
  - (i) the Mayor or chairperson; or
  - (ii) not less than one-third of the total membership of the local authority (including vacancies)."

[cl. 22(1), Schedule 7, LGA]

**Notification of extraordinary meetings to members**

**2.14.2**

"Notice in writing of the time and place of the meeting called under [Standing Order 2.14.1] and of the general nature of business must be given by the chief executive to each member of the local authority at least 3 working days before the day appointed for the meeting; or if the meeting is called by a resolution, within such lesser period of notice that is specified in the resolution, being not less than 24 hours."

[cl. 22(3), Schedule 7, LGA]

**Calling of extraordinary meetings at earlier time**

**2.14.3**

"If the business to be dealt with requires a meeting to be held at a time earlier than is allowed by the notice requirements specified [in Standing Order 2.14.2], a meeting may be called by the Mayor or chairperson; or if the Mayor or chairperson are unavailable, the chief executive."

[cl. 22(2), Schedule 7, LGA]

**Notification of extraordinary meetings held at earlier time**

**2.14.4**

"Notice of the time and place of a meeting called under [Standing Order 2.14.3] and of the matters in respect of which the meeting is being called must be given by the person calling the meeting or by another person on that person's behalf, by whatever means is reasonable in the circumstances, to each member of the local authority and to the chief executive at least 24 hours before the time appointed for the meeting."

[cl. 22(4), Schedule 7, LGA]

**Public notice of resolutions of extraordinary meetings**

**2.14.5**

"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.

For the purposes of this [Standing Order] resolution means the resolution on the matter or matters for which the extraordinary meeting was held.”

[s. 51A, LGOIMA]

**2.15 Public at Meetings, Access to Agendas Etc.**

**Meetings normally to be open to the public**

**2.15.1**

“Except as otherwise provided by [Part VII of the Local Government Official Information and Meetings Act] every meeting of a local authority shall be open to the public... For the purposes of [Part VII of the Local Government Official Information and Meetings Act] bona fide members of the news media shall be deemed to be members of the public, and shall be entitled to attend any meeting or any part of a meeting for the purpose of reporting the proceedings for any news media.”

[s. 47 & 49(a), LGOIMA]

**Information to be available to public**

**2.15.2**

All information provided to members at local authority and committee meetings must be available to the public and news media unless any item included in the agenda refers to any matter reasonably expected to be discussed with the public excluded.

[s. 5 & 49, LGOIMA]

**Public notification about meetings**

**2.15.3**

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 every month, together with the dates on which and the times and places at which those meetings are to be held. Where any meeting is to be held on or after the 21st day of the month, such meetings may instead be publicly notified not more than 10 nor less than 5 working days before the day on which the meeting is to be held.

[s. 46, LGOIMA]

**Public notification about extraordinary meetings**

**2.15.4**

“Where any extraordinary meeting of a local authority is called and notice of that meeting cannot be given in the manner required or permitted by [Standing Order 2.15.3 as appropriate], the local authority shall cause that meeting and the general nature of business to be transacted at that meeting to be publicly notified or otherwise advertised as soon as practicable before the meeting is to be held as is reasonable in the circumstances”.

[s. 46(3) & (4), LGOIMA]

**Public notification additional requirements**

**2.15.5**

The chief executive is to make any other arrangement for the notification of meetings including extraordinary meetings as the local authority may from time to time determine.

**Meetings not invalid because not publicly notified**

**2.15.6**

“No meeting of any local authority [is] invalid merely

because that meeting was not publicly notified in accordance with [Standing Orders 2.15.3 - 2.15.5]."  
[s. 46(5), LGOIMA]

**Public notice of meetings not notified**

**2.15.7**  
"Where a local authority becomes aware that any meeting of that local authority has not been publicly notified in accordance with [Standing Orders 2.15.3 - 2.15.5], the local authority shall, as soon as practicable, give public notice that that meeting was not so notified, and shall, in that notice, state the general nature of the business transacted at that meeting; and give the reasons why that meeting was not so notified."  
[s. 46(6), LGOIMA]

**Availability of agendas and reports**

**2.15.8**  
"Any member of the public may, without payment of a fee, inspect, during normal office hours, within a period of at least 2 working days before every meeting, all agendas and associated reports circulated to members of the local authority and relating to that meeting. The agendas -

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

The associated reports shall be available for inspection at the public offices of the local authority. Any member of the public may take notes from any agenda or report inspected by that member of the public. Every member of the public who inspects an agenda or report made available and who requests a copy of any part of any such agenda or report and tenders the prescribed amount (if any) shall be given such a copy as soon as practicable. Where a meeting is an extraordinary meeting called pursuant to a resolution of the local authority, the agenda and any associated reports shall be made available as soon as is reasonable in the circumstances."

[s. 46A(1) - (6), LGOIMA]

**Exclusion from reports to be discussed with public excluded**

**2.15.9**  
The chief executive may exclude from the reports made available, reports or items from reports that are reasonably expected to be discussed with the public excluded. These items are to be indicated on each agenda.

**Availability of agendas and reports for meetings of community boards**

**2.15.10**  
Where agendas and associated reports are for meetings of community boards, it is sufficient for the purposes of these standing orders that they be available for public viewing at the main office of the local authority and those service delivery centres and public libraries, if any, under

	the control of the local authority situated within the community.
<b>Agenda to be made available to public who are at meetings</b>	<p><b>2.15.11</b> Additional copies of the agenda and further particulars indicating the nature of the items to be discussed must be available at meetings in sufficient numbers to enable any spare copies to be provided for members of the public to take away with them on payment of the prescribed amount (if any). [s. 49, LGOIMA]</p>
<b>List of committee members publicly available</b>	<p><b>2.15.12</b> The members of each committee are to be named on the relevant agenda.</p>
<b>Public entitled to inspect minutes</b>	<p><b>2.15.13</b> The public is entitled without charge to inspect, take notes from, or receive copies of, minutes of any meeting or part of any meeting from which the public was not excluded. [s. 51, LGOIMA]</p>
<b>Requests for minutes of meetings in closed session</b>	<p><b>2.15.14</b> The chief executive must consider any request for the minutes of a meeting or part thereof from which the public was excluded as a request for official information in terms of the Local Government Official Information and Meetings Act 1987. [s. 51, LGOIMA]</p>

**2.16 Reasons to Exclude Public**

**Lawful reasons to exclude public**

**2.16.1**

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 grounds specified in Section 48 of the Local Government Official Information and Meetings Act (see Appendix A).

[s. 48, LGOIMA]

**Form of resolutions to exclude public**

**2.16.2**

Any resolution to exclude the public must be in the form set out in Schedule 2A to the Local Government Official Information and Meetings Act 1987 and state the general subject of each matter to be considered while the public is excluded, the reason for passing that resolution in relation to that matter, and the grounds on which the resolution is based. (For an example resolution refer to Appendix B).

**Motion to exclude public to be put with the public present**

**2.16.3**

Every motion to exclude the public must be put at a time when the meeting is open to the public, and copies of the text of that motion must be available to any member of the public who is present. The resolution then forms part of the minutes of the local authority.

[s. 48(4), LGOIMA]

**Provision for persons to remain after public excluded**

**2.16.4**

A resolution in accordance with Standing Order 2.16.3 may provide for one or more specified persons to remain after the public has been excluded if those persons have, in the opinion of the local authority, knowledge that will assist the authority. Any such resolution is required to state the knowledge possessed by those persons which will be of assistance in relation to the matter to be discussed and how it is relevant to the matter. No such resolution is necessary in respect of the attendance of the chief executive and relevant staff during a public excluded session.

[s. 48(5) & (6), LGOIMA]

**Release of public excluded information**

**2.16.5**

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.

**2.17 Application of standing orders to public excluded session**

**Standing orders to apply**

**2.17.1**

Standing orders apply to meetings or parts of meetings from which the public has been excluded.

**2.18 Use of public excluded information**

**Public excluded business not to be disclosed**

**2.18.1**

Subject to the provisions of the Local Government Official Information and Meetings Act 1987, no member or officer is permitted to disclose to any person, other than a member or officer, any information which has been or is to be presented to any meeting from which the public is properly excluded, or where it is proposed that the public be properly excluded.



2.19 Attendance at Meeting by Members of the Local Authority or of any Committee of the Local Authority by Audio Link or Audiovisual Link

**Statutory provision for attendance at meetings by audio link or audiovisual link**

**2.19.1**

**“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 by means of audio link or audiovisual link if... the presiding member at the meeting is satisfied that all conditions and requirements in the standing orders in relation to attendance at that meeting by means of audio link or audiovisual link are met.”**

[cl. 25A(1) and 27(5)(a), Schedule 7, LGA]

**Definitions for the purposes of this Standing Order**

**2.19.2**

**“‘audio link’ means facilities that enable audio communication between participants at a meeting when 1 or more of them is not physically present at the place of the meeting**

**“‘audiovisual’ link means facilities that enable audio and visual communication between participants at a meeting when 1 or more of them is not physically present at the place of the meeting.”**

[cl. 25A(7), Schedule 7, LGA]

**Meetings to which Standing Order 2.19 applies**

**2.19.3**

Subject to the provisos below the presiding member may permit attendance by a member at meetings of the local authority or of the committee by means of audio link or audiovisual link either generally or for specified meetings:

- (a) If the member is representing the Council at some place which makes the member's physical presence at the meeting impossible or impracticable,
- (b) If the member lives more than 75 kilometres by road from the place of the meeting, or
- (c) If the member is temporarily absent from the member's usual place of residence and more than 75 kilometres by road from the place of the meeting, or
- (d) To accommodate the member's illness or infirmity, or
- (e) To accommodate unforeseen circumstances such that physical attendance is not possible,

Provided however that Standing Order 2.19 does not apply to meetings in the nature of hearings (for instance, hearings under the Local Government Act 2002 or the Resource Management Act 1991), and

Provided that the necessary audio or audiovisual technology is available to facilitate the member's request.

[cl. 25A(7), Schedule 7, LGA]

**Prior arrangements to enable a member of a local authority, or of a committee of a local authority to attend any meeting of the local authority or committee by means of audio link or audiovisual link under Standing Order 2.19**

**2.19.4**

- (a) Where it is possible to do so, a member of the local authority, or of any committee shall give the chairperson and the chief executive not less than two clear working days' written notice of the member's desire to attend a meeting of the local authority or of the committee by means of audio link or audiovisual link for specified meetings.
- (b) Where, because of the member's illness or infirmity or some emergency, it is not possible for a member to give the chairperson and chief executive not less than two working days' written notice of the member's desire to attend a meeting of the local authority or of the committee by means of audio link or audiovisual link the member may give less than two working days' written notice.
- (c) The chief executive shall take responsible steps to seek to facilitate a member's desire to attend a meeting of the local authority or of the committee by means of audio link or audiovisual link.
- (d) An act or proceeding of the local authority or committee is not invalidated if a member's request under this Standing Order 2.19 is not accommodated or if there is any technological failure or defect in any audio link or audiovisual link for a meeting.

[cl. 25A(1) and 27(5)(a), Schedule 7, LGA]

**Duties of the person presiding where a member of a local authority, or of a committee of a local authority, participates in a meeting under Standing Order 2.19**

**2.19.5**

- (a) Where a member of a local authority, or of a committee of a local authority attends any meeting of the local authority or committee by means of audio link or audiovisual link the **“person presiding must... ensure that—**
  - [(i)] technology for the audio link or audiovisual link is available and is of suitable quality; and**
  - [(ii)] the procedure for the use of that technology in all the circumstances of the particular meeting will ensure that—**
    - [A] all those participating in the meeting can hear and be heard by each other; and**
    - [B] in relation to [Standing Order 2.19.1], the attendance of a member by means of audio link or audiovisual link does not reduce the accountability or accessibility of that person in relation to the meeting; and**
    - [C] the requirements of Part 7 of the Local Government Official Information and Meetings Act 1987 are met.”**
- (b) Where a member of a local authority, participates in a meeting under this Standing Order the chairperson may direct that the audio link or audiovisual link be terminated after taking into account relevant factors including:
  - (i) That having people participating by audio link or audiovisual link has unreasonably increased or may unreasonably increase the length of the meeting,
  - (ii) The behaviour of the people participating by audio link or audiovisual link,

- (iii) The style, degree and extent of inter-action between the different people participating by audio link or audiovisual link, and
- (iv) Any distraction to those physically present at the meeting caused as result of having people participating by audio link or audiovisual link.

[cl. 25A(1) and (3), Schedule 7, LGA]

**Member not physically present at meeting not to be counted as present for the purposes of the quorum**

**2.19.6**

- (a) **“Despite [Standing Order 2.20.1], a member of the local authority who is not physically present at the meeting is not to be counted as present for the purposes of clause 23 [of Schedule 7 of the Local Government Act 2002].”**

[cl. 25A(4), Schedule 7, LGA]

**Local authority not required to make technology for an audio link or audiovisual link available**

**2.19.7**

**“Nothing in this [Standing Order] requires [the] local authority to make technology for an audio link or audiovisual link available.”**

[cl. 25A(5), Schedule 7, LGA]

**Giving or showing documents to a person appearing at a meeting by way of audio link or audiovisual link**

**2.19.8**

**“A document may be given or shown to, or by, a person appearing at a meeting by way of audio link or audiovisual link—**

- (a) **by transmitting it electronically; or**
- (b) **by use of audiovisual link (if the person is appearing by audiovisual link); or**
- (c) **by any other manner that the person presiding thinks fit.”**

[cl. 25A(6), Schedule 7, LGA]

**Local authority not responsible for the failure of any audio link or audiovisual link**

**2.19.9**

**“The local authority is not responsible for the consequences of any inadequacies or any failure of an audio link or audiovisual link, but if any member ceases to be able to participate in a meeting by reason of any technological failure or defect in any audio link or audiovisual link for the meeting that member shall be deemed to have ceased to be in attendance at the meeting.”**

[cl. 25A(1), Schedule 7, LGA]

**2.20 Attendance at Meetings by Members of the Public at Meetings of the Local Authority or of any Committee of the Local Authority by Audio Link or Audiovisual Link**

**Statutory provision for attendance at meetings by audio link or audiovisual link**

**2.20.1**

**“A person other than a member of a local authority, or committee, may participate in a meeting of the local authority of committee by means of audio link or audiovisual link if ... the presiding member at that meeting is satisfied that all conditions and requirements in the standing orders are met in relation to—**

- (i) **participation at that meeting by persons other than members; and**
- (ii) **the use of audio link or audiovisual link for that participation.”**

[cl. 25A(2) and 27(5)(a), Schedule 7, LGA]

<p><b>Definitions for the purposes of this Standing Order</b></p>	<p><b>2.20.2</b>  <b>“audio link’ means facilities that enable audio communication between participants at a meeting when 1 or more of them is not physically present at the place of the meeting</b>  <b>“audiovisual’ link means facilities that enable audio and visual communication between participants at a meeting when 1 or more of them is not physically present at the place of the meeting.”</b>                  [cl. 25A(7), Schedule 7, LGA]</p>
<p><b>Meetings to which Standing Order 2.20 applies</b></p>	<p><b>2.20.3</b>                  Subject to the provisos below the presiding member may permit a person other than a member of a local authority or committee, to participate in a meeting by means of audio link or audiovisual link for specified meetings. When considering whether or not to grant such permission the presiding member may take into account factors such as:</p> <ul style="list-style-type: none"> <li>(a) The likely length of the meeting and the possibility that having people participating by audio link or audiovisual link may unreasonably increase the length of the meeting,</li> <li>(b) The potential behaviour or people participating by audio link or audiovisual link,</li> <li>(c) The likely style, degree and extent of inter-action between the different people participating by audio link or audiovisual link, and</li> <li>(d) The potential that having people participating by audio link or audiovisual link may have to distract those physically present at the meeting.</li> </ul> <p>[cl. 25A(2), Schedule 7, LGA]</p>
<p><b>Prior arrangements to enable a person other than a member of a local authority or committee to participate in a meeting under Standing Order 2.20</b></p>	<p><b>2.20.4</b></p> <ul style="list-style-type: none"> <li>(a) A person other than a member of a local authority or committee shall give the chairperson and the chief executive not less than two clear working days’ written notice of that person’s desire to participate in a specified meeting of the local authority or of the committee by means of audio link or audiovisual link.</li> <li>(b) The local authority shall take reasonable steps to seek to facilitate that person’s desire to participate in a specified meeting of the local authority or of the committee by means of audio link or audiovisual link.</li> <li>(c) An act of proceeding of the local authority or committee is not invalidated if that person’s request under this Standing Order 2.20 is not accommodated or if there is any technical failure or defect in any audio link or audiovisual link for a meeting.</li> </ul> <p>[cl. 25A(2), Schedule 7, LGA]</p>
<p><b>Duties of the person presiding where a person other than a member of a local authority or committee participates in a meeting under Standing Order 2.20</b></p>	<p><b>2.20.5</b></p> <ul style="list-style-type: none"> <li>(a) Where a person other than a member of a local authority or committee participates in a meeting of the local authority or committee by means of audio link or audiovisual link the person <b>“person presiding must ... ensure that—</b>  <b>[(a)] technology for the audio link or audiovisual link is available and is of suitable quality; and</b></li> </ul>

- [(b)] the procedure for the use of that technology in all the circumstances of the particular meeting will ensure that—
  - [(A)] all those participating in the meeting can hear and be heard by each other; and
  - [(B)] in relation to [Standing Order 2.20.1], the attendance of a member by means of audio link or audiovisual link does not reduce the accountability or accessibility of that person in relating to the meeting; and
  - [(C)] the requirements of Part 7 of the Local Government Official Information and Meetings Act 1987 are met.”

- (b) Where a person other than a member of a local authority or committee participates in a meeting under this Standing Order the meeting may direct that the audio link or audiovisual link be terminated after taking into account relevant factors including:
  - (i) That having people participating by audio link or audiovisual link has unreasonably increased or may unreasonably increase the length of the meeting,
  - (ii) The behaviour of people participating by audio link or audiovisual link,
  - (iii) The style, degree and extent of inter-action between the different people participating by audio link or audiovisual link, and
  - (iv) Any distraction to those physically present at the meeting caused as a result of having people participating by audio link or audiovisual link.

[cl. 25A(2) and (3), Schedule 7, LGA]

**Local authority not required to make technology for an audio link or audiovisual link available**

**2.20.6**  
**“Nothing in this [Standing Order 2.20] requires [the] local authority to make technology for an audio link or audiovisual link available.”**

[cl. 25A(5), Schedule 7, LGA]

**Giving or showing documents to a person appearing at a meeting by way of audio link or audiovisual link**

**2.20.7**  
**“A document may be giving or show to, or by, a person appearing at a meeting by way of audio link or audiovisual link—**

- (a) by transmitting it electronically; or**
- (b) by use of audiovisual link (if the person is appearing by audiovisual link; or**
- (c) by any other manner that the person presiding thinks fit.”**

[cl. 25A(6), Schedule 7, LGA]

**Local authority not responsible for the failure of any audio link or audiovisual link**

**2.20.8**  
**“The local authority is not responsible for the consequences of any technological failure or defect in any audio link or audiovisual link for a meeting.”**

[cl. 25A(1), Schedule 7, LGA]

**Consequential amendment to Standing Order 3.17.2:**

In the third line of SO 3.17.2 after the phrase “the names of those members present;” add “the names of those members attending the meeting by means of audio link or audiovisual link;”

**PART 3 MEETING PROCEDURES**

**3.1 Application of Standing Orders**

**All members to abide by standing orders**      **3.1.1**  
 A member of a local authority must abide by the standing orders adopted under Clause 27 [of Schedule 7 of the Local Government Act].”  
 [cl. 16(1), Schedule 7, LGA]  
 (See Standing Order 2.1.4)

**Additional to or substitution of standing orders**      **3.1.2**  
 Notwithstanding the generality of standing order 3.1.1, for any quasi-judicial proceedings, the local authority may adopt meeting procedures and practices additional to, or in substitution of these standing orders for the conduct of the business to be transacted.

For example, committees appointed to hear applications under the Resource Management Act have powers under the Commissions of Inquiry Act 1908.  
 [s.41, RMA]

**Exclusions for meetings at which no resolutions or decisions are made**      **3.1.3**  
 For the avoidance of doubt, any provision of these standing orders relating to the making of decisions and the passing of resolutions does not apply to any meeting of the local authority or of any committee or subcommittee or other subordinate decision-making body of the local authority which has been properly constituted as a meeting at which no resolutions or decisions are to be made under the Local Government Act 2002 or the Local Government Official Information and Meetings Act 1987.

**3.2 Suspension of standing orders**

**Temporary suspension**      **3.2.1**  
 A local authority or committee may temporarily suspend one or more standing orders during a meeting by a vote of not less than 75 % of the members present and voting. The reason for the suspension and the specific order(s) suspended must be stated in the resolution of suspension (see Standing Order 2.1.3).  
 [cl. 27(4), Schedule 7, LGA]

**3.3 Conduct of meetings**

**Mode of address for chairperson**      **3.3.1**  
 The person in the chair is to be addressed in such terms as denotes the statutory office of that person, the choice of mode of address being as determined by that person.

**Chairperson to decide**      **3.3.2**  
 The chairperson is to decide all questions where these standing orders make no provision or insufficient provision, and all points of order, and any member who refuses to obey any order or ruling of the chairperson shall be held guilty of contempt (see Standing Orders 3.1.1, 3.13.6 and Appendix C).

**Chairperson rising**      **3.3.3**  
 Whenever the chairperson rises during a debate any member then speaking or offering to speak is to be seated, and members are to be silent so that the chairperson may be heard without interruption.

<b>Members to speak in places and address the chair</b>	<p><b>3.3.4</b> Members granted the right to speak at meetings are to address the chairperson, and may not leave their place while speaking without the leave of the chairperson. Members may remain seated when speaking at extraordinary meetings of the local authority and at committee meetings.</p>
<b>Priority of speakers</b>	<p><b>3.3.5</b> When two or more members seek the right to speak, the chairperson is to name the member who has the right to speak first, provided that the following members shall have precedence, where in order, when they state their intention to:</p> <ul style="list-style-type: none"> <li>(a) Raise a point of order (see Standing Order 3.13.1), including any request to obtain a time extension for the previous speaker;</li> <li>(b) Move a motion to terminate or adjourn the debate (see Standing Order 3.12.1); or</li> <li>(c) Make a point of explanation or request an indulgence of the chairperson (see Standing Order 3.8.13).</li> </ul>
<b>Speeches in English or Māori</b>	<p><b>3.3.6</b> A member may address the chairperson in English or Māori. The chairperson may order that a speech be translated and printed in another language. A member must give prior notice, not less than 2 working days before the meeting, to the chairperson if he or she intends to address the chairperson in Māori, when the normal business of the committee is conducted in English, or in English when the normal business of the committee is conducted in Māori.</p>
<b>Duration of meetings and time limits</b>	<p><b>3.3.7</b> Unless pursuant to a resolution to continue, no meeting may continue for more than six hours or beyond 10.30 pm, and any business on the agenda not dealt with must be adjourned to the next meeting or extraordinary meeting.</p>
<b>Reporting of meetings</b>	<p><b>3.3.8</b> When a meeting of a local authority is open to the public the following provisions shall apply:</p> <ul style="list-style-type: none"> <li>(a) Members of the public including bona fide members of the news media are entitled to attend any meeting or any part of a meeting and to report on the proceedings. [s. 49(a) LGOIMA]</li> <li>(b) Any recording of meetings must be carried out in an unobtrusive manner, and must not be distracting to members.</li> <li>(c) Any recording of meetings must be notified to the chairperson at the commencement of the meeting.</li> </ul>
<b>Disorderly members to withdraw</b>	<p><b>3.3.9</b> Members called to order by the chairperson are to resume their seats and/or stop speaking, as the case may be. Should any member refuse to obey, such member may be directed by the chairperson to withdraw from the meeting. Upon such direction, any such member is to withdraw and must not be permitted to return during the meeting, or any period of that meeting that the chairperson may determine (see Appendix C).</p>

<b>Members not to be disrespectful</b>	<b>3.3.10</b> No member of the local authority at any meeting may be disrespectful in speech or use offensive or malicious language, including in reference to the local authority, any other member, or any officer or employee of the local authority. In addition, no member may impute improper motives or make offensive remarks about the private affairs of any other member of the local authority or its staff.
<b>Retraction of, or apology for, offensive or malicious language</b>	<b>3.3.11</b> The chairperson may call upon any member or speaker to withdraw any offensive or malicious expression and may require the member to apologise for the expression.
<b>Withdrawal from meeting</b>	<b>3.3.12</b> 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.
<b>Disorder in meeting</b>	<b>3.3.13</b> The chairperson may require any member whose conduct is disorderly or who is creating a disturbance to withdraw immediately from the meeting for a time specified by the chairperson.
<b>Adjournment of meeting following disorder</b>	<b>3.3.14</b> Should the disorder continue, the chairperson has the right to adjourn the meeting for a time specified by the chairperson. At the end of that period the meeting shall resume and decide without debate the question as to whether the meeting shall proceed or be adjourned. The chairperson may also take such action in relation to disorder from other sources or in the event of an emergency.
<b>Contempt to be recorded in minutes</b>	<b>3.3.15</b> Where the meeting resolves to find the member in contempt that resolution must be recorded in the minutes.
<b>Removal from meeting</b>	<b>3.3.16</b> A member of the police, or an officer or employee of the local authority, may, at the request of the chairperson, remove or exclude a member from a meeting if that member is required to leave the meeting by a ruling made under the standing orders and that member - (a) refuses or fails to leave the meeting; or (b) having left the meeting, attempts to re-enter the meeting without the permission of the chairperson.”[cl. 16(2), Schedule 7, LGA]
<b>3.4 Quorum at Meetings</b>	
<b>Requirement for a quorum</b>	<b>3.4.1</b> A meeting is duly constituted if a quorum is present, whether or not all of the members are voting or entitled to vote.” [cl. 23(1), Schedule 7, LGA]
<b>Quorum to be present throughout meeting</b>	<b>3.4.2</b> Business may not be transacted at any meeting unless at least a quorum of members is present during the whole of the time at which the business is transacted.” [cl. 23(2), Schedule 7, LGA]



<b>Definition of quorum for local authority or joint committee meetings</b>	<p><b>3.4.3</b> The quorum at a meeting for local authority or joint committee consists of -</p> <p>(a) half of the members if the number of members (including vacancies) is even; or</p> <p>(b) a majority of members if the number of members (including vacancies) is odd.</p> <p>[cl. 23(3), Schedule 7, LGA]</p>
<b>Definition of quorum for committee meetings</b>	<p><b>3.4.4</b> The quorum at a meeting of -</p> <p>(b) a committee -</p> <p>(i) is not fewer than 2 members of the committee (as determined by the local authority or committee that appoints the committee); and</p> <p>(ii) in the case of a committee other than a subcommittee, must include at least 1 member of the local authority.</p> <p>[cl. 23(3), Schedule 7, LGA] (See Standing Order 2.4)</p>
<b>3.5 Failure of a Quorum</b>	
<b>Meeting lapses if no quorum</b>	<p><b>3.5.1</b> If a meeting is short of a quorum at its commencement, or falls short of a quorum, the business is to stand suspended and, if no quorum is present within 10 minutes, the chairperson is to vacate the chair and the meeting shall lapse.</p>
<b>Lapsed business</b>	<p><b>3.5.2</b> The business remaining to be disposed of following the lapsing of a meeting is to stand adjourned until the next meeting unless an earlier meeting is fixed by the chairperson and notified by the chief executive.</p>
<b>Minutes to record failure of quorum</b>	<p><b>3.5.3</b> If a meeting lapses by reason of failure of a quorum, the names of the members then in attendance, and the fact of the lapse, are to be recorded in the minutes.</p>
<b>3.6 Leave of Absence and Apologies</b>	
<b>Granting leave of absence</b>	<p><b>3.6.1</b> The local authority may grant leave of absence to a member from a meeting or other meetings of the local authority or its committees upon application by the member.</p>
<b>Apologies at meetings</b>	<p><b>3.6.2</b> If a member has not obtained leave of absence an apology may be tendered on behalf of the member and the apology may be accepted or declined by the local authority. Acceptance of the apology shall be deemed to be a granting of leave of absence for that meeting.</p>
<b>Recording of apologies</b>	<p><b>3.6.3</b> The chairperson of each meeting must invite apologies at the beginning of each meeting, including apologies for lateness and early departure, and these and subsequent apologies during the</p>

meeting shall be recorded in the minutes, including whether they were accepted or declined, and the time of arrival and departure of all members.

**Absence without leave**

**3.6.4**

An extraordinary vacancy is created where any member is absent without leave of the territorial authority, regional council or community board from 4 consecutive meetings other than extraordinary meetings of the territorial authority, regional council or community board.

[cl. 5, Schedule 7, LGA]

**3.7 Order of Business**

**Adoption of order of business**

**3.7.1**

The order of business is to be determined by the local authority.

**Agenda**

**3.7.2**

The chief executive is to prepare for each meeting an agenda listing and attaching information on the items of business to be brought before the meeting so far as is known. At the meeting the business is to be dealt with in the order in which it stands on the agenda unless the meeting or the chairperson accord precedence to any business set down on the agenda.

**Public excluded items**

**3.7.3**

The chief executive must place on a public excluded agenda any matters for which he/she considers the local authority or committee of the local authority is likely in his/her opinion to wish to exclude the public in terms of the Local Government Official Information and Meetings Act 1987, provided that an indication of the subject matter likely to be considered with the public excluded is placed on the agenda available to the public.

**Chairperson’s report**

**3.7.4**

The chairperson, by report, has the right to direct the attention of the local authority or the relevant committee as the case may be, to any matter or subject within the role or function of the local authority or committee respectively.

**Major items not on the agenda may be dealt with**

**3.7.5**

An item that is not on the agenda for a meeting may be dealt with at the meeting if -

- (a) the local authority by resolution so decides; and
- (b) the presiding member explains at the meeting at a time when it is open to the public, -
  - (i) the reason why the item is not on the agenda; and
  - (ii) the reason why the discussion of the item cannot be delayed until a subsequent meeting.”

[s. 46A(7), LGOIMA]

**Minor items not on the agenda may be discussed**

**3.7.6**

Where an item is not on the agenda for a meeting, -

- (a) That item may be discussed at that meeting if -
  - (i) That item is a minor matter relating to the general business of the local authority; and

(ii) The presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but

(b) No resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.”

[s. 46A(7) & 46A(7A), LGOIMA]

**Chairperson's recommendation**

**3.7.7**

The chairperson of any meeting may include on the agenda for that meeting a chairperson's recommendation regarding any item brought before the meeting.

**3.8 Rules of Debate**

**Reserving speech**

**3.8.1**

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

**Irrelevant matter and needless repetition**

**3.8.2**

In speaking to any motion or amendment, members are to confine their remarks strictly to such motion or amendment, and shall not introduce irrelevant matters or indulge in needless repetition. In this matter, the chairperson's ruling is final and not open to challenge.

**Limitation on speakers**

**3.8.3**

If 3 speakers have spoken consecutively in support of, or in opposition to a motion, the chairperson may call for a speaker to the contrary. If no such speaker is forthcoming and after the mover has had the right of reply, the motion must be put. Members speaking must, if so called upon by the chairperson, announce whether they are speaking in support of, or against the motion or amendment being debated.

**Taking down words**

**3.8.4**

When any member objects to words used and desires his/her objection to be recorded in the minutes, the chairperson may order the objection to be recorded, provided such objection be made at the time the words were used and not after any other members have spoken (see Standing Order 3.13.4).

**Reading of speeches**

**3.8.5**

Members shall not read their speeches, except with the permission of the chairperson, but may refresh their memory by reference to notes.

<b>Time limits on speakers</b>	<p><b>3.8.6</b> The following time limits apply to members speaking at local authority meetings, unless extended by a majority vote of members present:</p> <p>(a) Movers of motions when speaking to the motion, ten minutes;</p> <p>(b) Movers of motions, when exercising their right of reply, five minutes;</p> <p>(c) Other members, not more than five minutes.</p> <p>(See also Standing Order 3.19.6.)</p>
<b>Member speaking more than once</b>	<p><b>3.8.7</b> A member may not speak more than once to a motion, save that this order does not apply to meetings of committees or subcommittees.</p>
<b>Restarting of motion</b>	<p><b>3.8.8</b> Members may request the chairperson to restate the motion for their information at any time during the debate, but not so as to interrupt.</p>
<b>Right of reply</b>	<p><b>3.8.9</b> The mover of an original motion (not an amendment) has a right of reply. After the mover has commenced such reply, or has intimated the wish to forego this right, or having spoken to an amendment to the motion and the chairperson has intimated his intention to put the motion, no other member of the local authority may speak on the motion. Movers in reply are not to introduce any new matter and must confine themselves strictly to answering previous speakers.</p>
<b>When right of reply may be exercised</b>	<p><b>3.8.10</b> The right of reply is governed as follows:</p> <p>(a) Where no amendment has been moved, the mover may reply at the conclusion of the discussion on the motion;</p> <p>(b) If there is an amendment, the mover of the original motion may make such reply at the conclusion of the debate on such amendment, and this reply exhausts their rights as mover of the original motion (see Standing Order 3.8.9), provided that the mover may reserve such right of reply. The mover may, however, take part in the discussion upon subsequent amendments.</p> <p>NOTE - A right of reply can be exercised at either the end of the debate on an original motion or at the end of the debate on an amendment. Only the mover of an original motion has a right of reply and that right can only be used once. In addition to a right of reply, the mover of an original motion may reserve a right of reply and speak once to an original motion and once to each amendment without losing that right of reply.</p>
<b>Speaking only to relevant matters</b>	<p><b>3.8.11</b> Members may speak to any matter before the meeting or upon a motion or amendment to be proposed by themselves, or upon a point of order arising out of debate, but not otherwise.</p>

<b>Personal explanation</b>	<b>3.8.12</b> Notwithstanding Standing Order 3.8.7, members may make a personal explanation with the permission of the chairperson, but such matters may not be debated.
<b>Explanation of previous speech</b>	<b>3.8.13</b> With the permission of the chairperson, explanation of some material part of a previous speech in the same debate may be given by a member who has already spoken, but new matter may not be introduced.
<b>3.9 Motions and Amendments</b>	
<b>Requirement for a seconder</b>	<b>3.9.1</b> All motions and amendments moved in debate (including notices of motion) must be seconded, and thereupon the chairperson shall state the matter raised and propose it for discussion.
<b>Withdrawal of motions and amendments</b>	<b>3.9.2</b> Once motions or amendments have been seconded and put to the meeting by the chairperson, they cannot be withdrawn without the consent of the majority of the members present and voting. A motion to which an amendment has been moved and seconded, cannot be withdrawn until the amendment is withdrawn or lost.
<b>Substituted motion by amendment</b>	<b>3.9.3</b> The meeting may allow a motion, which is subject to an amendment, to be withdrawn and replaced by the amendment as the substituted motion, provided the mover and seconder of the original motion agree to the withdrawal of the original motion. In such circumstances, members who have spoken to the original motion may speak again to the substituted motion.
<b>Motions in writing</b>	<b>3.9.4</b> The chairperson may require movers of motions or amendments to provide them in writing signed by the mover.
<b>Motions expressed in parts</b>	<b>3.9.5</b> The chairperson or any member may require a motion expressed in parts to be decided part by part.
<b>Amendment once moved</b>	<b>3.9.6</b> When a motion has been moved and seconded, then proposed by the chairperson for discussion, an amendment may be moved or seconded by any member who has not spoken to the motion, whether an original motion or a substituted motion. The mover or seconder of a motion for the adoption of the report of a committee, who desires to amend any item in the report, may also propose or second an amendment.
<b>Amendments and motions not seconded</b>	<b>3.9.7</b> Amendments and motions which are proposed but not seconded are not in order and are not entered in the minutes.
<b>Further amendments</b>	<b>3.9.8</b> No further amendment may be allowed until the first amendment is disposed of, although members may notify the chairperson of their intention to move further amendments and the tenor of their content.

<b>Where amendment lost</b>	<p><b>3.9.9</b> Where an amendment is lost, another may be moved and seconded by any members who have not spoken to the motion, whether an original motion or substituted motion. Movers of previous amendments which were lost are regarded as having spoken to the motion only and are entitled to speak to the new amendment, but are not entitled to move or second the new amendment.</p>
<b>Where amendment carried</b>	<p><b>3.9.10</b> Where an amendment is carried, the motion as amended becomes the substantive motion, and any member, other than previous movers or seconders in the debate, may then propose a further amendment.</p>
<b>Amendments relevant</b>	<p><b>3.9.11</b> Every proposed amendment must be relevant to the motion under discussion and not be in similar terms to an amendment which has been lost.</p>
<b>Direct negatives not allowed</b>	<p><b>3.9.12</b> No amendment which amounts to a direct negative, is to be allowed which, if carried, would have the same effect as negating the motion.</p>
<b>Procedure until resolution</b>	<p><b>3.9.13</b> The procedures in Standing Orders 3.9.6 and 3.9.8 must be repeated until a resolution is adopted.</p>
<b>Flow chart of motions and amendments</b>	<p><b>3.9.14</b> A flow chart illustrating the process regarding motions and amendments is included in this document as Appendix D.</p>
<b>Revocation or alteration of resolutions</b>	<p><b>3.9.15</b> A notice of motion for the revocation or alteration of all or part of a previous resolution of the local authority is to be given to the chief executive by the member intending to move such a motion.</p> <p>(a) Such notice is to set out:</p> <ul style="list-style-type: none"> <li>(i) The resolution or part thereof which it is proposed to revoke or alter;</li> <li>(ii) The meeting date when it was passed; and</li> <li>(iii) The motion, if any, that is intended to be moved in substitution thereof.</li> </ul> <p>(b) Such notice is to be given to the chief executive at least 5 clear working days before the meeting at which it is proposed to consider such a motion and is to be signed by not less than one third of the members of the local authority, including vacancies.</p> <p>(c) The chief executive must then give members at least 2 clear working days' notice in writing of the intended motion and of the meeting at which it is proposed to move such.</p>

<b>Restriction on action to be taken on previous resolution</b>	<p><b>3.9.16</b> Where a notice of motion has been given in terms of Standing Order 3.9.15, no action which is irreversible may be taken under the resolution which is proposed for revocation or alteration until the proposed notice of motion has been dealt with by the local authority, provided that if, in the opinion of the chairperson:</p> <p>(a) The practical effect of the delay would be equivalent to a revocation of the resolution, or if;</p> <p>(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; then, in either case, action may be taken as though no such notice to the chief executive had been given or signed.</p>
<b>Revocation or alteration of resolution at same meeting</b>	<p><b>3.9.17</b> If, during the course of a meeting of the local authority, fresh facts or information are received concerning a matter already resolved at the meeting, the previous resolution may be revoked or altered by the consent of 75 % of the members then present and voting.</p>
<b>Local authority may revoke or alter any previous resolution</b>	<p><b>3.9.18</b> A local authority meeting may, on a recommendation contained in a report by the chairperson or chief executive, or the report of any committee, revoke or alter all or part of resolutions previously passed at meetings. At least 2 clear working days' notice of any meeting to consider such a proposal must be given to members, accompanied by details of the proposal to be considered.</p>
<b>Restating the motion</b>	<p><b>3.9.19</b> The chairperson may, immediately prior to any division being taken, request the chief executive to restate the motion upon which the division is to be taken.</p>
<b>No speakers after reply or question has been put</b>	<p><b>3.9.20</b> Members may not speak on any motion once the mover has commenced replying or where the chairperson has commenced putting the question.</p>
<b>Reflections on resolutions</b>	<p><b>3.9.21</b> In speaking in any debate no member may unduly criticise the validity of any resolution of the local authority except by a notice of motion to amend or revoke the same.</p>

**3.10 Notices of Motion**

**Notices of motion to be in writing**

**3.10.1**

Notices of motion must be in writing signed by the mover, stating the meeting at which it is proposed that the notice of motion be considered, and must be delivered to the chief executive at least 5 clear working days before such meeting.

**Refusal of notice of motion**

**3.10.2**

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

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

**Mover of notice of motion**

**3.10.3**

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

**Alteration of notice of motion**

**3.10.4**

A notice of motion may be altered only by the mover with the consent of the meeting.

**When notices of motion lapse**

**3.10.5**

Notices of motion not moved on being called for by the chairperson, shall lapse.

**Referral of notices of motion to committees**

**3.10.6**

Any notice of motion referring to any matter ordinarily dealt with by a committee of the local authority may be referred to that committee by the chief executive. Where such notices are so referred, the mover of the motion shall, if not a member of that committee, have the right to move that motion, and of reply, as if a committee member.

**3.11 Repeat Notices of Motion**

**First repeat where notice of motion rejected**

**3.11.1**

When a motion which is the subject of a notice of motion has been considered and rejected by the local authority, no similar notice of motion which, in the opinion of the chairperson, is substantially the same in purport and effect may be accepted within the next 6 months unless signed by not less than one third of all members, including vacancies.



<b>Second repeat where notice of motion rejected</b>	<b>3.11.2</b> If such a repeat notice of motion as provided for in Standing Order 3.11.1 is also rejected by the local authority, any further notice prior to the expiration of the original period of 6 months must be signed by a majority of all members, including vacancies.
<b>No repeats where notice of motion adopted</b>	<b>3.11.3</b> Where a notice of motion has been considered and adopted by the local authority, no notice of any other motion which is, in the opinion of the chairperson, to the same effect may be put again whilst such original motion stands.
<b>3.12 Procedural Motions to Terminate or Adjoin Debate</b>	
<b>Members may move procedural motions to terminate or adjourn debate</b>	<b>3.12.1</b> Any member who has not spoken on the matter under debate, may move any one of the following procedural motions to terminate or adjourn debate, but not so as to interrupt a member speaking: <ul style="list-style-type: none"> <li>(a) That the meeting be adjourned to the next meeting, unless an alternative time and place is stated; or</li> <li>(b) That the item of business being discussed be adjourned to a time and place to be stated; or</li> <li>(c) That the motion under debate be now put (a "closure motion"); or</li> <li>(d) That the meeting move directly to the next business, superseding the item under discussion; or</li> <li>(e) That the item of business being discussed does lie on the table, and not be further discussed at that meeting; or</li> <li>(f) That the item of business being discussed be referred (or referred back) to the relevant committee of the local authority.</li> </ul>
<b>Chairperson may accept closure motions</b>	<b>3.12.2</b> The chairperson may accept a closure motion if there have been no less than 2 speakers for and 2 speakers against the motion, or, if there are no such speakers, in the chairperson's opinion, it is reasonable to do so.
<b>Procedural motions to terminate or adjourn debate to take precedence</b>	<b>3.12.3</b> Procedural motions to terminate or adjourn debate take precedence over other business, other than points of order, and shall, if seconded, be put to the vote immediately without discussion or debate.
<b>Voting on procedural motions to terminate or adjourn debate</b>	<b>3.12.4</b> All procedural motions to terminate or adjourn debate must be determined by a majority of those members present and voting. If lost, a further procedural motion to terminate or adjourn debate, may not be moved by any member within the next 15 minutes.
<b>Closure motion to be put if no further speaker</b>	<b>3.12.5</b> Notwithstanding Standing Order 3.12.4, a closure motion shall be put if there is no further speaker in the debate.

<b>Closure motion on amendment</b>	<b>3.12.6</b> When an amendment to a motion is under debate, a closure motion relates to the amendment and not to the motion.
<b>Right of reply following closure</b>	<b>3.12.7</b> If a closure motion is carried, the mover of the motion then under debate is entitled to the right of reply, and the motion or amendment under debate is then to be put.
<b>Debate on items previously adjourned</b>	<b>3.12.8</b> The debate on adjourned items of business is to be resumed with the mover of such adjournment being entitled to speak first in the debate. Members who have already spoken in the debate may not speak again.
<b>Adjourned items taken first</b>	<b>3.12.9</b> Adjourned items of business are to be taken first at the subsequent meeting in the class of business to which they belong.
<b>Other business not superseded</b>	<b>3.12.10</b> The carrying of any motion to adjourn a meeting shall not supersede other business before the meeting remaining to be disposed of, and such other business is to be considered at the next meeting.
<b>Referral or referred back to committee</b>	<b>3.12.11</b> Business referred, or referred back, to a specified committee is to be considered at the next meeting of that committee, unless otherwise specified.
<b>Table of procedural motions</b>	<b>3.12.12</b> A table of procedural motions is included in this document as Appendix E.
<b>3.13 Points of Order</b>	
<b>Members rising to points of order</b>	<b>3.13.1</b> Any member may rise to speak to a point of order upon any breach of these Standing Orders and the member previously speaking is to be seated and stop speaking.
<b>Stating subject matter of point of order</b>	<b>3.13.2</b> The member rising is to state without explanation precisely the subject matter of the point of order.
<b>Points of order during division</b>	<b>3.13.3</b> No point of order may be raised during a division except by the permission of the chairperson.
<b>Types of points of order</b>	<b>3.13.4</b> The following are recognized as substance for points of order: <ul style="list-style-type: none"> <li>(a) Where disorder is drawn to the attention of the chairperson; or</li> <li>(b) Use of disrespectful, offensive or malicious language; or</li> <li>(c) Discussion of a question not before the local authority; or</li> </ul>

- (d) Misrepresentation of any statement made by a member or by an officer or employee of the local authority; or
- (e) The breach of any standing order; or
- (f) A request that words objected to be recorded in the minutes.

**Contradiction not point of order**

**3.13.5**

Rising to express a difference of opinion or to contradict a statement of a previous speaker, does not constitute a point of order.

**Decision of chairperson final**

**3.13.6**

The chairperson may decide on any point of order immediately after it has been raised by any member, 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.

**3.14 Voting**

**Decisions to be decided by majority votes**

**3.14.1**

[Unless the Local Government Act 2002 provides otherwise], the acts of a local authority must be done, and the questions before the local authority must be decided, at a meeting by -

- (a) vote; and
- (b) the majority of members that are present and voting.

[cl. 24, Schedule 7, LGA]

(See Standing Order 2.5.1)

**Chairperson's voting**

**3.14.2**

Unless the Local Government Act 2002 provides otherwise, for the purposes of Standing Order 3.14.1, the Mayor or chairperson or other person presiding at the meeting -

- (a) Has a deliberative vote; and
- (b) In the case of equality of votes the chairperson has a casting vote.

[cl. 24, Schedule 7, LGA]

**Open voting**

**3.14.3**

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

[cl. 24(3), Schedule 7, LGA]

**Members may abstain**

**3.14.4**

Any member may abstain from voting.

**Members may have their votes recorded**

**3.14.5**

Any member's vote or abstention must be recorded in the minutes if so requested by that member.

<b>Method of voting</b>	<p><b>3.14.6</b> The method of voting shall be as follows:</p> <p>(a) The chairperson in putting the motion shall 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, shall be conclusive unless such announcement is questioned immediately by any member, in which event the chairperson shall call a division.</p> <p>(b) The chairperson or any member may call for a division instead of or after receiving opinion on the voices and taking a show of hands.</p> <p>(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 displayed shall be notified to the chairperson who shall declare the result.</p>
<b>Division</b>	<p><b>3.14.7</b> When a division is called, the chief executive shall take down the names of the members voting for and against the motion and abstentions and is to hand the list to the chairperson to declare the result. The result of the division shall be entered into the minutes.</p>
<b>Second division</b>	<p><b>3.14.8</b> The chairperson may call a second division where there is confusion or error in the original division, unless the same can be otherwise corrected.</p>
<b>Pecuniary interest</b>	<p><b>3.14.9</b> No members may vote or take part in the discussion of any matter at any meeting where they, directly or indirectly, have any pecuniary interest as defined in law, other than an interest in common with the public. [s. 6(1), Local Authorities (Members' Interests) Act]</p>
<b>Declaration of pecuniary interest</b>	<p><b>3.14.10</b> Every member present when any matter is raised in which they directly or indirectly have a pecuniary interest, apart from any interest in common with the public, is under a duty to fully declare any such interest to the meeting. This disclosure and the subsequent abstention of such members from both discussion and voting on the item, is to be recorded in the minutes. [s. 6(1), Local Authorities (Members' Interests) Act]</p>
<b>Pecuniary interest a reason for leaving room</b>	<p><b>3.14.11</b> Members who have declared a pecuniary interest in matters to be discussed under Standing Order 3.14.10, should consider leaving the meeting room for the full duration of discussion on such matters.</p>

**3.15 Qualified Privilege****Qualified privilege relating to agenda and minutes****3.15.1**

Where a meeting of any local authority is open to the public during the proceedings or any part thereof, and a member of the public is supplied with a copy of the agenda for the meeting or any part of the minutes of that meeting are provided, the publication of any defamatory matter included in the agenda or in the minutes is privileged unless the publication is proved to have been made with ill will or taking improper advantage of the publication.

[s. 52, LGOIMA]

**Qualified privilege relating to oral statements****3.15.2**

Any oral statement made at any meeting of a local authority in accordance with the rules that have been adopted by that local authority for the guidance and order of its proceedings, is privileged, unless the statement is proved to have been made with ill will or taking improper advantage of the publication.

[s. 53, LGOIMA]

**Qualified privilege additional to any other provisions****3.15.3**

The privilege conferred by Standing Order 3.15.2 is in addition to, and not in substitution for, or derogation of any other privilege, whether absolute or qualified, that applies, by virtue of any other enactment or rule of law, to the proceedings of any local authority.

**3.16 Maintenance of Public Order at Meetings****Chairperson may require members of the public to leave meeting****3.16.1**

The chairperson presiding at any meeting of the local authority may require any member of the public to leave the meeting if it is believed on reasonable grounds that the behaviour of that member of the public is likely to prejudice the orderly conduct of the meeting if that person is permitted to remain.

[s. 50, LGOIMA]

**Removal of members of public****3.16.2**

If any member of the public who is required in accordance with Standing Order 3.16.1 to leave a meeting, refuses or fails to leave the meeting or, having left the meeting, attempts to re-enter the meeting without the permission of the chairperson, any police officer or employee of the local authority may, at the request of the chairperson, remove or exclude that member of the public from the meeting.

**3.17 Minutes of Proceedings****Minutes to be evidence of proceedings****3.17.1**

(1) A local authority must keep minutes of its proceedings.

(2) Minutes of proceedings duly entered and authenticated as prescribed by a local authority are prima facie evidence of those proceedings."

[cl. 28, Schedule 7, LGA]

<b>Keeping of minutes</b>	<b>3.17.2</b> The chief executive or his/her designated representative must keep the minutes of meetings. The minutes must record the date, time and venue of the meeting; the names of those members present; identification of the chairperson; apologies tendered and accepted; arrival and departure times of members; any failure of a quorum; a list of speakers in the public forum and the topics they cover; a list of items considered; resolutions and amendments pertaining to those items; any objections to words used; all divisions taken; names of any members requesting the recording of their abstentions or votes ; declarations of pecuniary interest; contempt, censure and removal of any members; resolutions to exclude members of the public; and the time that the meeting concludes or adjourns (see Standing Orders 2.16.3, 3.3.15, 3.5.3, 3.6.3, 3.8.4, 3.14.4, 3.14.5 and 3.14.11).
<b>No discussion on minutes</b>	<b>3.17.3</b> No discussion may arise on the substance of minutes at any succeeding meeting, except as to their correctness.
<b>3.18 Minute Books</b>	
<b>Inspection of minute books</b>	<b>3.18.1</b> The minute books of the local authority must be kept by the chief executive and be open to inspection in accordance with the Local Government Official Information and Meetings Act 1987 and the Local Government Act (see Standing Order 2.15.14 and 2.15.15). [s.51, LGOIMA]
<b>Minutes of last meeting before election</b>	<b>3.18.2</b> The chairperson and the chief executive shall authenticate the minutes of the last meeting of a local authority prior to the next election of members.
<b>3.19 Deputations and Presentations</b>	
<b>Deputations where heard</b>	<b>3.19.1</b> Deputations may be received by the local authority or any of its committees provided an application for admission setting forth the subject, has been lodged with the chief executive at least 2 working days before the date of the meeting concerned, and has been subsequently approved by the chairperson. The chairperson may refuse requests for deputations which are repetitious or offensive.
<b>Urgency of major public interest</b>	<b>3.19.2</b> Notwithstanding Standing Order 3.19.1, where in the opinion of the chairperson the matter which is the subject of a deputation is one of urgency or major public interest, the chairperson may determine that the deputation be received.
<b>Deputations and presentations in English or Māori</b>	<b>3.19.3</b> A deputation or presentation to a local authority or any of its committees, may be made in English or Māori. Prior arrangement with the chairperson should be sought at least 2 working days before the meeting if the address is not in English. The chairperson may order that any speech or document presented be translated and/or printed in another language.

<b>Procedure for deputations</b>	<b>3.19.4</b> Except with the approval of the local authority or committee, not more than 2 members of a deputation may address the meeting. After a presentation is received, members may put to the deputation any question pertinent to the subject heard, but no member may express an opinion upon, or discuss the subject, until the deputation has completed making its submissions and answering questions (see Standing Order 3.15.2 regarding qualified privilege).
<b>Termination of presentation if disrespectful</b>	<b>3.19.5</b> The chairperson may terminate a presentation in progress which is disrespectful or offensive, or where the chairperson has reason to believe that statements have been made with malice (see Standing Order 3.15.2 regarding qualified privilege).
<b>Time limit on presentation</b>	<b>3.19.6</b> Unless the meeting determines otherwise in any particular case, a limit of 10 minutes is placed on a speaker making a presentation, or if there are 2 members of the deputation addressing the meeting 10 minutes in total for the two speakers.
 <b>3.20 Petitions</b>	
<b>Form of petitions</b>	<b>3.20.1</b> Every petition presented to the local authority or to any of its committees, must comprise fewer than 50 words (not including signatories) and not be disrespectful, nor use offensive language or include statements made with malice (see Standing Orders 3.15.1 and 3.15.2 regarding qualified privilege).
<b>Petition where presented by members</b>	<b>3.20.2</b> Any member of the local authority, who presents a petition on behalf of the petitioners, is to confine himself/herself to reading the petition and the statement of the parties from which it comes, and the number of signatures attached to it.
<b>Petition in English or Māori</b>	<b>3.20.3</b> A petition presented to a local authority or any of its committees may be in English or Māori. Prior arrangement with the chairperson should be sought at least 2 working days before the meeting if the petition is not in English. The chairperson may order that any petition be translated and/or printed in another language.
<b>Petition where presented by petitioner</b>	<b>3.20.4</b> Where a petition is presented by a petitioner, unless the local authority determines otherwise, a limit of 5 minutes is placed on that person (see Standing Orders 3.15.1 and 3.15.2 regarding qualified privilege). If the chairperson has reason to believe that the petitioner is disrespectful or offensive, or has made statements with malice, the chairperson shall terminate presentation of the petition.
 <b>3.21 Questions</b>	
<b>Questions to officers during debate</b>	<b>3.21.1</b> In the course of any debate at any local authority meeting, any member may, at the chairperson's discretion, ask any question of the relevant officer on any matter under debate. Such questions are to be directed through the chair.

**APPENDICES**

Appendix A Grounds to exclude the public from meetings in terms of the Local Government Official Information and Meetings Act 1987

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 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 such disclosure 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:
    - (i) Would disclose a trade secret or
    - (ii) Would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information; or
  - (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 wāhi 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:
    - (i) Would 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) Would be likely otherwise to damage the public interest; or
  - (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 members, officers or employees of any local authority from improper pressure or harassment; or
  - (g) Maintain legal professional privilege; or
  - (h) Enable the local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or



- (i) Enable the local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or
- (j) Prevent the disclosure or use of official information for improper gain or improper advantage.

Provided that where A2 of this Appendix applies the public may be excluded, unless, in the circumstances of the particular case, the exclusion of the public is outweighed by other considerations which render it desirable, in the public interest, that the public not be excluded.

- A3** That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information, the public disclosure of which would:
- (a) Be contrary to the provisions of a specified enactment; or
  - (b) Constitute contempt of Court or of the House of Representatives.
- A4** That the purpose of the whole or the relevant part of the proceedings of the meeting is to consider a recommendation made to the local authority by an Ombudsman under Section 30(1) or Section 38(3) of the Local Government Official Information and Meetings Act 1987 (in the case of a local authority named or specified in the First Schedule 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 local authority to deliberate in private on its decision or recommendation in:
- (a) Any proceedings before a local authority where:
    - (i) A right of appeal lies to any Court or Tribunal against the final decision of the local authority in those proceedings or
    - (ii) The local authority is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings; and
  - (b) Any proceedings of a local authority in relation to any application or objection under the Marine Farming Act 1971.

Appendix B Sample Resolution to exclude the public

Section 48, Local Government Official Information and Meetings Act 1987.

I move that the public be excluded from the following parts of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Item No	Minutes/report of:	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
1.	Report of the Chair of the Strategy and Finance Committee	Appointment of Directors - City Services Limited	Good reason to withhold exists under Section 7	Section 48(1)(a)
2.	Report of the Sustainable Transport and Utilities Committee Meeting of 24/12/2003	North Connection to Smith Road. Purchase of Land	Good reason to withhold exists under Section 7	Section 48(1)(a)
3.	Report of the Chairman of the Parks, Gardens and Waterways Committee	Property Purchase - 20 Smith Street	Good reason to withhold exists under Section 7	Section 48(1)(a)
4.	Report of the Council Hearings Panel	Recommendation on Submissions to Variation 100 to City Proposed District Plan	Good reason to withhold exists under Section 7	Section 48(1)(a)

This resolution is made in reliance on section 48(1)(a) 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 which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

**Item no:**

- 1 Protection of privacy of natural persons [Section 7(2)(a)]
- 2, 3 Conduct of negotiations [Section 7(2)(i)]
- 4 Prevention of improper advantage [Section 7(2)(j)]

**NOTE -**

Section 48(4) of the Local Government Official Information and Meetings Act 1987 provides as follows:

- “(4) Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof):
  - (a) Shall be available to any member of the public who is present; and
  - (b) Shall form part of the minutes of the local authority.”

#### Appendix C Powers of the chairperson

This Appendix is intended to separately set out the chairperson's powers which are contained in various parts of the Model Standing Orders.

The provisions in the Model Standing Orders shall be authoritative. The relevant Model Standing Orders are referred to in brackets.

**C1 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.  
(See Standing Order 3.3.2)

**C2 Chairperson to decide points of order**

The chairperson is to decide any point of order and may do so immediately after it has been raised or may first hear further argument before deciding. The ruling of the chairperson upon any point of order is not open to any discussion and is final. No point of order may be raised during a division except by permission of the chairperson.  
(See Standing Orders 3.13.3 and 3.13.6)

**C3 Items not on the agenda**

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

Minor matters not on the agenda relating to the general business of the local authority may be discussed if the chairperson explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at that meeting, but no resolution, decision or recommendation may be made in respect of that item except to refer it to a subsequent meeting.  
(See Standing Orders 3.7.5 and 3.7.5.1)

**C4 Chairperson's report**

The chairperson, by report, has the right to direct the attention of the local authority to any matter or subject within the role or function of the local authority.  
(See Standing Order 3.7.4)

**C5 Chairperson's recommendation**

The chairperson of any meeting may include on the agenda for that meeting a chairperson's recommendation regarding any item brought before the meeting. The purpose of such a recommendation is to focus debate on a suggested motion.  
(See Standing Order 3.7.6)

**C6 Chairperson's voting**

The chairperson at any meeting has a deliberative vote and, in the case of equality of votes, does not have a casting vote unless expressly provided for in these standing orders.

NOTE - Where a local authority wishes to have a casting vote it should refer to Appendix H for alternative wording for this Standing Order. When adopting, amending or suspending Standing Orders to provide for a casting vote Clause 27, Schedule 7 of the Local Government Act 2002 applies.  
(See Standing Order 2.5.1)

**C7 Motion in writing**

The chairperson may require the mover of any motion or amendment to submit it in writing signed by the mover.  
(See Standing Order 3.9.4)

**C8 Motion in parts**

The chairperson may require any motion expressed in parts to be decided part by part.  
(See Standing Order 3.9.5)

**C9 Notice of motion**

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

- (a) Is disrespectful or which contains offensive language or statements made with malice; or
- (b) Is not within the scope of the role or functions of the local authority; or
- (c) Contains an ambiguity or statement of fact or opinion which cannot properly form part of an effective resolution, and the mover has declined to comply with such requirements as the chief executive may have made; or
- (e) Is concerned with matters which are already the subject of reports or recommendations from a committee to the meeting concerned.

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

Where a notice of motion has been considered and agreed by the local authority, no notice of any other motion which is, in the opinion of the chairperson, to the same effect may be put again whilst such original motion stands.  
(See Standing Orders 3.10.2 and 3.11.3)

**C10 Action on previous resolutions**

If in the opinion of the chairperson the practical effect of a delay in taking action on a resolution which is subject to a notice of motion, until the proposed notice of motion has been dealt with by the local authority, 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 local authority, action may be taken as though no such notice had been given.  
(See Standing Order 3.9.16)

**C11 Repeat notice of motion**

If in the opinion of the chairperson, a notice of motion is substantially the same in purport and effect to any previous notice of motion which has been considered and rejected by the local authority, no such notice of motion may be accepted within six months of consideration of the first notice of motion unless signed by not less than one third of the members of the local authority, including vacancies.  
(See Standing Order 3.11.1)

**C12 Revocation or alteration of previous resolution**

A chairperson may recommend in a report to the local authority the revocation or alteration of all or part of any resolution previously passed, and the local authority meeting may act on such a recommendation.  
(See Standing Order 3.9.18)

**C13 Chairperson may call a meeting**

The chairperson:

- (a) May call a meeting to dispose of the business to be transacted following the lapsing of a meeting due to failure of a quorum, if such business cannot be delayed until the next meeting;
- (b) May requisition an extraordinary meeting to be held at a specified time and place, in order to conduct specified business;  
(See Standing Orders 3.5.2, 2.14.1 and 2.14.2)

**C14 Irrelevant matter and needless repetition**

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

(See Standing Order 3.8.2)

**C15 Taking down words**

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

(See Standing Order 3.8.4)

**C16 Reading of speeches**

The chairperson may permit members who request permission to do so, to read their speeches.

(See Standing Order 3.8.5)

**C17 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.

(See Standing Orders 3.8.12 and 3.8.13)

**C18 Chairperson rising**

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

(See Standing Order 3.3.3)

**C19 Members may leave places**

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

(See Standing Order 3.3.4)

**C20 Priority of speakers**

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

(See Standing Order 3.3.5)

**C21 Minutes**

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

(See Standing Orders 3.17.1 and 3.18.2)

**C22 Questions of speakers**

The chairperson may permit members to ask questions of speakers under public forum or tangata whenua participation, for the purpose of obtaining information or clarification on matters raised by the speaker.

(See Appendices F4 and G5.)

**C23 Withdrawal of offensive or malicious expressions**

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

(See Standing Order 3.3.11)

(b) 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.

(See Standing Order 3.3.12)

**C24 Chairperson's rulings**

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

(See Standing Orders 3.1.1 and 3.3.2)

**C25 Disorderly behaviour**

The chairperson may:

(a) Require any member or member of the public whose conduct is disorderly or who is creating a disturbance, to withdraw immediately from the meeting for a time specified by the chairperson.

(See Standing Orders 3.3.13 and 3.16.1)

(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.

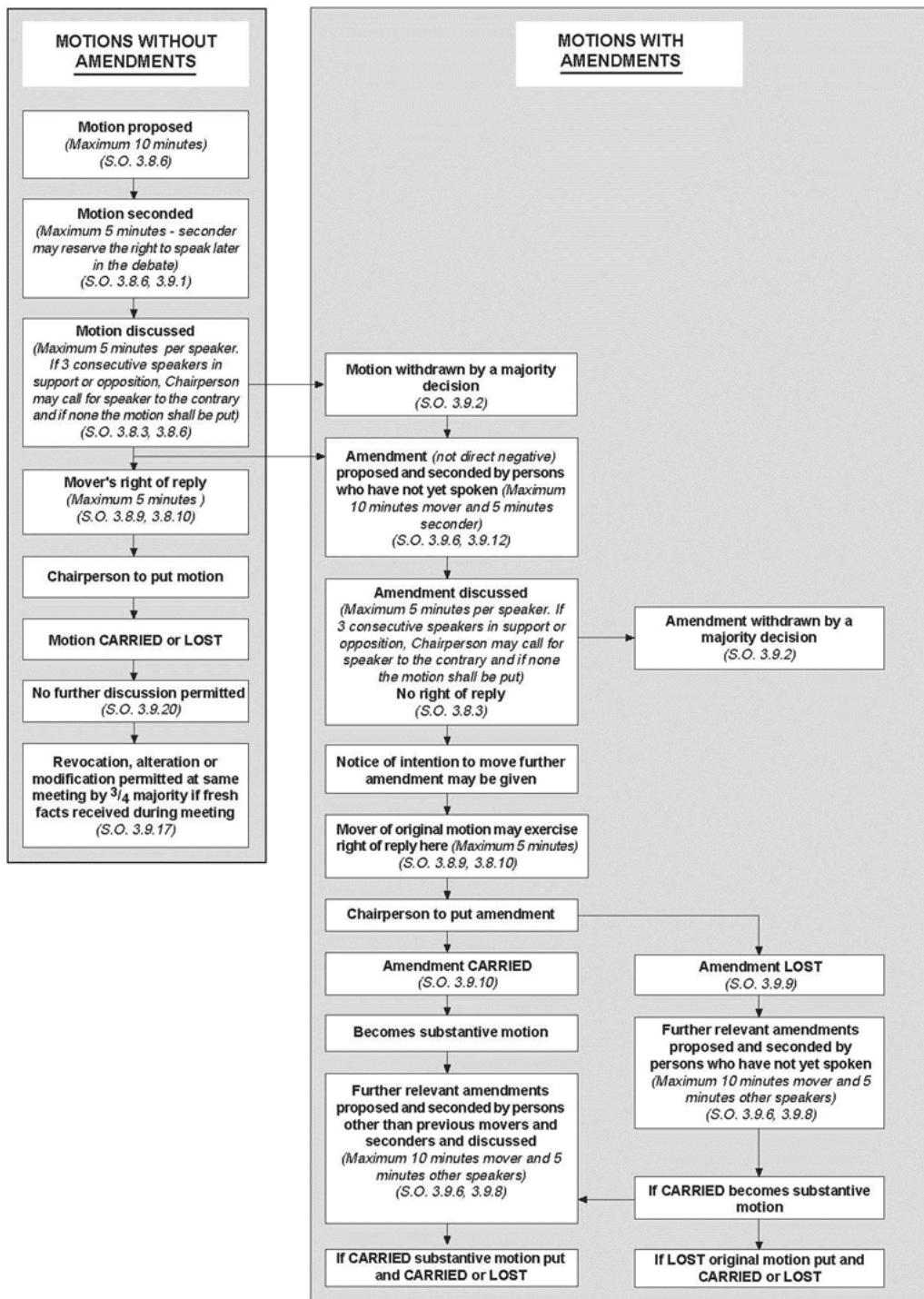
(See Standing Orders 3.3.14 and 3.3.15)

**C26 Failure to leave meeting**

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

(See Standing Orders 3.3.16 and 3.16.2)

Appendix D Motions and amendments



Item 10 Attachment A

Appendix E Table of procedural motions

(See Standing Orders 3.12.1 to 3.12.12 and 3.13.1 to 3.13.6)

Motion	Has the Chair discretion to refuse this	Is seconder 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 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 already spoken in the debate may not speak again.
(b) "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.	
(c) "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.



Motion	Has the Chair discretion to refuse this motion?	Is seconder required?	Is discussion in order?	Are amendments in order?	Is mover of procedural motion entitled 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	Position if a procedural motion is already before the	Remarks
(d) "That the meeting move directly to the next business, superseding the item under discussion."	No	Yes	No	No	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.	
(e) "That the item of business being discussed does lie on the table and not be further 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.	
(f) "That the item of business being discussed be referred 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.	
(g) "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 Orders 3.13.1 to 3.13.6

## Appendix F Public forum

**F1 Public forum**

A period of up to 30 minutes, or such other time as the local authority may determine, will be set aside for a public forum at the commencement of meetings of the local authority, committee and subcommittee meetings which are open to the public. Each speaker during the public forum section of a meeting, may speak for 10 minutes.

**F2 Time extension**

Standing orders may be suspended on a vote of not less than 75 % of those present, to extend the period of public participation or the period any speaker is allowed to speak.

**F3 Subjects of public forum**

In respect of local authority, committee and subcommittee meetings, the public forum is to be confined to those items falling within the terms of reference of that meeting, provided the matter is not sub-judice.

NOTE - The public forum procedure does not apply in respect of any hearing, including the hearing of submissions where the local authority, committee or subcommittee sits in a quasi-judicial capacity.

**F4 Questions of speakers during public forum**

With the permission of the chairperson, members may ask questions of speakers during the period reserved for public forum. If permitted by the chairperson, questions by members are to be confined to obtaining information or clarification on matters raised by the speaker.

**F5 Clarification from staff on issues**

Clarification on issues can be sought from staff by councillors during Public Forum.

## Appendix G Additional provisions for Tangata Whenua

- G1 Tangata whenua representation at meetings**  
Where representatives of the tangata whenua identify any item on the agenda for a meeting of a local authority, committee or subcommittee which the tangata whenua wish to discuss, they may attend the meeting for that purpose. These provisions do not apply to any meeting of a local authority, committee or subcommittee which is sitting in a quasi-judicial capacity in respect of any matter to be heard.
- G2 Speaking rights in addition to public forum**  
The right to speak at meetings of the local authority conferred by these provisions, are in addition to and separate from those rights of a public forum available in terms of Appendix F.
- G3 Tangata whenua representation at committees and subcommittees**  
Where representatives of the tangata whenua have, in accordance with Clause F1, identified items they wish to discuss at a meeting, they may be represented by such number of representatives as is equal to the number of permanent members of that committee or subcommittee who are present at that meeting.
- G4 Tangata whenua speaking time**  
Representatives of the tangata whenua shall have the right to address any meeting of the local authority, committee or subcommittee for a period of 15 minutes in total on any item or issue which has been identified or initiated by the tangata whenua and listed for consideration at a meeting.
- G5 Questions of speakers during tangata whenua participation**  
With the permission of the chairperson, members may ask questions of representatives of the tangata whenua. If permitted by the chairperson, questions by members are to be confined to obtaining information or clarification on matters raised by the speaker.

NOTE - The term "tangata whenua" is not mentioned in the Local Government Act 2002. The Act refers to "Māori".

Appendix H Provision for casting vote

Where a local authority wishes to have a casting vote **replace** Standing Order 3.14.2(b) with “in the case of equality of votes the chairperson has a casting vote.”

NOTE - When adopting, amending or suspending Standing Orders to provide for a casting vote Clause 27, Schedule 7 of the Local Government Act 2002 applies.

REFERENCED DOCUMENTS

Item 10 Attachment A



## Elected Members Code of Conduct

**Record No:** R/17/5/9173  
**Author:** Rose Knowles, Committee Advisor/Customer Support Partner  
**Approved by:** Rex Capil, Group Manager Community and Futures

Decision  Recommendation  Information

Item 11

### Purpose

- 1 To present to the Community Development Area Subcommittee (CDA) with the Elected Members Code of Conduct (the Code) which was adopted by the Southland District Council at its meeting on Wednesday 26 October 2016.

### Background

- 2 Clause 15 of Schedule 7 of the Local Government Act 2002 (the Act) requires a local authority to adopt a Code which applies to all elected members. The Council has determined that the Code will apply to all Community Boards, Committees and Subcommittees when they are acting under Council delegations. It is recommended that CDAs also agree to adopt the Code when acting under their statutory delegations.
- 3 The Code (Attachment A) acts as a guide to ensure a standard of behaviour that is expected from all elected members (both Councillors, Community Board and Community Development Area Subcommittee members) of the Southland District Council in their dealings with the Chief Executive and officers employed by Council and also the public.
- 4 Once the Code is adopted it continues to remain in force until further amended by Council. The Code can be amended by Council but cannot be revoked unless Council replaces it with another code. Any amendments to the Code must be approved by Council with a resolution supported by 75% or more of the members of Council present at a meeting.
- 5 The Code has been revised and updated, since that which was last adopted by the Council in October 2016 to ensure that it reflects today's expectations for a local authority Code of Conduct.

## Recommendation

That the Garston Community Development Area Subcommittee:

- a) Receives the report titled “Elected Members Code of Conduct” dated 8 May 2017.
- b) Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) Notes the Elected Members Code of Conduct for Councillors and members of the Community Boards and Community Development Area Subcommittees of the Southland District Council which was adopted by Council at its meeting on 26 October 2016.
- e) Adopts the Elected Members Code of Conduct when acting under its statutory powers as provided for in the Local Government Act 2002.
- f) Notes that the Elected Members Code of Conduct must be complied with when the Board is acting under its delegations approved by Council at its meeting on 26 October 2016.

## Attachments

- A Code of Conduct Adopted By Council on 26 October 2016 [↓](#)





## CODE OF CONDUCT – COUNCIL, COMMUNITY BOARDS COMMUNITY DEVELOPMENT AREA SUBCOMMITTEES

### Part One: Introduction

Schedule 7 of the Local Government Act 2002 (the Act) requires Council to adopt a code of conduct. Once adopted, all elected members are required to comply with the code.

In the context of this report, the term “elected members” refers to Councillors, Community Board members and Community Development Area Subcommittee (CDA) members.

This code of conduct provides guidance on the standards of behaviour that are expected from all the elected members of the Southland District Council. The code applies to elected members in their dealings with:

- each other
- the Chief Executive
- all staff employed by the Chief Executive on behalf of the Council
- the media
- the general public.

This code also applies to all Council committees, Subcommittees and Community Boards.

The objective of the code is to enhance:

- the effectiveness of the Council as the autonomous local authority with statutory responsibilities for the good local government of the Southland District
- the credibility and accountability of the Council within its community
- mutual trust, respect and tolerance between the elected members as a group and between the elected members and management.

This code of conduct seeks to achieve its objectives by recording:

- an agreed statement of roles and responsibilities (recorded in Part Two of this Code)
- agreed general principles of conduct (recorded in Part Three of this Code)
- specific codes of conduct applying to particular circumstances or matters (also recorded in Part Three of this Code).

Elected members are primarily accountable to the electors of the district through the democratic process. However, elected members must note that the Auditor-General may hold them to account for unlawful actions or expenditure or for breaches of the Local Authorities (Members' Interests) Act 1968.

The code of conduct that follows is based on the following general principles of good governance:

- **Public interest.** Elected members should serve only the interests of the district as a whole and should never improperly confer an advantage or disadvantage on any one person.
- **Honesty and integrity.** Elected members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.
- **Objectivity.** Elected members should make decisions on merit including making appointments, awarding contracts, or recommending individuals for rewards or benefits. Elected members should also note that, once elected, their primary duty is to the interests of the entire district, not the ward or community that elected them.
- **Accountability.** Elected members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should cooperate fully and honestly with the scrutiny appropriate to their particular office.
- **Openness.** Elected members should be as open as possible about their actions and those of the Council, and should be prepared to justify their actions.
- **Personal judgment.** Elected members can and will take account of the views of others, but should reach their own conclusions on the issues before them, and act in accordance with those conclusions.
- **Respect for others.** Elected members should promote equality by not discriminating unlawfully against any person and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation, or disability. They should respect the impartiality and integrity of the Council staff.
- **Duty to uphold the law.** Elected members should uphold the law, and on all occasions, act in accordance with the trust the public places in them.
- **Stewardship.** Elected members must ensure that the Council uses resources prudently and for lawful purposes, and that the Council maintains sufficient resources to meet its statutory obligations.
- **Leadership.** Elected members should promote and support these proposals by example, and should always endeavour to act in the best interests of the community.

## Part Two: Roles and Responsibilities

This part of the code describes the roles and responsibilities of elected members, the additional roles of the Mayor and Deputy Mayor, and the role of the Chief Executive.

### Mayor

The Mayor is elected by the district as a whole and as one of the elected members shares the same responsibilities as other members of Council. The Mayor also has the following roles as a:

- presiding member at Council meetings. The Mayor is responsible for ensuring the orderly conduct of business during meetings (as determined in standing orders);

- advocate on behalf of the community. This role may involve promoting the community and representing its interests. Such advocacy will be most effective where it is carried out with the knowledge and support of the Council;
- ceremonial head of Council;
- providing leadership and feedback to other elected members on teamwork and Chairmanship of committees; and
- Justice of the Peace (while the Mayor holds office).

The Mayor must follow the same rules as other elected members about making public statements and committing the Council to a particular course of action, unless acting in accordance with the rules for media contact on behalf of the Council under a delegation of authority from the Council.

Recent changes to the Local Government Act 2002 have provided additional powers to the Mayor. These powers relate to:

- The appointment of the Deputy Mayor and Committee Chairpersons
- The determination of the Committee structure
- Leadership of budget, plans and key policy discussions.

### **Deputy Mayor**

The Deputy Mayor may be appointed by the Mayor. If the Mayor declines to do this, then the Deputy Mayor must be elected by the members of Council, at the first meeting of the Council. The Deputy Mayor exercises the same roles as other elected members, and if the Mayor is absent or incapacitated, the Deputy Mayor must perform all of the responsibilities and duties, and may exercise the powers, of the Mayor (as summarised above). The Deputy Mayor may be removed from office by resolution of Council.

### **Committee Chairpersons**

As noted above, the Mayor has the power to appoint Chairpersons and to form Committees. If the Mayor declines to do this then the Council may create one or more committees of Council. A committee Chairperson presides over all meetings of the committee, ensuring that the committee acts within the powers delegated by Council, and as set out in the Council's Delegations Manual. Committee Chairpersons may be called on to act as an official spokesperson on a particular issue. They may be removed from office by resolution of Council.

### **Councillors**

Councillors acting as the Council, are responsible for:

- the development and adoption of Council policy
- monitoring the performance of the Council against its stated objectives and policies
- prudent stewardship of Council resources
- employment of the Chief Executive
- representing the interests of the residents and ratepayers of the Southland District Council. (On election, the members' first responsibility is to the district as a whole.)

Unless otherwise provided in the Local Government Act 2002 or in standing orders, the Council can only act by majority decisions at meetings. Each elected member has one vote. Any individual elected member (including the Mayor) has no authority to act on behalf of the Council unless the Council has expressly delegated such authority.

### **Community Boards**

Within the Southland District there are eight community boards:

- Edendale-Wyndham Community Board
- Otautau Community Board
- Riverton/Aparima Community Board
- Stewart Island/Rakiura Community Board
- Te Anau Community Board
- Tuatapere Community Board
- Wallacetown Community Board
- Winton Community Board

The community board elected members, acting as the community board, have the role to:

- represent, and act as an advocate for, the interests of its community
- consider and report on all matters referred to it by the Southland District Council, or any matter of interest or concern to the community board
- maintain an overview of services provided by the Southland District Council within the community
- prepare an annual submission to the Southland District Council for expenditure within the community
- communicate with community organisations and special interest groups within the community
- undertake any other responsibilities that are delegated to it by the Southland District Council.

### **Community Development Area Subcommittees**

Within the Southland District there are 19 CDAs:

- Athol CDA
- Balfour CDA
- Browns CDA
- Colac Bay CDA
- Dipton CDA
- Garston CDA
- Gorge Road CDA
- Limehills/Centre Bush CDA
- Lumsden CDA
- Manapouri CDA
- Mossburn CDA
- Nightcaps CDA
- Ohai CDA
- Orepuki CDA
- Riversdale CDA
- Thornbury CDA
- Tokanui CDA
- Waikaia CDA
- Woodlands CDA

The CDA elected members, acting as the CDA, have the role to:

- represent, and act as an advocate for, the interests of its community
- consider and report on all matters referred to it by the Southland District Council, or any matter of interest or concern to the CDA
- maintain an overview of services provided by the Southland District Council within the community
- prepare an annual submission to the Southland District Council for expenditure within the community
- communicate with community organisations and special interest groups within the community
- undertake any other responsibilities that are delegated to it by the Southland District Council.

### **Chief Executive**

The Chief Executive is appointed by the Council in accordance with section 42 of the Local Government Act 2002. The Chief Executive is responsible for implementing and managing the Council's policies and objectives within the budgetary constraints established by the Council. In terms of section 42 of the Act, the responsibilities of the Chief Executive are:

- implementing the decisions of the Council
- providing advice to the Council and community boards
- ensuring that all responsibilities, duties and powers delegated to the Chief Executive or to any person employed by the Chief Executive, or imposed or conferred by any Act, regulation or bylaw are properly performed or exercised
- managing the activities of the local authority effectively and efficiently
- maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority
- providing leadership for the staff of the local authority
- employing staff on behalf of the local authority (including negotiation of the terms of employment for the staff of the local authority).

The Chief Executive is accountable to Council directly and not to Community Boards or Community Development Area Subcommittees.

Under section 42 of the Local Government Act 2002 the Chief Executive employs all other staff on behalf of the local authority.

### **Meeting Attendance**

Elected members are expected to attend and participate in all Council meetings, Standing Committee meetings and sub-committee meetings to which they have been appointed, unless they have submitted an apology or obtained a leave of absence in advance for non-attendance.

All Councillors are expected to attend all workshops and those hearings that are held as part of the consultation process on Council documents, such as the Annual Plan and Long Term Plan.

From time to time, working parties will be established by the Council or a Standing Committee to achieve specific outcomes. Elected members are expected to make

themselves available to be appointed to an equitable share of these working parties, and to attend all meetings of those to which they are appointed.

### **Appointments to Other Bodies**

At the first meeting following the triennial elections and on other occasions (as appropriate) Council will appoint elected members to a variety of other bodies.

These appointments will be made on the basis of the best person for the specific role bearing in mind the skills required, the views of the Council and location of the elected member.

### **Relationships and Behaviours**

This part of the code sets out the agreed standards of behaviour. Some of the matters described in this part of the code reflect other legislation such as the Local Authorities (Members' Interests) Act 1968. The majority of the code is material that the Council has decided to include of its own initiative.

### **Relationships with Other Elected Members**

Successful teamwork is a critical element in the success of any democratically elected organisation. No team will be effective unless mutual respect exists between members. With this in mind elected members will conduct their dealings with each other in ways that:

- maintain public confidence in the office to which they have been elected
- are open and honest
- focus on issues rather than personalities
- avoid aggressive, offensive or abusive conduct
- treat people with courtesy and respect.

Elected members shall maintain the respect and dignity of their office in their dealings with each other, Council officers and the public.

Elected members should also note that discussions are not subject to privilege.

Elected members will act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Council and the community.

Elected members should remember that they have no personal power to commit the Council to any particular policy, course of action or expenditure and must not represent they have such authority if that is not the case.

Elected members will make no allegations regarding other elected members or Council officers which are improper or derogatory.

In the performance of their official duties, elected members should refrain from any form of conduct which may cause any reasonable person unwarranted offence or embarrassment.

### **Relationships with Staff**

The effective performance of Council also requires a high level of cooperation and mutual respect between elected members and staff. To ensure that level of cooperation and trust is maintained, elected members will:

- recognise that the Chief Executive is the employer (on behalf of Council) of all Council employees, and as such only the Chief Executive may hire, dismiss or instruct or censure an employee
- make themselves aware of the obligations that the Council and the Chief Executive have as employers and observe those requirements at all times
- treat all employees with courtesy and respect (including the avoidance of aggressive, offensive or abusive conduct towards employees)
- observe any guidelines that the Chief Executive puts in place regarding contact with employees
- not do anything which compromises, or could be seen as compromising, the impartiality of an employee
- avoid publicly criticising any employee in any way, but especially in ways that reflect on the competence and integrity of the employee
- raise concerns about employees only with the Chief Executive, and concerns about the Chief Executive only with the Mayor or the Executive Committee.

Elected members should be aware that failure to observe this portion of the code of conduct may compromise the Council's obligations to act as a good employer and may expose the Council to civil litigation and audit sanctions.

Elected members should raise operational issues with the Chief Executive in the first instance. If it is a routine matter such as repairing a pothole, cutting of vegetation or footpath repairs, the issue should be logged with Customer Support who will enter the issue into our Request for Service system (RFS). This enables progress on these issues to be monitored.

#### **Relationships with the Community**

Effective Council decision-making depends on productive relationships between elected members and the community at large.

Members should ensure that individual citizens are accorded respect in their dealings with the Council, have their concerns listened to, and deliberated on in accordance with the requirements of the Act.

Members should act in a manner that encourages and values community involvement in local democracy.

#### **Contact with the Media**

The media plays an important part in local democracy. In order to fulfil this role the media needs access to accurate, timely information about the affairs of Council. From time to time, individual elected members will be approached to comment on a particular issue either on behalf of Council, or as an elected member in their own right. This part of the code deals with the rights and duties of elected members when speaking to the media on behalf of Council, or in their own right.

The following rules apply for media contact on behalf of Council:

- the Mayor is the first point of contact for the official view on any issue. Where the Mayor is absent, any matters will be referred to the Deputy Mayor or relevant committee Chairperson
- the Mayor may refer any matter to the relevant committee Chairperson or to the Chief Executive for their comment
- no other elected member may comment on behalf of Council without having first obtained the approval of the Mayor.

Elected members are free to express a personal view in the media provided the following rules are observed:

- media comments must not state or imply that they represent the views of Council
- where an elected member is making a statement that is contrary to a Council decision or Council policy, the member must not state or imply that his or her statements represent a majority view
- media comments must observe the other requirements of the code of conduct, or legislation e.g. not disclose confidential information, or compromise the impartiality or integrity of staff.
- the elected member should ensure that any comments made do not compromise Council's statutory responsibilities. In other words, it would not be appropriate to comment on matters before the Regulatory and Consents Committee, where this might compromise the statutory decision-making processes.

### **Meeting Decisions**

Every elected member who has the right to speak can lawfully express his or her opinion at any Council or Committee meeting within the limits imposed by Standing Orders. These meetings are open to the media and their comments may be reported.

Once a matter has been determined at a Council meeting, it becomes the Council's position until it is lawfully changed by a subsequent Council decision. All elected members and staff will respect this position.

The Mayor can make statements that accurately report Council decisions.

Committee Chairs can make statements that accurately report their Committee's decisions, or factual statements about Council or Committee decisions.

### **Confidential Information**

In the course of their duties elected members will occasionally receive information that may need to be treated as confidential. This will generally be information that is either commercially sensitive or is personal to a particular individual or organisation.

Elected members must not use or disclose confidential information for any purpose other than the purpose for which the information was supplied to the elected member. Decisions on whether confidential information is able to be released are to be made by the Chief Executive in accordance with the provisions of the Local Government Official Information and Meetings Act 1987.

Elected members should be aware that failure to observe these provisions will impede the performance of Council by inhibiting information flows and undermining public confidence in the Council. Failure to observe these provisions may also expose Council to prosecution under the Privacy Act 1993 and/or civil litigation.

### **Information Received in Capacity as an Elected Member**

Any information received by an elected member in his/her capacity as an elected member is official information under the Local Government Official Information and



Meetings Act 1987 (LGOIMA). As such the Council has a requirement to hold that information in accordance with the provisions of LGOIMA and the Public Records Act 2005. As such a copy of any such information should be provided to the Chief Executive so that it can be held in accordance with Council record management policies.

This duty of disclosure will require elected members to whom information may be offered on the basis that confidence be preserved to inform the intended provider of the information of the duty of disclosure and to decline to receive the information if that duty is likely to be compromised.

### **Responding to Queries Involving Liability Issues**

Elected members need to ensure they respond to queries in an appropriate manner and with due regard to the legal position of Council. At times, elected members are asked to become involved in legal disputes or insurance claims. Such matters should be referred to the Chief Executive. It is important that Council act in an appropriate manner with regard to legal and insurance issues. Often our insurance cover depends on the way we address or manage an issue.

### **Training, Conferences and Induction**

Following the triennial election, the Chief Executive will organise induction training for all elected members who require it. This will address the role of elected members and provide valuable information about what an elected member needs to know.

Council has a budget for training and development of elected members. From time to time consideration will be given to attendance at the Local Government New Zealand Conference, Local Government New Zealand Zone meetings and New Zealand Planning Institute Conference. Other conferences or meetings may also be considered.

If an elected member wishes to attend a conference or meeting, then he or she should discuss this with the Mayor.

In the case of a Community Board or Community Committee elected member, an approach should be made to the Chairperson.

Costs incurred with attending training and conferences will be managed in accordance with the Elected Member Remuneration and Reimbursements Policy and the Sensitive Expenditure Policy.

### **Conflicts of Interest**

Elected members must be careful that they maintain a clear separation between their personal interests and their duties as an elected member. This is to ensure that people who fill positions of authority carry on their duties free from bias (whether real or perceived). Elected members therefore need to familiarise themselves with the provisions of the Local Authorities (Members' Interests) Act 1968 which concerns financial interests, and with other legal requirements concerning non-financial conflicts of interest.

The Act provides that an elected member is disqualified from office, or from election to office, if that member is concerned or interested in contracts under which payments made by or on behalf of the local authority exceed \$25,000 in any financial year.

Additionally, elected members are prohibited from participating in any Council discussion or vote on any matter in which they have a pecuniary interest, other than an interest in common with the general public. The same rules also apply where the elected member's spouse contracts with the authority or has a pecuniary interest. Elected members must declare their interests at Council meetings where matters in which they have a pecuniary or other conflict of interest arise.

Elected members shall annually make a general declaration of interest as soon as practicable after becoming aware of any such interests. These declarations are recorded in a register of interests maintained by Council. The declaration must notify the Council of the nature and extent of any interest, including:

- any employment, trade or profession carried on by the elected member or the elected member's spouse for profit or gain
- any company, trust, partnership etc for which the elected member or their spouse is a director, partner, trustee or beneficiary
- the address of any land in which the elected member has a beneficial interest and which is in the Southland District Council
- the address of any land where the landlord is the Southland District Council and:
  - the elected member or their spouse is a tenant, or
  - the land is tenanted by a firm in which the elected member or spouse is a partner, or a company of which the elected member or spouse is a director, or a trust of which the elected member or spouse is a trustee or beneficiary
- any other matters which the public might reasonably regard as likely to influence the elected member's actions during the course of their duties as an elected member.

If the elected member is in any doubt as to whether or not a particular course of action (including a decision to take no action) raises a conflict of interest, then the elected member should seek guidance from the Chief Executive immediately.

Elected members may also contact the Office of the Auditor General for guidance as to whether that member has a pecuniary interest. If there is a pecuniary interest, the elected member may seek an exemption to allow that elected member to participate or vote on a particular issue in which they may have a pecuniary interest. The latter must be done before the discussion or vote. The Chief Executive must also seek approval from the Office of the Auditor General for contractual payments to elected members, their spouses or their companies that exceed the \$25,000 annual limit.

Failure to observe the requirements of the Local Authorities (Members' Interests) Act 1968 could potentially invalidate the particular decision made, or the action taken, by Council. Failure to observe these requirements could also leave the elected member open to prosecution under the Local Authorities (Members' Interests) Act 1968. In the event of a conviction elected members can be ousted from office.

### **Standing Orders**

Elected members must adhere to any standing orders adopted by Council under the Local Government Act 2002. These standing orders are subject to the same legal requirements as a code of conduct with regard to their adoption and amendment.

### **Ethics**

Southland District Council seeks to promote the highest standards of ethical conduct amongst its elected members. Accordingly, elected members will:

- claim only for legitimate expenses as laid down by any determination of the Remuneration Authority then in force, and any lawful policy of Council developed in accordance with that determination
- not influence, or attempt to influence, any Council employee to take actions that may benefit the elected member, or the elected member's family or business interests
- Only use Council resources (including facilities, staff, equipment and supplies) effectively and economically in the course of their duties, and within other guidelines, and not in connection with any election campaign or other personal business.
- not solicit, demand, or request any gift, reward or benefit by virtue of their position
- notify the Chief Executive if any gifts are accepted
- where a gift to the value of \$300 excluding GST or more is offered to an elected member, immediately disclose this to the Chief Executive for inclusion in the register of interests.

Acceptance of substantial gifts, favours or hospitality may be construed as a bribe or perceived as undue influence. Working meals and social occasions should be undertaken in an appropriate manner.

#### **Disqualification of Members from Office**

Elected members are automatically disqualified from office if they are convicted of a criminal offence punishable by two or more years' imprisonment, or if they cease to be or lose their status as an elector or are convicted of certain breaches of the Local Authorities (Members' Interests) Act 1968.

Under the Local Government Act 2002, local authorities, when adopting a code of conduct, must consider whether or not they will require elected members to declare whether they are an undischarged bankrupt. This Council believes that bankruptcy does raise questions about the soundness of a person's financial management skills and their judgment in general. The Council therefore requires elected members who are declared bankrupt to notify the Chief Executive as soon as practicable after being declared bankrupt.

#### **Part Four: Compliance and Review**

This part deals with ensuring that elected members adhere to the code of conduct and mechanisms for the review of the code of conduct.

#### **Compliance**

Elected members must note that they are bound to comply with the provisions of this code of conduct (Local Government Act 2002, Schedule 7, section 15(4)).

Elected members are also bound by the Local Government Act 2002, the Local Authorities (Members' Interests) Act 1968, the Local Government Official Information and Meetings Act 1987, the Secret Commissions Act 1910, the Crimes Act 1961 and the Securities Act 1978. The Chief Executive will ensure that an explanation of these Acts is made at the first meeting after each triennial election and that copies of these Acts are freely available to elected members.

Short explanations of the obligations that each of these has with respect to conduct of elected members is attached in the Appendix to this code.

All alleged breaches of the code should be reported to the Mayor or Chief Executive. Any allegation of a breach of a code of conduct must be in writing, make a specific allegation of a breach of the code of conduct, and provide corroborating evidence.

In response to a breach, the Executive Committee will investigate the alleged breach and prepare a report for the consideration of Council. Before beginning any investigation, the committee will notify the elected member(s) in writing of the complaint and explaining when and how they will get the opportunity to put their version of events.

The Council will consider the report in open meeting of Council, except where the alleged breach relates to the misuse of confidential information, could impinge on the privacy of a member of staff or of the general public or other good reason, as defined in LGOIMA, exists for considering it in public excluded.

### **Responses to Breaches of the Code**

The exact nature of the action the Council may take depends on the nature of the breach and whether there are statutory provisions dealing with the breach.

Where there are statutory provisions:

- breaches relating to members' interests render elected members liable for prosecution by the Auditor-General under the Local Authority (Member's Interests) Act 1968
- breaches which result in the Council suffering financial loss or damage may be reported on by the Auditor-General under the Local Government Act 2002, which may result in the elected member having to make good the loss or damage
- breaches relating to the commission of a criminal offence may leave the elected member liable for criminal prosecution.

In these cases the Council may refer an issue to the relevant body, any member of the public may make a complaint, or the body itself may take action of its own initiative.

Where there are no statutory provisions, the Council may take the following action:

- censure
- removal of the elected member from Council committees and/or other representative type bodies
- dismissal of the elected member from a position as Deputy Mayor or Chair of a committee.

A decision to apply one or more of these actions requires a Council resolution to that effect.

### **Review**

Once adopted, a code of conduct continues in force until amended by the Council. The code can be amended at any time but cannot be revoked unless the Council replaces it with another code. Once adopted, amendments to the code of conduct require a resolution supported by 75 per cent or more of the elected members of the Council present.

Council will formally review the code as soon as practicable after the beginning of each triennium. The results of that review will be presented to Council for their consideration and vote.

## Appendix to the Code of Conduct

### Legislation Bearing on the Role and Conduct of Elected Members

This is a summary of the legislation requirements that has some bearing on the duties and conduct of elected members. Copies of these statutes can be found in the Council library or in the office of the Chief Executive.

#### Local Authority (Members' Interests) Act 1968

This Act regulates situations where an elected member's personal interests impinge, or could be seen as impinging on their duties as an elected member.

The Act provides that an elected member is disqualified from office if that elected member is concerned or interested in contracts under which payments made by or on behalf of the local authority exceed \$25,000 in any financial year.

Additionally, elected members are prohibited from participating in any Council discussion or voting on any matter in which they have a pecuniary interest, other than an interest in common with the general public. The same rules also apply where the elected member's spouse contracts with the authority or has a pecuniary interest.

Members may also contact the Office of the Auditor General for guidance as to whether that elected member has a pecuniary interest, and if so, may seek an exemption to allow that elected member to participate or vote on a particularly issue in which they may have a pecuniary interest. The latter must be done before the discussion or vote. The Chief Executive must also seek approval from the Office of the Auditor General for contractual payments to elected members, their spouses or their companies that exceed the \$25,000 annual limit.

Failure to observe these requirements could also leave the elected member open to prosecution under the Local Authority (Members' Interests) Act 1968. In the event of a conviction elected members can be ousted from office.

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

The Local Government Official Information and Meetings Act 1987 sets out a list of meetings procedures and requirements. Of particular importance for the roles and conduct of elected members is the fact that the Chair has the responsibility to maintain order at meetings, but all elected members should accept a personal responsibility to maintain acceptable standards of address and debate. No elected member should:

- create a disturbance or a distraction while another elected member is speaking
- be disrespectful when they refer to each other or other people
- use offensive language about the Council, other elected members, any employee of the Council or any member of the public.

The Local Government Official Information and Meetings Act 1987 sets out the rules around provision of information. This is summarised as follows:

#### Official Information

The term "Official Information" refers to all information (with a few exceptions) held by a local authority. The Local Government Official Information and Meetings Act 1987 requires all official information to be available to the public unless there are good reasons for withholding it.

### Requesting Information

In brief, the Act states:

- requests should be made with “due particularity” (rather than asking for all files about a general topic, which creates a large amount of work) (section 10)
- it is the duty of Council to assist people making requests (section 11)
- the Council must convey its decision on whether to grant the request within 20 working days and must also indicate any charges (section 13)
- information in documents may be made available by providing an opportunity for reading it or by providing a copy of it or by providing a summary or excerpt; however, it should be made available in the way preferred by the requestor unless there are reasons for not doing so (section 15).

### Refusing Requests for Information

A request may be refused (section 17) if:

- there is good reason to withhold it under section 6 or 7 of the Act
- the information will soon be publicly available
- the local authority does not actually hold the information
- the information cannot be made available without substantial collation or research
- the request is frivolous or vexatious.

Where a request is refused the Council must give its reasons and advise the requestor that there is a right to have the decision review by the Ombudsmen.

Sections 6 and 7 give the following reasons for withholding information:

- making it available would be likely to prejudice the maintenance of the law, or endanger safety
- withholding the information is necessary to:
  - protect privacy
  - protect information where its release would disclose a trade secret or would prejudice the commercial position of the person who supplied, or who is the subject of the information
  - avoid offence to tikanga Maori or avoid disclosure of wahi tapu locations
  - protect any obligations of confidentiality where making it available would affect the future supply of information or would otherwise damage the public interest
  - maintain free and frank discussion or protect officers and elected members from harassment
  - maintain legal professional privilege
  - enable the Council to carry out without prejudice or disadvantage commercial activities or negotiations
  - prevent the use of information for improper gain.

### Crimes Act 1961

Under this Act it is unlawful for an elected member (or officer) to:

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

These offences are punishable by a term of imprisonment of seven years or more. Elected members convicted of these offences will also be automatically ousted from office.

### **Securities Act 1978**

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

Please note that Council is not required to produce a prospectus following the enactment of the Securities (Local Authority Exemption) Amendment Act 2008. In its place a shorter investment statement is required.

### **Local Government Acts 1974 and 2002**

The various provisions of the Local Government Act 1974 and 2002 form the basis of local government. Local government is a creature created by statute and in place to meet the requirements of the Local Government Act.

Elected members should be aware of the purpose of local government (section 10 Local Government Act 2002)

1. The purpose of local government is:
  - (a) to enable democratic local decision-making and action by, and on behalf of, communities; and
  - (b) to meet the current and future needs of communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.
2. In this Act, good quality, in relation to local infrastructure, local public services and performance of regulatory functions, means infrastructure, services and performance that are:
  - (a) efficient; and
  - (b) effective; and
  - (c) appropriate to present and anticipated future circumstances.

In performing its role a local authority must have particular regard to the contribution that the following core services make to its communities

- (a) network infrastructure;
- (b) public transport services;
- (c) solid waste collection and disposal;
- (d) the avoidance or mitigation of natural hazards;
- (e) libraries, museums, reserves, recreational facilities and other community infrastructure

“(1) In performing its role, as outlined in section 14 of the Local Government Act 2002, a local authority must act in accordance with the following principles:

- (a) a local authority should -
  - (i) conduct its business in an open, transparent and democratically accountable manner; and
  - (ii) give effect to its identified priorities and desired outcomes in an efficient and effective manner.



- (b) a local authority should make itself aware of, and should have regard to, the views of all of its communities; and
- (c) when making a decision, a local authority should take account of:
  - (i) the diversity of the community, and the community's interests, within its district or region; and
  - (ii) the interests of future as well as current communities; and
  - (iii) the likely impact of any decision on the interests referred to in subparagraphs (i) and (ii)
- (d) a local authority should provide opportunities for Maori to contribute to its decision-making processes:
- (e) a local authority should collaborate and co-operate with other local authorities and bodies as it considers appropriate to promote or achieve its priorities and desired outcomes, and make efficient use of resources; and
- (f) a local authority should undertake any commercial transactions in accordance with sound business practices; and
- (fa) a local authority should periodically -
  - (i) assess the expected returns to the authority from investing in, or undertaking a commercial activity; and
  - (ii) satisfy itself that the expected returns are likely to outweigh the risks inherent in the investment or activity; and
- (g) a local authority should ensure prudent stewardship and the efficient and effective use of its resources in the interests of its district or region; and
- (h) in taking a sustainable development approach, a local authority should take into account:
  - (i) the social, economic, and cultural interests of people and communities; and
  - (ii) the need to maintain and enhance the quality of the environment; and
  - (iii) the reasonably foreseeable needs of future generations.”

Sections 44-46 of the Local Government Act 2002 outline action that can be taken by the Auditor General to recover a loss incurred by a local authority:

- “(1) For the purposes of this section and sections 45 and 46, a local authority is to be regarded as having incurred a loss to the extent that any of the following actions and omissions has occurred and the local authority has not been fully compensated for the action or omission concerned:
- (a) money belonging to, or administrable by, a local authority has been unlawfully expended; or
  - (b) an asset has been unlawfully sold or otherwise disposed of by the local authority; or
  - (c) a liability has been unlawfully incurred by the local authority; or
  - (d) a local authority has intentionally or negligently failed to enforce the collection of money it is lawfully entitled to receive.”

The Auditor General has the right to recover any such loss from each member of the local authority jointly and severally.

The Local Government Act deals with issues of governance, structure of local government, planning, decision-making and accountability, regulatory and enforcement, offences, penalties and other proceedings.

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**Resource Management Act 1991**

This Act governs how Council should deal with land use and other planning processes. The Resource Management Act sets out to provide a range of rules that support a sustainable environment but also permits local autonomy based around the development of a District Plan that applies to each individual local authority.

**Privacy Act 1993**

The Privacy Act 1993 explains how Council should manage issues to do with information it holds to conduct its business. This could involve individual records relating to ratepayers or staff records for employees of Council.

Council must comply with the requirements of this Act and as part of this process a staff member has been appointed as the designated Privacy Officer. Any queries in relation to the Privacy Act should be directed to the Chief Executive in the first instance.

**Health and Safety at Work Act 2015**

Council has obligations to provide a safe working place for staff and members of the public. Attendance to health and safety concerns is part of the responsibility of each staff member and elected member.

Significant penalties exist where the provisions of the Health and Safety at Work Act 2015 are not adhered to.

**Public Audit Act 2001**

Council is publicly accountable under the provisions of the Public Audit Act 2001. As a result of this, an annual audit is undertaken under the direction of the Auditor General. This audit reviews the financial and non-financial performance of Council through the development and reporting of the Annual Report.

## Schedule of Meetings for 2017

Record No: R/17/5/9174  
Author: Rose Knowles, Committee Advisor/Customer Support Partner  
Approved by: Rex Capil, Group Manager Community and Futures

Decision  Recommendation  Information

### Purpose

- 1 The purpose of the report is to approve a schedule of meeting dates for 2017 so that meetings can be publicly notified in accordance with the requirements set by the Local Government Official Information and Meetings Act 1987.

### Executive Summary

- 2 The adoption of a meeting schedule allows for reasonable public notice preparation and planning for meeting agendas. The Local Government Official Information and Meetings Act 1987 which has requirements for Local Authorities to follow for public notification of meetings.
- 3 The meeting schedule for the Riversdale Community Development Area Subcommittee (CDA) is required to be set for 2017.
- 4 Southland District Council approved the Terms of Reference for the Community Development Area Subcommittees at its meeting on 26 October 2016. In the approved terms of reference was the frequency of meetings was noted as being the same as the 2014/2017 triennium.

### Recommendation

**That the Garston Community Development Area Subcommittee:**

- a) **Receives the report titled “Schedule of Meetings for 2017” dated 8 May 2017.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Agrees to meet at the Garston School at 8pm on the following date in 2017:**
  - Monday 27 November 2017

**Content**

**Background**

- 5 An approved schedule of meetings dates is required so that meetings can be publicly notified in accordance with the Local Government Official Information and Meetings Act 1987.

**Factors to Consider**

**Legal and Statutory Requirements**

- 6 The legal and statutory requirements for meetings of Council, Committees, Subcommittees and Community Boards are spelt out in the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987.

**Community Views**

- 7 There are no community views.

**Costs and Funding**

- 8 The only costs for the implementation of a meeting schedule are the public notification via the daily newspaper once a month in accordance with the Local Government Official Information and Meetings Act 1987.

**Policy Implications**

- 9 There are no policy implications.

**Analysis**

**Options Considered**

- 10 Options considered are that if no meeting schedule be agreed, then no meetings of the Lumsden Community Development Area Sub Committee could be held. The other option is to adopt a meeting schedule as proposed in the recommendations which enables dialogue between the Community Board and District Council Officers on a regular basis.

**Analysis of Options**

**Option 1 – No meeting schedule**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>There are no advantages</li> </ul>	<ul style="list-style-type: none"> <li>Council officers and Community Board unable to achieve work in the Boards area as no meetings are being held.</li> </ul>

**Option 2 – Adoption of a schedule of meetings**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>Council officers and Community Board are able to achieve work in the Boards area as meetings are being held on a regular basis</li> </ul>	<ul style="list-style-type: none"> <li>There are no disadvantages</li> </ul>

**Assessment of Significance**

- 11 The assessment of significance is that this is not significant in terms of the Council Significance and Engagement Policy.

**Recommended Option**

- 12 The recommended option is option 2 – Adoption of a schedule of meetings.

**Next Steps**

- 13 The next steps once the schedule is adopted it to ensure that each month the meetings are publicly notified to enable the Community Board to meet.

**Attachments**

There are no attachments for this report.



## Council Report

Record No: R/17/5/8952  
Author: Kelly Tagg, Community Partnership Leader  
Approved by: Rex Capil, Group Manager Community and Futures

Decision  Recommendation  Information

### Chief Executive

#### Te Anau Wastewater Discharge Project

- 1 Following the signing of the Deed of Agreement with Fiordland Sewerage Options (FSOI) in December, work was progressed to negotiate an access and purchase agreement with the owners of the Smith Block and undertake initial consultation with stakeholders including the neighbouring property owners, Te Ao Marama, Fish and Game, Department of Conservation and Guardians of the Lake.
- 2 The initial engagement with stakeholders showed that there were mixed views on the proposal with some being supportive, others being neutral while others were raising a number of concerns. Having a diverse range of views being expressed at an early stage is to be expected.
- 3 Initial discussions with the Smith's commenced in early February 2017. The negotiation process was progressing largely as expected prior to a letter being received on 22 March indicating that the Smith's no longer wished to proceed with the proposed sale. This effectively means that it will be no longer possible to use this land and as a result all work currently under way to plan for initial engineering investigations of the site has ceased.
- 4 The Deed of Agreement that Council has with FSOI means, from a contractual perspective, that if the Smith Block is found to not be viable then Council is able to proceed with implementation of the Kepler option. There is, however, a need for Council to firstly, formally determine whether it believes that the Smith Block option is no longer viable and then determine what steps it wishes to take.
- 5 A report summarising the findings from the Phase 1 work was taken to the Te Anau Wastewater Project Committee on 21 April and subsequently to Council on 17 May.
- 6 Council staff will now complete a detailed business plan for the consented treated wastewater discharge scheme at the Kepler block. However, Council is keeping the door open for another option for the treatment and discharge and is creating a process, including criteria, for identifying possible sites.

#### Southland Regional Development Strategy (SoRDs)

- 7 A meeting of Councillors from all four Southland Councils was held in Gore on 13 March to outline and seek feedback on the work that has been progressed to date to develop a proposed new structure to drive implementation of the SoRDS Action Plan and regional development in the future.
- 8 At the meeting there was a good level of engagement in the strategic challenges facing the region, the question of what the region needed to do differently if it is to remain competitive on the national stage and the range of options that might exist for leading regional development across the region in the future.
- 9 While there might be some debate about what structures would best serve the region in the future it is clear that unless Southland pools and then looks to apply the skills and resources

that it does have in a coordinated manner then the region will simply not compete on the national and international stage.

- 10 Recent economic data released on regional GDP shows, for example, that from 2011 - 2016 Southland's economy grew by 3.7 percent as compared with the national average of 23.8%. As a result Southland's share of national GDP reduced by 20%. While these results reflect the recent down-turns in the primary sector they do serve to reinforce the importance of the region taking some bold and significant steps if it is to remain relevant on the national stage.
- 11 The need for Southland to 'pull together' and work in a cohesive fashion has also been emphasised recently by the publication of the *Upper North Island Story*. This publication which has been released by the Upper North Island Strategic Alliance, a collective of the Councils from Northland, Auckland, Waikato and Bay Plenty, outlines the national significance from an economic development, population and growth perspective of the four regions as they collectively account for 50 - 60% of NZs population and GDP. It also outlines the challenges that lay ahead as their share of the national wealth continues to increase and the steps that they collectively need to take to manage these pressures.
- 12 Following the meeting in Gore work is now underway to progress the work needed to 'flesh out' the preferred model of creating a new entity, which would be established as a Council Controlled Organisation (CCO) but with shareholdings from a range of entities from across the broader business and community sectors. As part of the model it is also seen as important that a separate 'arm' of entity which is focussed on the development of tourism across the region be developed.
- 13 There will be a need for a community consultation process to be followed by the four Councils before the new entity can be formed. It is proposed that this process be completed via a joint committee/hearings panel process. It is anticipated that the formal reports seeking endorsement for this process will be brought to Council in May or June.

#### **Local Government Act 2002 Amendment Bill**

- 14 The Local Government Act 2002 Amendment Bill, which implements the Better Local Services reforms, was referred to the Local Government and Environment Select Committee last year.
- 15 The Bill proposed substantial changes to the role of the Local Government Commission (LGC); the current local government re-organisation provisions; created new categories of CCOs, and provides a power for the Minister of Local Government to set performance measures for services.
- 16 As part of the package of reforms it was also proposed that the LGC be given the power to initiate reforms at an individual service level at any time including having the ability to remove individual service delivery into a CCO without the agreement of the Council(s) concerned and/or their ratepayers. This particular proposal raised a significant level of concern across the sector and was the subject of a number of submissions to the Select Committee.
- 17 The new Minister of Local Government has now announced that the Bill will be amended to require that the creation of CCOs will require the support of the affected local authorities. The ability for the Minister to impose new non-financial performance measures for different activities is also to be removed.
- 18 The Select Committee was due to report back to Parliament at the end of March. It will need to finalise any amendments needed to reflect the above changes but then can be expected to report back in the near future. Hence, it is expected that the Bill will proceed through the balance of its parliamentary process in the next few months.



### **Fresh Water Management**

- 19 Following on from the recent Government announcements on the management of Freshwater and in particular its 'headline' goal of making 90% of waterways swimmable by 2040 LGNZ has now announced the creation of a Water 2050 project. The overall aim is to lead debate about the creation of a coherent policy framework that leads to greater integration of policy discussions, particularly the setting of standards with communities' ability to pay for the necessary infrastructure to achieve those standards. The affordability issue is a significant one for this district and a number of other rural and provincial districts which have small communities, a number of which have declining populations.
- 20 Other important issues that will be considered as part of this policy work include the setting of freshwater quality and quantity – standards, rights and allocation, land use, three waters infrastructure, cost and affordability, and options for funding the required infrastructure.

### **Land Transport Government Policy Statement (GPS)**

- 21 The Government Policy Statement (GPS) on land transport is used to set the strategic framework within which LTNZ allocates the approximate \$3 billion of Government funding used to support the development of land transport. The latest draft is currently out for consultation.
- 22 There are a number of factors that are influencing the change in transport demand, including population growth particularly around urban areas in the upper North Island, increased heavy freight movement, with tonnages moved projected to increase by 50% by 2042, and growth in tourism. Given these demands the draft GPS proposes that the focus should remain on the current priority areas of economic growth and productivity, road safety and value for money.

### **Better Urban Planning Report**

- 23 The Productivity Commission released its final Better Urban Planning report on 29 March. The report represents the final outcome from the Commission's 'blue-skies' review of the current urban planning system in New Zealand.
- 24 In its report the Commission makes 64 recommendations, including having one new piece of planning legislation to replace the current Resource Management Act, that would support and govern both the built and natural environments. The recommendations include providing greater clarification of the statutory objectives, making it mandatory to develop a regional spatial plan; creating a new process for the review of formal planning documents before they come into effect; more tools for councils to fund infrastructure; and better stewardship of the planning system.
- 25 The development of a Regional Spatial Plan for Southland was one of the core recommendations coming out of the SoRDS Ease of Doing Business Team work. The Productivity Commission report proposes that Regional Councils should lead the production of these plans which should place a particular focus on strategic land-use development over a 30 to 50 year period. In addition to informing future land use decisions the spatial plans would also be expected to provide a focus for infrastructure planning and development.
- 26 The report is also proposing that notified regulatory plans (eg District Plans and the Regional Policy Statement) would be subject to a formal review process by an Independent Hearings Panel (IHP) that would be appointed by an independent statutory agency. In effect the Panel would have the right to 'veto' provisions that a local authority may put within one of its statutory documents. Appeals to the Environment Court would only be allowed on points of

law. This would represent quite a significant change to the current approach in which the final responsibility for such documents sits with local authorities.

- 27 The Government will now consider the recommendations in the Commission's report. It can be expected that their response and decisions on what recommendations are to be implemented will be announced in due course.

### **Customary Marine Title Application**

- 28 Te Runanga o Ngai Tahu have made an application to the High Court under the Marine and Coastal Area Act 2011 to have a customary marine title recognised over the marine and coastal area surrounding much of the South Island. Council, along with most other South Island local authorities have been formally served with notice of the application as required under the Act. There is also a requirement for the application to be publicly notified.
- 29 Council has the right to express an interest in appearing before the High Court to comment on the proposal. There is a requirement for any expression of interest to be lodged within 20 working days. Officers are giving consideration to whether this Council should register an interest so that it has the ability to make submissions should it consider it appropriate to do so.
- 30 Customary marine title can be granted over a coastal area if an applicant can show that they have exclusively used and occupied an area since 1840. The rights that are granted to a party holding a customary title are outlined in section 62 of the Act but include:
- The right to give or decline permission for activities requiring resource consent;
  - The right to protect wahi tapu;
  - The right to create a planning document for the area.
- 31 Local authorities are required to take the content of a planning document into account in their decision making processes once it has been developed.

## **Information Management**

### **Digitisation Project**

- 32 Work is continuing on the Property File Digitisation project which has seen approximately 80% of the paper volume previously held at Council shipped for processing.

### **Change of Address**

- 33 A new Change of Address form and internal process is being developed for use by staff and the public will be promoted shortly. The change of address is one of the high volume requests by the Customer Support team and the new process will streamline the process whilst also maintaining a reliable and accurate name and address information

## **Environmental Services Group**

### **Resource Management Act Amendments**

- 34 The amendments to the Resource Management Act have now been enacted. There are a number of significant changes relevant to all councils such as a more nationally templated approach to planning documents, elevation of the importance of natural hazards matters,

compressed timeframes and simplified processes for simple activities, and changes to Iwi participation arrangements.

- 35 A detailed report on these changes and their implications will be presented to Council for information at a later date.

#### **Earthquake Prone Amendments to the Building Act 2004**

- 36 These take effect on 1 July 2017. Council has received correspondence from MBIE on various arrangements which all councils need to make in advance of the amendments and the Team Leader of Building Solutions is working through these now.

#### **Building Control**

- 37 The number of building consents issued this month is down 11% on the same month last year, and these numbers were down 23% (February) and 11% (January) relative to their respective months in 2016. There are a number of consent applications on hold and the gap between the number of issued consents in 2017 and the number of issued consents in 2016 should reduce further next month.
- 38 As outlined above, the number of building consents issued so far this year is down on what was issued last year. However, a vacancy for a consent processor has been filled and Neal Tuckey started in this role on 4 April 2017. This will increase the department's capacity to process more consents per month. We continue to receive consent applications at a rate of approximately four per day on average. Hence whilst, consent numbers are down overall for the year relative to 2016, the number of new consent applications appears to be more consistent in recent times.

This month there is a much more even distribution of the location of consents issued across the District. Winton and the southeast of the District has a noted increase in activity.

#### **New Dog Registration Discounts**

- 39 Council is proposing to introduce discounts into the new dog registration fees from 1 July 2017 that will apply to non-working dogs only. The discounts will be for neutering, containment, and responsible ownership. The purpose of the new fees is to encourage responsible ownership, and to reduce wandering and aggression incidents in the District. Currently, the fee is \$30, and this will continue to be the base fee if all three discounts are applied.

#### **Food Act**

- 40 The Environmental Health staff have almost completed transitioning the food businesses with alcohol On Licences to the new Food Act 2014, with this group being the first that are required to transition by 31 March 2017. The next significant group that will have to transition by March 2018 are the food service/retail businesses that do not have On Licences; eg some cafés and takeaways.

#### **Freedom Camping**

- 41 The Tuatapere Community Board has requested "No Freedom Camping Zone Begins" signs at the four entrances to the town, making it the second town in the District with this type of town entrance signage, the other being Te Anau. This request followed concerns from a local camping ground operator who advised that people were camping illegally in the town and sneaking in and using the camping ground facilities.

**Rakiura Heritage Centre**

- 42 Resource consent was lodged on 1 March to construct a heritage centre at 6 Argyle Street, Oban. This application is currently on hold and once all of the necessary information is received, it will be limited notified to the property owners and occupiers within close proximity to the site.

**Notice of Requirement (Edendale)**

- 43 The application to realign State Highway 1 was publicly notified on Saturday, 8 April submissions will close on 11 May. The decision will be made by an Independent Commissioner following a hearing.

**District Plan Appeals**

- 44 This has not made any progress since the last report. Council is still waiting for the Environment Court judge to sign off on mediation dates for the remaining appeals.
- 45 Progress is being made on Council's evidence for Environment Southland's Water and Land Plan hearings which are due to be held towards the end of May. Council submitted primarily in relation to the organisation's core business (infrastructure affordability, equitable requirements across different activities, timing of rules having effect etc).

**Non-notified Resource Consents**

- 46 Resource consent application numbers remain at relatively subdued levels, with limited large scale development currently occurring in the District. Most consents are being processed within the statutory processing timeframes.

**Community & Futures**

**CDA Elections**

- 47 During the month of March, Council facilitated 19 CDA election meetings. Meetings were attended by some of the following Council representatives – Mayor, Deputy Mayor, Councillors, CEO, Group Manager Community and Futures, Community Partnership Leaders, Committee Advisers. Attendance at the meetings varied – with some having 30 or so members of the public attending while others had 4. The majority of meetings did not require an election as 6 or less members were nominated in these instances. Some publicity was received around Council adhering to the Terms of Reference as approved by Council at its 26 October 2016 meeting related to the associated eligibility criteria for being nominated, being a nominator or being able to vote.
- 48 This consistent approach assisted Council in delivering on its approved process. What it also did was provide a forum where some of these issues around local community governance, fair and effective representation and what does all this mean for the upcoming Representation Review were able to be discussed and a general consensus was identified on these issues by the majority of the CDA election meetings. The timeliness of being able to have these conversations as part of the CDA election meetings has been appreciated to provide further insights for the Community Governance Review and Representation Review projects underway.

**Community Governance Project and Representation Review Project update**

- 49 The Community Governance Project has been identified by Council as an important strategic project to assist Council in delivering its priority goals of:
- A dynamic, effective and efficient Council;

- The Southland Way – empowering our communities;
- Growing our communities.

50 The Representation Review project is a requirement under the Local Electoral Act 2001.

51 There are three processes that form the representation review project:

- A review of the electoral system;
- A review of Maori representation;
- A review of representation arrangements.

52 The Community Governance Project and associated background work undertaken over the past 18 months and the community engagement to be undertaken over the next nine months assists with providing background information and a context for the Representation Review project.

53 The overall review intent focuses on developing the community governance and representation framework to work more effectively and efficiently for Council and its communities.

54 It is important to recognise there are two projects that will complement each other – the Community Governance Review project and the Representation Review project.

55 The working premise of the community governance review is that there is a desire and commitment to make the future governance structure work best for the Southland district, by ensuring strong district decisionmaking while empowering local communities to participate in decisionmaking processes that reflect the needs and requirements of the district's diverse communities.

56 The community governance review and representation review projects are aimed at enhancing community involvement so council governance structures are fit for the future and fit for purpose.

57 The representation review project is aimed at ensuring there is fair and effective representation across the district.

### **Stewart Island Wharves**

58 The Stewart Island Wharves Community & Stakeholder engagement is underway. In late March consultant Sandra James visited Stewart Island and toured the wharves by water taxi with Cr Ford, followed by a number of meetings with people on the Island including local Iwi, Community Board Chair, Tourism operators, and local business owners. Sandra will return to the Island in early May to speak more widely with the community there, and will also conduct a widespread social media forum for input from those interested parties who do not live on the Island. The purpose of the engagement is to look at the medium and long term user needs of the wharves on the Island, and includes their use, ownership, maintenance and ongoing costs.

### **Research Completed**

59 Two pieces of research recently undertaken have been completed; the Stewart Island Community Facilities Assessment and the Community Organisation and Volunteer Sector research. Once these have been received by Council they will be made available to the wider public and interested parties. The anticipated timeframe around this will be early-mid May 2017.

### **Leadership Plan Workshops**

- 60 Community Partnership Leaders are currently facilitating, with assistance from Venture Southland Community Development staff, a number of Leadership Plan Workshops throughout the District. Workshops are being held in Winton, Lumsden, Otautau, Stewart Island, Tuatapere, Te Anau and Wyndham. The workshops involve all eight Community Boards and 19 Community Development Subcommittee Areas and District Councillors. The aim of the workshops are to provide an opportunity for locally elected members to meet together, collaborate, share ideas for working with other Boards, to discuss the future of their towns and villages and share how their local plans can help shape the future of the District as a whole.

**Service Delivery Scoping Project**

- 61 A consultant has been engaged to undertake a Community Futures Service Delivery Scoping Project in conjunction with the Community Futures and Customer Support Team. The Consultant is currently finalising the project plan. The expected completion date is July 2017.

**Venture Southland Community Development**

- 62 Venture Southland Community Development Team is currently conducting an assessment of community facilities across the Southland District for Southland District Council. The project team will be in contact with facility managers and users across the District to gain their input.

**Venture Southland Business Plan**

- 63 Each year Venture Southland develops a Business Plan detailing its proposed activities, key performance indicators and budget. The Business Plan is required to be developed in accordance with the Venture Southland Agreement 2014 - 2017 and the letter of expectation sent by combined owner councils and the letter of expectation sent by Southland District Council regarding the Community Development priority projects which are specific to the Southland District Council.
- 64 The Agreement outlines the information to be included in the Business Plan and the process to be followed as it is developed.
- 65 The Community and Policy Committee endorsed the VS BP 2017 - 2018 at its 5 April meeting.

**2017/2018 Annual Plan**

- 66 The feedback process for the 2017/18 Annual Plan has now been completed with Council receiving feedback from nine groups/individuals on the plan (including one from staff). Six groups spoke to the Council about their feedback on 6 April 2017. A range of issues were raised including funding requests, working with accessibility specialists during design and considering ways to assess/improve accessibility of Council infrastructure, connections to the Curio Bay wastewater scheme, working with Real Journey's on their upgrade of Pearl Harbour visitor facilities and a range of other expenditure and rating issues including AMCT, Rooding Rate Model, TR maximum and roading programme.
- 67 Council made decisions on the feedback on 6 April 2017. The key financial changes included providing a one-off grant in 2017/18 for the Hollyford Conservation Trust (\$10,000 GST excl) and increase in the Regional Heritage Rate (\$5 per rating unit GST incl), both to be funded from reserves/existing budgets. The Council also approved a number of changes to project timing, including projects to be carried forward from 2016/17 into 2017/18 and corrections to fees and charges and grants. The rate increase is expected to remain at 3.64% signalled in the Annual Plan Update 2017.

- 68 Council staff will proceed with development of the Annual Plan document itself prior to it being presented to the 7 June 2017 Council meeting for adoption. At this meeting Council will also be asked to set the rates for the 2017/18 financial year.

### **Community Conversations**

- 69 Over the months of May and June Mayor Tong, Councillors and staff will be out to continue our conversations with the community. These are an opportunity to update the community on what has been going on across Council, and to hear from our communities about some of the big picture challenges and opportunities coming up for the district.
- 70 The focus of these conversations is to engage with our communities, and ensure that we are all best prepared for the future. As discussed in previous meetings, Council is refocussing its approach and sees that Council does not have to be the sole solution, and can instead be part of the solution with our communities and other agencies.
- 71 Council is taking a multi-agency approach, partnering philosophy and collective understanding of the issues in ensuring decisions made today by all involved in our communities and district will prepare us for the future.
- 72 Conversations are being held in Riverton 8 May, Te Anau 9 May, Tokanui and Catlins 10 May, Edendale-Wyndham 16 May, Otautau-Tuatapere 17 May, Winton 22 May, Lumsden 24 May and Stewart Island 12 June. Council encourages its Board and CDA members to be active participants in these conversations.

### **People and Capability**

- 73 Clare Sullivan has been appointed as Governance and Democracy Manager. Clare has over 25 years' experience in local and central government and values the importance of democracy and democratic processes. Clare began at Council on 3 April 2017 and is very keen to get out and about and attend various Community Board meetings and upcoming CDA meetings.
- 74 In March, we had forty two of our front line staff attend a MH101 workshop. This is a one day workshop that has given our people the tools to recognise, relate and respond to those who need support for their mental health and wellbeing. Feedback on the workshop was outstanding and confidence in recognising signs and symptoms and confidence in knowing how to respond raised significantly.

### **Customer Support**

- 75 Customer Support has now integrated staff from a variety of departments to the Customer Support area. This is a time of transition and learning for the team as we take on a variety of tasks for Council and look to broaden the knowledge of staff and aim to resolve 80% of customer enquiries at the first point of contact for the customer. We are taking on a range of services that are unfamiliar to many of the team so we are continuing to share and learn new tasks across the team.
- 76 The new library hours for Winton have begun and for the first Saturday we received positive feedback from patrons and staff. We will continue to monitor this as we go forward.
- 77 The library collection at the Nightcaps Library situated at Takitimu Primary School will be disestablished following declining usage over the last three years. Council has consulted with the community around this decision and has agreed to trial visits by the bookbus for a six month period commencing in August 2017.

## **Services and Assets Group**

### **Te Anau Wastewater Odour Issue**

- 78 During late February and early March there have been a number of odour issues at the existing Te Anau wastewater treatment plant. Testing showed that dissolved oxygen levels in the aeration pond had reduced significantly.
- 79 The issues appear to have been caused by a variety of factors including septic tank waste being dumped in the ponds. A number of steps were taken in response to the issues including the introduction of additional aeration, stabilisation of the ponds pH through the dosing of lime and the introduction of a nutrient rich food source (trade name Ensol 5000) to promote algal regrowth.
- 80 The ponds have now recovered and are performing as expected. Staff are moving, however, to increase aeration in the ponds to reduce the risks of similar incidents occurring in the future.

### **Alternative Coastal Route Improvement Project**

- 81 This project involves the Sealing, Otta sealing and associated improvement of approximately 23 kilometres of road on the last unsealed section of the alternative coastal route along the Southern Scenic Route and the two main side journeys of this section.
- 82 At its 15 March meeting Council approved the awarding of a tender for this project to the Roothing Company. Work is now progressing with the implementation of this contract including the sourcing of the gravel needed to advance the project.

### **Riversdale and Nightcaps Wastewater Resource Consents**

- 83 In October 2016 Environment Southland issued new resource consents for the Riversdale and Nightcaps wastewater treatment plant discharges. The release of these decisions followed an extensive period of consultation between the two Councils and affected parties with an interest in these discharges.
- 84 Without prior warning to this Council, the consents were issued with the term of the consents reduced from 15 years to 7 years in the case of Nightcaps and from 25 years to an effective 9 years for consent which takes effect once upgrade works, budgeted to cost \$2.4 million, are completed at Riversdale which serves some 240 properties.
- 85 Given the reduction in term of the consents a decision was made to appeal the ES decision. Following a mediation process new terms of 10 years for Nightcaps and 15 years for Riversdale have now been agreed. Officers are satisfied that the agreement reached is a good outcome for both Councils. It finds a balance between ensuring that this Council has a reasonable period of certainty over the conditions it needs to meet while also recognising that there will need to be further upgrades to meet the requirements in the Land and Water Plan.

### **Havelock North Drinking Water Inquiry**

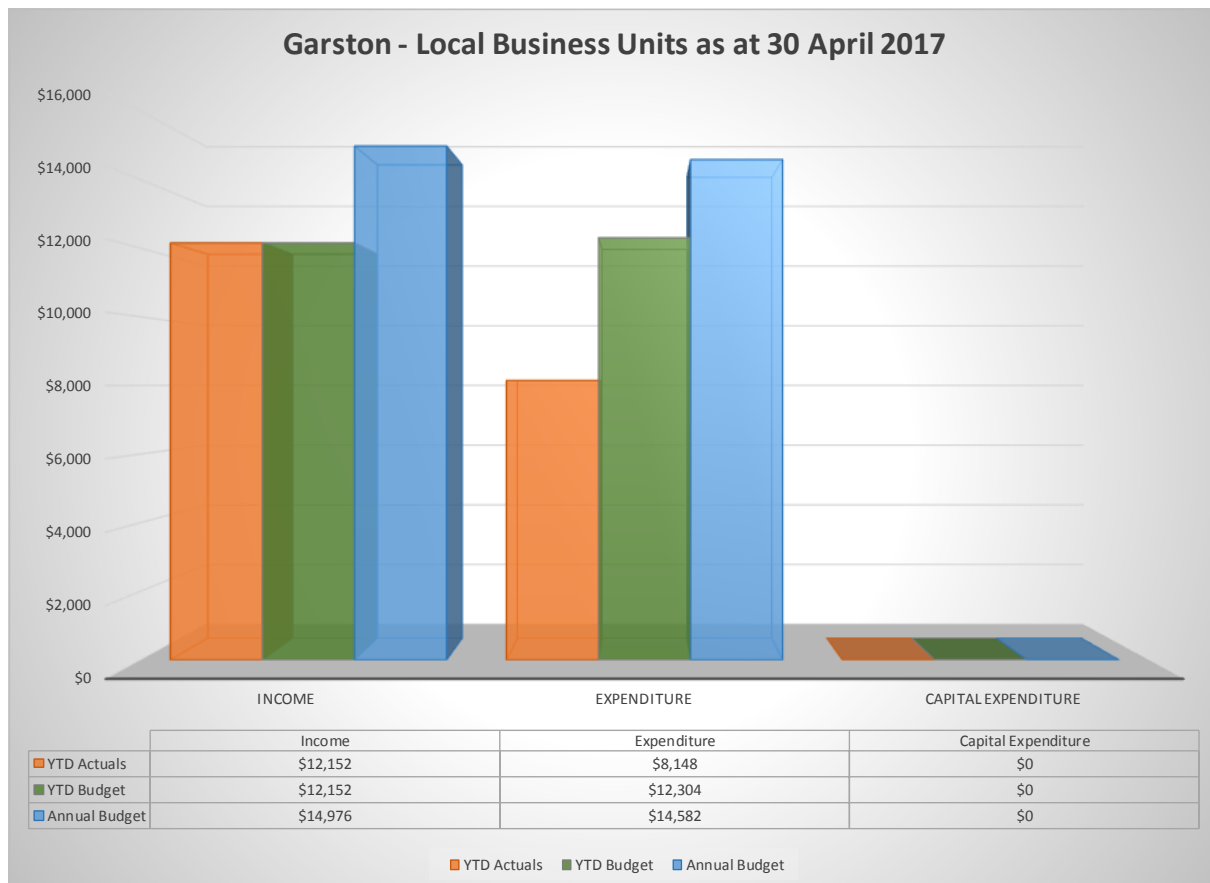
- 86 The Government established an Inquiry into the issues relating to the contamination of the Havelock North Water Supply last year. The inquiry was originally due to report back to Government by 31 March 2017. The report back date has now been extended and split into two separate phases.



- 87 Stage 1 will address matters relating directly to the Havelock North water contamination incident and the response to that incident. It will include findings of fact and fault. Stage 1 is now due to be reported back by 12 May 2017.
- 88 Stage 2 will address the broader systemic issues and provide recommendations about managing water supply across New Zealand. It will examine the existing statutory and regulatory regimes involved in delivering drinking-water to see if improvements can be made. Stage 2 of the Inquiry is now due to be reported back by 8 December 2017.
- 89 The recommendations coming out of Stage 2 of the Inquiry are expected to be of significance for all local authorities.

**Finance**

- 90 Income is on budget year to date.
- 91 Expenditure is below budget year to date due to a coding error in the invoicing of playground inspections. The contractor has been advised and this will be rectified prior to the end of the financial year.
- 92 No capital expenditure is budgeted in this financial year.



<b>Garston - Business Units as at 30 April 2017</b>									
	<b>Income</b>			<b>Expenses</b>			<b>Capital</b>		
<b>Business Unit</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Expenses YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>
Beautification - Garston	\$8,118	\$8,118	\$10,135	\$7,400	\$8,118	\$9,741			
Playground - Garston	\$3,014	\$3,014	\$3,617		\$3,014	\$3,617			
Playcentre Building	\$1,020	\$1,020	\$1,224	\$748	\$1,173	\$1,224			
<b>Total</b>	<b>\$12,152</b>	<b>\$12,152</b>	<b>\$14,976</b>	<b>\$8,148</b>	<b>\$12,304</b>	<b>\$14,582</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Recommendation

That the Garston Community Development Area Subcommittee:

- a) Receives the report titled "Council Report" dated 22 May 2017.

## Attachments

There are no attachments for this report.