



Council

OPEN MINUTES

Minutes of a meeting of Council held in the Council Chamber, Level 2, 20 Don Street, Invercargill on Wednesday, 2 October 2024 at 9.31am. (9.31am – 9.36am, 10.26am – 10.54am, 11.06am – 12.51pm (PE 1.24pm – 3.10pm))

PRESENT

Mayor	Rob Scott
Deputy mayor	Christine Menzies (PE 1.24pm – 3.02pm)
Councillors	Jaspreet Boparai (9.31am – 9.36am, 10.26am – 10.54am, 11.07am – 12.51pm, (PE 1.24pm – 2.33pm, 2.35pm - 3.10pm))
	Don Byars (9.31am – 9.36am, 10.26am – 10.54am, 11.06am – 12.51pm, (PE 1.24pm – 3.10pm))
	Derek Chamberlain
	Paul Duffy (9.31am – 9.36am, 10.26am – 10.54am, 11.06am – 12.38pm, 12.39pm – 12.41pm, (PE 1.33pm – 3.10pm))
	Darren Frazer
	Sarah Greaney (9.31am – 9.36am, 10.26am – 10.54am, 11.06am – 12.51pm (PE 1.24pm – 3.02pm, 3.04pm - 3.10pm))
	Julie Keast (9.31am – 9.36am, 10.26am – 10.54am, 11.07am – 12.51pm, (PE 1.24pm – 3.10pm))
	Tom O'Brien
	Margie Ruddenklau (9.31am – 9.36am, 10.26am – 10.54am, 11.06am – 12.51pm (PE 1.24pm – 3.02pm))
	Jon Spraggon
	Matt Wilson (9.31am – 9.36am, 10.26am – 10.54am, 11.09am – 12.51pm, (PE 1.24pm – 3.10pm))

APOLOGIES

Deputy mayor Christine Menzies (for lateness)

IN ATTENDANCE

Acting chief executive/GM strategy and partnerships - Vibhuti Chopra
Committee advisor - Fiona Dunlop

Mayor Scott opened the meeting with a karakia timatanga as follows:

Whakataka te hau ki te uru	Cease the winds from the west
Whakataka te hau ki te tonga	Cease the winds from the south
Kia mākinakina ki uta	Let the breeze blow over the land
Kia mātaratara ki tai	Let the breeze blow over the ocean
E hī ake ana te atakura	Let the red-tipped dawn come with a sharpened
He tio, he huka, he hau hū	air.
Tihei mauri ora!	A touch of frost, a promise of a glorious day.

1 Apologies

There were apologies for lateness from Councillor Menzies.

Moved Cr Boparai, seconded Cr Duffy **and resolved:**

That Council accept the apology.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of Interest

Councillor Boparai declared a conflict of interest in relation to Item 7.1 - Regional Climate Change Strategy for Murihiku Southland Phase One. She advised that she had submitted on the science of climate change which is part of phase two of the strategy. She would take part and vote on the matter with an open mind.

Councillor Wilson declared a conflict of interest in relation to Item 7.1 - Regional Climate Change Strategy for Murihiku Southland Phase One. He advised that he was the Southland District Council representative on the working group hearings panel. He would take part and vote on the matter with an open mind.

4 Extraordinary/Urgent Items

Mayor Scott advised that there was a late item for the agenda for today which he would be seeking agreement for the item to be considered. The late item is the Regional Climate Change Strategy for Murihiku Southland Phase One.

The item was originally circulated with the agenda on Friday 27 September 2024, but had an incorrect attachment appended. The agenda was amended to remove the report and incorrect attachment. The report with the correct attachment was then circulated on Monday 30 September 2024.

The item 7.1 Regional Climate Change Strategy for Murihiku Southland Phase One could wait until a later meeting, but to keep the process in motion, it would be wise to consider the item today as the other councils in the region have already adopted the strategy.

Moved Mayor Scott, seconded Cr Frazer **and resolved:**

That Council pursuant to section 46A of the Local Government Information and Meetings Act 1987, considers the late item Regional Climate Change Strategy for Murihiku Southland Phase One.

5 Confirmation of Council Minutes

Resolution

Moved Cr Ruddenklau, seconded Cr Duffy **and resolved:**

That the Council confirms the minutes of the meeting held on 18 September 2024 as a true and correct record of that meeting.

6 Public Participation

There was no public participation.

Adjournment of meeting

Moved Mayor Scott, seconded Cr Duffy **and resolved:**

That Council adjourns until the conclusion of Regional Climate Change Strategy for Murihiku Southland Phase One workshop.

(The meeting adjourned at 9.36am for a workshop on the report of the Regional Climate Change Strategy for Murihiku Southland Phase One hearings panel.)

(The meeting reconvened at 10.36am.)

Reports

7.1 Regional Climate Change Strategy for Murihiku Southland Phase One (LATE ITEM)

Record No: R/24/5/33446

Climate change lead – Rochelle Francis and Environment Southland Councillor Phil Morrison were in attendance for this item.

The purpose of the report was to present the Council with the revised Regional Climate Change Strategy for Murihiku Southland Phase One and recommend to adopt, following

changes made by the Regional Climate Change Working Group Hearing Panel in response to consultation feedback.

(During discussion, Councillor Byars left the meeting at 10.29am.)

(During discussion, Councillor Byars returned to the meeting at 10.32am.)

Resolution

Moved Cr Wilson, seconded Cr Ruddenklau **and resolved:**

That the Council:

- a) **receives the report titled "Regional Climate Change Strategy for Murihiku Southland Phase One"**
- b) **determines that this matter or decision be recognised as 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) **receives the Regional Climate Change Working Group Report**
- e) **adopts the Regional Climate Change Strategy for Murihiku Southland Phase One (attached to the minutes as appendix A).**

(Councillor Boparai requested that her dissenting vote be recorded.)

(The meeting adjourned for morning tea at 10.54am and reconvened at 11.06am.)

(Mayor Scott and Councillors Byars, Chamberlain, Frazer, Greaney, O'Brien, Ruddenklau and Spraggon were present when the meeting reconvened.)

7.2 Pavement marking edge lines - level of service

Record No: R/24/9/55994

Roading asset engineer – Roy Clearwater and Strategic manager transport – Hartley Hare were in attendance for this item.

The purpose of the report was to present the potential level of service changes required to pavement markings on rural collector roads as a result of available budget to Council.

The decision for reduced levels of services is required prior to the commencement of the upcoming pavement marking season.

(During discussion, Councillor Boparai returned to the meeting at 11.07am.)

(During discussion, Councillor Keast returned to the meeting at 11.07am.)

(During discussion, Councillor Duffy returned to the meeting at 11.08am.)

(During discussion, Councillor Wilson returned to the meeting at 11.09am.)
(During discussion, Councillor Byars left the meeting at 11.25am and returned at 11.28am.)
(During discussion, Councillor Byars left the meeting at 11.47am and returned at 11.55am.)

Resolution

Moved Cr Greaney, seconded Cr Boparai **recommendations a to c, d with an addition (as indicated) and a new e (as indicated) and resolved:**

That Council:

- a) **Receives the report titled "Pavement marking edge lines - level of service".**
- 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) **Approves the proposal to reduce the number of roads that are marked with edge lines to be in alignment with the minimum specification in the Traffic Control Devices Manual for the 2024/2025 financial year.**

New e) request that Mayor Scott takes the issue direct to the Minister of Transport (linking in the Southland Regional Transport Committee, Mayoral Forum and Southland District Councillors) expressing concern over the decision to reduce funding from New Zealand Transport Agency.

7.3 **Roading Bylaw - Stewart Island/Rakiura Parking and One Way Amendments Consultation**

Record No: R/24/9/59479

Team leader organisational policy – Chris Rout and Strategic manager transport – Hartley Hare were in attendance for this item.

The purpose of the report was to seek Council's endorsement of a draft Roadway Bylaw proposing amendments to parking restrictions and a new one way system on Stewart Island/Rakiura for release for public consultation.

Consultation would be open from 8am Thursday 10 October 2024 to 5pm Sunday 10 November 2024.

Resolution

Moved Cr Spraggon, seconded Cr Chamberlain **recommendations a to f, g with a change (as indicted with ~~strike through~~ and underline) and h and resolved:**

That the Council:

- a) receives the report titled "Roothing Bylaw - Stewart Island/Rakiura Parking and One Way Amendments Consultation".
- 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) determines pursuant to section 155(1) of the Local Government Act 2002 that a bylaw is the most appropriate way of addressing the problem of parking scarcity and long term parking use preventing parking access of other road users on the Island and safety issues of two way traffic on hillside roads on the Island which approach Observation Rock.
- e) determines pursuant to section 155(2)(a) of the Local Government Act 2002 that the draft Roothing Bylaw 2008 (Revision 3, 2024) is the most appropriate form of bylaw.
- f) determines pursuant to section 155(2)(b) of the Local Government Act 2002, that the draft Roothing Bylaw 2008 (Revision 3, 2024) does not give rise to any implications under the New Zealand Bill of Rights Act 1990.
- g) endorses the draft Roothing Bylaw 2008 (Revision 3, 2024) for consultation in accordance with section 82 of the Local Government Act 2002, from 8am Thursday 10 October 2024 to 5pm ~~Friday 8~~ Sunday 10 November 2024.
- h) notes that the decision to consult under section 82 of the Local Government Act 2002 may be significantly inconsistent with the Significance and Engagement Policy, and that staff will review the relevant section of the policy and propose amendments for consideration by Council.

7.4 Appointment of deputy chairperson of the Finance and Assurance Committee

Record No: R/24/8/54544

Acting chief executive/GM strategy and partnerships – Vibhuti Chopra was in attendance for this item.

The purpose of the report was to note the appointment of mayor Rob Scott as the deputy chairperson of the Finance and Assurance Committee under s 41A of the Local Government Act 2002.

Resolution

Moved Cr Frazer, seconded Cr Greaney **and resolved:**

That the Council:

- a) receives the report titled “Appointment of deputy chairperson of the Finance and Assurance Committee”.
- b) notes the appointment of Mayor Rob Scott, as the Deputy Chairperson of the Finance and Assurance Committee under s 41A of the Local Government Act 2002.

7.5 Amending Standing Orders - members attending remotely counting towards quorum

Record No: R/24/9/59130

Democracy advisor – Michal Gray was in attendance for this item.

The purpose of the report was to present amended Standing Orders to Council for adoption. The proposed amendment would enable members of Council to attend meetings remotely and to count towards quorum for the meeting.

Legislation providing temporary arrangements to allow members attending a meeting remotely to count as part of the quorum has been repealed.

The Local Government Act 2002 now provides that from 1 October 2024, members remotely attending a meeting will count as part of the quorum if a territorial authority's standing orders allow.

Resolution

Moved Cr Greaney, seconded Cr Ruddenklau **and resolved:**

That the Council:

- a) receives the report titled “Amending Standing Orders - members attending remotely counting towards quorum”.
- 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 adopt for Council and for its committees and subcommittees, new Standing Orders (attachment B to the report) that incorporate the following amendments:
 - i. the definition for 'present at the meeting to constitute quorum' is amended to say: 'Present at the meeting to constitute quorum means the member is either to be physically present in the room or attending the meeting by audio/visual link.'
 - ii. in section 11.1, the word 'physically' is deleted from parts (a) and (b)
 - iii. in section 13.8, the word 'not' is deleted
 - iv. in section 13.9, the word 'physically' is deleted.
- e) notes that the new Standing Orders for Council and its committees and subcommittees will come into effect on 2 October 2024 and will be published on Council's website.

7.6 Annual alcohol report to Alcohol Regulatory and Licensing Authority (ARLA)

Record No: R/24/9/60168

Manager – environmental health – Betty Hold was in attendance for this item.

The purpose of the report was to advise of the alcohol licensing reporting requirements under the Sale and Supply of Alcohol Act 2012.

Resolution

Moved Mayor Scott, seconded Cr O'Brien **and resolved:**

That Council:

- a) **Receives the report titled "Annual alcohol report to Alcohol Regulatory and Licensing Authority (ARLA)".**

7.7 Management report

Record No: R/24/9/59749

Acting chief executive/GM strategy and partnerships – Vibhuti Chopra was in attendance for this item.

The report updated numerous issues which included:

- The adoption of the 2024/2034 Long Term Plan

- Representation review
- Implementation of the Legal panel
- Planning for the 2025 local government elections
- Regional development
- Installation of the SmartyGrants grants online application system
- Water and waste
- Alcohol ban awareness
- Colac Bay steps
- Public engagement for numerous bylaws and strategies.

The meeting was also updated on the activities of the following Council teams:

- Resource consents
- Building solutions
- Environmental health and licensing
- Services and libraries
- Community facilities
- Transport
- Forestry
- Water and waste and
- Project delivery team

(During discussion, Councillor Duffy left the meeting at 12.38pm and returned at 12.39pm.)

(During discussion, Councillor Duffy left the meeting at 12.41pm.)

(During discussion, Councillor Byars left the meeting at 12.48pm and returned at 12.50pm.)

Mayor Scott thanked the staff for their efforts as outlined in the activity group reporting papers.

Resolution

Moved Mayor Scott, seconded Cr Keast **and resolved:**

That Council:

- a) receives the report titled "Management report".

Public Excluded

Exclusion of the public: Local Government Official Information and Meetings Act 1987

Resolution

Moved Mayor Scott, seconded Cr O'Brien **and resolved:**

That the public be excluded from the following part(s) of the proceedings of this meeting.

C8.1 Commercial infrastructure - Forest Management and Harvest Plan 2024/2025

C8.2 Strategic property purchase

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:

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
Commercial infrastructure - Forest Management and Harvest Plan 2024/2025	s7(2)(h) - the withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.	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 for which good reason for withholding exists.
Strategic property purchase	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. s7(2)(i) - the withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	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 for which good reason for withholding exists.

The public were excluded at 12.51pm.

(The meeting adjourned for lunch at 12.51pm.)

(The meeting reconvened at 1.24pm in public excluded.)

(Councillor Menzies joined the meeting at 1.24pm.)

(Councillor Duffy returned to the meeting at 1.33pm.)

(Councillor Boparai left the meeting at 2.33pm and returned at 2.35pm.)

(Councillor Ruddenklau left the meeting at 3.02pm.)

(Councillor Greaney left the meeting at 3.02pm.)

(Councillor Menzies left the meeting at 3.02pm.)

(Councillor Greaney returned to the meeting at 3.04pm.)

Resolutions in relation to the confidential items are recorded in the confidential section of these minutes and are not publicly available unless released here.

The meeting concluded at 3.10pm.

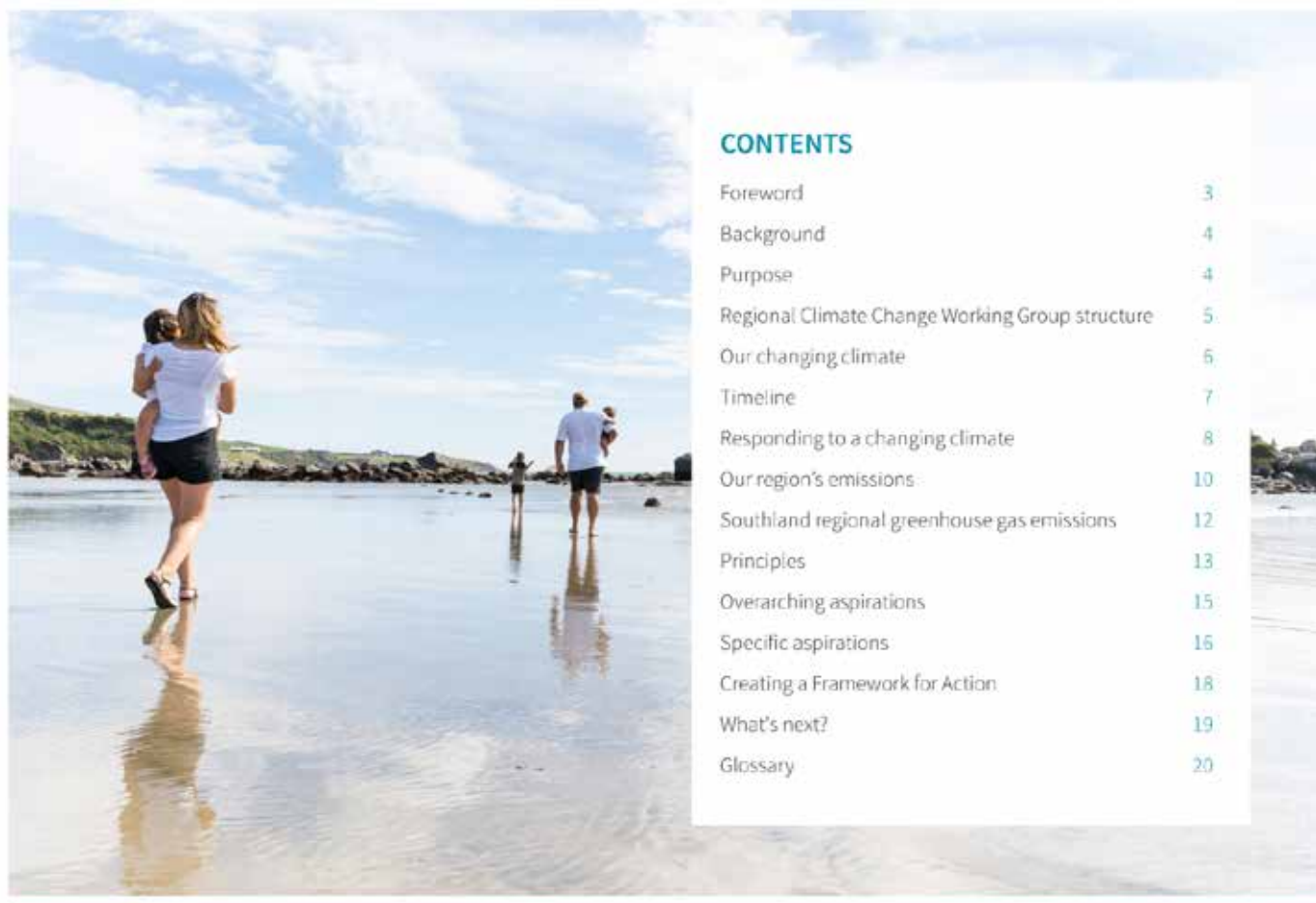
CONFIRMED AS A TRUE AND CORRECT RECORD OF A
MEETING OF THE COUNCIL HELD ON WEDNESDAY 2
OCTOBER 2024.

DATE: 16 OCTOBER 2024



CHAIRPERSON:.....





Foreword

Murihiku Southland Councils, alongside Te Ao Mārama Inc, are committed to a collaborative and inclusive approach in defining our regional strategic response to a changing climate.

We acknowledge the mandate from our communities to do so and recognise the role of local government in supporting community resilience. It is essential our regional approach continues to build trust, confidence and capacity for ongoing community cooperation.

While the scientific consensus supports the reality of global climate change and its impacts, we recognise that some individuals and groups within our community continue to question this. It is important to address these differing perspectives while firmly grounding our response in the best available science to ensure the resilience and well-being of our region.

Murihiku Southland is not alone in addressing the challenges and opportunities of a changing climate. We are part of a global community responding to a shared crisis. We are able to learn from the experiences and efforts of others, both within Aotearoa New Zealand and abroad. However, we also recognise the distinctive character of our regional needs. Our actions will be guided by an appropriate mix of global and local knowledge including mātauranga Māori, ensuring the choices we make remain tailored to our unique environment, economy, and communities.

In aligning with national policy, this strategy distinguishes between the two pillars of climate change mitigation and climate change adaptation. Mitigation involves the decarbonisation of our economy, as well as widespread behavioural change. This will be a challenging journey but it's an important pathway for our community to minimise the escalating impacts of a changing climate. There is significant scope to learn from others, benchmark, and leverage technology as we pursue our net-zero greenhouse gas goals. Our region is on a pleasing pathway, with the 2022 measurements indicating that regional emissions have been reduced by 14.8% since 2018.

Alongside mitigation, adaptation pathways may be the more demanding of the two. As New Zealand's Climate Change Commissioner, Rodd Carr, stated in a presentation at Environment Southland in September 2022: *"Adaptation is going to be one of the most challenging conversations local and regional governments have to have, because adaptation is inherently local – it is inherently about communities directly affected by the changed climate."*

Accepting this challenge, it is important to recognise that the pursuit of climate change mitigation and adaptation are two pillars which often intersect, offering a path toward resilience and sustainability. While opportunities may not always be immediately evident, we embrace the notion that actions to reduce emissions might enhance our adaptive capacity, and adaptation measures may contribute to mitigation efforts. This synergy highlights the importance of a holistic and flexible approach in response to the complex challenges and opportunities posed by a changing climate.

Finally, it is recognised that this strategy is framed against a backdrop of uncertainty in an increasingly

changing world. Yet, given the potential consequences and costs of indecision, delay, and inaction, we need to do what we can with what we have now. Thus, we subscribe to the notion that local government agencies have a dual role – to lead as well as empower others to act. We understand that in navigating the complexities of a changing climate, we may not always 'get it right'. But we believe that purposeful action accompanied by reflexive learning are essential elements of our response.

This challenge is ours to meet – and with humility *māhaki*, resolve *māia*, and commitment *manawanui*, together *kotahitanga*, we can secure Murihiku Southland for future generations. *Mō tātou, ā, mō kā uri ā muri ake nei.*

Environment Southland Councillor,
Phil Morrison and Te Ao Mārama (TAMI)
Kaupapa Taiao Manager, Dean Whaanga
Co-chairs, Murihiku Southland Regional
Climate Change Working Group

Background

At a regional hui held in July 2022, recognising our strong mutual interdependence, it was agreed that local government agencies need to work together to establish a regional approach to respond to Murihiku Southland's changing climate.

Environment Southland and Te Ao Mārama initiated discussions to create an inter-agency working group as a starting point for bringing Councils together – with Gore District Council, Invercargill City Council and Southland District Council being key partners in developing a regional approach. Great South, as Southland's regional economic development agency have also been involved.

This strategic collaboration will initially be defined and guided by two key documents as follows.

Phase One

Regional Climate Change Strategy for Murihiku Southland (this strategy) defining how local government agencies will work together (principles) and toward what outcomes that work will focus (aspirations).

Phase Two

Regional Framework for Action (being developed) which will define and prioritise the specific actions and initiatives needed to realise the outcomes being aspired to. It is expected the Regional Framework for Action will:

- Enable each individual local government agency to create Action Plans that align with the aspirations set out in this strategy.
- Evaluate the merits of and define the continuing or new collaborative actions to which local government agencies will commit.
- Identify opportunities for collaboration beyond local government – empowering the aspirations, energies, and creativity of communities and industry.

Purpose

The purpose of this strategy is to unite the efforts of our four local government councils, Te Ao Mārama Inc and Great South to support a cohesive response to help protect our environmental, economic, cultural and social wellbeing against the effects of a changing climate by agreeing on broad principles and aspirations.

This strategy will enable local government agencies and our communities to work together efficiently and effectively, optimising the use of resources and expertise for the benefit of all ratepayers towards a resilient future for our region.



Regional Climate Change Working Group structure

The Regional Climate Change Working Group (RCCWG) was established in early 2023 with governance representatives from each council and Te Ao Mārama Inc, supported by a staff level inter-agency group. This informal working group has been instrumental in enabling cross-agency discussions and collaboration to progress strategy development (phase one). It is envisaged that phase two will involve extending collaboration beyond the existing structure of this working group.



Our changing climate

Our global, national and regional understanding of the changing climate has developed over time; though this has significantly accelerated during the past decade.

Within Murihiku Southland there are still some that dispute that human activities are contributing to a changing climate. However, it is generally acknowledged that our region is experiencing the effects of a changing climate, such as increasing severe weather events and sea level rise.

Some parts of Murihiku Southland are already prone to river flooding, coastal inundation and erosion. Recent events include the Mataura catchment flooding in February 2020 (which also affected Fiordland), as well as all catchments experiencing significant flooding in September 2023.

In contrast, during the summers of 2021-22 and 2022-23 dry spells and drought conditions were experienced in many parts of our region.

These severe weather events often have serious economic, social and environmental impacts on the region. When these kinds of significant weather events are projected into the future, it can be daunting and overwhelming to consider.

Determining what on-the-ground action can be pursued as individuals and as communities right now, could change the course of this future. Understanding the opportunities (and opportunity costs) of investing in resilience versus the costs of post-event recovery will be an important consideration.

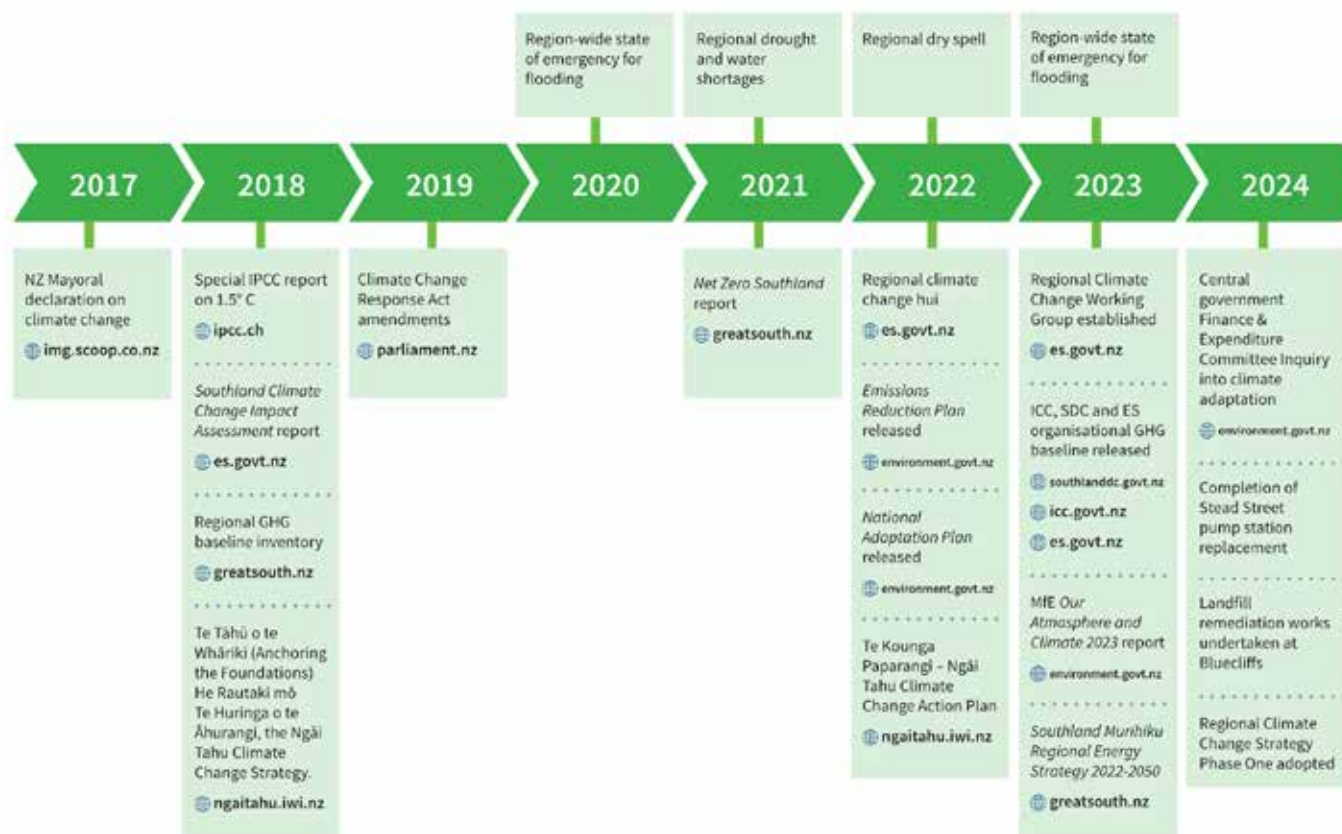
Regardless of the causes of changes to our climate, local government are obliged to respond proactively and ensure long-term community resilience. Southland must also be prepared to grasp opportunities arising from a changing climate.

This climate change strategy seeks to guide this journey for the Murihiku Southland region.



The Mataura River in flood at Gore, February 2020.

Timeline



Responding to a changing climate

Local government's role

Collective and collaborative regional leadership is important to enable the implications of a changing climate to be considered for the Murihiku Southland region. A core purpose of local government is to promote community wellbeing in the present and in the future. This is at the heart of how our local government agencies need to work together towards a more resilient future.

The Climate Change Response Act 2002 directs the development of clear and stable climate change policies, in order for New Zealand to meet its international obligations and administer a greenhouse gas emissions trading scheme. While New Zealand's resource management legislation is in the midst of significant and ongoing reforms, national policy directions currently issued under the Resource Management Act 1991 relating to freshwater, biodiversity, and coastal management require decision-makers to consider the need for enhancing climate resilience. The resource management reforms aim to ensure that appropriate regard is given to the implications of a changing climate among other national priorities, including community wellbeing.

Environment Southland as the regional council, has specific responsibilities for example, managing flood risk under various pieces of legislation including the Local Government Act 2002 and Soil Conservation and Rivers Control Act 1941.

Gore District Council, Invercargill City Council and Southland District Council also have a range of obligations to consider natural hazard risks in planning and infrastructure decisions.

Emergency Management Southland has the responsibility for the delivery of emergency management responses if a significant climate related event was to occur.

While historically flood banks have been the main solution for protecting communities at risk, over the longer term there is a need to redesign the way we manage our catchments ensuring consideration of a wider range of solutions to help manage this risk.

Science and mātauranga are fundamental to guiding a regional response to a changing climate. It is acknowledged that there are divergent

views on climate change science, however local government is required to adopt best practice approaches, including using international science and national guidance to inform a precautionary approach towards adaptation.

While there is an abundance of international and national climate related science, there is currently still work to be done to ensure we understand the implications of this science for our region.

A crucial step towards regional leadership is an opportunity for each agency to carry out individual organisational efforts to support this work. This is important, not only for role modelling, but also ensuring each agency understands what is required to enable the support of others; as well as contributing towards a collective community effort.

For the Murihiku Southland region, this climate change strategy is a key step for local government agencies in undertaking this journey.

Environment Southland as the regional council, has specific responsibilities, for example, managing flood risk under various pieces of legislation including the Local Government Act 2002 and Soil Conservation and Rivers Control Act 1941.

Gore District Council, Invercargill City Council and Southland District Council also have a range of obligations to consider natural hazard risks in planning and infrastructure decisions.



Key components of this strategy

Following the international and national lead, this strategy focuses on two key strands – mitigation and adaptation. Communication and engagement are needed to support these two inter-connected strands of the climate change conversation.

Mitigation

Mitigation is the human actions to reduce emissions by sources; or enhance removals of greenhouse gases. At a national level this is guided by the Emissions Reduction Plan. Examples include increasing the energy efficiency of homes and offices; or replacing a coal boiler with a renewable electric-powered one. An example of increasing the removal of greenhouse gases is growing new trees to absorb carbon from the atmosphere.

This strategy guides the development of future action in relation to each of these key components.



Adaptation

Adaptation is the process of adjusting to actual or expected climate variability and its effects. At a national level this is guided by the National Adaptation Plan. Examples of adaptation include managed retreat, land-use changes, and investment in climate resilient infrastructure.

This process is inherently local and about communities directly affected by the changing climate. In addition, the inter-generational ramifications are an important consideration as our collective grandchildren and future generations will face increasing consequences of a changing climate.

Strategy review

This strategy has been written within a national context of ongoing revisions to the legislative framework, not only for climate change policy, resource management but also local government reform. It will be reviewed by June 2025 to ensure it remains current and aligned with anticipated national legislative and policy changes.

The principles, aspirations and strategy as a whole are a starting point of a long-term partnership and journey. It is anticipated that the next iteration of this strategy will extend beyond the needs of local government with greater consideration of the needs of key stakeholders and our communities.

Our region's emissions

1 Regional emissions inventory

Regional emissions inventory

In 2018, a baseline emissions inventory for the region was established*, following the methodology in the Global Protocol for Community-Scale Greenhouse Gas Emissions Inventory (WRI, 2015), City Inventory Reporting and Information System (CIRIS) and the IPCC's AR5. Each time regional emissions have been measured, the baseline inventory has been updated to reflect changes in methodology, most recently to utilise the Global Protocol for Community Scale Greenhouse Gas Emissions Inventory (WRI, 2021) and Measuring emissions: A guide for organisations (MfE, 2023).

This baseline inventory highlighted that we all contribute to our regional emissions profile, as individuals, communities, businesses and industry.

2 Regional emissions modelling

Regional emissions modelling

This profile indicated that with 12% of New Zealand's total land area and producing 15% of New Zealand's tradeable exports, Southland (with only 2% of New Zealand's population in 2018) contributed 9.7% of New Zealand's gross emissions*.

It is best practice for this kind of regional inventory to be updated on a regular 3 or 5-yearly cycle in order to monitor changes over time. This inventory has been repeated regularly by Great South** since 2020, which has indicated a progressive downward trend in regional net emissions compared to the 2018 baseline. Great South will continue to report against the 2018 baseline annually and plays an important role in supporting local businesses to measure and reduce emissions, assisting the region's net zero greenhouse gas journey.

Further to the emissions inventory work, Great South (working alongside MfE and the Tindall Foundation) has undertaken regional emissions modelling as part of developing a carbon neutral advantage programme. The Net Zero Southland 2050 report (March 2021) provides direction on potential economic mitigation pathways for Southland.

3 Regional emissions reduction pathway

Part of this modelling seeks to understand the economic value of emissions reduction, which could enable our region to contribute towards achieving national net zero emissions by 2050. It also notes that a low emission economy would provide Southland with major opportunities to support economic and social prosperity while mitigating the risks posed by a changing climate.

* Southland Regional Carbon Footprint 2018 – www.greatsouth.nz/resources/southlands-greenhouse-gas-emissions-2018 (please refer to this report for an understanding of the methodology used and the data sources).

** Great South is a council-controlled organisation, jointly owned by Invercargill City Council, Southland District Council, Gore District Council, Environment Southland, Invercargill Licensing Trust, Mātaura Licensing Trust, Southland Chamber of Commerce, Southern Institute of Technology and Community Trust South. It is Southland's regional development agency which facilitates the implementation of the B2025 Southland Long Term Plan, as well as supporting the regional emissions reduction journey by working with businesses to reduce their greenhouse gas emissions across the region.

Regional emissions reductions pathways

The Climate Change Response (Zero Carbon) Amendment Act 2019, sets the national target to reduce net emissions of greenhouse gases (except biogenic methane) to zero by 2050.

Our region is already on a net zero greenhouse gas journey and while some progress has been made since the 2018 baseline inventory, achieving this goal will involve individuals, communities, businesses and industries all evaluating their contribution/s.

In 2018 our region contributed 9.7% of the country's emissions. This has reduced by 14.8%, to contribute 8.2% of the country's emissions in 2022. This is due to the decarbonisation of fossil-fuelled boilers and a systematic

reduction in emissions for agriculture, energy, transport, manufacturing and waste. Partnerships with EECA, Government, the private and public sector as well as educational outreach has created the impetus for the success of this programme.

Achieving net zero greenhouse gases by 2050, will require everyone to play their part. In the short-term, local government agencies in Murihiku Southland are focusing on ensuring each organisation is on track to achieving net zero goals; while the longer-term focus is determining how local government should best play its part regionally.



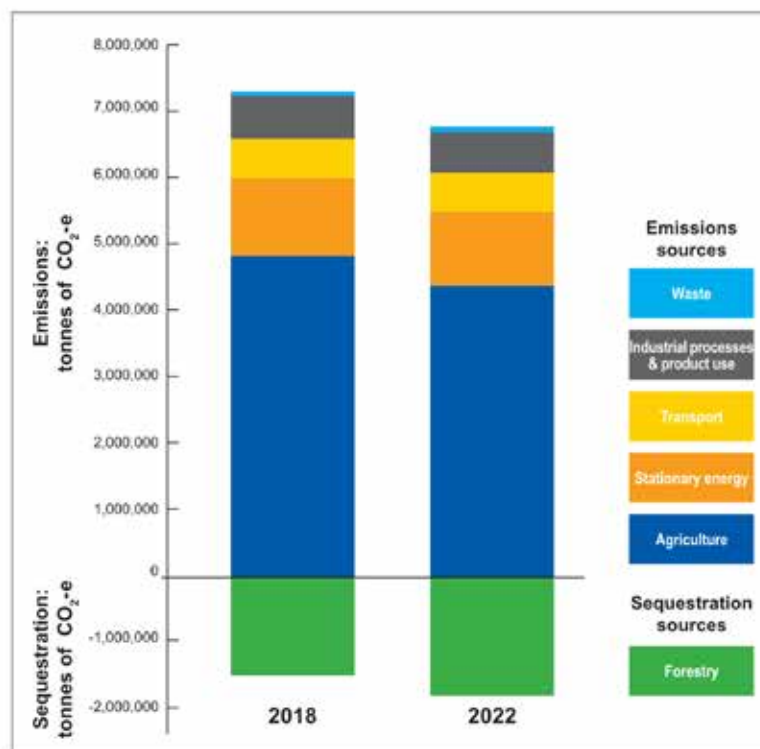
Southland regional greenhouse gas emissions

Southland regional net greenhouse gas emissions 2018 and 2022 as measured by Great South. This graph illustrates that net regional greenhouse gas emissions have reduced by 14.8% from 2018 to 2022.

	2018	2022
Total GROSS emissions CO ₂ -e*	7,308,128	6,753,059
Total CO ₂ -e sequestered**	-1,498,508	-1,805,554
Total NET emissions CO ₂ -e	5,809,620	4,947,505

* CO₂-e stands for 'carbon dioxide equivalent' to enable the comparison to six key GHG gases: carbon dioxide (CO₂-e), methane (CH₄), nitrous oxide (N₂O), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs) and sulphur hexafluoride (SF₆).

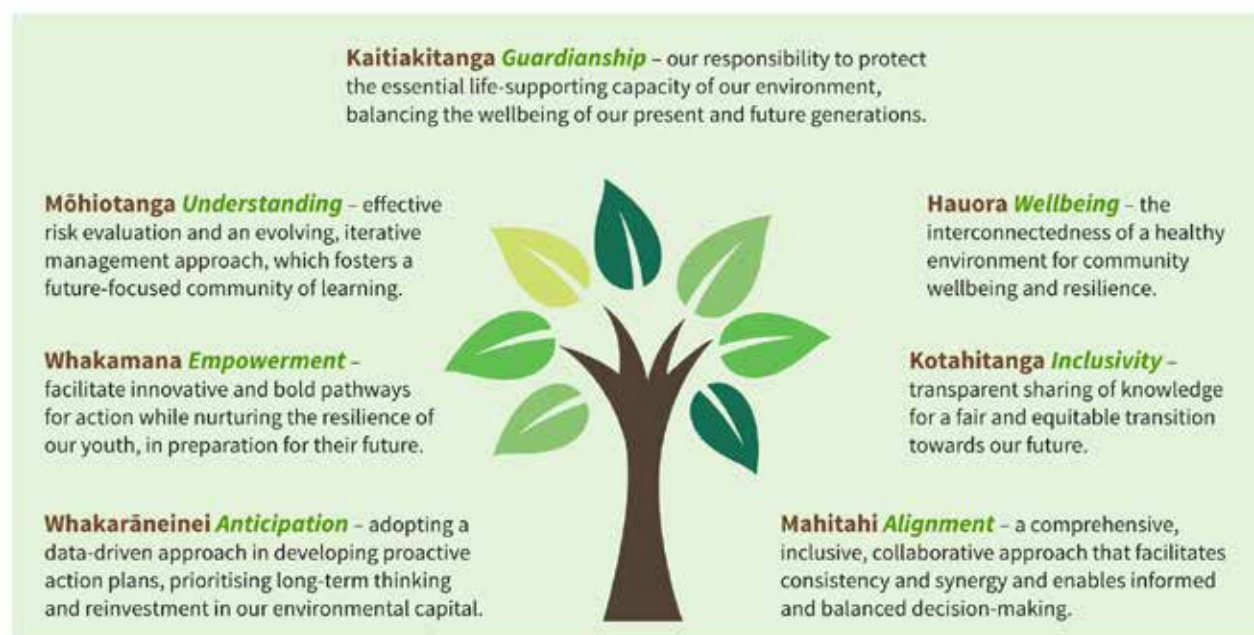
** Carbon sequestration is the process of capturing and storing atmospheric carbon dioxide. The regional emissions inventory currently only includes forestry related sequestration (due to current regional data limitations for other sources of sequestration).



Southland Greenhouse Gas Emissions Inventory for 2022 - www.greatsouth.nz/resources

Principles

Principles provide direction on ways of working together to create a regional response to the impact of a changing climate on Murihiku Southland. The seven principles provide the foundation for regional efforts to respond to the challenges and opportunities presented by our changing climate and associated environmental effects such as sea-level rise, indigenous biodiversity loss and biosecurity incursions.



Detailed principles

These principles will guide how Murihiku Southland local government agencies will work together, including prioritising to determine regional action.

They highlight the importance of recognising mutual dependencies and for example, taking a catchment focused and/or community focused approach to working across boundaries and prioritising the key issues.

These Murihiku Southland principles can be understood in more detail as follows.

Kaitiakitanga *Guardianship*

- Recognise our duty of care to safeguard our environment's fundamental life supporting capacity.
- Adopt a precautionary approach towards mitigating and adapting to the effects of a changing climate.
- Create a balanced framework, which supports many inter-connected strands.
- Value the wellbeing and livelihoods of our present and future generations.

Hauora *Wellbeing*

- Live with and understand how everything is connected.
- Recognise a healthy, functioning environment is inherent to our individual and collective wellbeing(s).
- Enhance community and environmental resilience in the face of change.

Whakarāneinei *Anticipation*

- Think and act with a long-term perspective, valuing and reinvesting in our environmental capital.
- Create proactive pathways for action, doing what we can now with what we know now.
- Ensure relevant regional science and information underpins a data-led approach.

Mōhiotanga *Understanding*

- Understand risks and look for potential ways to avoid, mitigate and manage risk.
- Pursue iterative management, adapting our approach as we learn and know better.
- Sow the seeds of how our future may be different, creating a broad community of learning.

Kotahitanga *Inclusivity*

- Share knowledge widely and transparently.
- Proactively consider those most vulnerable and voices least heard.
- Create a fair and equitable transition to our future.

Whakamana *Empowerment*

- Enable courageous pathways for action, inspiring individual and collective action.
- Look for opportunities and respond with innovation and creativity.
- Support our young people to understand, participate and be resilient in the face of their future – offering them hope.

Mahitahi *Alignment*

- Think ki uta ki tai – mountains to the sea, considering the effects in every direction and across boundaries.
- Adopt a united, integrated, consistent, and holistic approach enabling informed and balanced decision-making.
- Foster collaboration among various stakeholders, businesses, community groups and individuals.

Overarching aspirations

Our collective values spanning science, beliefs and hopes for the future, come together to form our aspirations for our regional response to a changing climate.

They provide an agreed 'direction of travel' for local government agencies, which can be improved and modified as the journey progresses.

Ongoing cross-agency discussions will help develop and implement aligned pathways towards these aspirations. These pathways will include managing the effects of a changing climate as well as capitalising on potential opportunities that may benefit the region, keeping in mind the importance of ensuring that our future generations will also have the best possible opportunities. Additional specific aspirations may be developed, as part of the journey towards creating a Framework for Action.

The following aspirations reflect the collective intent of local government agencies to support and advocate for effective responses to our changing climate across Murihiku Southland.

In addition to these overarching aspirations, further aspirations provide a direction regarding mitigation, adaptation as well as communications and engagement as per the key focus areas of this strategy.

Our aspirations

- 1 Te Mana o Te Ao Tūroa – the mana of the environment is valued and respected enabling our people to be responsive as our climate changes.
- 2 Science and Mātauranga underpins our response to our changing climate in Murihiku Southland.
- 3 We understand the changes, challenges and opportunities associated with our changing climate and will act courageously, building resilience to respond and thrive.
- 4 We will create meaningful change within our generation and inspire future generations to continue this work.



Specific aspirations

Mitigation

Local government agencies need to collectively contribute towards mitigating the changing climate by reducing organisational emissions, offsetting if necessary and becoming more sustainable organisations. This will also enable Councils to understand the challenges businesses and other organisations face in reducing emissions and aid the efforts towards developing a best practice consistent approach.

Each agency is on their own organisational learning journey, of which measuring organisational greenhouse gas emissions is a first step towards understanding how these emissions can be reduced.

Councils are also working on understanding their mitigation role within the community. This is an important step towards being able to support the aspiration of becoming a net zero region.

In setting the aspirations, Councils have chosen to align with national legislation and direction and work towards becoming a net zero region by 2050.

5 Environment Southland, Gore District Council, Invercargill City Council, Southland District Council and Great South will be net zero* organisations by 2050 or earlier.

6 By June 2026**, all four Councils will measure their organisational greenhouse gas baseline and develop emissions reductions targets for progressive reduction of greenhouse gas emissions toward 2050.

7 Councils understand their role in enabling Murihiku Southland to become a net zero region by 2050.

* Net zero refers to the reduction of organisational greenhouse gas emissions to a net zero level.

** This date is being referenced to ensure the direction resulting from organisational baseline measuring of greenhouse gas emissions, can be incorporated into planning as part of the LTP cycle 2027-2037.

Adaptation

The changing climate will significantly impact our communities, ecosystems and natural resources. It is likely to result in changes to land use, not only in terms of where people live, but also the location of key infrastructure, where and how businesses operate and how natural resources are used. It is therefore important to ensure that local government agencies understand the risks and opportunities this presents, in order to consider the regional spatial planning implications.

Adaptation is about undertaking actions to minimise threats or to maximise opportunities resulting from the impact of a changing climate. A first step to this is that Councils will need to align on climate change scenarios to inform regional planning decisions; as well as collaborate to consider regional issues anew with a climate change lens.

8 We understand the risks and opportunities to our communities associated with the impact of our changing climate on Murihiku Southland.

9 Councils align on climate change scenarios to inform key regional decisions.*

10 We collaborate to create regional pathways for action**, acknowledging the inter-connectedness of specific issues.

* This is important as local government agencies collectively work towards planning for the LTP cycle 2027-2037, however it is also relevant for regional decisions in a broader sense as well.

** Examples are: carbon forestry, sustainable transport, water availability, waste management, biodiversity, nature-based solutions etc. The intention is that these RCCWG discussions will be ongoing and aligned pathways for action will be able to be incorporated into the planning for the LTP cycle 2027-2037 and beyond.

Communications and engagement

It is clear that as a community we are all at different stages of learning and understanding about the implications of a changing climate for our region. It is important to bring people on the journey, of which Councils are also a part, so that we can learn from each other and contribute to increasing collective knowledge.

Councils have a role to play to find ways of supporting people's learning, wherever they might be at on their journey responding to our changing climate. In particular, our young people will face increasing implications as the climate changes and are therefore a key audience to engage and empower.

11 We build a regional community of learning: collectively and openly improving our understanding of the complexity of our changing climate and its implications for Murihiku Southland.

12 We support individuals, businesses, community groups, and organisations to start and progress their journey responding to our changing climate.

13 We engage our children and young people to empower active participation in ongoing climate change conversations.



Creating a Framework for Action

This strategy sets out how local government agencies will work together towards these aspirations. The key next step for the Regional Climate Change Working Group is to develop a Framework for Action (phase two).

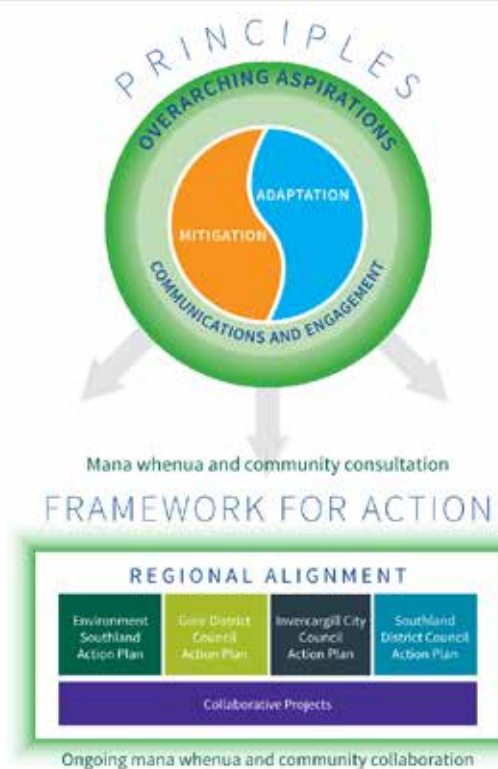
The purpose is to create 'regional action pathways' focusing on where there will be regional benefit. The pathways will highlight where agencies can collaborate and align, enabling each agency to progress these in their own way. It will be important to determine what the ongoing steps will be and the role and responsibilities of each agency to support these pathways.

The resulting pathways will inform the setting of regional priorities. There is a need for a balanced assessment and understanding of costs of action and inaction (economic, social, cultural and environmental) to help inform future long-term planning cycles; keeping in mind the agreed principle of doing what we can now, with what we have now.

Partnerships with key stakeholders and wider Murihiku Southland communities will be important to input, influence and support the progression of these pathways.

Framework for Action

It is envisaged that the Framework for Action will follow the structured approach set out in this strategy. It will enable iterative planning, providing direction for both mitigation as well as adaptation pathways.



What's next?

Science and information are very important to understanding the regional implications of a changing climate.

Regional LIDAR data mapping has been commissioned.

Work is also underway to develop a scope for updating and expanding the 2018 NIWA regional climate change report using updated global and national projections. Following the national work, regional climate, hydrological and sea level rise projections will be developed, which will increase the understanding of which areas of our region are most vulnerable and what this might mean for changes in land-use.

As our collective understanding of human risk, significance and environmental impacts develops, this will enable iterative risk assessment and reflexive learning.

The Regional Climate Change Working Group plans to develop a proposal for setting up a wider Murihiku regional climate change forum to enable this learning to be widely shared*. The purpose of this forum will be to ensure the climate change conversation becomes more inclusive for individuals, businesses, community groups, and organisations that would like to be involved. This is likely to be a key initial stepping stone towards building a regional community of learning to support information sharing as well as on-the-ground action taking place.

It is also important to acknowledge that at any time our region may be subjected to a significant climate related event and preparation for these will aid our capacity for resilience. Emergency Management Southland provide significant resources enabling individuals, businesses and our communities to 'be ready' if this was to occur.

In the meantime, the Regional Climate Change Working Group will continue to progress a regional Framework for Action with a sense of urgency. Determining what on-the-ground action can be pursued as individuals and as communities is important to achieve a more resilient future.



* The concept of a wider regional climate change forum was also a recommendation of the *Beyond 2025 Southland Regional Long Term Plan* prepared by Great South, June 2023.

Glossary

Adaptation	In human systems, the process of adjusting to actual or expected climate and its effects, to moderate harm or take advantage of beneficial opportunities. In natural systems, the process of adjusting to actual climate and its effects. Human intervention may help these systems to adjust to expected climate and its effects. Ministry for the Environment (2022) National Adaptation Plan.
Aspirations	Aspirations provide a regionally agreed 'direction of travel' and do not specify how something will be achieved. Collective discussions will be ongoing to develop and implement aligned pathways for how these aspirations will be achieved.
Baseline	An initial set of critical observations or data used for comparison or a control. Ministry for the Environment (2022) National Adaptation Plan.
B2025	Beyond 2025 – the project lead by Great South to develop a Regional Long Term Plan for Murihiku Southland.
Climate	Informally, the average weather over a period ranging from months to thousands or millions of years. In more formal terms, a statistical description of the mean and variability of quantities, usually of surface variables such as temperature, precipitation and wind, averaged over a period (typically 30 years, as defined by the World Meteorological Organization). More broadly, climate is the state, including a statistical description, of the climate system. Ministry for the Environment (2022) National Adaptation Plan.
Climate Change	A change in the state of the climate that can be identified (eg, by using statistical tests) by changes or trends in the mean and/or the variability of its properties, and that persists for an extended period, typically decades to centuries. Includes natural internal climate processes and external climate forcings such as variations in solar cycles, volcanic eruptions and persistent anthropogenic changes in the composition of the atmosphere or in land use. The United Nations Framework Convention on Climate Change (UNFCCC) definition of climate change specifically links it to direct or indirect human causes, as: "a change of climate which is attributed directly or indirectly to human activity that alters the composition of the global atmosphere and which is in addition to natural climate variability observed over comparable time periods". The UNFCCC thus makes a distinction between climate change attributable to human activities altering the atmospheric composition and climate variability attributable to natural causes. Ministry for the Environment (2022) National Adaptation Plan.
Climate Change Commission (CCC)	A Crown entity that gives independent, expert advice to the Government on climate change matters and monitors progress towards the Government's mitigation and adaptation goals. Ministry for the Environment (2022) Emissions Reduction Plan.
Climate Change Scenario	A plausible description of how the future may develop based on a coherent and internally consistent set of assumptions about key driving forces (e.g., rate of technological change, prices) and relationships. Note that scenarios are neither predictions nor forecasts, but are used to provide a view of the implications of developments and actions. IPCC (2023) AR6 Glossary https://apps.ipcc.ch/glossary/
Climate projection	A potential future evolution of a quantity or set of quantities, often computed with the aid of a model. Unlike predictions, projections are conditional on assumptions concerning, for example, future socio-economic and technological developments that may or may not be realised. IPCC (2023) AR6 Glossary https://apps.ipcc.ch/glossary/

Climate resilience	The ability to anticipate, prepare for and respond to the impacts of a changing climate, including the impacts that we can anticipate and the impacts of extreme events. It involves planning now for sea-level rise and more frequent flooding. It is also about being ready to respond to extreme events such as forest fires or extreme floods, and to trends in precipitation and temperature that emerge over time such as droughts. Ministry for the Environment (2022) National Adaptation Plan.
Climate variability	Deviations of climate variables from a given mean state (including the occurrence of extremes, etc.) at all spatial and temporal scales beyond that of individual weather events. Variability may be intrinsic, due to fluctuations of processes internal to the climate system (internal variability), or extrinsic, due to variations in natural or anthropogenic external forcing (forced variability) IPCC (2023) AR6 Glossary https://apps.ipcc.ch/glossary/
CO₂-e	CO ₂ -e stands for 'carbon dioxide equivalent' to enable the comparison to six key GHG gases: carbon dioxide (CO ₂ -e), methane (CH ₄), nitrous oxide (N ₂ O), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs) and sulphur hexafluoride (SF ₆).
Decarbonise	Reduce greenhouse gas emissions e.g. through the use of low-emissions power sources and electrification. Ministry for the Environment (2022) Emissions Reduction Plan.
Drought	An exceptionally long period of water shortage for existing ecosystems and the human population (due to low rainfall, high temperature and/or wind). Ministry for the Environment (2022) National Adaptation Plan.
Dynamic adaptive pathways planning (DAPP)	A framework that supports climate adaptation decision-making by developing a series of actions over time (pathways). It is based on the idea of making decisions as conditions change, before severe damage occurs, and as existing policies and decisions prove no longer fit for purpose. Ministry for the Environment (2022) National Adaptation Plan.
Emergency management	The process of applying knowledge, measures and practices that are necessary or desirable for the safety of the public or property, and are designed to guard against, prevent, reduce, recover from or overcome any hazard, harm or loss associated with any emergency. Activities include planning, organising, coordinating and implementing those measures, knowledge and practices. Ministry for the Environment (2022) National Adaptation Plan.
Emergency Management Southland (EMS)	Emergency Management Southland (EMS) was established by the four local government agencies in Murihiku Southland and is responsible for the delivery of Civil Defence and Emergency Management responses throughout this region. As part of this, Emergency Management Southland coordinates the 24/7 operation of the Emergency Coordination Centre which facilitates planning and operational activity during an event. Emergency Management Southland (2023) About US
Environment Southland	Environment Southland is a regional council as defined under the Local Government Act 2002. Environment Southland is responsible for the sustainable management of Southland's natural resources - land, water, air and coast - in partnership with the community.
Emissions	In the context of climate change, emissions of greenhouse gases, precursors of greenhouse gases and aerosols caused by human activities. These activities include the burning of fossil fuels, deforestation, land use and land-use change, livestock production, fertilisation, waste management and industrial processes. Ministry for the Environment (2022) National Adaptation Plan.
Emissions reduction plan	A plan that sets out the policies and strategies to meet emissions budgets by reducing emissions and increasing removals. A new emissions reduction plan must be in place before the beginning of each emissions budget period. Ministry for the Environment (2022) Emissions Reduction Plan.

Extreme weather event	An event that is rare at a particular place and time of year. What is 'extreme weather' may vary from place to place in an absolute sense. The measure of what is 'rare' may also vary but it involves the occurrence of a value of a weather or climate variable above (or below) a threshold value near the upper (or lower) ends of the range of observed values of the variable. In general, an extreme weather event would be as rare as, or rarer than, the 10th or 90th percentile of a probability density function estimated from observations. When a pattern of extreme weather persists for some time, such as a season, it may be classified as an extreme climate event, especially if it yields an average or total that is itself extreme (eg, high temperature, drought or heavy rainfall over a season). Ministry for the Environment (2022) National Adaptation Plan. <i>While not explicitly stated, extreme weather events are linked to wider climatic changes as a whole, and as such, intertwined with our changing climate. The actual magnitude and frequency of events may continue to change and need to be assessed against new baselines as climate change takes effect.</i>
Flood	An event where the normal boundaries of a stream or other water body overflow, or water builds up over areas that are not normally underwater. Floods can be caused by unusually heavy rain – for example, during storms and cyclones. Floods include river (fluvial) floods, flash floods, urban floods, rain (pluvial) floods, sewer floods, coastal floods and glacial lake outburst floods. Ministry for the Environment (2022) National Adaptation Plan.
Framework for Action	Phase two: The Framework for Action will provide clarity on how local government agencies in Southland will collectively achieve the aspirations outlined in this strategy, as well as focusing where there will be regional benefit for agencies to collaborate and potentially align on.
Gore District Council	Gore District Council is a territorial authority as defined under the Local Government Act 2002.
Great South	Great South is a Council-controlled organisation, jointly owned by ICC, SDC, GDC, ES, Invercargill Licensing Trust, Maitaia Licensing Trust, Southland Chamber of Commerce, SIT and its member Community Trust South. It is Southland's regional development agency which facilitates the implementation of the B2025 Southland Long Term Plan; as well as supporting the regional emissions reduction journey by working with businesses to reduce their greenhouse gas emissions across the region.
Greenhouse gases (GHG)	Atmospheric gases that trap or absorb heat and contribute to climate change. The gases covered by the Climate Change Response Act 2002 are carbon dioxide (CO ₂ -e), methane (CH ₄), nitrous oxide (N ₂ O), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), and sulphur hexafluoride (SF ₆). Ministry for the Environment (2022) Emissions Reduction Plan.
Gross emissions	Gross emissions include emissions from the following key sectors: Transport; energy and industry; agriculture; waste; fluorinated gases. Ministry for the Environment (2022) Emissions Reduction Plan.
Hazard	The potential occurrence of a natural or human-induced physical event or trend that may cause loss of life, injury or other health impacts, as well as damage and loss to property, infrastructure, livelihoods, service provision, ecosystems and environmental resources. Ministry for the Environment (2022) National Adaptation Plan.
Invercargill City Council	Invercargill City Council is a territorial authority as defined under the Local Government Act 2002.

Intergovernmental Panel on Climate Change (IPCC)	The United Nations body for assessing the science related to climate change. The IPCC is organised into three working groups and a task force: <ul style="list-style-type: none"> • Working Group I (WGI) – physical science basis • Working Group II (WGI) – impacts, adaptation and vulnerability • Working Group III (WGI) – mitigation • Task Force on national greenhouse gas inventories. Ministry for the Environment (2022) National Adaptation Plan.
LIDAR	Light Detection and Ranging is a remote sensing method. It uses light in the form of a pulsed laser to measure ranges (variable distances) from the LIDAR instrument to the Earth. These are used to create 3D models and maps of objects and environments.
Long Term Plan (LTP)	Called the Long Term Council Community Plan (LTCCP) prior to 2012, the Long term plan is a document required under the Local Government Act 2002 that sets out a local authority's priorities in the medium to long term.
Mana	Prestige, authority, control, power, influence, status, spiritual power, charisma. Ministry for the Environment (2022) National Adaptation Plan.
Mātauranga	Māori knowledge systems and worldviews, including traditional concepts. Ministry for the Environment (2022) National Adaptation Plan.
MfE	Ministry for the Environment
Mitigation (of a changing climate)	In the context of climate change, a human intervention to reduce the sources or enhance the sinks of greenhouse gases. Ministry for the Environment (2022) National Adaptation Plan.
Nature Based Solutions	Solutions that are inspired and supported by nature and are cost effective, and at the same time provide environmental, social and economic benefits and help build resilience. Such solutions bring more, and more diverse, nature and natural features (eg, vegetation and water features) and processes into cities, landscapes and seascapes, through locally adapted, resource-efficient and systemic interventions. For example, using vegetation (eg, street trees or green roofs) or water elements (eg, rivers or water-treatment facilities) can help reduce heat in urban areas or support stormwater and flood management. Ministry for the Environment (2022) National Adaptation Plan.
Net emissions	Net emissions refer to the overall balance of emissions and carbon dioxide removals (sequestration). Ministry for the Environment (2022) Emissions Reduction Plan.
NEMA	National Emergency Management Agency
NIWA	National Institute of Water and Atmospheric Research
Net Zero	A target of completely negating the greenhouse gas emissions produced by human activity. This can be done by balancing emissions and removals or by eliminating the production of emissions in the first place. Ministry for the Environment (2022) Emissions Reduction Plan.
Pathway	The evolution of natural and/or human systems over time towards a future state. Pathway concepts range from sets of quantitative and qualitative scenarios or narratives of potential futures to solution-oriented, decision-making processes to achieve desirable social goals. Pathway approaches typically focus on biophysical, techno-economic and/or socio-behavioural changes, and involve various dynamics, goals and participants across different scales. Ministry for the Environment (2022) National Adaptation Plan.

Principles	Principles provide direction on agencies' collective agreed way of working together to create a regional response to the impact of a changing climate on Murihiku Southland.
Representative Concentration Pathways (RCPs)	Scenarios that include time series of emissions and concentrations of the full suite of greenhouse gases and aerosols and chemically active gases, as well as land use/land cover (Moss et al., 2008; van Vuuren et al., 2011). IPCC (2023) AR6 Glossary https://apps.ipcc.ch/glossary/
RCCS	Regional Climate Change Strategy (this strategy).
RCCWG	Regional Climate Change Working Group, which consists of governance representatives from Environment Southland, Te Ao Mārama, Gore District Council, Invercargill City Council and Southland District Council as key partners in developing a regional approach to a changing climate.
Resilience/resilient	The capacity of interconnected social, economic and ecological systems to cope with a hazardous event, trend or disturbance, by responding or reorganising in ways that maintain their essential function, identity and structure. Resilience is a positive attribute when it allows systems to maintain their capacity to adapt, learn and/or transform. Ministry for the Environment (2022) National Adaptation Plan.
RSS	Regional Spatial Strategy for which there is an expectation that this will be legislated for as a requirement to be produced regionally as part of the ongoing RMA reforms.
Sea level rise	Change to the height of sea levels over time, which may occur globally or locally. Ministry for the Environment (2022) National Adaptation Plan.
Sequestration	The process of storing carbon in a carbon pool. IPCC (2023) AR6 Glossary https://apps.ipcc.ch/glossary/
Southland District Council	Southland District Council is a territorial authority as defined under the Local Government Act 2002.
Southland Mayoral Forum	The Southland Mayoral Forum includes the Mayors and Deputy Mayors from all four local government agencies in Southland. There is a standing invitation for all Rūnanga chairs or nominee, to attend meetings of the Southland Mayoral Forum. Te Ao Mārama Inc. also reports directly to their Board representing Ngāi Tahu ki Murihiku Rūnanga.
Shared Socioeconomic Pathways (SSPs)	A scenario that describes a plausible future in terms of population, gross domestic product (GDP), and other socio-economic factors relevant to understanding the implications of climate change. IPCC (2023) AR6 Glossary https://apps.ipcc.ch/glossary/
Te Ao Mārama Inc.	Te Ao Mārama Inc. looks after mana whenua interests in resource management and other aspects related to local government in Southland. It is authorised to represent Ngāi Tahu papatipu rūnanga in Murihiku/Southland. It is involved in the protection of the spiritual and cultural values of the region, including wahi tapu (sacred places), mahinga kai (gathering of food and resources) and other natural resources. Te Ao Mārama Inc. reports directly to their Board representing Ngāi Tahu ki Murihiku Rūnanga.
Wellbeing	The health, happiness and prosperity of an individual or group. It can cover material wellbeing (eg. income and wealth, jobs and earnings, and housing), health (eg. health status and work-life balance), security (eg. personal security and environmental quality), social relations (eg. social connection, subjective wellbeing, cultural identity and education) and freedom of choice and action (eg. civic engagement and governance). Ministry for the Environment (2022) National Adaptation Plan.



Southland District Council

Standing Orders

Adopted by Council on 2 October 2024

Preface

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

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

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

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

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

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

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1. Introduction

These standing orders have been prepared to enable the orderly conduct of local authority meetings. They incorporate the legislative provisions relating to meetings, decision making and transparency. They also include practical guidance on how meetings should operate so that statutory provisions are complied with and the spirit of the legislation fulfilled.

To assist elected members and officials the document is structured in three parts:

- Part 1 deals with general matters.
- Part 2 deals with pre-meeting procedures.
- Part 3 deals with meeting procedures.

The Appendix, which follows Part 3, provides templates and additional guidance for implementing provisions within the Standing Orders. Please note, the Appendix is an attachment to the Standing Orders and not part of the Standing Orders themselves, consequently amendments to the Appendix do not require the agreement of 75% of those present. In addition, the 'Guide to Standing Orders' provides additional advice on the application of the Standing Orders and are also not part of the Standing Orders.

1.1 Principles

Standing orders are part of the framework of processes and procedures designed to ensure that our system of local democracy and in particular decision-making within local government is transparent and accountable. They are designed to give effect to the principles of good governance, which include that a local authority should:

- Conduct its business in an open, transparent and democratically accountable manner;
- Give effect to its identified priorities and desired outcomes in an efficient and effective manner;
- Make itself aware of, and have regard to, the views of all of its communities;
- Take account, when making decisions, of the diversity of the community, its interests and the interests of future communities as well;
- Ensure that any decisions made under these Standing Orders comply with the decision-making provisions of Part 6 of the LGA 2002; and
- Ensure that decision-making procedures and practices meet the standards of natural justice.

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

1.2 Statutory references

The Standing Orders consist of statutory provisions about meetings along with guidance on how those provisions should be applied in practice. Where a statutory provision has been augmented with advice on how it might be implemented the advice (so as not to confuse it with the statutory obligation) is placed below the relevant legislative reference. In some cases the language in the statutory provision has been modernised for ease of interpretation or amended to ensure consistency with more recently enacted statutes.

It is important to note that statutory references in the Standing Orders apply throughout the period of a meeting, regardless of whether or not parts or all of the Standing Orders have been suspended. These provisions must also be carried through into any amendment of the Standing Orders that might be made. Please note, where it is employed the word 'must', unless otherwise stated, identifies a mandatory legislative requirement.

1.3 Acronyms

LGA 2002 Local Government Act 2002

LGOIMA Local Government Official Information and Meetings Act 1987

LAMIA Local Authorities (Members' Interests) Act 1968

1.4 Application

For the removal of any doubt these Standing Orders do not apply to workshops or meetings of working parties and advisory groups, unless specifically included in their terms of reference.

2. Definitions

Adjournment means a break in the proceedings of a meeting. A meeting, or discussion on a particular business item, may be adjourned for a brief period, or to another date and time.

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

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

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

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

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

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

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

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

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

Committee includes, in relation to a local authority:

- (a) A committee comprising all the members of that authority;
- (b) A standing committee or special committee appointed by that authority;
- (c) A joint committee appointed under cl 30A of sch 7 of the LGA 2002; and
- (d) Any subcommittee of a committee described in (a), (b) and (c) of this definition.

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

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

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

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

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

Deputation means a request from any person or group to make a presentation to the local authority which is approved by the Chairperson and which may be made in English, Te Reo Māori or New Zealand Sign Language.

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

Electronic link means both an audio and audiovisual link.

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

Extraordinary meeting has the same meaning as defined in cl 22 of sch 7 of the LGA 2002.

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

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

Item means a substantive matter for discussion at a meeting.

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

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

Karakia timatanga means an opening prayer.

Karakia whakamutunga means a closing prayer.

Lawfully excluded means a member of a local authority who has been removed from a meeting due to behaviour that a Chairperson has ruled to be contempt.

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

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

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

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

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

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

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

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

Motion means a formal proposal to a meeting.

Mover means the member who initiates a motion.

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

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

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

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

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

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

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

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

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

Present at the meeting to constitute quorum means the member is either to be physically present in the room or attending the meeting by audio/visual link.

Presiding member means the chairperson.

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

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

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

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

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

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

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

Qualified privilege means the privilege conferred on member by s 52 and s 53 of LGOIMA.

Quasi-judicial means a meeting involving the consideration of issues requiring the evaluation of evidence, the assessment of legal argument and/or the application of legal principles.

Quorum means the minimum number of members required to be present in order to constitute a valid meeting.

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

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

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

Second means the member who seconds a motion or amendment.

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

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

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

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

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

Working day means a day of the week other than:

- (a) Saturday, Sunday, Good Friday, Easter Monday, Anzac Day, Labour Day, the Sovereign’s birthday, Matariki, and Waitangi Day. If Waitangi Day or Anzac Day falls on a Saturday or a Sunday, then the following Monday;
- (b) The day observed in the appropriate area as the anniversary of the province of which the area forms a part; and
- (c) A day in the period commencing with 20 December in any year and ending with 10 January in the following year.

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

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

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

General matters

3. Standing orders

3.1 Obligation to adopt standing orders

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

LGA 2002, sch 7, cl 27(1) & (2).

3.2 Process for adoption and alteration of standing orders

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

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

3.3 Members must obey standing orders

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

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

3.4 Application of standing orders

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

3.5 Temporary suspension of standing orders

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

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

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

3.6 Quasi-judicial proceedings

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

3.7 Physical address of members

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

4. Meetings

4.1 Legal requirement to hold meetings

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

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

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

4.2 Meeting duration

A meeting cannot continue more than six hours from when it starts (including any adjournments) or after 10.30pm, unless the meeting resolves to continue. If there is no such resolution, then any business on the agenda that has not been dealt with must be adjourned, transferred to the next meeting, or transferred to an extraordinary meeting.

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

4.3 Language

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

If a member intends to address the meeting in New Zealand Sign Language, or in Te Reo Māori, when the normal business of the meeting is conducted in English, they must give prior notice to the chairperson not less than 2 working days before the meeting.

Where the normal business of the meeting is conducted in Te Reo Māori then prior notice of the intention to address the meeting in English must also be given to the chairperson not less than 2 working days before the meeting.

4.4 Webcasting meetings

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

4.5 First meeting (inaugural)

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

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

4.6 Requirements for the first meeting

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

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

The making and attesting of the declarations required of the mayor (if any) and members under LGA 2002, sch 7, cl 14;

The election of the chairperson (if any) and the making and attesting of the declaration required of the chairperson under LGA 2002, sch 7, cl 14;

A general explanation, given or arranged by the chief executive, of:

LGOIMA; and

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

The fixing of the date and time of the first meeting of the local authority, or the adoption of a schedule of meetings; and

The election of the deputy Mayor or deputy chairperson in accordance with the LGA 2002, sch 7, cl 17.

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

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

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

5. Appointments and elections

5.1 Mayoral appointment of deputy Mayor, committee chairs and members

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

LGA 2002, s 41A(3).

5.2 Council Discharge of a Mayoral Appointment

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

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

LGA 2002, sch 7, cl 31.

5.3 Establishment of committees by the Mayor

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

Nothing, however, limits or prevents a territorial authority from discharging or reconstituting, in accordance with cl 30 of sch 7, LGA 2002, a committee established by the Mayor, or appointing more committees in addition to any established by the Mayor.

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

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

5.4 Elections of regional chairpersons, deputy Mayors and deputy chairpersons

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

The chairperson and deputy chairperson of a regional council;

The deputy Mayor;

The chairperson and deputy chairperson of a committee; and

A representative of a local authority.

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

LGA 2002, sch 7, cl 25.

5.5 Removal of a deputy Mayor

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

LGA 2002, sch 7, cl 18.

5.6 Voting system for chairs, deputy Mayors and committee chairs

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

System A

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

There is a first round of voting for all candidates;

If no candidate is successful in the first round, there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and

If no candidate is successful in the second round, there is a third round, and if necessary subsequent rounds, of voting from which, each time, the candidate with the fewest votes in the previous round is excluded.

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

System B

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

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

LGA 2002, sch 7, cl 25.

6. Delegations

6.1 Duty to consider delegations to community boards

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

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

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

6.2 Limits on delegations

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

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

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

6.3 Committees may delegate

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

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

6.4 Use of delegated powers

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

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

6.5 Decisions made under delegated authority cannot be rescinded or amended

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

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

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

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

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

7. Committees

7.1 Appointment of committees and subcommittees

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

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

7.2 Discharge or reconstitution of committees and subcommittees

Unless expressly provided otherwise in legislation or regulation:

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

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

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

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

7.3 Appointment or discharge of committee members and subcommittee members

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

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

7.4 Elected members on committees and subcommittees

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

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

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

7.5 Local authority may replace members if committee not discharged

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

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

7.6 Membership of Mayor

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

LGA 2002, s 41A(5).

7.7 Decision not invalid despite irregularity in membership

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

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

LGA 2002, sch 7, cl 29.

7.8 Appointment of joint committees

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

- (a) The number of members each party may appoint;
- (b) How the chairperson and deputy chairperson are to be appointed;
- (c) The terms of reference of the committee;
- (d) What responsibilities, if any, are to be delegated to the committee by each party; and
- (e) How the agreement may be varied.

The agreement may also specify any other matter relating to the appointment, operation, or responsibilities of the committee agreed by the parties.

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

7.9 Status of joint committees

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

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

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

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

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

Pre-meeting

8. Giving notice

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

8.1 Public notice – ordinary meetings

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

LGOIMA, s 46.

8.2 Notice to members - ordinary meetings

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

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

8.3 Extraordinary meeting may be called

An extraordinary council meeting may be called by:

- (a) Resolution of the council, or
- (b) A requisition in writing delivered to the chief executive which is signed by:
 - i. The Mayor, or
 - ii. Not less than one third of the total membership of the council (including vacancies).

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

8.4 Notice to members - extraordinary meetings

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

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

8.5 Emergency meetings may be called

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

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

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

8.6 Process for calling an emergency meeting

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

The notice must be given, by whatever means is reasonable in the circumstances, to each member of the local authority, and to the chief executive, at least 24 hours before the time appointed for the meeting.

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

8.7 Public notice – emergency and extraordinary meetings

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

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

LGOIMA, s 46(3).

8.8 Meetings not invalid

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

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

LGOIMA, s 46(6).

8.9 Resolutions passed at an extraordinary meeting

A local authority must, as soon as practicable, publicly notify any resolution passed at an extraordinary meeting of the local authority unless:

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

LGOIMA, s 51A.

8.10 Meeting schedules

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

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

8.11 Non-receipt of notice to members

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

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

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

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

8.12 Meeting cancellations

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

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

9. Meeting agenda

9.1 Preparation of the agenda

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

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

9.2 Process for raising matters for a decision

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

9.3 Chief executive may delay or refuse request

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

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

9.4 Order of business

At the meeting the business is to be dealt with in the order in which it stands on the agenda unless the chairperson, or the meeting, decides otherwise. An example of a default order of business is set out in Appendix 10.

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

9.5 Chairperson's recommendation

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

9.6 Chairperson may prepare report

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

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

9.7 Public availability of the agenda

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

LGOIMA, ss 5 & 46A.

9.8 Public inspection of agenda

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

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

LGOIMA, s 46A(1).

9.9 Withdrawal of agenda items

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

9.10 Distribution of the agenda

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

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

9.11 Status of agenda

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

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

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

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

LGOIMA, s 46A(7).

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

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

9.13 Discussion of minor matters not on the agenda

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

LGOIMA, s 46A(7A).

9.14 Public excluded business on the agenda

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

LGOIMA, s 46A(9).

9.15 Qualified privilege relating to agenda and minutes

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

LGOIMA, s 52.

Meeting Procedures

10. Opening and closing

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

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

11. Quorum

11.1 Council meetings

The quorum for a meeting of the council is:

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

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

11.2 Committees and subcommittee meetings

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

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

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

11.3 Joint Committees

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

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

11.4 Requirement for a quorum

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

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

11.5 Meeting lapses where no quorum

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

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

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

11.6 Business from lapsed meetings

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

12. Public access and recording

12.1 Meetings open to the public

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

LGOIMA, s 47 & 49(a).

12.2 Grounds for removing the public

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

LGOIMA, s 50(1).

12.3 Local authority may record meetings

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

12.4 Public may record meetings

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

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

13. Attendance

13.1 Members right to attend meetings

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

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

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

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

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

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

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

13.3 Leave of absence

A council may grant a member leave of absence following an application from that member. The council may delegate the power to grant a leave of absence to the Mayor in order to protect a members' privacy and the Council may approve an application from the Mayor. The Mayor will advise all members of the council whenever a member has been granted leave of absence under delegated authority. Meeting minutes will record that a member has leave of absence as an apology for that meeting.

13.4 Apologies

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

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

13.5 Recording apologies

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

13.6 Absent without leave

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

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

13.7 Right to attend by audio or audiovisual link

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

13.8 Member's status: quorum

Members who attend meetings by electronic link will be counted as present for the purposes of a quorum.

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

13.9 Member's status: voting

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

13.10 Chairperson's duties

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

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

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

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

13.11 Conditions for attending by audio or audiovisual link

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

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

13.12 Request to attend by audio or audiovisual link

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

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

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

13.13 Chairperson may terminate link

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

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

13.14 Giving or showing a document

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

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

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

13.15 Link failure

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

13.16 Confidentiality

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

14. Chairperson's role in meetings

14.1 Council meetings

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

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

14.2 Other meetings

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

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

14.3 Addressing the chairperson

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

14.4 Chairperson's rulings

The chairperson will decide all procedural questions, including points of order, where insufficient provision is made by these Standing Orders (except in cases where appoint of order questions the chairperson's ruling). Any refusal to obey a Chairperson's ruling or direction constitutes contempt (see SO 20.5).

14.5 Chairperson standing

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

14.6 Member's right to speak

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

14.7 Chairperson may prioritise speakers

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

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

15. Public Participation

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

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

15.1 Time limits

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

Speakers can speak for up to 5 minutes (this includes questions with the elected members). No more than two speakers can speak on behalf of an organisation during public participation. Where the number of speakers presenting in public participation exceeds 6 in total, the Chairperson has discretion to restrict the speaking time permitted for all presenters.

15.2 Restrictions

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

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

15.3 Questions at public participation

At the conclusion of the presentation, and if the speakers time limit hasn't expired, with the permission of the Chairperson, elected members may ask questions of speakers. Questions are to be confined to obtaining information or clarification on matters raised by a speaker.

15.4 No resolutions

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

16. Deputations

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

16.1 Time limits

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

16.2 Restrictions

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

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

16.3 Questions of a deputation

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

16.4 Resolutions

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

17. Petitions

17.1 Form of petitions

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

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

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

17.2 Petition presented by petitioner

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

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

17.3 Petition presented by member

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

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

18.1 Exclusion of public

18.1 Motions and resolutions to exclude the public

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

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

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

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

LGOIMA, s 48.

18.2 Specified people may remain

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

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

LGOIMA, s 48(6).

18.3 Public excluded items

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

LGOIMA, s 46A(8).

18.4 Non-disclosure of information

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

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

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

18.5 Release of information from public excluded session

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

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

19. Voting

19.1 Decisions by majority vote

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

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

19.2 Open voting

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

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

19.3 Chairperson has a casting vote

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

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

19.4 Method of voting

The method of voting must be as follows:

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

19.5 Calling for a division

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

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

19.6 Request to have votes recorded

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

19.7 Members may abstain

Any member may abstain from voting.

20. Conduct

20.1 Calling to order

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

20.2 Behaviour consistent with Code of Conduct

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

20.3 Retractions and apologies

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

20.4 Disorderly conduct

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

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

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

20.5 Contempt

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

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

20.6 Removal from meeting

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

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

20.7 Financial conflicts of interests

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

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

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

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

LAMIA, ss 6 & 7.

20.8 Non-financial conflicts of interests

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

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

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

20.9 Qualified privilege for meeting proceedings

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

LGOIMA, s 53.

20.10 Qualified privilege additional to any other provisions

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

LGOIMA, s 53.

20.11 Electronic devices at meetings

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

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

21. General rules of debate

21.1 Chairperson may exercise discretion

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

21.2 Time limits on speakers

The following time limits apply to members speaking at meetings:

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

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

21.3 Questions to staff

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

21.4 Questions of clarification

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

21.5 Members may speak only once

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

21.6 Limits on number of speakers

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

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

21.7 Seconders may reserve speech

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

21.8 Speaking only to relevant matters

Members may only speak to;

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

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

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

21.9 Restating motions

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

21.10 Criticism of resolutions

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

21.11 Objecting to words

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

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

21.12 Right of reply

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

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

The original mover may speak once to the principal motion and once to each amendment without losing that right of reply. If a closure motion is carried, the mover of the motion may

use their right of reply before the motion or amendment is put to the vote. The mover of the original motion may choose to indicate that they wish to reserve their right or reply until the closure motion.

21.13 No other member may speak

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

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

21.14 Adjournment motions

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

21.15 Chairperson's acceptance of closure motions

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

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

22. General procedures for speaking and moving motions

22.1 Options for speaking and moving

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

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

22.2 Option A

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

22.3 Option B

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

22.4 Option C

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

23. Motions and amendments

23.1 Proposing and seconding motions

All motions, and amendments moved during a debate, must be seconded (including notices of motion). The chairperson may then state the motion and propose it for discussion. A motion should be moved and seconded before debate but after questions.

Amendments and motions that are not seconded are not valid and should not be entered in the minutes.

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

23.2 Motions in writing

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

23.3 Motions expressed in parts

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

23.4 Substituted motion

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

23.5 Amendments to be relevant and not direct negatives

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

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

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

23.6 Foreshadowed amendments

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

23.7 Lost amendments

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

23.8 Carried amendments

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

23.9 Where a motion is lost

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

23.10 Withdrawal of motions and amendments

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

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

23.11 No speakers after reply or motion has been put

A member may not speak to any motion once:

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

24. Revocation or alteration of resolutions

24.1 Member may move revocation of a decision

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

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

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

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

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

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

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

24.3 Requirement to give notice

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

24.4 Restrictions on actions under the affected resolution

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

Exceptions apply if, in the opinion of the chairperson:

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

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

24.5 Revocation or alteration by resolution at same meeting

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

24.6 Revocation or alteration by recommendation in report

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

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

25. Procedural motions

25.1 Procedural motions must be taken immediately

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

25.2 Procedural motions to close or adjourn a debate

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

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

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

25.3 Voting on procedural motions

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

25.4 Debate on adjourned items

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

25.5 Remaining business at adjourned meetings

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

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

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

25.7 Other types of procedural motions

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

26. Points of order

26.1 Members may raise points of order

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

26.2 Subjects for points of order

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

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

26.3 Contradictions

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

26.4 Point of order during division

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

26.5 Chairperson's decision on points of order

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

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

27. Notices of motion

27.1 Notice of intended motion to be in writing

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

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

27.2 Refusal of notice of motion

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

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

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

27.3 Mover of notice of motion

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

27.4 Alteration of notice of motion

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

27.5 When notices of motion lapse

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

27.6 Referral of notices of motion

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

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

27.7 Repeat notices of motion

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

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

28. Minutes

28.1 Minutes to be evidence of proceedings

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

LGA 2002, sch 7, cl 28.

28.2 Matters recorded in minutes

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

- (a) The date, time and venue of the meeting;
- (b) The names of the members present;
- (c) The chairperson;
- (d) Any apologies or leaves of absences;
- (e) Member absent without apology or leave of absence;
- (f) Member absent on council business;
- (g) The arrival and departure times of members;
- (h) Any failure of a quorum;
- (i) A list of any external speakers and the topics they addressed;
- (j) A list of the items considered;
- (k) Items tabled at the meeting;
- (l) The resolutions and amendments related to those items including those that were lost, provided they had been moved and seconded in accordance with these Standing Orders;
- (m) The names of all movers, and seconders;
- (n) Any objections made to words used;
- (o) All divisions taken and, if taken, a record of each members' vote;
- (p) the names of any members requesting that their vote or abstention be recorded;
- (q) Any declarations of financial or non-financial conflicts of interest;
- (r) The contempt, censure and removal of any members;
- (s) Any resolutions to exclude members of the public;
- (t) The time at which the meeting concludes or adjourns; and
- (u) The names of people permitted to stay in public excluded.

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

28.3 No discussion on minutes

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

28.4 Minutes of last meeting before election

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

29. Keeping a record

29.1 Maintaining accurate records

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

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

Public Records Act 2002, s 17.

29.2 Method for maintaining records

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

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

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

29.3 Inspection

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

LGOIMA, s 51.

29.4 Inspection of public excluded matters

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

Referenced documents

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

Appendix 1: Grounds to exclude the public

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

- A1** That good reason exists for excluding the public from the whole or any part of the proceedings of any meeting as the public disclosure of information would be likely:
- (a) To prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; or
 - (b) To endanger the safety of any person.
- A2** That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:
- (a) Protect the privacy of natural persons, including that of deceased natural persons; or
 - (b) Protect information where the making available of the information would:
 - i. Disclose a trade secret; or
 - ii. Be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
 - (ba) In the case only of an application for a resource consent, or water conservation order, or a requirement for a designation or heritage order, under the Resource Management Act 1991, to avoid serious offence to tikanga Māori, or to avoid the disclosure of the location of waahi tapu; or
 - (c) Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would:
 - i. Be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or
 - ii. Be likely otherwise to damage the public interest.
 - (d) Avoid prejudice to measures protecting the health or safety of members of the public; or
 - (e) Avoid prejudice to measures that prevent or mitigate material loss to members of the public; or
 - (f) Maintain the effective conduct of public affairs through the protection of such members, officers, employees, and persons from improper pressure or harassment; or
 - (g) Maintain legal professional privilege; or
 - (h) Enable any council holding the information to carry out, without prejudice or disadvantage, commercial activities; or
 - (i) Enable any council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or
 - (j) Prevent the disclosure or use of official information for improper gain or improper advantage.

LGOIMA, s 7.

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

- A3** That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information, the public disclosure of which would:
- (a) Be contrary to the provisions of a specified enactment; or
 - (b) Constitute contempt of Court or of the House of Representatives.
- A4** That the purpose of the whole or the relevant part of the proceedings of the meeting is to consider a recommendation made to that Council by an Ombudsman under section 30(1) or section 38(3) of this Act (in the case of a Council named or specified in Schedule 1 to this Act).
- A5** That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the Council to deliberate in private on its decision or recommendation in:
- (a) Any proceedings before a Council where:
 - i. A right of appeal lies to any Court or tribunal against the final decision of the Council in those proceedings;
 - ii. The Council is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings; and
 - iii. Proceedings of a local authority exist in relation to any application or objection under the Marine Farming Act 1971.

LGOIMA, s 48.

Appendix 2: Sample resolution to exclude the public

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

1 that the public is excluded from:

- The whole of the proceedings of this meeting, *(deleted if not applicable)*
- The following parts of the proceedings of this meeting, namely, *(delete if not applicable)*

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

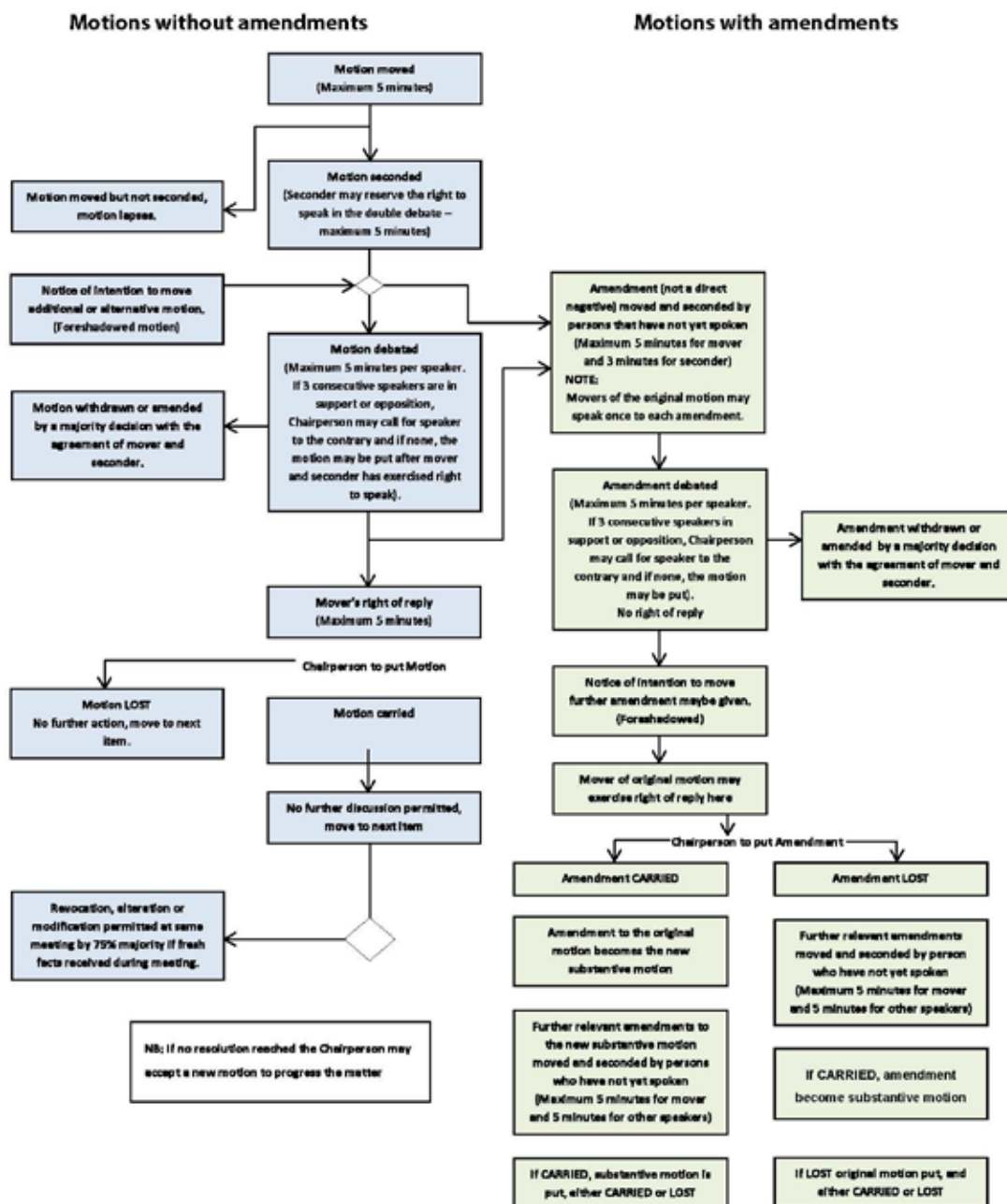
Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public
		To prevent the disclosure of information which would— <ul style="list-style-type: none"> i. be contrary to the provisions of a specified enactment; or ii. constitute contempt of court or of the House of Representatives (s.48(1)(b)).
		To consider a recommendation made by an Ombudsman (s. 48(1)(c)).
		To deliberate on matters relating to proceedings where: <ul style="list-style-type: none"> i. a right of appeal lies to a court or tribunal against the final decision of the councils in those proceedings; or ii. the council is required, by an enactment, to make a recommendation in respect of the matter that is the subject of those proceedings (s.48(1)(d)).
		To deliberate on proceedings in relation to an application or objection under the Marine Farming Act 1971 (s.48(1)(d)).

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public
		To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).
		To protect the privacy of natural persons, including that of deceased natural persons (s 7(2)(a)).
		To maintain legal professional privilege (s 7(2)(g)).
		To prevent the disclosure or use of official information for improper gain or advantage (s. 7(2)(j)).
		To protect information which if public would; <ul style="list-style-type: none"> i. disclose a trade secret; or ii. unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information (s 7(2)(b)).
		To avoid serious offence to Tikanga Māori, or the disclosure of the location of waahi tapu in relation to an application under the RMA 1991 for; <ul style="list-style-type: none"> • a resource consent, or • a water conservation order, or • a requirement for a designation or • an heritage order, (s 7(2)(ba)).
		To protect information which is subject to an obligation of confidence where the making available of the information would be likely to: <ul style="list-style-type: none"> i. prejudice the supply of similar information, or information from the same source, where it is in the public interest that such information should continue to be supplied; or ii. would be likely otherwise to damage the public interest (s 7(2)(c)).

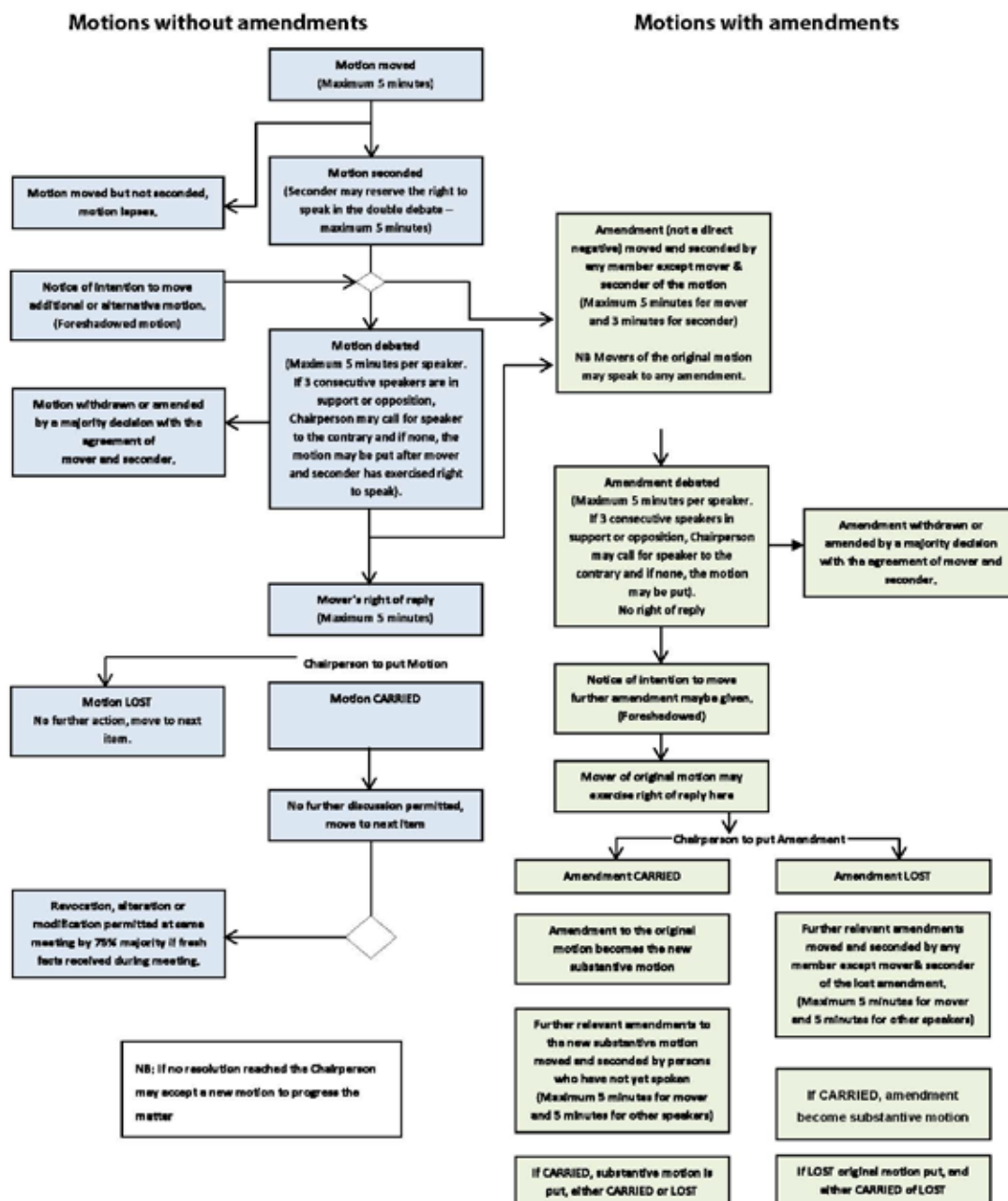
Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public
		To avoid prejudice to measures protecting the health or safety of members of the public (s 7(2)(d)).
		To avoid prejudice to measures that prevent or mitigate material loss to members of the public (s 7(2)(e)).
		To maintain the effective conduct of public affairs by protecting members or employees of the Council in the course of their duty, from improper pressure or harassment (s 7(2)(f)(ii)).
		To enable the council to carry out, without prejudice or disadvantage, commercial activities (s 7(2)(h)).

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

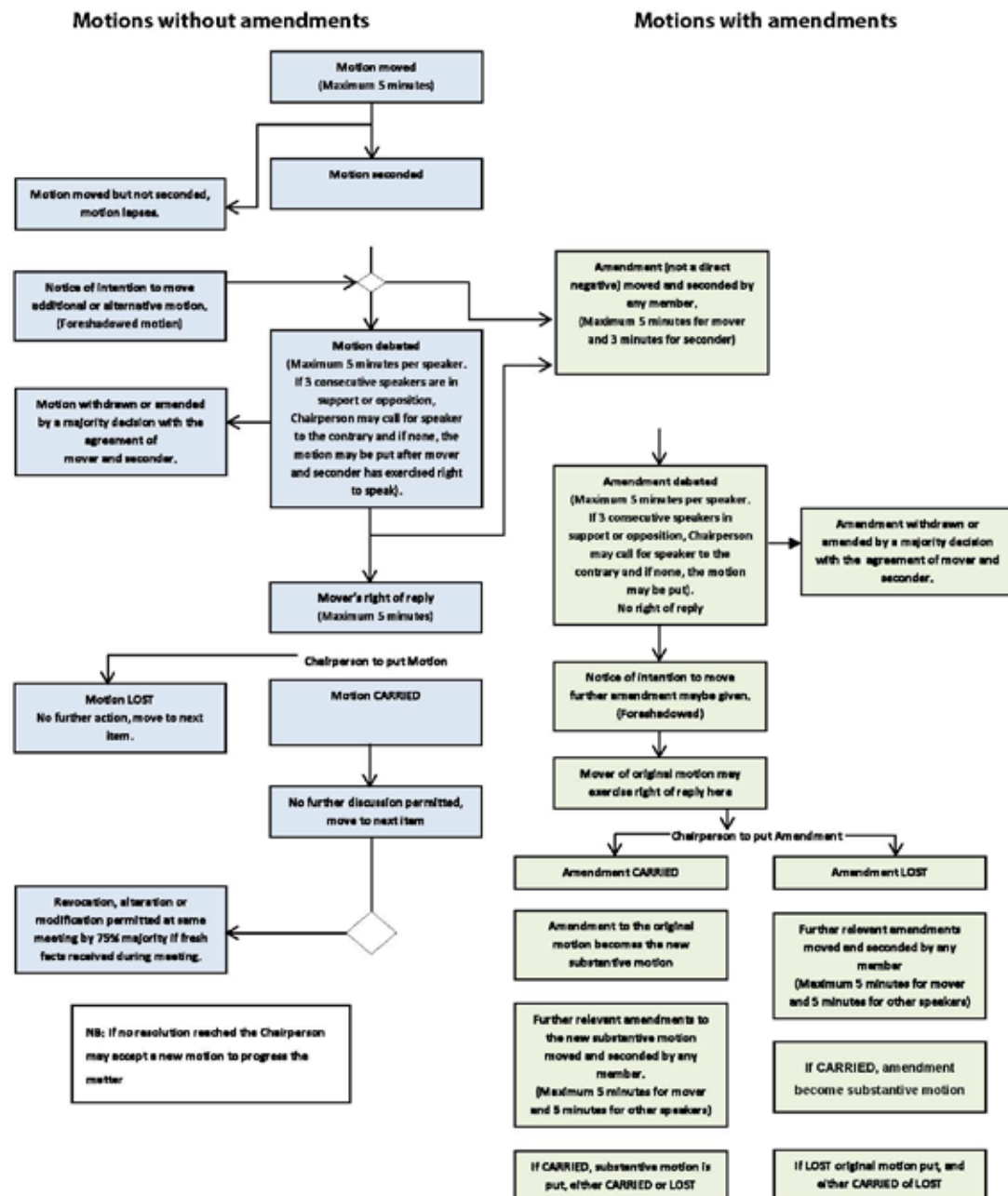
Appendix 3: Motions and amendments (Option A)



Appendix 4: Motions and amendments (Option B)



Appendix 5: Motions and amendments (Option C)



Appendix 6: Table of procedural motions

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

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

Appendix 7: Webcasting protocols

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

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

Appendix 8: Powers of a Chairperson

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

Chairperson to decide all questions

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

Chairperson to decide points of order (SO. 26.5)

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

Items not on the agenda (SO.9.12)

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

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

Chairperson's report (SO.9.6)

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

Chairperson's recommendation (SO.9.5)

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

Chairperson's voting (SO.19.3)

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

Motion in writing (SO.23.2)

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

Motion in parts (SO.23.3)

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

Notice of motion (SO.27.2)

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

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

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

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

Action on previous resolutions (SO.

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

Repeat notice of motion (SO.27.7)

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

Revocation or alteration of previous resolution

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

Chairperson may call a meeting

The chairperson:

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

Irrelevant matter and needless repetition (SO.21.8)

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

Taking down words (SO.21.11)

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

Explanations

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

Chairperson rising (SO.14.5)

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

Members may leave places (SO.14.6)

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

Priority of speakers (SO.14.7)

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

Minutes (SO.28.1)

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

Questions of speakers (SO.16.3)

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

Withdrawal of offensive or malicious expressions (SO.20.3)

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

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

Chairperson's rulings (SO.14.4)

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

Disorderly behaviour (SO.20.4)

The chairperson may:

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

Failure to leave meeting (SO.20.6)

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

Audio or audiovisual attendance (SO.13.10)

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

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

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

Appendix 9: Process for removing a chairperson or deputy Mayor from office

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

LGA 2002, sch 7, cl 18.

Appendix 10: Sample order of business

Open section

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

Public excluded section

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

Appendix 11: Process for raising matters for a decision

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

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

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

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

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