
Monday, 13 February 2023

Te Hui o Te Kaunihera ā-Rohe o Heretaunga

Hastings District Council

Hastings District Rural Community Board Meeting

Kaupapataka

Attachments – Vol 1

Te Rā Hui:
Meeting date: **Monday, 13 February 2023**

Te Wā:
Time: **2.00pm**

Te Wāhi:
Venue: **Council Chamber
Ground Floor
Civic Administration Building
Lyndon Road East
Hastings**

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TE KAUNIHERA Ā-ROHE O HERETAUNGA

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DRAFT

Hastings District Rural Community Board

Ngā Tikanga Whakahaere Hui – Standing Orders

Reviewed for the 2022-25
Triennium



Item 4

Hōtaka o Ngā Whakahounga - Schedule of Amendments

Date	Page	Amendment/Addition/Deletion	Authorisation

Item 4

Kupu whakapuaki - Preface

Standing Orders contain rules for the conduct of the proceedings of local authorities, committees, subcommittees and 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 the Rural Community Board. They reflect the most up to date guidance from Local Government New Zealand and fulfil the requirements of the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 with regard to the conduct of meetings.

Please note Standing Orders do not apply to advisory groups, working groups or workshops unless incorporated in their specific terms of reference.

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 Chair of each meeting to make a ruling.

All members of a community board must abide by Standing Orders.

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1. Kupu Whakataki - Introduction

These Standing Orders have been prepared to enable the orderly conduct of Rural Community Board 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:

- 1) [Part 1](#) deals with general matters.
- 2) [Part 2](#) deals with pre-meeting procedures.
- 3) [Part 3](#) deals with meeting procedures.

Following Part 3, the Appendices provide 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 for Chairs and staff on implementation of the Standing Orders and are not part of the Standing Orders.

1.1. Ngā Mātāpono - 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 Community Board 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; 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"* (s. 39 LGA 2002).

1.2. Ngā tohutoro ā-ture - 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. Kupu rāpoto - 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. Te hāngaitanga - Application

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

2. Ngā whakamārama - 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 community board for the purpose of providing advice or information that is not a committee or subcommittee. These Standing Orders do not apply to such groups. This definition also applies to workshops, working parties, working groups, panels, forums, portfolio groups, briefings, and other similar bodies.

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

Amendment means any change or 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 when 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.

Chair 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 community board:

- a) A committee comprising all the members of that community board;
- b) A standing committee or special committee appointed by that community board;
- c) A joint committee appointed under cl. 30A Schedule 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.

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.

Deputation means a request from any person or group to make a presentation to the community board which is approved by the Chair, and which may be made in English, te reo Māori or New Zealand Sign Language.

Division means a formal vote at a community board, 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 Schedule 7 of the LGA 2002.

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

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

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

Item means a substantive matter for discussion at a meeting.

Joint committee means a committee in which the members are appointed by more than one community board in accordance with clause 30A Schedule 7 of the LGA 2002.

Karakia whakatūwheratanga means an opening prayer.

Karakia whakamutunga means a closing prayer.

Lawfully excluded means a member of a community board who has been removed from a meeting due to behaviour that a Chair 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.

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

Local authority means in the context of these Standing Orders a regional council or territorial authority, as defined in s.5 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, or extraordinary meeting of a community board of the local authority convened under the provisions of LGOIMA.

Member means any person elected or appointed to the community board.

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 community board.

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.

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 community board publicly notified in accordance with ss. 46(1) and (2) of LGOIMA.

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

Petition means a request to a community board which contains at least 20 signatures.

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

Present at the meeting to constitute quorum means the member is to be physically present in the room.

Presiding member means the person chairing a meeting.

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 community board; and
- Any other information which has not been released by the community board 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 community board as provided for in LGOIMA.

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

Public notice in relation to a notice given by a local authority, 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 Internet site. 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 members by ss. 52 and 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 Chair means the member of the governing body of a regional council elected as Chair of that regional council under cl.25 Schedule 7 LGA 2002.

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

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

Seconder means the member who seconds a motion.

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 community board 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 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, 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 community board 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 group means a group set up by a community board 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 community board at which no decisions are made and to which these Standing Orders do not apply. Workshops may include non-elected members. See definition of “advisory group”. Workshops are also described as briefings.

Ngā take whānui - General matters

3. Ngā tikanga whakahaere hui - Standing orders

3.1. Te kawenga ki te whakatū tikanga whakahaere hui - Obligation to adopt Standing Orders

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

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

3.2. Te tukanga mō te whakatū me te whakahou i ngā tikanga whakahaere hui - Process for adoption and alteration of Standing Orders

The adoption of Standing Orders and any amendment to Standing Orders must be made by the community board and by a vote of not less than 75% of the members present.

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

3.3. Me whai ngā mema i ngā tikanga whakahaere hui - Members must obey Standing Orders

All members of the community board, including members of committees and subcommittees, must obey these Standing Orders.

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

3.4. Te whakahāngai i ngā tikanga whakahaere hui - Application of Standing Orders

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

3.5. Te tārewa taupua i ngā tikanga whakahaere hui - Temporary suspension of Standing Orders

Any member of a 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 Chair must put the motion without debate and at least 75% of the members present and voting must support the motion for it to be carried.

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

A motion to suspend Standing Orders may also identify the specific Standing Orders to be suspended. In the event of suspension those Standing Orders prescribed in statute will continue to apply, such as the quorum requirements.

3.6. Ngā whakawā a te Kaunihera - Quasi-judicial proceedings

For quasi-judicial proceedings the 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. Ngā wāhi noho o ngā mema - Physical address of members

Every member of a community board must give to their 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 2020.

4. Ngā hui - Meetings

4.1. Te tikanga ā-ture ki te whakahaere hui - Legal requirement to hold meetings

The community board must hold meetings for the good government of its community. 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. Te roa o ngā hui - 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, 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. Te reo - Language

A member may address a meeting in English, Te Reo Māori, or New Zealand Sign Language. A Chair 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 Chair 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 Chair not less than 2 working days before the meeting.

4.4. Te pāho mataora i ngā hui - Webcasting meetings

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

4.5. Te hui tuatahi - First meeting (inaugural)

The first meeting of a community board 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.

cl. 21(1) – (4) Schedule 7, LGA 2002.

4.6. Ngā tikanga mō te hui tuatahi - 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 Chair has made an oral declaration and attested the declaration (see cl. 21(4) Schedule 7, (LGA 2002)).

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

- a) The making and attesting of the declarations required of members under cl.14 Schedule 7, LGA 2002;
- b) The election of the Chair and the making and attesting of the declaration required of the Chair under cl. 14 Schedule 7, (LGA 2002);
- c) A general explanation, given or arranged by the chief executive, of:
 - i) LGOIMA; and
 - ii) Other laws affecting members, including the appropriate provisions of the Local Authorities (Members Interests) Act 1968; and ss. 99, 105, and 105A of the Crimes Act 1961; and the Secret Commissions Act 1910; and the Financial Markets Conduct Act 2013.
- d) The fixing of the date and time of the first meeting of the community board, or the adoption of a schedule of meetings; and

e) The election of the Deputy Chair in accordance with cl.17 Schedule 7, (LGA 2002).

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

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) LGA 2002 prior to the meeting. Nothing limits a territorial authority from removing a Deputy Mayor from office in accordance with cl.18 Schedule 7, LGA 2002.

5. Ngā kopounga me ngā pōtitanga - Appointments and elections

5.1. Te pūnaha pōti mo ngā ūpoko, ngā Koromatua tuarua me ngā ūpoko komiti - Elections of Chairs and Deputy Chairs

The community board must decide by resolution to use one of two voting systems (see Standing Order 5.3) when electing people to the following positions:

- The Chair and Deputy Chair of a community board;
- The Chair and Deputy Chair of a committee
- A representative of a local authority.

cl. 25 Schedule 7, LGA 2002.

5.2. Te whakakore a te Kaunihera i tētahi tūranga i kopoua e te Koromatua - Voting system for Chairs and deputy chairs

When electing a community board chair, deputy chair or committee chair the community board must resolve to use one of the following two voting systems.

System A

The candidate will be elected or appointed if they receive the votes of a majority of the members of the community board or committee who are present and voting. This system has the following characteristics:

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

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

System B

The candidate will be elected or appointed if they receive 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.

cl. 25 Schedule 7, LGA 2002.

6. Te tuku mana - Delegations

6.1. Ngā tepenga o te tuku mana – Community board may delegate

A 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.

cl. 32(2) & (3) Schedule 7, LGA 2002.

6.2. Ka taea e ngā komiti te tuku mana- Use of delegated powers

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

cl. 32(2) & (3)(4) Schedule 7, LGA 2002.

6.3. Te whakamahi i ngā mana tuku- Decisions made under delegated authority cannot be rescinded or amended

Nothing in these Standing Orders allows a community board 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.

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

6.4. E kore e taea te whakakore, te whakahou rānei i ngā whakatau i raro i te mana tuku- Committees and subcommittees subject to the direction of the community board

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

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

6.5. Te haepapa ki te whakaaroaro ki te tukunga mana ki ngā poari hapori - 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 would enable the community board to best achieve its role.

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

7. Ngā komiti - Committees

7.1. Te kopounga o ngā komiti me ngā komiti āpiti- Appointment of committees and subcommittees

A community board 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 community board.

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

7.2. Te whakakore, te whakahou rānei i ngā komiti me ngā komiti āpiti - Discharge or reconstitution of committees and subcommittees

Unless expressly provided otherwise in legislation or regulation:

- a) A community board 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 community board resolves otherwise, discharged when members elected at a subsequent triennial general election come into office.

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

Please note: s.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. This may also apply to District Licensing Committees.

7.3. Te kōupounga, te whakakore rānei i ngā mema komiti me ngā mema komiti āpiti - Appointment or discharge of committee members and subcommittee members

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

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

7.4. Te tū a ngā mema pōti ki ngā komiti me ngā komiti āpiti - 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 community board may appoint a person who is not a member of the local authority to a committee or subcommittee if, in the opinion of the community board, 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 community board. In the case of a committee established by a 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.

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

7.5. Ka āhei te mana ā-rohe ki te whakakapi i ngā mema mēnā kāore i whakakorehia te komiti - Community Board may replace members if committee not discharged

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

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

7.6. Kāore e noho manakore tētahi whakatau ahakoa i rangirua te mematangā - Decision not invalid despite irregularity in membership

For the purpose of these Standing Orders a decision of a community board is not invalidated if:

- 1) There is a vacancy in the membership of the community board or committee 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.

cl. 29 Schedule 7, LGA 2002.

7.7. Kāore e noho manakore tētahi whakatau ahakoa i rangirua te mematangā - Appointment of joint committees

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

- a) The number of members each party may appoint;
- b) How the Chair and Deputy Chair 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.

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

7.8. Te kōupounga o ngā komiti hono - Status of joint committees

A joint committee is deemed to be both a committee of a community board and a committee of each other participating community board or public body.

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

**7.9. Te mana ki te kopou me te whakakore i ngā mema takitahi o tētahi komiti hono -
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 community board or public body that made the appointment.

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

I mua i te hui - Pre-meeting

8. Te tuku pānui - Giving notice

8.1. Te pānui tūmatanui – ngā hui noa - 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).

s. 46 LGOIMA 1987.

8.2. Te pānui ki ngā mema – ngā hui noa - Notice to members – ordinary meetings

The chief executive must give notice in writing to each member of the community board 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.

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

8.3. Ka āhei ki te karanga hui Motuhake - Extraordinary meeting may be called

An extraordinary community board meeting may be called by:

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

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

8.4. Te pānui ki ngā mema – ngā hui Motuhake - Notice to members – extraordinary meetings

The chief executive must give notice, in writing, of the time and place of an extraordinary meeting called under Standing Order 8.3, and the general nature of business to be considered, to each member of the community board 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.

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

8.5. Ka āhei ki te karanga hui ohotata - Emergency meetings may be called

If the business a community board 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 Chair; or
- b) If the Chair is unavailable, the chief executive.

cl. 22A(1) Schedule 7 LGA 2002.

8.6. Te pūnaha mō te karanga hui ohotata - 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 community board, and to the chief executive, at least 24 hours before the time appointed for the meeting.

cl. 22A(2) Schedule 7 LGA 2002.

8.7. Te pānui tūmatanui – ngā hui ohotata me te Motuhake - Public notice – emergency and extraordinary meetings

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

- To be publicly notified as soon as practicable before the meeting is to be held; or
- 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 Internet site and in any other manner that is reasonable in the circumstances.

s. 46(3) LGOIMA 1987.

8.8. Kāore e manakore ngā hui - 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 community board 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.

s. 46(5) & (6) LGOIMA 1987.

8.9. Ngā tatūnga i whakamanahia i te hui Motuhake - Resolutions passed at an extraordinary meeting

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

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

s. 51A LGOIMA 1987.

8.10. Ngā hōtaka hui - Meeting schedules

Where the community board adopts a meeting schedule it may cover any period that the community board 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.

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

8.11. Te kore e whiwhi pānui a ngā mema - Non-receipt of notice to members

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

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

A member of a community board may waive the need to be given notice of a meeting.

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

8.12. Te whakakore hui - Meeting cancellations

The Chair 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. Te rāangi take o ngā hui - Meeting agenda

9.1. Te whakarite i te rāangi take - Preparation of the agenda

It is the chief executive's responsibility 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 chair, or the person acting as chair for the coming meeting.

9.2. Te pūnaha mō te whakatakoto take hei whakatau - Process for raising matters for a decision

Requests for reports may be made by a resolution of the 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. A process for requesting reports is described in Appendix 12.

9.3. Ka āhei te tumu whakarae ki te whakaroa, whakakore rānei i tētahi tono - 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 Chair 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. Te raupapatanga o ngā mahi - 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 Chair, or the meeting, decides otherwise. An example of a default order of business is set out in Appendix 11.

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. Te marohi a te ūpoko - Chair's recommendation

A Chair, 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 Chair'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. Te pūrongo a te ūpoko - Chair's report

The Chair of a meeting has the right, through a report, to direct the attention of a meeting to any matter which is on the agenda, or 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. Te wātea o te rāangi take ki te marea - Public availability of the agenda

All information provided to members at a 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.

ss. 5 & 46A LGOIMA 1987.

9.8. Te tiroiro a te marea i te rāangi take - 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 community board relating to that meeting. The agenda:

- a) Shall 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) Shall be accompanied by either:
 - i) The associated reports; or
 - ii) A notice specifying the places at which the associated reports may be inspected.

s. 46A(1), LGOIMA 1987.

9.9. Te tango take i te rārangi take - 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 Chair.

9.10. Te tuari i te rārangi take - 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 8.6).

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

9.11. Te tūnga o te rārangi take - Status of agenda

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

9.12. Ngā take kāore i runga i te rārangi take e kore e taea te whakaroa - 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 Chair 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.

s. 46A(7) LGOIMA 1987.

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

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

9.13. Te kōrerorero i ngā take iti kāore i runga i te rārangi take - 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 Chair 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.

s. 46A(7A), LGOIMA 1987.

9.14. Ngā take o te rārangi take kāore e whārikihia ki te marea - Public excluded business on the agenda

Items that are likely to be discussed under public excluded must be indicated on each agenda and state 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.

s. 46A(9) LGOIMA 1987.

9.15. Te maru whāiti e pā ana ki te rārangi take me ngā meneti - 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.

s. 52 LGOIMA 1987.

Ngā Tikanga Hui - Meeting Procedures

10. Te whakatuwhera me te whakakapi - Opening and closing

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 timatanga, mihi whakatau, or powhiri as well as a karakia whakamutunga to close a meeting where appropriate.

11. Kōrama - Quorum

11.1. Ngā hui Kaunihera - Community board meetings

The quorum for a meeting of the community board is:

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

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

11.2. Ngā hui komiti me te komiti āpiti - Committees and subcommittee meetings

A community board 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 Standing Order 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 community board.

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

11.3. Ngā komiti hono - 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 community board or any party.

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

11.4. Te herenga mō te kōrama - 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.

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

11.5. Ka tārewa te hui mēnā karekau he kōrama - Meeting lapses where no quorum

A meeting must lapse, and the Chair 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 Chair 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. Ngā take mai i ngā hui tārewa - 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 Chair sets an earlier meeting, and this is notified by the chief executive.

12. Te urunga a te marea me te hopunga - Public access and recording

12.1. E tuwhera ana ngā hui ki te marea - Meetings open to the public

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

s.47 & 49(a) LGOIMA 1987.

12.2. Ngā take e panaia ai te marea - Grounds for removing the public

The Chair 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.

s.50(1) LGOIMA 1987.

12.3. Ka āhei te mana ā-rohe ki te hopu i ngā hui - Community board may record meetings

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

12.4. Ka āhei te marea ki te hopu i ngā hui - 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 must be notified to the Chair at the commencement of the meeting to ensure that the recording does not distract the meeting from fulfilling its business.

Where circumstances require, the Chair may stop the recording for a period of time.

13. Te taenga - Attendance

13.1. Te mōtika a ngā mema ki te tae ki ngā hui - Members' right to attend meetings

A member of a community board has, unless lawfully excluded, the right to attend any meeting of the community board or committees or subcommittees established by the board.

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

If the member of the community board is not an appointed member of the meeting at which they are in attendance, 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 s.48 LGOIMA. Consequently, if the meeting resolves to exclude the public any members of the community board 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 community board.

13.2. Te tae ki ngā hui ina whakahaere whakawā te komiti - Attendance when a committee is performing judicial or quasi-judicial functions

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

13.3. Te tuku tamōtanga - Leave of absence

A community board may grant a member leave of absence following an application from that member. The community board may delegate the power to grant a leave of absence to the Chair in order to protect a member's privacy.

The Chair may approve a member's application, and the community board may approve an application from the Chair. The Chair will advise all members of the community board 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. Ngā whakapāhi - 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 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 community board business where their absence is a result of a commitment made on behalf of the community board.

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

13.5. Te hopu whakapāhi - 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. Te tamōtanga kāore i whakaaetia - Absent without leave

Where a member is absent from four consecutive meetings of the 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.

cl. 5(1)(d) Schedule 7, LGA 2002.

13.7. Te mōtika kia tae atu mā te hononga ā-oro, ataata-rongo rānei - Right to attend by audio or audiovisual link

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

13.8. Te tūnga a te mema: kōrama - Member's status: quorum

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

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

13.9. Te tūnga a te mema: te pōti - Member's status: voting

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

13.10. Ngā mahi a te ūpoko - Chair's duties

Where the technology is available and a member is attending a meeting by audio or audiovisual link, the Chair 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.

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

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

13.11. Ngā tikanga mō te taenga mā te hononga ā-oro, ataata-rongo rānei - Conditions for attending by audio or audiovisual link

Noting standing order 13.7, the Chair 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. Te tono kia tae mā te hononga ā-oro, ataata-rongo rānei - Request to attend by audio or audiovisual link

Where possible, a member will give the Chair and the chief executive at least 2 working days' notice when they want to attend a meeting by audio or audio visual link. Should this not be possible, due to illness or emergency, 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 community board has no obligation to make the technology for an audio or audiovisual 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 community board or its committees.

13.13. Ka āhei te ūpoko ki te whakakore i te hononga - Chair may terminate link

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

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

13.14. Te tuku, te whakaatu rānei i tētahi tuhinga - Giving or showing a document

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

- Transmitting it electronically;
- Using the audiovisual link; or
- Any other manner that the Chair thinks fit.

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

13.15. Ina mūhore te hononga - 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. Te matatapu - 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 chair may require the member to confirm that no unauthorised people are able to view or hear the proceedings. If the chair is not satisfied by the explanation, they may terminate the link.

14. Te mahi a te ūpoko i roto i ngā hui - Chair's role in meetings

14.1. Ngā hui kaunihera - Community board meetings

The appointed Chair must preside at each meeting unless they vacate the chair for all or part of a meeting. If the Chair is absent from a meeting or vacates the chair, the Deputy Chair (if any) will act as Chair. If the Deputy Chair is also absent, or has not been appointed, the committee members who are present must elect a member to act as Chair. This person may exercise the meeting responsibilities, duties, and powers of the Chair.

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

14.2. Me pēhea te whakaingoa i te ūpoko - Addressing the Chair

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

14.3. Ngā whakataunga a te ūpoko - Chair's rulings

The Chair 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 chair's ruling). Any refusal to obey a Chair's ruling or direction constitutes contempt (see SO 20.5).

14.4. Ina tū te ūpoko - Chair standing

Whenever the Chair 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 Chair without interruption.

14.5. Te mōtika a te mema ki te korero - Member's right to speak

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

14.6. Ka āhei te ūpoko ki te whakaraupapa i ngā kaikōrero - Chair may prioritise speakers

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

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

15. Ngā Matapakinga a te Marea - Public Forums

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

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

15.1. Ngā tepenga wā - Time limits

A period of up to 30 minutes, or such longer time as the meeting may determine, will be available for the public forum at each scheduled community board 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 Chair. Requests should also outline the matters that will be addressed by the speaker(s).

Speakers can speak for up to 5 minutes. No more than two speakers can speak on behalf of an organisation during a public forum. Where the number of speakers presenting in the public forum exceeds 6 in total, the Chair has discretion to restrict the speaking time permitted for all presenters.

15.2. Ngā Herenga - Restrictions

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

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

15.3. Ngā pātai i ngā matapakinga a te marea - Questions at public forums

At the conclusion of the presentation, with the permission of the Chair, 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. Kāore he tatūnga - No resolutions

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

16. Ngā Teputeihana - 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 chair, or an official with delegated authority, five working days before the meeting; however, this requirement may be waived by the chair. Deputations may be heard at the commencement of the meeting or at the time that the relevant agenda item is being considered.

16.1. Ngā tepenga wā - Time limits

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

16.2. Ngā Herenga - Restrictions

The Chair 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 community board or committee sits in a quasi-judicial capacity.

16.3. Te pātai i ngā teputeihana - Questions of a deputation

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

16.4. Ngā tatūnga - 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. Ngā Petihana - Petitions**17.1. Te āhua o ngā petihana - Form of petitions**

Petitions may be presented to the community board, 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 5 working days before the date of the meeting at which they will be presented, however this requirement may be waived by the Chair.

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

17.2. Te petihana ka whakatakotohia e te kaipetihana - Petition presented by petitioner

A petitioner who presents a petition to the community board, may speak for 5 minutes (excluding questions) about the petition, unless the meeting resolves otherwise. The Chair must terminate the presentation of the petition if he or she believes the petitioner is being disrespectful, offensive, or making malicious statements.

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

17.3. Te petihana ka whakatakotohia e tētahi mema - 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. Te aukati i te marea - Exclusion of public

18.1. Ngā mōtini me ngā tatūnga ki te aukati i te marea - 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.

s. 48 LGOIMA 1987.

18.2. Ka āhei ngā tāngata ka tohua ki te noho mai - 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.

s.48(6) LGOIMA 1987.

18.3. Ngā take e aukatihia ana ki te marea - 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.

s.46A(8) LGOIMA 1987.

18.4. Te kore e whāki i ngā mōhiotio - 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. Te tuku i ngā mōhiohio nō te nohoanga aukati ki te marea - Release of information from public excluded session

A community board 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. The chief executive will inform the subsequent meeting of the nature of the information released.

19. Te pōti - Voting

19.1. Mā te nuinga e whakatau - Decisions by majority vote

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

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

19.2. Te pōti tuwhera - Open voting

An act or question coming before the community board must be done or decided by open voting.

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

19.3. Kei te ūpoko te pōti whakatau - Chair has a casting vote

The Chair 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.

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

19.4. Te tikanga pōti - Method of voting

The method of voting must be as follows:

- The Chair 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 Chair, must be conclusive unless such announcement is questioned immediately by any member, in which event the Chair will call a division;
- The Chair or any member may call for a division instead of or after voting on the voices and/or taking a show of hands; and
- 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 Chair who must declare the result.

19.5. Te tono i te wehenga - 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 Chair 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 Chair may call a second division where there is confusion or error in the original division.

19.6. Te tono kia tuhi i ngā pōti - 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 e.g., reason for the vote or abstention is not permitted.

19.7. Ka āhei ngā mema ki te noho puku - Members may abstain

Any member may abstain from voting.

20. Ngā whanonga - Conduct

20.1. Te tono kia tau ngā mema - Calling to order

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

20.2. Ngā whanonga e hāngai ana ki te Tikanga Whakahaere - Behaviour consistent with Code of Conduct

No member, at any meeting, 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. Te tango kōrero me te whakapāha - Retractions and apologies

In the event of a member or speaker who has been disrespectful of another member or contravened the Code of Conduct, the Chair 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 Chair 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. Ngā whanonga kino - Disorderly conduct

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

If the disorder continues the Chair 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 Chair may also adjourn the meeting if other people cause disorder or in the event of an emergency.

20.5. Te whakahāwea - Contempt

Where a member is subject to repeated cautions by the Chair 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 Chair for disorderly conduct, may be subject to Standing Order 20.6.

20.6. Te pana i te tangata i te hui - Removal from meeting

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

This Standing Order will apply where the Chair 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 Chair's permission.

20.7. Ngā take taharua ahumoni - 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 Chair 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.

ss. 6 & 7 LAMIA 1968.

20.8. Ngā take taharua ahumoni-kore - Non-financial conflicts of interests

Non-financial interests always involve questions of judgement and degree about whether the responsibility of a member of a community board could be affected by some other separate interest or duty of that member 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 Chair nor the meeting may rule on whether a member has a non-financial interest in the matter being discussed.

20.9. Te maru whāiti mō ngā whakaritenga hui - Qualified privilege for meeting proceedings

Any oral statement made at any meeting of the community board 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.

s. 53 LGOIMA 1987.

20.10. He āpitihanga te maru whāiti ki ētahi atu whakaritenga - Qualified privilege additional to any other provisions

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

s. 53 LGOIMA 1987.

20.11. Ngā pūrere hiko i ngā hui - 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 Chair may require that an electronic device is switched off if its use is likely to distract a meeting from achieving its business or a member is found to be receiving information or advice from sources not present at the meeting which may affect the integrity of the proceedings.

21. Ngā tikanga whānui mō te tautohetohe - General rules of debate**21.1. Kei te ūpoko te tikanga - Chair 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 Chair.

21.2. Te tepenga wā mā ngā kaikōrero - Time limits on speakers

The following time limits apply to members speaking at meetings:

- Movers of motions when speaking to the motion – not more than 5 minutes;
- Movers of motions when exercising their right of reply – not more than 5 minutes; and
- 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. Ngā pātai ki ngā kaimahi - Questions to staff

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

21.4. Ngā pātai whakamārama - Questions of clarification

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

21.5. Kotahi noa iho te wā e āhei ai te mema ki te kōrero - 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 community board, except with permission of the chair. Members can speak more than once to a motion at a committee or subcommittee meeting with the chair's permission.

21.6. Ngā tepenga mō te maha o ngā kaikōrero - Limits on number of speakers

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

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

21.7. Ka āhei te kaitautoko ki te whakatārewa i tana kōrero - Seconder may reserve speech

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

21.8. Me hāngai ngā kōrero ki ngā take whai panga - Speaking only to relevant matters

Members may only speak to;

- a) any matter before the meeting
- b) a motion or amendment which they propose, and
- c) to raise a point of order arising out of debate,

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

The Chair's rulings on any matters arising under this standing order are final and not open to challenge.

21.9. Te whakahua anō i te mōtini - Restating motions

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

21.10. Te whakahē i ngā tatunga - 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. Te whakahē kupu - 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 Chair 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. Te mōtika ki te whakautu - 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. E kore e āhei tētahi atu mema ki te kōrero - No other member may speak

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

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

21.14. Ngā mōtini hei hiki i te hui - 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. Te whakaae a te ūpoko ki ngā mōtini whakakapi - Chair's acceptance of closure motions

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

However, the Chair 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 Chair puts the motion or amendment to the vote.

22. Ngā tikanga whānui mō te kōrero me te mōtini - General procedures for speaking and moving motions**22.1. Ngā kōwhiringa mō te kōrero me te mōtini - Options for speaking and moving**

This subsection provides three options for speaking and moving motions and amendments at a meeting of a community board and its committees or subcommittees.

Option C applies unless, on the recommendation of the Chair at the beginning of a meeting, the meeting resolves [by simple majority] to adopt either Option A or Option B for the meeting generally, or for any specified items on the agenda.

22.2. Kōwhiringa A - 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 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. Kōwhiringa B - 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. Kōwhiringa C - Option C – (Default Provision)

- 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. Ngā mōtini me ngā whakahoutanga - Motions and amendments

23.1. Te whakatakoto me te tautoko mōtini - Proposing and seconding motions

All motions and amendments moved during a debate must be seconded (including notices of motion). The Chair 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 are not 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. Te tuhi i ngā mōtini - Motions in writing

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

23.3. Ngā mōtini i whakawehea - Motions expressed in parts

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

23.4. Te whakakapi mōtini - 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. Me hāngai ngā whakahoutanga me kaua e whakahē i te mōtini - Amendments to be relevant and not direct negatives

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

Reasons for not accepting an amendment can include:

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

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

23.6. Ngā whakahoutanga kua kōrerotia kētia - Foreshadowed amendments

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

23.7. Ngā whakahoutanga i whakahēngia - 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. Ngā whakahoutanga i whakaaetia - 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. Ina whakahēngia tētahi mōtini - Where a motion is lost

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

23.10. Te tango i ngā mōtini me ngā whakahoutanga - Withdrawal of motions and amendments

Once a motion or amendment which has been seconded has been put to the meeting by the Chair the mover cannot withdraw it without the consent 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. Kāore e āhei he kaikōrero i muri i te whakautu a te kaimōtini, i te tono rānei i te pōti - No speakers after reply or motion has been put

A member may not speak to any motion once:

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

24. Te whakakore, te whakahou rānei i ngā tatūnga - Revocation or alteration of resolutions

24.1. Ka āhei tētahi mema ki te mōtini ki te whakakore i tētahi whakataunga - 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 community board. The notice must set out:

- The resolution or part of the resolution which the member proposes to revoke or alter;
- The meeting date when the resolution was passed;
- The motion, if any, which the member proposes to replace it with; and
- Sufficient information to satisfy the decision-making provisions of ss. 77-82 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. Mā te rōpū nāna te whakatau e whakakore - 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.

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

24.3. Te herenga ki te tuku pānui - 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 community board, 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. Ngā herenga mō ngā mahi i raro i te tatūnga whai pānga - Restrictions on actions under the affected resolution

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

Exceptions apply where, in the opinion of the Chair:

- The practical effect of delaying actions under the resolution would be the same as if the resolution had been revoked;
- By reason of repetitive notices, the effect of the notice is an attempt by a minority to frustrate the will of the community board 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. Te whakakore, te whakahou rānei mā te tatūnga i taua hui tonu - 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. Te whakakore, te whakahou rānei mā te marohi ki rō Pūrongo - Revocation or alteration by recommendation in report

The community board, on a recommendation in a report by the Chair, chief executive, or any committee or subcommittee 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.

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

25. Ngā mōtini whakahaere - Procedural motions

25.1. Me pōti ngā mōtini whakahaere i taua wā tonu - 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 Chair 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/or two against or, in the Chair's opinion, it is reasonable to accept the closure motion.

25.2. Ngā mōtini whakahaere ki te whakakapi, whakatārewa rānei i tētahi tautohetohe - Procedural motions to close or adjourn a debate

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

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

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

25.3. Te pōti mō ngā mōtini whakahaere - 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. Te tautohetohe i ngā take i whakatārewatia - 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. Ngā take e toe ana i ngā hui i whakatārewatia - 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. Ngā take e tukuna ana ki te kaunihera, komiti, poari hapori rānei - Business referred to the community board

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

25.7. Ērā atu o ngā tukanga Mōtini - Other types of procedural motions

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

26. Etahi atu momo mōtini whakahaere - Points of order

26.1. Ka āhei ngā mema ki te tono ki te whakatika hapa - 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. Ngā kaupapa mō te whakatika hapa - 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:

- Disorder** – to bring disorder to the attention of the Chair;
- Language** – to highlight use of disrespectful, offensive, or malicious language;
- 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. Ngā whakahē - Contradictions

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

26.4. Te tono whakatika hapa i te wā o te wehenga - Point of order during division

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

26.5. Te whakatau a te ūpoko mō ngā tono whakatika hapa - Chair's decision on points of order

The Chair 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 Chair'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. Te pānui i ngā mōtini - Notices of motion

27.1. Me tuhi te pānui mō te mōtini e takune ana - 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. Te whakahē i te pānui mōtini - Refusal of notice of motion

The Chair 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 community board 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 s.77-82 LGA 2002; 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. Te kaimōtini o te pānui mōtini - 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. Te whakarekē i te pānui mōtini - 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. Ka tārewa te pānui mōtini - When notices of motion lapse

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

27.6. Te tuku i ngā pānui mōtini - 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. Ngā pānui mōtini tārua - Repeat notices of motion

When a motion has been considered and rejected by the community board or a committee, no notice of motion which is similar, in the opinion of the Chair, 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 community board no other notice of motion which, in the opinion of the Chair has the same effect, may be put while the original motion stands.

28. Ngā meneti - Minutes**28.1. Ka noho ngā meneti hei taunakitanga mō te hui - Minutes to be evidence of proceedings**

The community board, its committees and subcommittees, must keep minutes of their proceedings. These minutes must be kept in hard or electronic copy, authorised by a Chair'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.

cl. 28 Schedule 7, LGA 2002.

28.2. Ngā take ka tuhi ki ngā meneti - 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 Chair;
- d) Any apologies or leaves of absences;
- e) Members absent without apology or leave of absence;
- f) Members absent on community board 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, Dog Control Act 1996 and Sale and Supply of Alcohol Act 2012 may have special requirements for minute taking.

28.3. Kāore e āhei te whakawhiti kōrero mō ngā meneti - 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. Ngā meneti o te hui whakamutunga i mua i te pōtitanga - Minutes of last meeting before election

The chief executive and the relevant Chairs must sign, or agree to have their digital signature inserted, the minutes of the last meeting of the community board before the next election of members.

29. Te whakarite mauhanga - Keeping a record**29.1. Te whakarite i ngā mauhanga tika - Maintaining accurate records**

A community board 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.

s. 17 Public Records Act 2005.

29.2. Te tikanga mō te tiaki i ngā mauhanga - 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.

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

29.3. Te tirotiro - Inspection

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

s. 51 LGOIMA 1987.

29.4. Te tirotiro i ngā take aukati marea - 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.

Ngā Tuhinga Tohutoro - Referenced documents

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

Āpitianga 1. Ngā take e aukatihia ai te marea - Appendix 1. Grounds to exclude the public

A community board 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/community board holding the information to carry out, without prejudice or disadvantage, commercial activities; or
 - (i) Enable any Council/community board 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.

See s.7 LGOIMA 1987.

Where A2 of this Appendix applies 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 is not 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 community board by an Ombudsman under section 30(1) or section 38(3) of this Act (in the case of a community board 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 community board 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.

See s. 48 LGOIMA 1987.

Āpitianga 2. He tauira mō te tatūnga ki te aukati i te marea - Appendix 2. Sample resolution to exclude the public

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

1 that the public is excluded from:

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

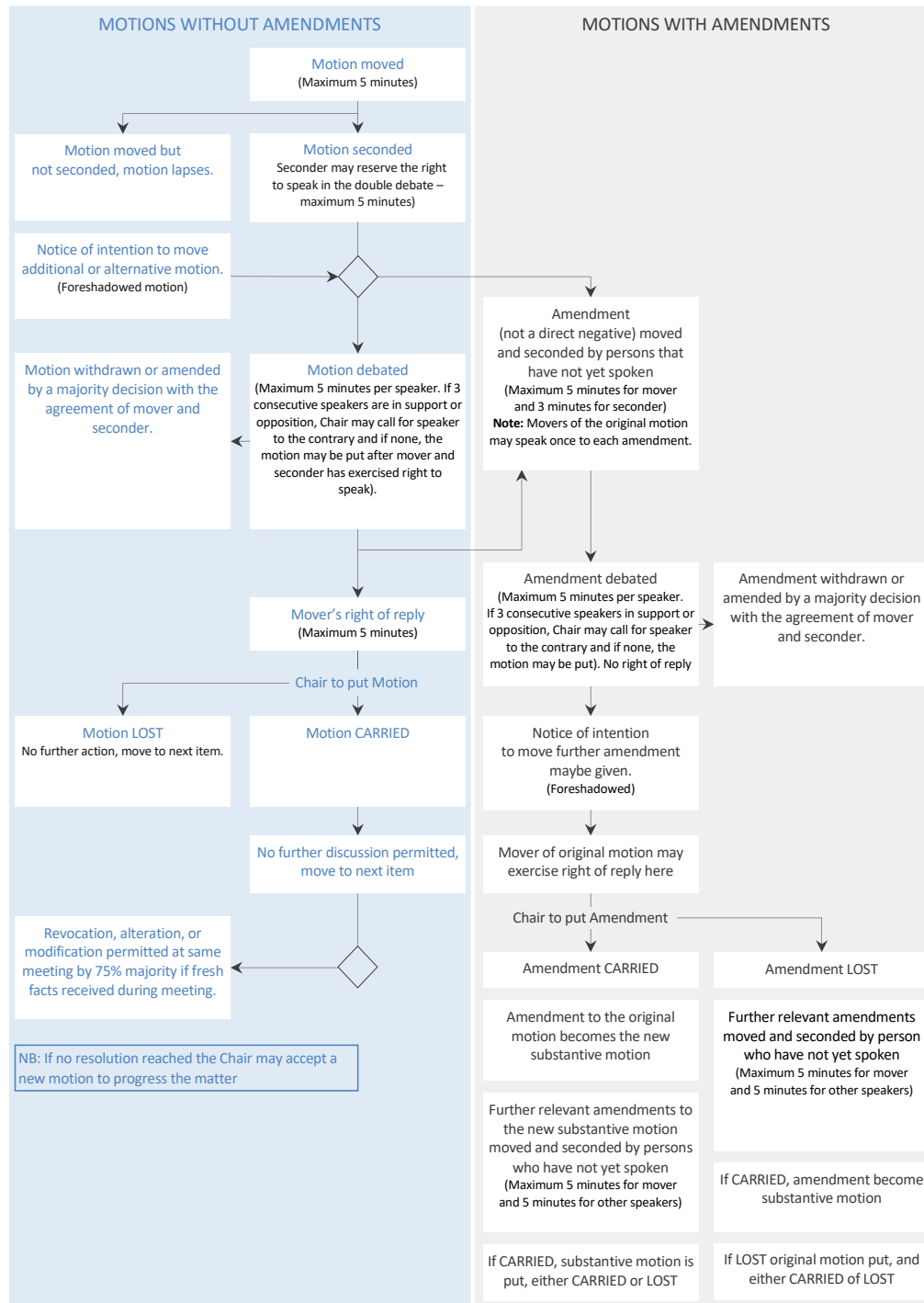
The general subject of the matters to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds for excluding the public, as specified by s 48(1) of the Local Government Official Information and Meetings Act 1987, are set out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

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public
		To prevent the disclosure of information which would:
		i) be contrary to the provisions of a specified enactment; or
		ii) constitute contempt of court or of the House of Representatives (s.48(1)(b)).
		To consider a recommendation made by an Ombudsman (s. 48(1)(c)).
		To deliberate on matters relating to proceedings where:
		i) a right of appeal lies to a court or tribunal against the final decision of the councils in those proceedings; or
		ii) the council is required, by an enactment, to make a recommendation in respect of the matter that is the subject of those proceedings (s.48(1)(d)).
		To deliberate on proceedings in relation to an application or objection under the Marine Farming Act 1971 (s.48(1)(d)).
		To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).
		To protect the privacy of natural persons, including that of deceased natural persons (s 7(2)(a)).
		To maintain legal professional privilege (s 7(2)(g)).
		To prevent the disclosure or use of official information for improper gain or advantage (s. 7(2)(j)).
		To protect information which if public would;
		i) disclose a trade secret; or
		ii) unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information (s 7(2)(b)).

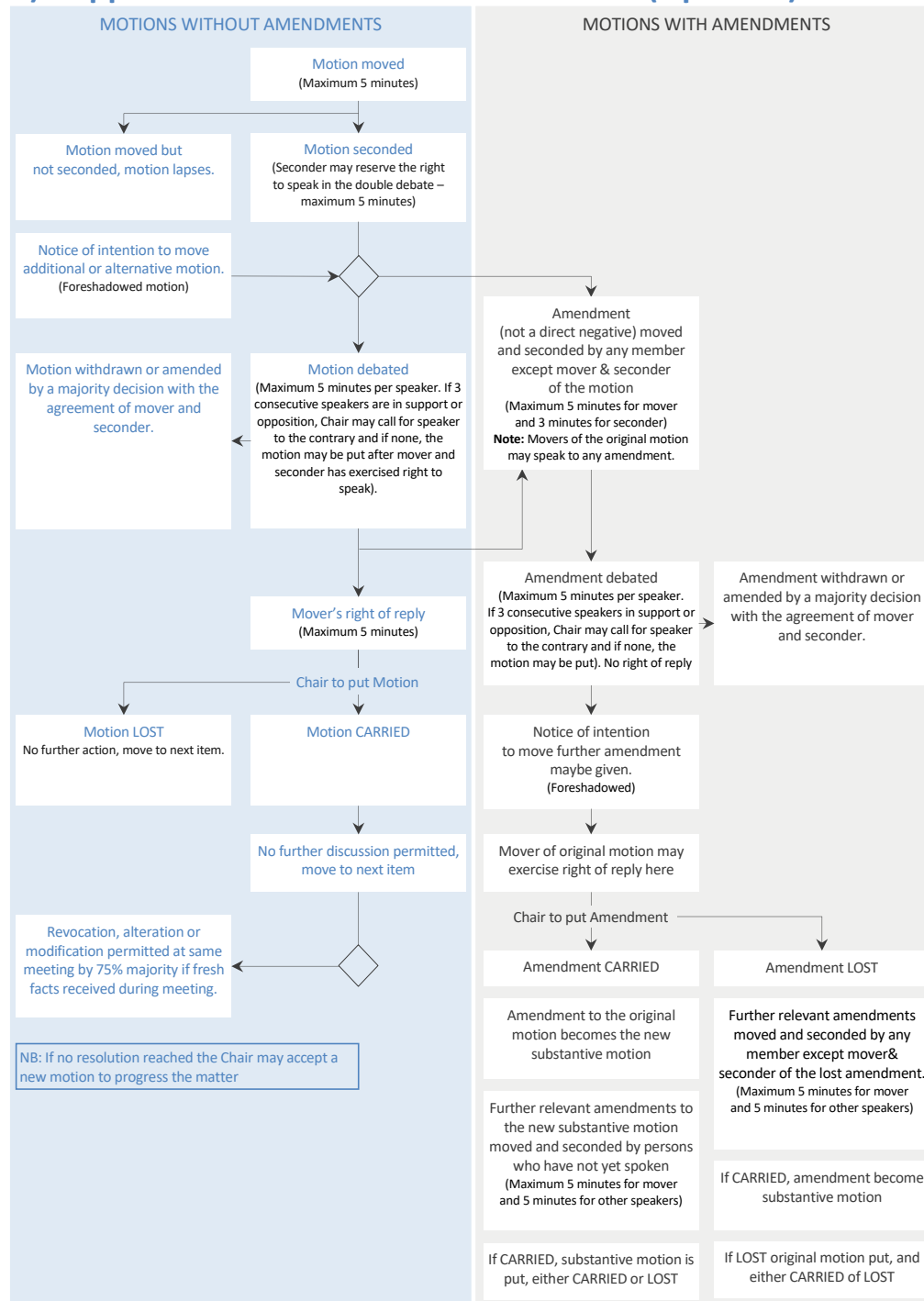
Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public
		<p>To avoid serious offence to Tikanga Māori, or the disclosure of the location of waahi tapu in relation to an application under the RMA 1991 for;</p> <ul style="list-style-type: none"> • a resource consent,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

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

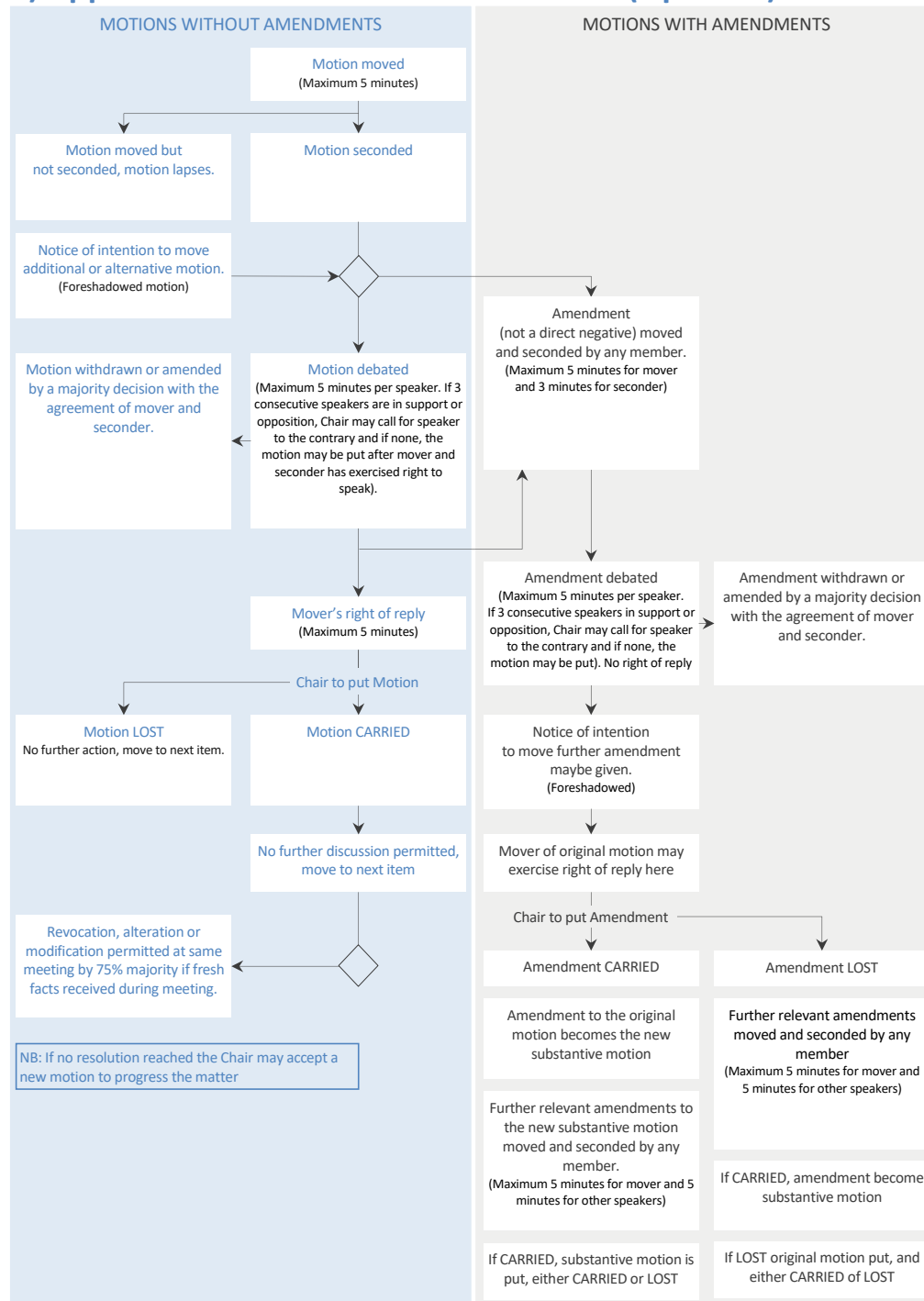
Āpitianga 3. Ngā mōtini me ngā whakahoutanga (Kōwhiringa A) - Appendix 3. Motions and amendments (Option A)



Āpitianga 4. Ngā mōtini me ngā whakahoutanga (Kōwhiringa B) - Appendix 4. Motions and amendments (Option B)



Āpitianga 5. Ngā mōtini me ngā whakahoutanga (Kōwhiringa C) Appendix 5. Motions and amendments (Option C)



Āpitihanga 6. Tūtohi mō ngā mōtini whakahaere - Appendix 6. Table of procedural motions

Motion	Has the Chair discretion to refuse this Motion?	Is seconder required?	Is discussion in order?	Are amendments in order?	Is mover of procedural motion entitled to reply?	Are previous participants in debate entitled to move this motion?	Can a speaker be interrupted by the mover of this motion?	If lost, can motion be moved after an interval?	Position if an amendment is already before the 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.	
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 community board 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.	

Motion	Has the Chair discretion to refuse this Motion?	Is 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
f) "Points of order"	No – but may rule against	No	Yes – at discretion of Chair	No	No	Yes	Yes	No	Point of order takes precedence.	Point of order takes precedence.	See standing order 3.14.

Āpitianga 7. Ngā tikanga mō te pāhotanga mataora - 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 Chair 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 Chair 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 Chair.
- 7) Appropriate signage will be displayed both in and outside the meeting room alerting people that the proceedings are being webcast.

Āpitianga 8. Ngā Mana Whakahaere a te Ūpoko - Appendix 8. Powers of a Chair

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

Chair to decide all questions

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

Chair to decide points of order (SO 26.5)

The Chair 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 Chair 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 Chair.

Items not on the agenda (SO 9.12)

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

Minor matters not on the agenda relating to the general business of the community board may be discussed if the Chair 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.

Chair's report (SO 9.6)

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

Chair's recommendation (SO 9.5)

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

Chair's voting (SO 19.3)

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

Notice of motion (SO 27.2)

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

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

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

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

Action on previous resolutions (SO 27.2)

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

Revocation or alteration of previous resolution

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

Chair may call a meeting

The Chair:

- a) May call a meeting to dispose of the business to be transacted following the lapsing of a meeting due to failure of a quorum, if such business cannot be delayed until the next meeting; 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 Chair'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 Chair 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 Chair 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.

Chair rising (SO 14.5)

Whenever the Chair 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 Chair may be heard without interruption.

Members may leave places (SO 14.6)

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

Priority of speakers (SO 14.7)

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

Minutes (SO 28.1)

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

Questions of speakers (SO 16.3)

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

Withdrawal of offensive or malicious expressions (SO 20.3)

The Chair 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 Chair, can be directed to withdraw from the meeting for a time specified by the Chair.

Chair's rulings (SO 14.4)

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

Disorderly behaviour (SO 20.4)

The Chair 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 Chair.
- 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 Chair'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 Chair, any member of the police or officer or employee of the community board may, at the Chair's request, remove or exclude that person from the meeting.

Audio or audio visual attendance (SO 13.10)

Where the technology is available and a member is attending a meeting by audio or audio-visual link, the Chair 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 Chair is attending by audio or audio visual link, then chairing duties will be undertaken by the deputy chair or a member who is physically present.

Āpitianga 9. Te pūnaha mō te whakakore i te tūranga a te ūpoko, te Koromatua tuarua rānei - Appendix 9.

Process for removing a Chair from office

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

cl. 18 Schedule 7, LGA 2002.

Āpitihangā 10. Awheawhe - Appendix 10. Workshops

Definition of workshop

Workshops, however described, provide opportunities for members to discuss particular matters, receive briefings and provide guidance for officials. Workshops are not meetings and cannot be used to either make decisions or come to agreements that are then confirmed without the opportunity for meaningful debate at a formal meeting.

Application of Standing Orders to workshops

Standing orders do not apply to workshops and briefings. The Chair or workshop organisers will decide how the workshop, briefing or working party should be conducted.

Calling a workshop

Workshops, briefings and working parties may be called by:

- a) A resolution of the community board or its committees
- b) The Chair,
- c) A committee Chair or
- d) The chief executive.

Process for calling workshops

The chief executive will give at least 24 hours' notice of the time and place of the workshop and the matters to be discussed at it. Notice may be given by whatever means are reasonable in the circumstances. Any notice given must expressly:

- a) State that the meeting is a workshop;
- b) Advise the date, time, and place; and
- c) Confirm that the meeting is primarily for the provision of information and discussion and will not make any decisions or pass any resolutions.

Public notice of a workshop is not required, and workshops can be either open to the public or public excluded.

Record of workshop

A written record of the workshop should be kept and include:

- Time, date, location, and duration of workshop;
- Person present; and
- General subject matter covered.

Āpitianga 11. He tauira mō te whakaraupapatanga o ngā take - Appendix 11. Sample order of business

Open section

- a) Apologies
- b) Declarations of interest
- c) Confirmation of minutes
- d) Leave of absence
- e) Acknowledgements and tributes
- f) Petitions
- g) Public input
- h) Local and/or community board input
- i) Extraordinary business
- j) Notices of motion
- k) Reports of committees
- l) Reports of the chief executive and staff
- m) Chair's report (information)

Public excluded section

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

Āpitianga 12. Te pūnaha mō te whakatakoto take hei whakatau - Appendix 12. Process for raising matters for a decision

Matters requiring a decision may be placed on an agenda of a meeting by a:

- Report of chief executive;
- Report of a Chair;
- Report of a committee;
- Report of a community and/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 chief executive; or
- Report of Chair.

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



The guide to LGNZ standing orders:

He aratohu i te anga
tikanga whakahaere
hui a LGNZ:

Ākuhata 2022
// August



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Ngā kopounga koromatua

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Introduction

// Kupu whakataki

Good local governance requires us to ensure that the way in which we undertake public decision-making is open, transparent, and fair.

Your kaunihera (council) standing orders (SO) aims to achieve just this. They are a critical element of good governance and great local democracy, as well-run meetings and hui should increase community understanding of kaunihera decision-making processes and trust in our local political institutions.

Standing orders also have an important role to play in assisting kaunihera to meet their obligations and responsibilities under Te Tiriti o Waitangi, whether those responsibilities are set in legislation or reflect respectful practice.

Local authorities, local boards and community boards must adopt standing orders for the orderly conduct of their meetings. In the world of local government, the word 'meeting' has a specific meaning that refers to gatherings that conform to rules and regulations laid down in the Local Government Act (LGA) 2002.

The LGNZ standing orders template¹ draws heavily on those published by Te Mana Tautikanga o Aotearoa Standards New Zealand in 2001 and the Department of Internal Affairs' Guidance for Local Authority Meetings published in 1993.

The template is updated every three years to ensure it reflects new legislation and incorporates evolving standards of good practice.

It contains a range of options to enable a kaunihera to adapt the template to meet their own styles and preferences. It is essential that kaunihera consider these options before adopting the standing orders.

We recommend that kaunihera delay adopting new standing orders until after the new governing body, local and community boards have had a period operating under the incumbent ones. That way, the discussion about options will be informed by experience, especially from new members who may not be familiar with how standing orders work.

We also recommend that kaimahi should encourage members to set time aside, at least once a year, to review how they are working and whether their decision-making structures are effective. For suggestions on building inclusive cultures and self-assessment see LGNZ's Guide to the Code of Conduct.

The team at LGNZ are continually looking at ways to make the standing orders more accessible to members and flexible enough to enable adjustment to local circumstances. We are always keen to hear your feedback.



¹ All standing order references refer to the territorial authority standing orders template. Numbers may vary slightly in the regional council and community boards templates.

Local government obligations under Te Tiriti o Waitangi

// Ngā kawenga a te kāwanatanga ā-rohe i raro i te Tiriti o Waitangi

Local governments are part of the governing framework of Aotearoa New Zealand with obligations that flow from the Crown's duties under Te Tiriti o Waitangi. In addition, as mechanisms through which communities make decisions about what matters to them, kaunihera can only be successful by building and operating through a wide network of community relationships. Chief amongst these are those iwi and hapū, who hold traditional and indigenous authority in their hapori (community).

Local government's empowering statute, the Local Government Act (LGA) 2002, along with other acts of parliament, sets out the expectations and requirements of local governments, that relate directly to the Crown's obligations to Māori.

Standing orders provide a mechanism for achieving the following:

// **1** Acknowledging the mandate of mana whenua as the traditional governors of Aotearoa New Zealand and the area of your kaunihera.

// **2** Enabling the participation of Māori as citizens in kaunihera decision-making processes.

Acknowledging the mandate of mana whenua as the traditional governors // Te tūtohu i te mana o te mana whenua hei kāwana tuku iho

Iwi and hapū have a mandate based on their role as the indigenous governors of the land. This is quite different from the 'stakeholder' status given to many local organisations kaunihera works with. It is a status that would exist even if it wasn't enshrined in Te Tiriti o Waitangi.

It is incumbent on local authorities to work with relevant iwi and hapū to determine how best to recognise their status. A common approach involves developing a joint memorandum or charter of understanding which can provide clarity around expectations, including how current and future engagement should occur.

The scope of an agreement could include:

- >> Processes for ensuring relevant mana whenua concerns can be incorporated in governing body and committee hui agendas.
- >> Mechanisms for ensuring that papers and advice going to meetings incorporates the views and aspirations of mana whenua. Such mechanisms might include the co-design and co-production of policy papers and allowing mana whenua themselves to submit papers.
- >> A role for kaumatua in formal kaunihera processes, such as:
 - // the inaugural hui, having a local kaumatua or mana whenua representative chair the hui and swearing in of members, or
 - // enabling kaumatua or other mana whenua representatives to sit at the governing body table as advisors.

Other initiatives that can be included in standing orders and recognise the mandate of mana whenua, are:

- >> placing information about significant aspects of your area's history as a regular item on the governing body's agenda,
- >> holding hui on marae and other places of significance to Māori,
- >> providing presentations at governing body meetings highlighting the history of the local area; and
- >> inviting mana whenua organisations to appoint representatives on kaunihera committees and working parties.

Enabling the participation of Māori as citizens // Te whakarite i te āheinga a Māori ki te whai wāhi hei kirirarau

Standing orders are a mechanism for enabling members to work collectively to advance the public interests of their hapori: they are a tool for promoting active citizenship. Enabling the participation of Māori citizens is one of the duties that the Crown has placed on local governments to give effect to Te Tiriti o Waitangi obligations, as set out in Article 3.

In the words of the Waitangi Tribunal:

In article 3, the Crown promised to Māori the benefits of royal protection and full citizenship. This text emphasises equality.²

To recognise and respect these responsibilities and to maintain and improve opportunities for Māori to contribute, parts 2 and 6 of the LGA provide principles and requirements for local authorities that aim to achieve these objectives (LGA 2002, section 4, Treaty of Waitangi).

The emphasis in this section is on facilitating the participation of Māori in decision-making processes. Local government decisions are made in meetings which are governed by standing orders. Kaunihera must consider how their standing orders facilitate such participation and proactively take steps to make it easy and encourage Māori citizens to become involved in decision-making processes.

The legislation itself provides some help, namely that local authorities must:

- >> establish and maintain processes to provide opportunities for Māori to contribute to the decision-making processes of the local authority, (LGA 2002 section 14(1)(d)),

² The Waitangi Tribunal considers both the English Treaty of Waitangi and the Māori Te Tiriti o Waitangi in coming to an interpretation.

>> consider ways in which it may foster the development of Māori capacity to contribute to the decision-making processes of the local authority, and

>> provide relevant information to Māori for the purposes of contributing to, and building 'capacity' to contribute to, the local authority's decision-making processes.

In relation to the LGA 2002 'capacity' is the ability of a person (or group) to participate knowledgeably, given their resources and their understanding of the requisite skills, tools, and systems. Ways to build capacity include:

>> providing training and guidance on how kaunihera meeting and decision-making processes work,
>> holding meetings and workshops on marae and other community settings to help demystify local government processes, and

>> providing information about meetings in te reo Māori, including agendas and papers.

Kaunihera also need to look at the degree to which their facilities are culturally welcoming and incorporate Māori tikanga values and customs.

This is about incorporating practices, protocols and values from mātauranga Māori or Māori knowledge.

Examples to achieve this include:

>> appropriate use of local protocol at the beginning and end of formal occasions, including pōwhiri and mihi whakatau,

>> using karakia timatanga for starting meetings and hui,

>> closing meetings and hui with karakia whakamutunga,

>> re-designing order papers and report formats to include te reo Māori, including headings,

>> reviewing kaunihera processes and cultural responses through a Te Tiriti o Waitangi lens, and

>> offering members the option of making the declaration in te reo Māori.

// MEMBERS DECLARATION

I, [...], declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of [name of region or district], the powers, authorities, and duties vested in or imposed upon me as a member of the [name of local authority] by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Ko ahau, ko _____, e oati ana ka whai ahau i te pono me te tōkeke, i runga hoki i te mutunga kē mai nei o āku pūkenga, o āku whakatau hoki kia whakatutuki, kia mahi anō hoki i te mana whakahaere, te mana whakatau me ngā momo mahi kua uhia ki runga i a au kia whiwhi painga mō te takiwā o Te Wairoa hei kaikaunihera o te Kaunihera-a-rohe o Te Wairoa, e ai hoki ki te Ture Kāwanatanga-ā-Taiao 2002, ki te Ture Kāwanatanga-ā-Taiao Whakapae me te Hui 1987, me ētahi Ture anō rānei.

He mea whakaū tēnei i Te Wairoa i tēnei rā rua tekau mā rua o Whiringa-ā-nuku i te tau rua mano tekau mā toru.

Waitohu: _____

Waitohu mai ki mua i a: _____

Before adopting the standing orders template:

// I mua i te whakamana i te anga whakahaere hui:

Local authorities, local boards and community boards must adopt standing orders for the orderly conduct of their meetings. In the world of local government, the word 'meeting' has a specific meaning that refers to gatherings that conform to rules and regulations laid down in the Local Government Act (LGA) 2002.

To ensure that standing orders assist the governing body to meet its objectives in an open and transparent manner while also enabling the full participation of members, any governing body or local or community board intending to adopt the LGNZ template, must decide from the following options and ensure the standing orders template is updated to reflect these decisions.

// 1

Should members have a right to attend by audio or audio-visual link? // Me whai mōtika ngā mema kia tae mā te hononga ā-oro, ataata-rongo rānei?

The LGA 2002 allows members to participate in meetings, if they are not physically present, via audio or audio-visual means.

However, members attending by audio or audio-visual means are not counted as part of a quorum of a meeting.

Should a governing body, local or community board decide they do not wish to allow members to do this, then this section of the standing orders SO 13.7 Right to attend by audio or audio-visual link must be deleted from the template before it is adopted. (see Part 3: Meeting Procedures for more information).

// 2

Should mayors/chairs have a casting vote? // Me riro mā te koromatua/ūpoko rānei te pōti whakatau?

The LGA 2002 allows a chairperson (chair) to use a casting vote if this is specified in standing orders. The vote can be used when there is a 50/50 split in voting. The LGNZ standing orders template includes the casting vote option. Should a governing body, local or community board decide that it does not wish for its chairs to have a casting vote, then SO 19.3 Chairperson has a casting vote, will need to be deleted before the template is adopted.

Before adopting the standing orders template:
// I mua i te whakamana i te anga whakahaere hui:

// 9

Some kaunihera have opted for an intermediate position, in which a casting vote can only be used for prescribed types of decisions, such as when there is an equality of votes for the adoption of statutory plans (see Part 3: Meeting Procedures for more information).

// 3

Speaking and moving options

// Ngā kōwhiringa kōrero me te mōtini

The LGNZ template offers kaunihera a choice of three frameworks for speaking to and moving motions and amendments, see the discussion on SO 22.1 for more information.

Option A (SO 22.2) is the most formal of the three and limits the number of times members can speak and move amendments. For example, members who have moved and seconded a motion cannot then move and second an amendment to the same motion and only members who have not spoken to a motion or substituted motion may move or second an amendment to it. This is the framework used in the 2003 Standards New Zealand Model Standing Orders.



Option B (SO 22.3) is less formal. While limiting the ability of movers and seconders of motions to move amendments, this option allows any other member, regardless of whether they have spoken to the motion or substituted motion, to move or second an amendment.

Option C (SO 22.4) is the least formal. It gives members more flexibility by removing the limitations on movers and seconders speaking which exist in the other two options.

The kaunihera might also consider which of the three should apply to committees. Given that committees are designed to encourage more informal debate, and promote dialogue with communities, the informal option, Option C is recommended.

// 4

Time needed for kaimahi (staff) to prepare advice // Te roa o te wā mā ngā kaimahi ki te whakarite tohutohu

Standing orders provide for members of the community to engage with kaunihera, their various committees and local or community boards. It is common for officials (kaimahi) to be asked to prepare advice on the items to be discussed.

Two examples are SO.16 Deputations and SO.17 Petitions. In both cases the default standing orders give officials five days in which to prepare the advice; whether this is practical will depend upon the size of a kaunihera and the way it works.

Before adopting the LGNZ template, the kaunihera should ensure that the five-day default is appropriate and practicable.

Before adopting the standing orders template:
// I mua i te whakamana i te anga whakahaere hui:

// 10

Adopting and reviewing your standing orders

// Te whakamana me te arotake i ō tikanga whakahaere hui

There is a tendency for new kaunihera, to adopt the standing orders, the code of conduct and the governance arrangements, of the former kaunihera, soon after they are formed. This is not recommended.

These matters should be discussed in detail at the initial members' induction hui or at a specially designed workshop held a few months after the elections, allowing time for new members to fully understand how local government works and whether the existing standing orders and governance structures are working or not.

It is important that elected members fully understand the policies and frameworks that will influence and guide their decision-making over the three years of their term, and the implications they bring. This applies to standing orders, your code of conduct, and your governance structures, such as whether to have committees or not and what powers those committees will have to make decisions.

Please note that the approval of at least 75 per cent of members present at a meeting is required to adopt (and amend) standing orders. In addition, it is good practice for members to reassess their governance arrangements, including standing orders, in the middle of the second year of their term to ensure they remain inclusive and effective against the shifts in community make-up, values and expectations.

Proposed resolution for adopting standing orders // Te tatūnga i tūtōhua hei whakamana i ngā tikanga whakahaere hui

Once a decision has been reached on which discretionary clauses to incorporate, then a resolution to adopt the original or amended standing orders can be tabled. Such a resolution could, for example, take the following shape:

That the kaunihera adopt the standing orders with the following amendments:

// 1

That the standing orders enable members to join hui by audio visual link - yes/no.

// 2

That the chair be given the option of a casting vote - yes/no.

// 3

That Option X be adopted as the default option for speaking and moving motions.

LGNZ recommends that local and community boards, and joint committees, undertake the same considerations before adopting their standing orders.



1

PART 1 – GENERAL MATTERS >>

Ngā take
whānui >>

Wāhanga ONE

THIS SECTION OF THE GUIDE DEALS WITH THOSE MATTERS THAT APPLY TO THE OVERALL CONTEXT IN WHICH STANDING ORDERS OPERATE INCLUDING THE ROLE OF MAYORS AND CHAIRS AND THE NATURE OF DECISION-MAKING BODIES. IT COVERS THE FOLLOWING:

- // MAYORAL APPOINTMENTS
- // MEETING THE DECISION-MAKING REQUIREMENTS OF PART 6, LGA 2002
- // APPOINTMENT OF KAIMAHI TO SUB-COMMITTEES
- // APPROVING LEAVE FOR MEMBERS OF THE GOVERNING BODY
- // THE RELATIVE ROLES OF EXTRAORDINARY AND EMERGENCY HUI, AND
- // GOOD PRACTICE FOR SETTING AGENDAS

SO 5:

Appointments and elections - can you appoint co-chairs?

// Ngā kopounga me ngā pōtitanga – ka taea te kopou i ngā ūpoko takirua?

The provisions of Schedule 7 Local authorities, local boards, community boards and their members, LGA 2002, do not support this option, referring explicitly to individual members.

It would be a challenge for co-chairs to fulfil those standing order provisions that require a chair to make specific rulings, such as a ruling on member conduct or a ruling on whether to accept a Notice of Motion. What is the provision, where co-chairs are sharing chairperson duties, by which the co-chairs make a joint decision? What if they cannot agree on a ruling?

If the objective is to give committee or board members experience of being a chair, then an agreement by which a chair stands down to enable a deputy to chair the hui on an occasional or semi-formal way, might be more practicable (see below).

SO 5.1:

Mayoral appointments

// Ngā kopounga koromatua

It is critical that the chief executive advises their mayor about their powers under section 41A Role and powers of mayors, LGA 2022 as soon as possible after election results have been confirmed. This is to ascertain whether the mayor wishes to make use of those powers.

Included in the standing orders are provisions regarding the ability of mayors to establish committees and appoint deputy mayors, committee chairs and committee members.

Where a mayor chooses to use these powers, a kaunihera must ensure the results are communicated as soon as practicable to members of the governing body. We recommend that the information is provided by the mayor or chief executive, in the mayor's report for the first meeting of the governing body that follow the mayor's appointments.

Appendix four sets out a recommended process for making appointments.

SO 5.5:

Removing a chair, deputy chair or deputy mayor

// Te whakakore i te tūranga a te ūpoko, te ūpoko tuarua, te koromatua, te koromatua tuarua rānei

Clause 18, Schedule 7 of the LGA 2002 sets out the process for removing a chair, deputy chair or deputy mayor. It is a detailed process that requires firstly, a resolution by the relevant meeting to replace the chair or deputy, and secondly, a follow up meeting, to be held not less than 21 days after the resolution, at which the change occurs.

A common question is whether the individual facing a challenge to their position, should be able to speak and vote. The answer is yes. Both natural justice and the nature of the question to be resolved, allows those directly involved to be able to speak and lobby on their own behalf.

SO 7:

Committees - appointment of staff to sub-committees

// Ngā komiti – te kopounga o ngā kaimahi ki ngā komiti-āpiti

While non-elected members such as community experts, academics, or business representatives, etc., may be appointed to committees and sub-committees, council kaimahi (staff), can only be appointed to a sub-committee. When appointing a sub-committee, a kaunihera or committee should ensure the terms of reference provide clarity of the skills and competencies required. This may involve:

- >> requesting that the chief executive, or their nominee, determine which member of kaimahi is appropriate to be a member of the sub-committee, or
- >> identifying a specific position, such as the chief executive, city planner or economist, to be a member of the sub-committee.

SO 7.10:

Power to appoint or discharge individual members of a joint committee - committees that are not discharged

// Te mana ki te kopou, ki te whakakore rānei i ngā mema kiritahi o tētahi komiti hono – ngā komiti kāore anō kia whakakorehia

A kaunihera, or a group of kaunihera in the case of a joint committee, can resolve that a committee continues beyond a triennial election, although for this to be the case all participating kaunihera would need to so resolve. In the case of joint committees, the appointment of new members and discharge of existing members sits with the Kaunihera that they are members of.

A related and often asked question is whether appointments to District Licensing Committees (DLCs), unlike other committees, can be made for longer than a term. This is possible as DLCs are statutory committees that are not automatically discharged at the end of a term.

SO 8:

Regarding extraordinary and emergency meetings

// Mō ngā hui motuhake, ohotata hoki

Extraordinary meetings are designed to consider specific matters that cannot, due to urgency, be considered at an ordinary meeting.



For this reason, extraordinary meetings can be held with less public notification than ordinary ones.

Standing orders recommend that extraordinary meetings should only deal with the business and grounds for which they are called and should not be concerned with additional matters that could be considered at an ordinary meeting. Public forums should not be held prior to an extraordinary hui.

If kaunihera need to hold meetings that are additional to those specified in their schedule, then they should amend their schedule to include additional ordinary meetings, rather than call them extraordinary meetings, to address what might be the general business of the kaunihera.

Enacted in 2019, the Local Government Regulatory Matters Act has provided for a new type of meeting referred to as ‘emergency’ meetings. The key differences between extraordinary and emergency meetings are outlined below.

Table 1 >>
Extraordinary and emergency meeting compared

	// EXTRAORDINARY MEETING	// EMERGENCY MEETING
Called by:	A resolution of the local authority or requisition in writing delivered to the chief executive and signed by: >> the mayor or chair, or >> not less than one-third of the total membership of the local authority (including vacancies).	The mayor or chair; or if they are unavailable, the chief executive
Process:	Notice in writing of the time and place and general business given by the chief executive.	By whatever means is reasonable by the person calling the meeting or someone on their behalf.
Period:	At least three days before the meeting unless by resolution and not less than 24 hours before the meeting.	Not less than 24 hours before the meeting.
Notifications of resolutions	With two exceptions a local authority must, as soon as practicable, publicly notify any resolution passed at an extraordinary meeting. ³	No similar provision exists for emergency meetings however good practice would suggest adoption of the same process as applies to extraordinary meetings.

³ The exceptions apply to decisions made during public excluded session or if the meeting was advertised at least 5 working days before the day on which it was held.

SO 9.5:

Chair's recommendation - ensuring the decision-making requirements of Part 6 are met

// Te tūtohunga a te ūpoko – te whakarite i tutuki ngā herenga o te Wāhanga 6

Part 6 is shorthand for sections 77-82 of the LGA 2002, which impose specific duties on kaunihera when they are making decisions. The duties apply to all decisions, but the nature of compliance depends on the materiality of the decision.

The most important provisions are found in s. 77 (bullets a-c) below) and s. 78 (bullet d) below), which require that local authorities must, while making decisions:

// a

seek to identify all reasonably practicable options for the achievement of the objective of a decision,

// b

assess the options in terms of their advantages and disadvantages,

// c

if any of the options identified under paragraph a) involves a significant decision in relation to land or a body of water, consider the relationship of Māori and their culture and traditions with their ancestral land, water, sites, waahi tapu, valued flora and fauna, and other taonga, and

// d

consider the views and preferences of persons likely to be affected by, or to have an interest in, the matter.

The level of compliance needs to be considered in light of the kaunihera's Significance and Engagement Policy. It is also important to be aware that these obligations apply to the following:

- >> recommendations made as part of a chair's report, and
- >> recommendations made by way of a Notice of Motion (NOM)

Chair's report // Te pūrongo a te ūpoko

It is common for a chair to use their report to raise a new matter for council deliberation. If that matter is more than minor it should be accompanied by an officer's report setting out options, their relative strengths and weaknesses and include evidence that any citizen affected by the recommendation has had a chance to have their views considered. The same applies to a notice of motion that seeks members' agreement.

What to do if a chair's recommendation or a notice of motion are inconsistent with Part 6? // Me aha mēnā kāore te tūtohunga a te ūpoko, te pānui mōtini rānei i hāngai ki te Wāhanga 6?

A chair should refuse to accept a NOM that addresses possibly significant matters, unless it is accompanied by an officials' report assessing the level of significance and the applicability of Part 6. The same also applies to a recommendation made in a chair's report.

Where a matter triggers the requirements of Part 6, the chair or mover of the NOM, should:

- >> ask the chair or mover of the NOM to amend their motion so that it asks for a kaimahi report on the matter, or
- >> require members submit a draft NOM to kaimahi in advance to determine whether it is likely to trigger the need to comply with Part 6.

This guidance also applies to Standing Order 27.2 Refusal of notice of motion, and allows a chair to refuse to accept a NOM that fails to include sufficient information to satisfy the requirements of sections 77 – 82 of the LGA.

To reduce the risks of this happening, some councils:

>> require the mover of a notice of motion to provide written evidence to show that their motion complies with Part 6, or

>> ask members to submit a proposed NOM to staff before a meeting so that an accompanying report can be prepared.

SO 13.3:

Leave of absence

// Te tamōtanga

The standing orders provide for a kaunihera to delegate the authority to grant a leave of absence to a mayor or regional kaunihera chair. When deciding whether to grant a leave of absence, a consideration should be given to the impact of this on the capacity of the kaunihera to conduct its business.

Requests should be made in advance of a meeting and would generally apply to several meetings that the member knows they will be unable to attend.

Kaunihera will need to establish their own policy as to whether a person who has a leave of absence for a length of time will continue to receive remuneration as an elected member, for example, a policy may provide for remuneration to continue to be paid for the first three months of a leave of absence.

SO 13.4:

Apologies

// Ngā whakapāha

Apologies are usually given when a member cannot attend a forthcoming meeting or inadvertently missed one, in which cases the apologies are made retrospectively.

SO 13.6:

Absent without leave

// Te tamōtanga kāore i whakaaetia

If a member is absent from four consecutive meetings without their leave or apologies approved, an extraordinary vacancy is created. This occurs at the end of a meeting at which a fourth apology has been declined, or a member had failed to appear without a leave of absence.



2

PRE-MEETING ARRANGEMENTS >>

Ngā whakaritenga i
mua i te hui >>

Wāhanga TWO

THE PRE-MEETING SECTION OF THE STANDING ORDERS COVERS THE VARIOUS PROCESSES THAT NEED TO BE UNDERTAKEN FOR A MEETING TO BEGIN, INCLUDING THE PREPARATION OF AN AGENDA. THIS SECTION OF THE GUIDE INCLUDES:

- // SETTING AND ADVERTISING MEETING
- // RELOCATING MEETINGS AT THE LAST MINUTE
- // PUTTING MATTERS ON THE AGENDA

Setting meeting times

// Te whakarite wā hui

Consideration should be given to choosing a meeting time that is convenient for members and will enable public participation. One approach could be to use the kaunihera induction workshop to seek agreement from members on the times that will best suit them, their kaunihera, and their hapori.

SO 8:

Giving notice

// Te pānui i ngā hui

Section 46(1) and (2) of the Local Government Official Information and Meetings Act 1986 (LGOIMA) prescribes timeframes for publicly advertising meetings. This is so the community has sufficient notice of when meetings will take place. However, the wording of these subsections can cause some confusion.

>> Section 46(1) suggests providing a monthly schedule, published 5-14 days before the end of the month.

>> Section 46(2) suggests that meetings in the latter half of the month may not be confirmed sufficiently in advance to form part of a monthly schedule published before the start of the month.

Therefore, Section 46(2) provides a separate option for advertising meetings held after the 21st of the month. These can be advertised 5-10 working days prior to the meeting taking place.

Basically, kaunihera must utilise the monthly schedule in Section 46(1) for hui held between the 1st and 21st of the month, however, both methods for advertising meetings can be used for meetings held after the 21st.

SO 8.1 : & SO 8.2:

Public notice and notice to members - definitions

// Te pānui tūmatanui me
te pānui ki ngā mema
– ngā whakamārama

Prior to the last election the Standing Orders were updated to include new definitions of what constitutes a 'public notice' and how 'working days' are defined. The full provisions are:

PUBLIC NOTICE, in relation to a notice given by a local authority, means that:

// **a**

It is made publicly available, until any opportunity for review or appeal in relation to the matter notified has lapsed, on the local authority's Internet site; and

// **b**

It is published in at least:

(i) One daily newspaper circulating in the region or district of the local authority; or

(ii) One or more other newspapers that have a combined circulation in that region or district at least equivalent to that of a daily newspaper circulating in that region or district.

INTERNET SITE, in relation to a local authority, other person or entity, means 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.

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;

// **b**

If Waitangi Day or Anzac Day falls on a Saturday or a Sunday, the following Monday;

// **c**

The day observed in the appropriate area as the anniversary of the province of which the area forms a part; and

// **d**

A day in the period commencing with 20 December in any year and ending with 10 January in the following year.

SO 8.10 :

Meeting schedules – relocating meetings at the last minute

// Ngā hōtaka hui – te panoni i te wāhi hui i te mineti whakamutunga

Local authorities must hold meetings at the times and places as advertised, so if an appointed meeting room becomes unavailable at the last minute (i.e. after the agenda has been published), and an alternative room in the same venue or complex cannot be used, the meeting can be re-located but will become an 'extraordinary' meeting and the requirements set out in Standing Orders 8.4 and 8.9 will need to be met.

If a meeting is relocated, we recommend informing the public of the change in as many ways as possible, for example:

- >> alerting customer services,
- >> changing meeting invitations to elected members,
- >> updating notices visible outside both old and new venues,
- >> a sign on the original meeting room door, and
- >> updates on the kaunihera website and social media pages.

SO 9.8 :

Managing confidential information

// Te whakahaere mōhiohio matatapu

Occasionally kaunihera must address the issue of how confidential agenda items should be handled where there is a possibility, that the information in the agenda could benefit a member or individual, should it become public. Some kaunihera address this risk by tabling confidential papers at the meeting on the day and ensuring those papers are returned before members leave.

SO 9.1 :

Preparation of the agenda – good practice

// Te whakarite i te rārangi take
– ngā mahi tika

Deciding what to put on an agenda and the process used to make that decision is an important consideration. An agenda is ultimately the responsibility of the chair of the meeting and the chief executive, with the collation of the agenda and its contents sitting with the chief executive's control. The process varies between kaunihera, and is heavily influenced by its size. Some principles of good practice include:

- >> Start the process with a hui of the kaunihera committee chairs to identify upcoming issues and determine which committee will address them first.
- >> To strengthen relationships, mana whenua organisations could be invited on a regular basis to contribute items for an agenda or share their priorities, for consideration by a future meeting.
- >> Seek regular public input into forthcoming agendas by engaging with a representative panel of community members.
- >> Ensure elected members themselves can identify matters for upcoming hui agendas.

If a member wants a new matter discussed at a meeting, they should give the chair early notice, as the matter may require the chief executive to prepare an accompanying report.

Matters may be placed on the agenda by the following means:

// 1

By a direct request to the chair of the meeting, chief executive, or an officer with the relevant delegated responsibility.

// 2

By asking the chair to include the item in their report, noting that the matter might require a kaimahi report if it involves a decision.

// 3

By the report of a committee. Committees are a mechanism for citizens, or elected members, to raise issues for kaunihera consideration. A committee can make recommendations to the governing body.

// 4

Through a local or community board report. Community boards can raise matters relevant to their specific community for consideration by the governing body. A councillor could approach a community board to get their support on a local issue.

// 5

Through a Notice of Motion (NOM). See Standing Order 27.1 for more detail. A NOM must still comply with the decision-making provisions of Part 6 LGA 2002 before it can be considered. Generally, a NOM should seek a meeting's agreement that the chief executive prepare a report on the issue of concern to the mover.

Where a matter is urgent but has not been placed on an agenda, it may be brought before a meeting as 'extraordinary business' via a report by the chief executive or the chair. This process gives effect to section 46A (7) and (7A) of the Local Government Official Information and Meetings Act (LGOIMA) 1987.

The topic of any request must fall within the terms of reference, or the scope of delegations, given to the meeting or relevant committee, board or subsidiary body. For example, business referred to a community board should concern a matter that falls within the decision-making authority of the board.

Making agendas available

// Te whakawātea i ngā rārangi take

Underpinning open and transparent government is the opportunity for members of your community to know in advance what matters will be debated in which meeting. Making kaunihera and committee agendas publicly available, whether in hard copy or digitally, is critical.

Different communities will have different challenges and preferences when it comes to how they access information. Not all communities have reliable access to the internet and you need to consider the abilities of young, old and visually or hearing impaired. Distributing information using a range of digital and traditional channels with consideration for accessibility needs will be a step toward strengthening trust in local democracy and narrowing the gap between kaunihera and their communities.

SO 9.14 :

Public excluded business - returning to an open session

// Ngā take e aukatihia ana ki te marea – te hoki ki te hui tuwhera

Kaunihera take different approaches to the way in which a meeting moves from public excluded to open status. There are two approaches:

// 1

Meeting resolution, whereby the chair, or a member, moves that since the grounds for going into public excluded no longer exist the public excluded status is hereby lifted.

// 2

End of the public excluded item, whereby public excluded status is 'tagged' to only those items that meet the criteria in the sample resolution set out in Appendix Two of the Standing Orders. Status is automatically lifted once discussion on that item is concluded.

Generally, option two should be followed. However, option one might apply where, during a substantive item, it is necessary to go into public excluded for a section of that item. In this case the chair, or a member, should signal though a point of order that the grounds for excluding the public no longer apply. It is only a question of style as to whether a motion to return to open meeting is required.



3

MEETING PROCEDURES >>

Ngā tukanga
hui >>

Wāhanga THREE

PROCEDURES FOR MAKING DECISIONS ARE THE HEART OF KAUNIHĒRA STANDING ORDERS.
THIS SECTION OF THE GUIDE INCLUDES:

- // OPENING AND CLOSING YOUR MEETING WITH A KARAKIA TIMATANGA OR REFLECTION
- // VOTING SYSTEMS
- // CHAIR'S OBLIGATION TO PRESIDE AND CHAIR'S CASTING VOTE
- // JOINING BY AUDIO-VISUAL MEANS
- // MEMBER CONDUCT
- // QUORUMS
- // REVOKING DECISIONS
- // MEMBERS ATTENDING MEETINGS THAT THEY ARE NOT MEMBERS OF
- // MOVING AND DEBATING MOTIONS
- // DISCHARGING COMMITTEES

// Wāhanga 1 // Wāhanga 2 // **Wāhanga 3** // Wāhanga 4

SO 10 :

Opening and closing your meeting

// Te whakatuwhera me te whakakapi i tō hui

There is no obligation on a local authority to start their meeting with any reflection or ceremony, however, it is an increasingly popular approach.

An example of a reflection used at the start of a meeting is the following karakia. This approach allows for tangata whenua processes to be embraced.⁴

Opening formalities

// Karakia timatanga

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 air.
He tīo, he huka, he hau hū	A touch of frost, a promise of a glorious day.
Tīhei mauri ora.	

⁴ Examples of karakia, and general advice on the use of tikanga Māori, can be found via an APP, Titled Kōra, developed by MBIE and available from most APP stores.

SO 11.4:

Requirement for a quorum - what happens when a member is 'not at the table'?

// Te herenga kia whai kōrama – ka aha mēnā kāore te mema 'i te tēpu'?

Whether or not members must be 'at the table' to constitute a quorum is a question that usually arises in response to a member standing aside due to a conflict of interest.

Standing order 10.4 states "*a meeting is constituted where a quorum of members is present, whether or not they are all voting or entitled to vote*". 'Present' is to be in the room, not necessarily around the table. If a member is excluded from the room due to a financial conflict of interest they are no longer considered 'present' for the purposes of the quorum.

SO 13.1:

Do members have to be present to vote?

// Te mōtika o ngā mema ki te haere ki ngā hui katoa

The legislation (cl. 19(2) Schedule 7, LGA 2002) and these standing orders are clear that members can attend any meeting unless they are 'lawfully excluded' (the definition of lawfully excluded is in the Standing Orders). If attending, elected members have the same rights as the public. They may be granted additional speaking rights if permitted by the chair.

Many kaunihera require non-members to sit away from the meeting table or in the public gallery to make it clear they are not a committee member.

Whether a member can claim allowances for attending the meeting of a committee they are not a member of is a question that should be addressed in a kaunihera allowances and expenses policy.

Do members have to be present at hearings to vote? // Me tae ā-tinana ngā mema ki ngā whakawā e taea ai te pōti?

The rules vary according to the legislation under which the hearing or submission process is occurring.

Hearings under the LGA 2002, such as Annual Plan or Long-Term Plan hearings, do not require all elected members to have participated in the submission process to vote on the outcomes of that process. Elected members who cannot participate at all, or who miss part of a hearing, should review all submissions and the analysis provided by officials before taking part in any debate and voting on the item under consideration.

It is good practice to make it clear in the minutes that the members who were absent had been provided with records of all submissions oral and written submissions, prior to deliberations.

The Auditor General recommends that members should be present for the whole of a hearing "*to show a willingness to consider all points of view*" (OAG, Conflicts of Interest, August 2004 p. 43). The guidance suggests that lengthy periods of non-attendance at a hearing could suggest an element of pre-determination.

SO 14.1:

Council meetings - must the mayor or chair preside?

// Ngā hui Kaunihera– me koromatua, ūpoko rānei te kaiwhakahaere?

Schedule 7, Clause 26(1) of the LGA 2002 provides that the mayor (or chair of a regional kaunihera) must preside over each kaunihera meeting they are present at. This reflects the mayor's leadership role set out in section 41A. However, the requirement is subject to the exception "*unless the mayor or chair vacates the chair for a particular meeting*". This exception would usually be invoked if there is a situation in which they should not lead for some legal reason such as where they have a conflict of interest or are prohibited from voting and discussing by virtue of section 6 of the Local authorities (Members' Interests) Act 1968.

It is implicit in clause 26(1), that the mayor or chair will still be present in the meeting, and except in situations where the law prevents them from discussing and voting on a particular matter, they can continue to take part as a member. The clause only relates to vacating the chair, not leaving the meeting.

SO 13.7:

Right to attend by audio or audio visual link

// Te mōtika kia tae mā te hononga ā-oro, ataata-rongo rānei

Local authorities can allow members to participate in meetings online or via phone. This can reduce travel requirements for councillors in large jurisdictions and facilitates participation for councillors when travelling. If a kaunihera wishes to allow members to join remotely, then provision must be made in the standing orders. The LGNZ template contains the relevant provisions. If not, then standing orders 13.7 – 13.16 should be removed before the template is adopted.

While a member can take part in discussions and vote when joining a hui electronically, they are not part of the quorum. Please note, the requirement to have a physical quorum is suspended while the Epidemic Preparedness Notices are in force.

SO 13.16:

Protecting confidentiality at virtual meetings

// Te tiaki i te matatapu i ngā hui mariko

Some members have raised concerns about the risk to confidentiality at virtual hui. Concerns relate to the difficulty of ensuring that a member is alone or that confidentiality is not compromised where that member joins by audio means alone.

Kaunihera should avoid, if possible, dealing with public excluded items in a meeting that allows people to join virtually. While this may not be possible in extraordinary circumstances, we have strengthened the ability of a chair to terminate a link if they believe a matter, which should be confidential, may be at risk of being publicly released, see SO 13.13.

SO 15 :

Public forums

// Ngā matapakī tūmatanui

The standing orders provide for a period of up-to 30 minutes, or longer if agreed by the chair, for members of the public to address the meeting.

The template allows this to be for up-to five minutes each on items that fall within the delegations of the meeting, unless it is the governing body and provided matters raised are not subject to legal proceedings or related to the hearing of submissions. Speakers may be questioned by members through the chair, but questions must be confined to obtaining information or clarification on matters the speaker raised. The chair has discretion to extend a speaker's time.

While the forum is not part of the formal business of the meeting, it is recommended that a brief record is kept. The record should be an attachment to the minutes and include matters that have been referred to another person, as requested by the meeting.

SO 16 :

Deputations

// Ngā teputēhāna

In contrast to public forums, deputations allow individuals or groups to make a formal presentation to a meeting, as an item on the agenda. Given the additional notice required for a deputation, kaimahi may be asked to prepared advice on the topic, and members may move and adopt motions in response to a deputation.

SO 18.5 :

Release of information from public excluded session

// Te tuku i ngā mōhiōhio nō te wāhanga aukati ki te marea

Kaunihera have different processes for releasing the reports, minutes and decisions from public- excluded meetings which is material considered confidential under Section 6 or Section 7 of LGOIMA. Documents may be released in part, with only parts withheld.

The reasons for withholding information from the public does not necessarily endure, for example, information that was confidential due to negotiations may not need to remain confidential when negotiations have concluded.

Information may only be publicly released by a decision of the meeting or the chief executive. Each kaunihera will have systems and policy for controlling the release of information.

When a report is deemed to be ‘in confidence’, information can be provided on whether it will be publicly released and when. Regarding any items under negotiation, there is often an end point when confidentiality is no longer necessary.

If no release clause is provided, a further report may be needed to release the information creating more work. The following clause can be included in report templates (if in confidence) to address this issue:

“That the report/recommendation be transferred into the open section of the meeting on [state when the report and/or recommendation can be released as an item of open business and include this clause in the recommendation].”

SO 19.3 :

Chair’s casting vote

// Te pōti whakatau a te ūpoko

Standing Order 19.3 allows the chair to exercise a casting vote where there is a 50-50 split. Including this in standing orders is optional under Schedule 7, cl. 24 (2), LGA 2002. The casting vote option has been included in the template to avoid the risk that a vote might be tied and lead to a significant statutory timeframe being exceeded.

There are three options:

// 1

The casting vote provisions are left as they are in the default standing orders.

// 2

The casting vote provision, Standing Order 19.3, is removed from the draft standing orders before the standing orders are adopted.

// 3

The standing orders are amended to provide for a ‘limited casting vote’ that would be limited to a prescribed set of decisions only such as statutory decisions, for example: *where the meeting is required to make a statutory decision e.g., adopt a Long-Term Plan, the chair has a casting vote where there is an equality of votes.*

SO 19.4:

Method of voting

// Te tikanga pōti

One of the issues that arose during preparation of the new standing orders concerned the performance of some electronic voting systems and whether the way in which they operate is consistent with what we understand as ‘open voting’.

LGNZ have taken the view that open voting means members should be able to see how each other votes ‘as they vote’, as opposed to a system in which votes are tallied and then a result released in a manner that does not show how individuals voted.

It is also important to note, when using electronic voting systems, that the LGNZ standing orders template supports the right of members to abstain from voting, see standing order 19.7.

SO 19.5:

Calling for a division

// Te tono i te wehenga

Under standing order 19.5, a member can call for a 'division' for any reason. If one is called, the standing orders require the chief executive to record the names of the members voting for and against the motion, as well as abstentions, and provide the names to the chair to declare the result. This must also be recorded in the minutes.

There are options for gathering this information. For example:

>> When asking each individual member how they voted vary the order in which elected members are asked e.g., alternate between clockwise and anti-clockwise.

>> To get a clear picture ask members who voted for or against a motion or amendment to stand to reflect how they voted i.e., *"all those in favour please stand"* with votes and names, recorded, followed by *"all those against please stand"* etc.

SO 20 :

Members' Conduct

// Ngā Whanonga a ngā Mema

Section 20 of the standing orders deals with elected member's conduct at meetings. One feature of the LGNZ Standing Orders is the cross reference made to a council's Code of Conduct, which sets standards by which members agree to abide in relation to each other. The Code of Conduct template, and the draft policy for dealing with breaches, can be found at www.lgnz.co.nz.

At the start of a triennium, kaunihera, committees and local and community boards, should agree on protocols for how meetings will work, including whether members are expected to stand when speaking and if there are specific dress requirements.

SO 20.7 & 20.8:

Conflicts of interest

// Ngā take taharua

While the rules are clear that a member of a local authority may not participate in discussion or voting on any matter before an authority in which they have with a financial or non-financial conflict of interest, determining whether one exists can be more challenging.

Financial conflicts of interest: (SO 20.7)

// Ngā take taharua ahumoni: (SO 20.7)

It is an offence under the Local Authorities Members' Interests Act 1968 to participate in any matter in which a member has a financial interest, defined by the Auditor General as:

"whether, if the matter were dealt with in a particular way, discussing or voting on that matter could reasonably give rise to an expectation of a gain or loss of money for the member involved"
(p. 25 Conflicts of Interest OAG 2004).

The rule makes it an offence for an elected member with a financial conflict of interest discussing and voting on a matter, for example, where an interest is in common with the public.

The Auditor General can grant exemptions from this rule, allowing a member to participate. Members should be referred to the Auditor General if there is a possibility that their case would qualify for an exemption or declaration (see OAG's guide on Conflicts of Interest published in 2004).

Non-financial conflicts of interest: (SO 20.8)

// Ngā take taharua ahumoni-kore: (SO 20.8)

The Auditor General defines a non-financial conflict of interest or 'bias' as:

"is there, to a reasonable, fair minded and informed observer, a real danger of bias on the part of a member of the decision-making body, in the sense that he or she might unfairly regard (with favour or disfavour) the case of a party to the issue under consideration."

The Auditor General cannot provide an exemption or declaration for non-financial conflicts of interest. Bias, both actual and perceived, is a form of non-financial conflict of interest. A claim of bias can be made on the grounds of predetermination. A member who believes they may have a non-financial conflict of interest, or be perceived as having a bias, should:

- >> declare they have a conflict of interest when the matter comes up at a meeting,
- >> ensure that their declaration is recorded in the minutes, and
- >> refrain from discussing or voting on the matter.

In such cases the member should leave the table and not take part in any discussion or voting on the matter.

In determining the level of conflict, members should discuss the matter with the meeting chair, chief executive, or their nominee, however, the decision whether to participate or not must be made by the members themselves.

SO 22.1:

Options for speaking and moving motions

// Ngā kowhiringa ki te kōrero me te mōtini

One of the new features in these standing orders is the ability to use different rules for speaking to, and moving, motions to give greater flexibility when dealing with different situations.

Standing Orders 22.1 – 22.5 provide for three options. Option A repeats the provisions in the Standards New Zealand Model Standing Orders which limit the ability of members to move amendments if they have previously spoken. Option B provides more flexibility by allowing any member, regardless of whether they have spoken before, to move or second an amendment, while Option C allows still further flexibility.

When a kaunihera, committee, or community board, comes to adopt their standing orders, it needs to decide which of the three options will be the default option; this does not prevent a meeting from choosing one of the other two options, but it would need to be agreed by a majority of members at the start of that specific meeting.

The formal option A tends to be used when a body is dealing with a complex or controversial issue and the chair needs to be able to limit the numbers of speakers and the time taken to come to a decision.

In contrast, options B and C enable more inclusive discussion about issues, however some chairs may find it more difficult to bring conversations to a conclusion.

For joint committees the decision could be simplified by agreeing to adopt the settings used by whichever member kaunihera is providing the administrative services.

SO 23.10:

Where a motion is lost

// Ina whakakorea tētahi mōtini

This standing order was added in 2019 to make it clear that when a motion is lost, it is possible to move an additional motion if it is necessary to provide guidance or direction. For example, if a motion *“that the council’s social housing stock be sold”* was defeated, the organisation might be left without direction regarding the question of how the stock should be managed in the future.

Standing Order 23.10 enables a meeting to submit a new motion if required to provide direction to management where this might be required.

SO 24.2:

Revoking a decision

// Te whakakore i te whakataunga

A kaunihera cannot directly revoke a decision made and implemented by a subordinate decision-making body which has the delegation to make the decision, provided its decision-making powers were exercised in a lawful manner.

Where a decision has been made under delegated authority but has not been implemented, a kaunihera can remove the specific delegation from that body and resolve to implement an alternative course of action.

SO 25.2:

Procedural motions to close or adjourn a debate - what happens to items left on the table

// Ngā mōtini tikanga whakahaere hei whakakapi i tētahi tautohetohe – ka ahatia ngā take e tārewa tonu ana

Standing Order 25.2 provides five procedural motions to close or adjourn a debate.

When an item is left to lie on the table, it is good practice wherever possible to state what action is required to finalise it and when it will be reconsidered. Item (d) states: *“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)”*.

We recommend that at the end of the triennium, any such matters should cease to lie on the table and are withdrawn.

When to schedule the last ordinary meeting

// Āhea whakaritea ai te hui noa whakamutunga

When putting together the schedule of meetings for the last year of a triennium how close to polling day should the last meeting occur?

Kaunihera take different approaches and practice may be affected by the nature of business that a kaunihera is facing prior to the coming elections.

Given that the election campaign properly starts four weeks before polling day, common practice would be to schedule the last ordinary kaunihera hui in the week before the campaign period begins.

This allows retiring members to make valedictory speeches away from the political atmosphere of the election.

Kaunihera business continues in the four weeks before polling day so expect some committees and sub-committees to still be meeting to deal with ongoing work, whether it is preparation of a submission or oversight of a local project. Urgent matters can still be addressed through an extraordinary or emergency meeting.

What about issues emerging in the interim?

// Pēhea ngā take ka puta i te wā tārewa?

From the moment that the final results are released and the first meeting of the new kaunihera, issues can arise that require an urgent decision. Given that councillors are yet to be sworn in, it is the chief executive who should make these decisions. To enable this a kaunihera, before the elections (preferably at the first or second ordinary council meeting when delegations are approved) should agree a time-limited delegation to the chief executive, giving them a broad discretion to act on behalf of the local authority.

A standard delegation for the chief executive might read, for example: *“That from the day following the Electoral Officer’s declaration, until the new council is sworn in, the chief executive is authorised to make decisions in respect of urgent matters, in consultation with the mayor elect. All decisions made under this delegation will be reported to the first ordinary meeting of the new council.”*



Meeting procedures // Ngā tukanga hui



4

**KEEPING
RECORDS >>**

Te whakarite
mauhanga >>

Wāhanga **FOUR**

Recording reasons for decisions// Te hopu i ngā take mō ngā
whakataunga

Recent legal judgements have highlighted the importance of recording decisions in a manner that clearly and adequately explains what was decided and why.

In the decisions, the Courts acknowledged that giving of reasons is one of the fundamentals of good administration by acting as a check on arbitrary or erroneous decision-making. Doing so assures affected parties that their evidence and arguments have been assessed in accordance with the law, and it provides a basis for scrutiny by an appellate court. Where this is not done, there is a danger that a person adversely affected might conclude that they have been treated unfairly by the decision-maker and there may be a basis for a successful challenge in the courts, (Catey Boyce, Simpson Grierson 2017).

While each situation is different the Court considered that the extent and depth of the reasoning recorded should consider:

- >> the function and role of the decision maker,
- >> the significance of the decision made upon those affected by the decision,
- >> the rights of appeal available; and
- >> the context and time available to make a decision.

In short, the level of detail should be sufficient so that any 'reasonably informed' reader of the minutes would have no difficulty identifying and understanding the reasons for the recommendations. A useful guide to the appropriate level of detail would be the Significance and Engagement Policy of a kaunihera.

Hard copy or digital // Tānga pepa, tānga
matihiko rānei

Te Rua Mahara o te Kāwanatanga Archives New Zealand has released guidance on the storage of records by digital means. **You can read it here.** General approval has been given to public offices to retain electronic records in electronic form only, after these have been digitised, subject to the exclusions listed below.

The following categories of public records are excluded from the general approval given:

- >> Unique or rare information, information of importance to national or cultural identity or information of historical significance;
- >> Unique or rare information of cultural value to Māori (land and people) and their identity; and
- >> All information created prior to 1946.

For more detail on each of these categories, refer to the guide 'Destruction of source information after digitisation 17/G133'. Te Rua Mahara o te Kāwanatanga Archives New Zealand will consider applications to retain public records from these categories in electronic form only on a case-by-case basis.

The Authority to retain public records in electronic form only is issued by the Chief Archivist under Section 229(2) of the Contract and Commercial Law Act 2017 (CCLA).

**Compliance with Section 229(1)
of the CCLA** // Te ū ki te Wāhanga 229
(1) o te CCLA

A public office can retain public records in electronic form, and destroy the source information, only if the public record is covered by an approval given in this Authority (or specific authorisation has otherwise been given by the Chief Archivist), and the conditions of Section 229(1) of the CCLA are met.

The two conditions of Section 229(1) are:

// **1**

The electronic form provides a reliable means of assuring that the integrity of the information is maintained, and

// **2**

The information is readily accessible to be usable for subsequent reference

NOTE: Public offices should be aware that Section 229 of the CCLA does not apply to those enactments and provisions of enactments listed in Schedule 5 to the CCLA (Enactments and provisions excluded from subpart 3 of Part 4). For further clarification, the Authority should be read in conjunction with the guide Destruction of source information after digitisation 17/G13.⁵

Information tabled at meetings

// Ngā mōhiotio ka tāpaetia i te hui

Any extra information tabled after the reports and agendas have been distributed should be specified and noted in the minutes, with copies made available in all places that the original material was distributed to. A copy must also be filed with the agenda papers for archival purposes.

Chair's signature // Te waitohu a te Ūpoko

Where kaunihera capture and store minutes digitally the traditional practice for authorising minutes of the Chair's signature is not at all practical. For the digital environment one approach would be to include, with the motion to adopt the minutes, a sub-motion to the effect that the Chair's electronic signature be attached/inserted.

SO 28. :**Keeping minutes**

// Te tuhi i ngā meneti

What to record? // Me tuhi i te aha?

The purpose of taking minutes is to meet legal requirements set out in LGOIMA 1987, that is to “*create an audit trail of public decision-making and to provide an impartial record of what has been agreed*”. This also strengthens accountability and helps build confidence in our local democracy.

The level of proceedings recorded will vary according to the preferences however the style adopted should be discussed with, and agreed to, by those groups whose discussions and decisions are being minuted.

One way of doing this is to include, as part of the resolution adopting the minutes, either a stand-alone motion stating the level of detail that will be recorded or including this within the Standing Orders themselves.

GOOD PRACTICE

- >> Minutes should be a clear audit trail of decision-making.
- >> Less is best.
- >> Someone not in attendance will be able to understand what was decided.
- >> Anyone reading the minutes in 20 years' time will understand them.

⁵ See [Authority to retain public records in electronic form only – Archives New Zealand](#)

SO 28.2:

Matters recorded in minutes

// Ngā take ka tuhia ki ngā meneti

SO 28.2 sets out what the minutes must record. In addition, it is recommended a record is made of the reasons given for a meeting not having accepted an officer's recommendations in a report; this might be important for future audit purposes.

When recording Māori place names, or discussion in Te Reo Māori, please make sure to use correct and local spelling.

Regarding non-LGA 2002 hearings

// Mō ngā hui whakawā kāore i te hāngai ki te LGA 2002

The LGNZ Standing Orders are designed to comply with the LGA 2002 and LGOIMA 1987. Other statutes under which kaunihera may have meetings and hearings can have different requirements. For example:

Minutes of hearings under the Resource Management Act, Dog Control Act 1996 and Sale and Supply of Alcohol Act 2012 include additional items, namely:

- >> record of any oral evidence,
- >> questions put by panel members and the speaker's response,
- >> reference to tabled written evidence, and
- >> right of reply.

Information required in minutes of hearings of submissions under a special consultative procedure, such as Long-Term Plan hearings, include:

- >> records of oral submission,
- >> questions put by elected members and the
- >> speaker's response to them, and
- >> reference to tabled written submission.

In cases where a kaunihera chooses a course of action in response to submissions which is contrary to advice provided by officials, the reasons why it chose not to follow official advice should be recorded.

In summary:

- >> For procedural matters a pre-formatted list of statements can be useful for slotting in the minutes as you go.
- >> Avoid attributing statements to specific politicians as it creates opportunity for debate during the confirmation of minutes.
- >> Do attribute statements when given as expert advice.
- >> Be flexible. Minutes are live recordings of real events – the rules will not always help you.

Affixing the Council seal

// Te tāpiri i te hīra a te Kaunihera

The requirement to have a common seal was removed by the LGA 2002. However, there is an implied requirement for a kaunihera to continue to hold a common seal as there are some statutes that refer to it. A kaunihera may decide to require or authorise the use of its common seal in certain instances.

For example:

>> Section 174(1) of the LGA 2002, states that if an officer of a local authority or other person is authorised by the LGA 2002 or another enactment to enter private land on behalf of the local authority, the local authority must provide a written warrant under the seal of the local authority as evidence that the person is so authorised.

>> Section 345(1)(a) of the LGA 1974, which provides for the kaunihera conveying or transferring or leasing land, which is no longer required as a road, under common seal.

>> Section 80 of the Local Government (Rating) Act 2002, which provides that the kaunihera must, in the case of sale or lease of abandoned land, execute under seal a memorandum of transfer (or lease) on behalf of the ratepayer whose interest has been sold or leased.

>> Clause 17 of Schedule 1 of the Resource Management Act 1991 (RMA), which provides that approvals of proposed policy statements or plans must be affected by affixing the seal of the local authority to the proposed policy statement or plan.

However, given that there are no requirements in these provisions as to how the common seal may be affixed, it is therefore up to each local authority itself to decide. Where such requirements continue to exist the legal advice we have seen (sourced from Simpson Grierson) recommends that local authorities have deeds signed by two elected members. While the common seal could be affixed in addition to this, it is not legally required.

If a kaunihera continues to hold a common seal, then it is up to the kaunihera to decide which types of documents it wishes to use it for, and which officers or elected members have authority to use it. The process for determining this should be laid out in a delegation's manual or separate policy.



Appendix

Apitihanga

1:

**Alternatives
to formal
meetings >>**

He momo hui
ōkawa rerekē >>

Workshops

// Ngā awheawhe

Workshops are frequently a contentious issue in local government because they are often held in public-excluded sessions and lack minutes, undermining principles of transparency and accountability. They are, however, an effective way to have ‘blue skies’ discussions and to give feedback to officials on policy work before an issue is too far advanced, such as identifying a range of options that would be comfortable to elected members.

Workshops are best described as informal briefing sessions where elected members get the chance to discuss issues outside the formalities of a kaunihera meeting. Informal hui can provide for freer debate than meetings where formal standards of discussion and debate apply. There are no legislative rules for the conduct of workshops and no requirement to allow the public or media access, although it is unlawful to make decisions at a workshop.

It is also unlawful to take a ‘de facto’ decision, that is agree a course of action and then vote it into effect at a following kaunihera meeting without debate.

To build trust in kaunihera decision-making, kaunihera should, unless dealing with confidential matters, make all workshops open to the public.

Key attributes are:

- >> Workshops can give guidance to kaimahi (for example to prepare a report covering various options).
- >> There are no legal requirements relating to a quorum.
- >> Standing orders do not apply, unless voluntarily complied with.

Workshops can have multiple functions. In their guide to hui structures, Steve McDowell and Vern Walsh, from Meetings and Governance Solutions, describe workshops as a *“forum held to provide detailed or complicated information to councillors which if undertaken at a kaunihera or committee hui could take a significant amount of time and therefore restrict other business from being transacted. Workshops provide an opportunity for councillors to give guidance to kaimahi on next steps (direction setting).”*⁶

They note that workshops provide an opportunity to:

- >> receive detailed technical information,
- >> discuss an approach or issues around a topic without time restrictions or speaking restrictions,
- >> enable members to question and probe a wide range of options,
- >> enable kaimahi to provide more detailed answers to questions and explore options that might otherwise be considered not politically viable.

When not to use workshops // Āhea e kore ai e whakamahi awheawhe

Some kaunihera have taken to holding regular workshops that alternate with meetings of their governing bodies. The rationale is that the workshops enable members to be fully briefed on the governing body agenda and seek additional information that might complicate formal meetings.

Such practices are regarded with concern by both the Ombudsman and the Auditor General as they are seen as inconsistent with transparency and openness. If kaunihera find this a useful approach, then the pre-governing body workshop must be open to the public to avoid the suspicion that “de-facto” decisions are being made.

⁶ See <https://www.meetinggovernance.co.nz/copy-of-learning-and-development>

// Briefings

Ngā hui tohutohu

One of the unique features of local government is that all councillors, sitting as the kaunihera, have 'equal carriage' of the issues to be considered. For example, when the budget is under consideration, there is no minister for finance or treasurer to assume executive authority or to guide the decision-making process. All councillors have an equal accountability.

Accordingly, all councillors are required to satisfy themselves about the integrity, validity and accuracy of the issues before them.

Councillors have many complex issues about which to make decisions and rely on the advice they receive from the administration. Complex issues often require more extensive advice processes which culminate in the council report.

A key feature of these processes are briefings. These are closed-door sessions during which councillors are provided with detailed briefings, oral and written, and provide councillors with the opportunity to discuss the issues between themselves and with senior kaimahi. They often involve robust discussion and the frank airing of controversial or tentative views.

The content and form of these briefings mean that they are not held in the public arena. This gives councillors the opportunity to work through the issues in a way that would not be possible in an open kaunihera meeting. Councillors do not commit to formal decisions at these sessions.

Features of kaunihera briefings:

- >> They should be used when complex and controversial issues are under consideration.
- >> They should involve all councillors and relevant senior kaimahi.

>> Written briefing material should be prepared and distributed prior to the hui in order that the same information and opportunity to prepare is given to all councillors and officers.

>> They need to be chaired in such a way that open and honest communication takes place and all issues can be explored. Because time and availability are often limited, the Chair must ensure that discussions are kept on track and moving towards a conclusion.

>> For more complex strategic issues, multiple briefings are usually necessary.

When briefings are being planned it is important that issues of transparency and accountability are considered. If councillors use a briefing or workshop to determine a policy position, and only go through a brief or perfunctory endorsement at the meeting of kaunihera, they are making a de-facto-decision (without fulfilling the requirements of the LGA 2002, or natural justice).

Such practice can impact adversely on the public's ability to follow the decision-making process and expose the kaunihera to judicial review, as well as investigation by a parliamentary agency.

To ensure transparency and accountability, it is important that the administration is made accountable for the formal advice it provides to the kaunihera meeting which subsequently takes place. This advice may or may not be entirely consistent with the discussions which took place at the briefing.

Councillors who are well briefed are more likely to be able to debate the matter under discussion and ask relevant questions which will illuminate the issue more effectively. However, consideration should be given to opening kaunihera briefings to the public, unless confidential matters are to be considered. Public trust in institutions like local governments is highly correlated with openness.

// Calling a workshop or briefing

Te karanga awheawhe, hui tohutohu
rānei

Workshops, briefings and working parties may be called by:

- >> a resolution of the local authority or its committees,
- >> a committee chair, or
- >> the chief executive.

The chief executive must give at least 24 hours' notice of the time, place and matters to be discussed at it. Notice may be given by whatever means are reasonable in the circumstances. Any notice given must expressly:

// a

state that the session is not a meeting but a workshop,

// b

advise the date, time and place, and

// c

confirm that the hui is primarily for the provision of information and discussion and will not make any decisions or pass any resolutions.

Public notice of a workshop is not required, and workshops can be either open to the public or public excluded.

// Making a record

Te tuhi mauhanga

A written record of the workshop should be kept and include:

- >> time, date, location, and duration of workshop,
- >> people present, and
- >> general subject matter covered.

Please note, when deciding to hold a workshop or briefing the first question that should be considered is whether there is a convincing reason for excluding the public. The default position should be to allow public access.

Appendix

Apitihanga

2:

**Preparing for the
next triennial
election >>**

Te whakarite mō te
pōtitanga ā-toru tau
e whai ake ana >>

// Governance handovers

Te tuku i te mana whakahaere

To assist new kaunihera to get up to speed, prior to an election, incumbent members may like to prepare a letter, or report, for their successor (noting that this may also involve many existing members).

This is to provide new members with an insight into what the outgoing kaunihera considered as the major challenges and what they learned during their term in office that they might have done differently.

Whether or not to prepare advice for an incoming kaunihera and what that might be, is ideally a discussion that a mayor or regional kaunihera chair should have with their respective governing body before the last scheduled kaunihera meeting. It may be an ideal topic for a facilitated workshop.

// Reviewing decision-making structures

Te arotake i ngā pūnaha whakatau take

One of the first matters that new kaunihera must address is to decide their governance and decision-making structures. Frequently, new kaunihera end up adopting the decision-making body of their predecessors without much discussion.

When it comes to your governance arrangements, however, there is a wide menu of options. Kaunihera need to fully consider these to determine which best fits the culture they wish to establish over their term, and which will be best given the characteristics their communities.

One way of doing this is to survey your elected members towards the end of the triennium to identify what worked well about their decision-making structure and what could be improved. Based on surveys and interviews the incoming kaunihera should be presented with a menu of decision-making options with the strengths and weaknesses of each set out clearly, see www.lgnz.co.nz.

Preparing for the next triennial election

// Te whakarite mō te pōtitanga ā-toru tau e whai ake ana

// 43

Appendix

Apitihanga

3:

**Mayors' powers
to appoint under
s.41A >>**

Te mana o te
koromatua ki te
kopou i raro i te
wāhanga 41A >>

The role of a mayor is:

- // **a** To provide leadership to councillors and the people of the city or district.
- // **b** To lead development of the council's plans (including the long-term and annual plans), policies and budgets for consideration by councillors.

The mayor has authority to:

- // **a** Appoint the deputy mayor.
- // **b** Establish council committees, their terms of reference, appoint the chair of each of those committees and the members.
- // **c** Appoint themselves as the chair of a committee.
- // **d** Decline to exercise the powers under clause a) and b) above but may not delegate those powers to another person.

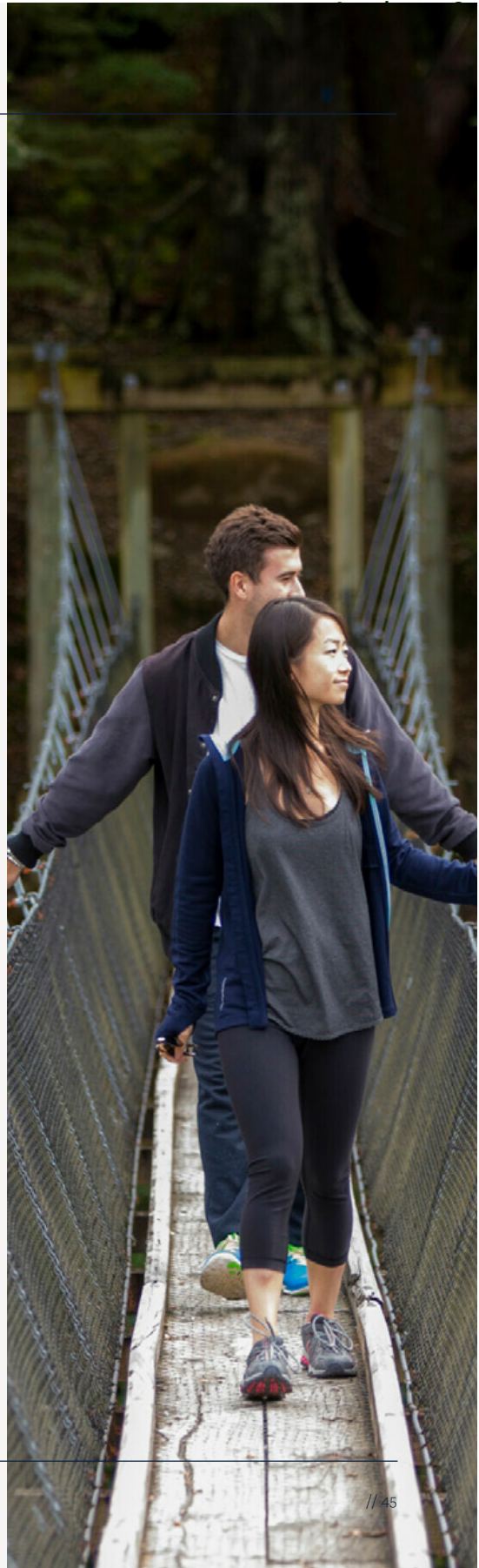
The council retains the ability to:

- // **a** Remove a deputy mayor appointed by the mayor.
- // **b** Discharge or reconstitute a committee established by the mayor.
- // **c** Discharge a committee chair who has been appointed by the mayor.
- // **d** The mayor is a member of each committee of the council.

Mayors' powers to appoint under S.41A

// Te mana o te koromatua ki te kopou i raro i te wāhanga 41A

// 45



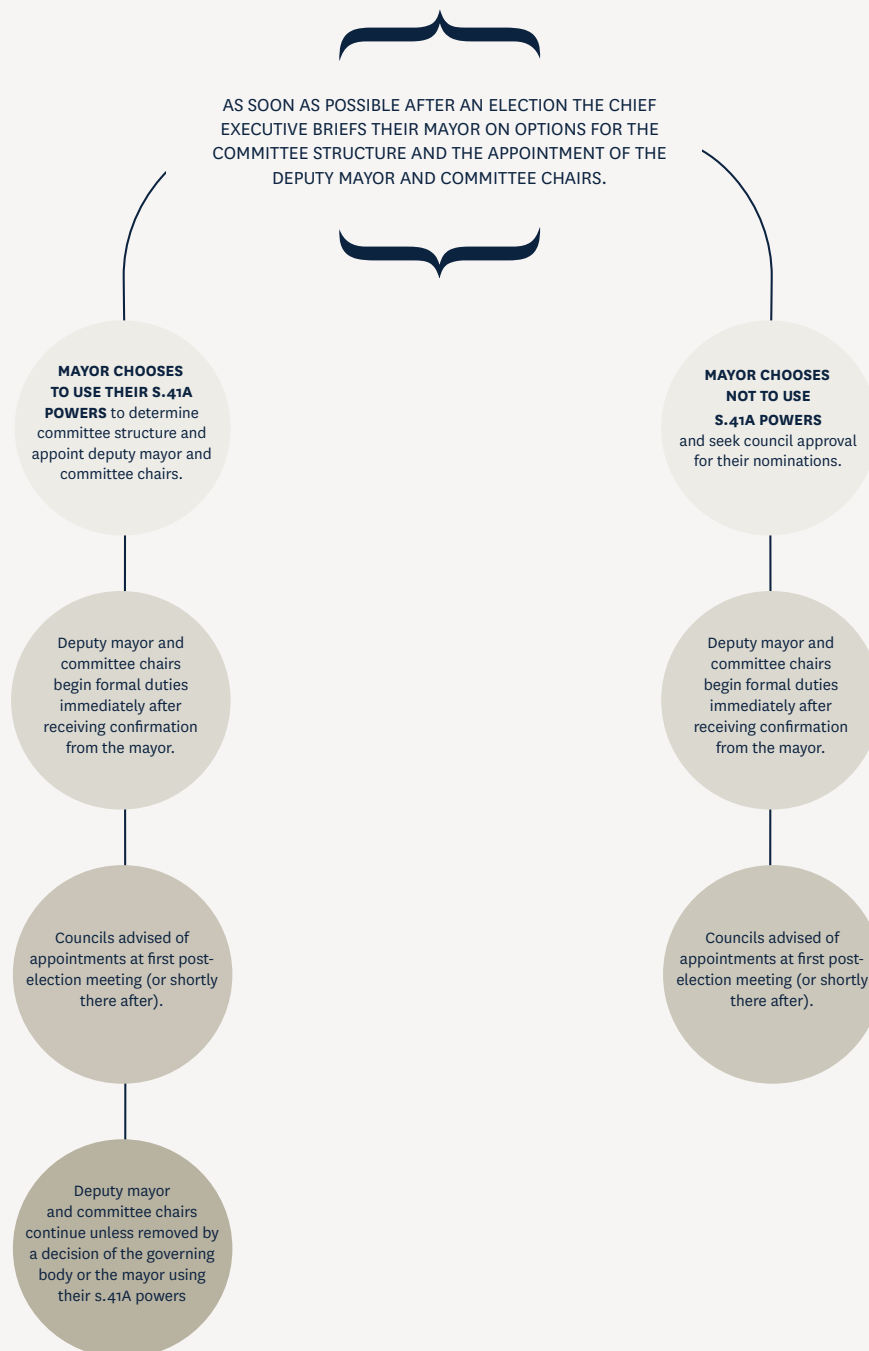
Appendix

Apitihanga

4:

**Process for
implementing
s. 41A>>**

Te tukanga mō te
whakatinana i te
wāhanga 41A >>



Process for implementing s. 41a

// Te tukanga mō te whakatinana i te wāhanga 41AV

// 47

Appendix

Apitihanga

5:

**Changes made
to the 2019 SO
template >>**

Ngā panonitanga
ki te anga SO
nō 2019>>

// STANDING ORDER
// CHANGES MADE TO THE 2019 LGNZ STANDING ORDERS TEMPLATE (2022)
Definitions

New definitions and amendments:

- >> Matariki as a public holiday
- >> Member of the Police
- >> Appointed member
- >> Emergency under “meeting”
- >> debate
- >> conflict of interest,
- >> division,
- >> Item,
- >> leave of the hui,
- >> officer,
- >> open voting, and
- >> pecuniary interest
- >> definition of chair and presiding member tweaked
- >> definition of workshops tweaked with change to standing orders advice
- >> definition of seconder expanded by addition of ‘amendment’.

- | | |
|-------------------------|--|
| 3.5 | Motion to suspend standing orders – ‘may’ replaced with ‘must identify the specific standing orders to be suspended’. |
| 7.2 | Confirmed that District Licensing Committees do not need to be reconstituted. |
| 9.1 | Preparation of an agenda – amended to make it clear that a chief executive prepares an agenda on behalf of the chairperson and ‘must’ consult the chair, or person acting as chair, when preparing it. |
| 9.5 | Chair’s recommendation – an addition, to make it clear that any recommendation by a chair must comply with the decision-making provisions of Part 6, LGA 2002. |
| 12.2 | Statutory reference inserted - s. 50 LGOIMA. |
| 12.4 | Public may record hui - slight amendments to improve practicality. |
| 13.3 | Leave of absence – amended to remove ambiguity. |
| 13.7 & 13.17 | To confirm that if a chairperson is concerned that confidential information might be at risk, they may terminate an audio and/or audio-visual link |
| 18.5 | Release of public excluded information - requirement that the CEO will inform the subsequent hui, has been deleted due to administrative impracticality. |
| 19.1 | Decisions by majority vote - tweaked to better align with statutory reference in Schedule 7, LGA 2002. |
| 21.12 | Clarification made to the option that allows a member who moves a motion to reserve their right of reply. |
| 23.1 | Commas after ‘motion’ and ‘debate’. |
| 23.1 | Proposing and seconding – amended to make it clear that movers and seconders are NOT required to stay for the subsequent debate. |

// STANDING ORDER

// CHANGES MADE TO THE 2019 LGNZ STANDING ORDERS TEMPLATE (2022)

23.5	Amendments to be relevant - this Standing Order has been expanded with a list of reasons that can be used for not accepting amendments.
23.6 (previous)	‘Chairperson may recommend an amendment’ - deleted.
23.6 (formerly 23.7)	Foreshadowed amendments – changes to better communicate intent.
23.10 (formerly 23.11)	Withdrawal of motion – changes made to clarify standing order intent.
27.7	Repeat notices of motion – the phrase, ‘in the opinion of the chairperson’, deleted as not helpful.
28.2	Matters recorded in the minutes - new bullet point (i) added to clarify that “items tabled at the hui” should be included in the minutes.
Appendix 8	Specific standing order references have to the powers of a chair where relevant.
Appendices shifted to Standing Order Guide	>> Process for applying S.41A >> Workshops





DRAFT

Hastings District Rural Community Board

Anga Tikanga Whanonga - Code of Conduct

Revised for the 2022-2025
Triennium



Hōtaka o Ngā Whakahounga - Schedule of Amendments

Date	Page	Amendment/Addition/Deletion	Authorisation

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1. Kupu Whakataki - Introduction

The Hastings District Rural Community Board adopts this code of conduct in accordance with Clause 15, Schedule 7 of the Local Government Act 2002 (LGA).

The Code of Conduct sets standards for the behaviour of members towards other members, staff, the public, and the media. It is also concerned with the disclosure of information that members receive in their capacity as members. Members must comply with this Code of Conduct.

The purpose of this Code of Conduct is to:

- Enhance the effectiveness of the Hastings District Rural Community Board and provide for good local government of the Hastings District;
- Promote effective decision-making and community engagement;
- Enhance the credibility and accountability of the Community Board to its communities; and
- Develop a culture of mutual trust, respect, and tolerance between members of the Community Board and between the members and management.

Ngā herenga a ngā mema - Members' commitment

These commitments apply when conducting the business of the Hastings District Rural Community Board as its representative or the representative of an electorate, and communicating with other members, the media, the public, or staff. By adopting the Code of Conduct members agree that they will:

1. treat all people fairly,
2. treat all other members, staff, and members of the public, with respect,
3. share with the Community Board any information received that is pertinent to the ability of the Council to properly perform its statutory duties,
4. operate in a manner that recognises and respects the significance of the principles of Te Tiriti o Waitangi,
5. make it clear, when speaking publicly, that statements reflect their personal view, unless otherwise authorised to speak on behalf of the Community Board,
6. take all reasonable steps to equitably undertake the duties, responsibilities, and workload expected of a member,
7. not bully, harass, or discriminate unlawfully against any person,
8. not bring the local authority into disrepute,
9. not use their position to improperly advantage themselves or anyone else or disadvantage another person,
10. not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority,
11. not disclose information acquired, or given, in confidence, which they believe is of a confidential nature.

Please note: a failure to act in accordance with these commitments may result in a complaint being taken against a member.

2. Hōkaitanga - Scope

This Code of Conduct applies to all members including members of any Community Board that has agreed to adopt it.

The Code applies to the behaviour of members towards:

- Each other;
- The chief executive and staff;
- The media; and
- The general public.

It is also concerned with the disclosure of information that members receive in their capacity as elected members and information which impacts on the ability of the Community Board to give effect to its statutory responsibilities

This Code can only be amended (or substituted by a replacement Code) by a vote of at least 75 per cent of members present at a meeting when an amendment to the Code is being considered. The Code should be read in conjunction with the Standing Orders.

3. Ngā whakamārama - Definitions

For the purposes of this Code “member” means an elected or appointed member of:

- the governing body of the local authority,
- any committee or sub-committee of the local authority,
- any local board of the local authority, or
- any community board of the local authority.

Local authority means the council, local board or community board which has adopted this Code.

4. Te Tiriti o Waitangi – The Treaty of Waitangi

The Hastings District Council commits to operating in a manner that recognises and respects the significance of the principles of Te Tiriti o Waitangi and acknowledges the following principles:

- 1) **Tino Rangatiratanga:** The principle of self-determination provides for Māori self-determination and mana motuhake. This requires local authorities to be open to working with mana whenua partners in the design and delivery of their work programmes,
- 2) **Partnership:** The principle of partnership implies that local authorities will seek to establish a strong and enduring relationship with iwi and Māori, within the context of iwi and Māori expectations. Council should identify opportunities, and develop and maintain ways, for Māori to contribute to Council decisions, and consider ways Council can help build Māori capacity to contribute to Council decision-making,
- 3) **Equity:** The principle of equity requires local authorities to commit to achieving the equitable delivery of local public services,
- 4) **Active protection:** The principle of active protection requires local authorities to be well informed on the wellbeing of iwi, hapū and whanau within their respective rohe,
- 5) **Options:** The principle of options requires local authorities to ensure that its services are provided in a culturally appropriate way that recognises and supports the expression of te ao Māori.

5. Ngā mātāpono o te mana urungi pai - Principles of good governance

Members recognise the importance of the following principles of good governance:

- **Public interest:** members should act solely in the public interest.
- **Integrity:** members should not act or take decisions to gain financial or other benefits for themselves, their family, or their friends, or place themselves under any obligation to people or organisations that might inappropriately influence them in their work.
- **Stewardship:** members should use long-term perspective when making decisions. Decisions which impact on past, current and future generations also affect collective well-being.
- **Objectivity:** members should act and take decisions impartially, fairly, and on merit, using the best evidence and without discrimination or bias.
- **Accountability:** members will be accountable to the public for their decisions and actions and will submit themselves to the scrutiny necessary to ensure this.
- **Openness:** members should act and take decisions in an open and transparent manner and not withhold information from the public unless there are clear and lawful reasons for so doing.
- **Honesty:** members should be truthful and not misleading.
- **Leadership:** members should not only exhibit these principles in their own behaviour but also be willing to challenge poor behaviour in others, wherever it occurs.

6. Ngā whanonga - Behaviours

To promote good governance and build trust between the Council, its members, and citizens, members agree to the following standards of conduct when they are:

- conducting the business of the local authority,
- acting as a representative of the local authority,
- acting as a representative of their electorate,
- communicating with other members, the media, the public and staff, and
- using social media and other communication channels.¹

Where a member's conduct falls short of these standards, members accept that they may be subject to a complaint made under the Council's "Policy for alleged breaches of the Code of Conduct".

6.1. Te whakautu - Respect

Members will treat all other members, staff, and members of the public, with respect.

Respect means politeness and courtesy in behaviour, speech, and writing. Debate and differences are all part of a healthy democracy. As a member of a local authority you can challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You must not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Offensive behaviour lowers the public's expectations of, and confidence in the Council. In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening, you are entitled to stop any conversation or interaction in person or online and report them to the Council, the relevant social media provider, or the police.

¹ Please refer to the Guidelines for the responsible use of social media in the LGNZ Good Governance Guide

6.2. Te whakaweti, te whakatiwheta me te whakatoihara - Bullying, harassment, and discrimination

Members will treat all people fairly and will not:

- bully any person,
- harass any person, or
- discriminate unlawfully against any person.

For the purpose of the Code of Conduct,

Bullying is offensive, intimidating, malicious, or insulting behaviour. It represents an abuse of power through means that undermine, humiliate, denigrate, or injure another person. It may be:

- a regular pattern of behaviour, or a one-off incident,
- occur face-to-face, on social media, in emails or phone calls, happen in the workplace, or at work social events, and
- may not always be obvious or noticed by others.

Harassment means conduct that causes alarm or distress, or puts people in fear of violence, and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination occurs when a person is treated unfairly, or less favourably, than another person because of any of the following²:

- Age
- Disability
- Ethnic or national origin
- Political opinion
- Sex
- Skin, hair or eye colour
- Employment status
- Family status
- Religious belief
- Sexual orientation
- Race
- Ethical belief
- Marital status
- Gender identity

6.3. Te tuari mōhiohio - Sharing information

Members will share with the Community Board any information received that is pertinent to the ability of the Community Board to properly perform its statutory duties.

Occasionally members will receive information in their capacity as members of the governing body, which is pertinent to the ability of the Community Board to properly perform its statutory duties. Where this occurs, members will disclose any such information to other members and, where appropriate, the chief executive. Members who are offered information on the condition that it remains confidential will inform the person making

² See Human Rights Commission <https://www.govt.nz/browse/law-crime-and-justice/human-rights-in-nz/human-rights-and-freedoms/>

the offer that they are under a duty to disclosure such information, for example, to a governing body meeting in public exclusion.

6.4. Te whakaatu i ngā whakaaro whaiaro ki te marea - Expressing personal views publicly

Members, except when authorised to speak on behalf of the Community Board, will make it clear, when speaking to the media, on social media, or in hui and presentations, that statements reflect their personal view.

The media play an important role in the operation and efficacy of our local democracy and need accurate and timely information about the affairs of the Community Board to fulfil that role. Members are free to express a personal view to the media and in other public channels at any time, provided the following rules are observed:

- They do not purport to talk on behalf of the Community Board, if permission to speak on behalf of the Community Board has not been given to them;
- Their comments must not be inconsistent with the Code, for example, they should not disclose confidential information or criticise individual members of staff; and
- Their comments must not purposefully misrepresent the views of the Community Board or other members.

6.5. Me tautika ngā mahi - Provide equitable contribution

Members will take all reasonable steps to equitably undertake the duties, responsibilities, and workload expected of them.

Being a member is a position of considerable trust, given to you by your community to act on their behalf. To fulfil the expectations of your constituents and contribute to the good governance of your area, it is important that you make all reasonable efforts to attend meetings and workshops, prepare for meetings, attend civic events, and participate in relevant training seminars.

Workloads can be substantial, and it is important that every member contributes appropriately. This requires members to often work as a team and avoid situations where the majority of the work falls on the shoulders of a small number of members.

6.6. Te māteatea - Disrepute

Members will not bring the local authority into disrepute.

Members are trusted to make decisions on behalf of their communities and as such their actions and behaviours are subject to greater scrutiny than other citizens. Members' actions also reflect on the Community Board as well as themselves and can serve to either boost or erode public confidence in both.

Behaviours that might bring the Community Board into disrepute, and diminish its ability to fulfil its statutory role, include behaviours that are dishonest and/or deceitful. Adhering to this Code does not in any way limit a member's ability to hold the Community Board and fellow members to account or constructively challenge and express concerns about decisions and processes undertaken by the Community Board.

6.7. Te whiwhi huanga whaiaro i tō tūranga - Use of position for personal advantage

Members will not use, or attempt to use, their position to improperly advantage themselves or anyone else, or disadvantage another person.

Being a member of the Community Board comes with certain opportunities and privileges, including the power to make choices that can impact on others. Members must not take advantage of such opportunities to further their own or others' private interests or to disadvantage anyone unfairly. A member found to have personally benefited by information gained as an elected member may be subject to the provisions of the Secret Commissions Act 1910.

6.8. Te tōkeke - Impartiality

Members will not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the Council.

Officers work for the Council as a whole and must be politically neutral (unless they are political advisors). They must not be coerced or persuaded to act in a way that would undermine their neutrality. Members can question officers to gain understanding of their thinking and decision-making, however, they must not seek to influence

officers to change their advice or alter the content of a report, other than in a meeting or workshop, if doing so would prejudice their professional integrity. Members should:

- Make themselves aware of the obligations that the Council and chief executive have as employers and always observe these requirements, such as the obligation to be a good employer; and
- Observe any protocols put in place by the chief executive concerning contact between members and employees, and not publicly criticise individual staff.

If you have concerns about the behaviour of an official, whether permanent or contracted, you should raise your concerns with the chief executive, or, if the concerns are to do with the chief executive, raise them with the mayor or Chief Executive Performance Committee.

6.9. Te ū ki te matatapu - Maintaining confidentiality

Members will not disclose information acquired, or given, in confidence, which they believe is of a confidential nature, unless.

- 1) they have the consent of a person authorised to give it;
- 2) they are required by law to do so;
- 3) the disclosure is to a third party to obtain professional legal advice, and that the third party agrees not to disclose the information to any other person; or
- 4) the disclosure is reasonable and in the public interest, is made in good faith, and in compliance with the reasonable requirements of the Community Board.

6.10. Whanonga ā-matatika - Ethical behaviour

Members have a responsibility to promote the highest standards of ethical conduct. Accordingly, members will:

- claim only for legitimate expenses as determined by the Remuneration Authority and any lawful policy of the Council developed in accordance with that determination;
- not influence, or attempt to influence, any Council employee, officer or member in order to benefit their own, or families personal or business interests;
- only use the Council resources (such as facilities, staff, equipment and supplies) in the course of their duties and not in connection with any election campaign or personal interests; and
- not solicit, demand, or request any gift, reward or benefit by virtue of their position and notify the chief executive if any such gifts are accepted. Where a gift to the value of \$50 or more is accepted by a member, that member must immediately disclose this to the chief executive for inclusion in the publicly available register of interests.

In accordance with clause 15(5) of Schedule 7 (LGA 2002) any member who is an “undischarged bankrupt” will notify the chief executive prior to the inaugural meeting or as soon as practicable after being declared bankrupt. The member will also provide the chief executive with a brief explanatory statement of the circumstances surrounding the member’s adjudication and the likely outcome of the bankruptcy.

7. Ngā tūnga me ngā haepapa - Roles and responsibilities

7.1. Ngā mema - Members

Good governance requires clarity of roles and respect between those charged with responsibility for the leadership of the Community Board and those responsible for advice and the implementation of Community Board decisions.

The role of the governing body includes:

- Representing the interests of the people of Hastings District;
- Developing and adopting plans, policies, and budgets;
- Monitoring the performance of the Council against stated goals and objectives set out in the Long Term Plan;

- Providing prudent stewardship of the Council's resources;
- Employing and monitoring the performance of the chief executive; and
- Ensuring the Council fulfils its responsibilities to be a good employer and meet the requirements of the Health and Safety at Work Act 2015

7.2. Tumu Whakarae - Chief Executive

The role of the chief executive includes:

- Implementing the decisions of the Council;
- Ensuring that all responsibilities delegated to the chief executive are properly performed
- Ensuring the effective and efficient management of the activities of the Council;
- Maintaining systems to enable effective planning and accurate reporting of the financial and service performance of Council;
- Providing leadership for the staff of the Council; and
- Employing staff on behalf of the Council (including negotiating the terms of employment for those staff).

Under s. 42 of the LGA, the chief executive is the only person directly employed by the Council itself. All concerns about the performance of an individual member of staff must be referred to the chief executive in the first instance.

8. He ngākau kōnatunatu - Conflicts of interest

Elected members will maintain a clear separation between their personal interests and their duties as elected members in order to ensure that they are free from bias (whether real or perceived). Members therefore must familiarise themselves with the provisions of the Local Authorities (Members' Interests) Act 1968 (LAMIA).

Members will not participate in any Community Board discussion or vote on any matter in which they have a pecuniary interest, other than an interest in common with the general public. This rule also applies where the member's spouse contracts with the authority or has a pecuniary interest. Members shall make a declaration of interest as soon as practicable after becoming aware of any such interests.

If a member is in any doubt as to whether or not a particular course of action (including a decision to take no action) raises a conflict of interest, then the member should seek guidance from the Chief Executive immediately. Members may also contact the Office of the Auditor General for guidance as to whether they have a pecuniary interest, and if so, may seek an exemption to allow that member to participate or vote on a particular issue in which they may have a pecuniary interest. The latter must be done before the discussion or vote.

Failure to observe the requirements of LAMIA may result in prosecution and/or removal from office.

9. Pukapuka rēhita ā-aronga - Register of interests

Members shall annually make a declaration of interest. These declarations are recorded in a Register of Interests maintained by the Council. The declaration must include information on the nature and extent of any interest, including:

- (a) the name of each company of which the member is a director or holds or controls more than 10% of the voting rights and a description of the main business activities of each of those companies:
- (b) the name of every other company or business entity in which the member has a pecuniary interest, other than as an investor in a managed investment scheme, and a description of the main business activities of each of those companies or business entities:
- (c) if the member is employed, the name of each employer of the member and a description of the main business activities of each of those employers:

- (d) the name of each trust in which the member has a beneficial interest:
- (e) the name of any organisation or trust and a description of the main activities of that organisation or trust if—
 - (i) the member is a member of the organisation, a member of the governing body of the organisation, or a trustee of the trust (as applicable); and
 - (ii) the organisation or trust receives funding from, or has applied to receive funding from, the local authority, local board, or community board to which the member has been elected:
- (f) the name and description of any organisation in which the member holds an appointment by virtue of being an elected member:
- (g) the location of real property³ in which the member has a legal interest, other than an interest as a trustee, and a description of the nature of the real property:
- (h) The location of real property⁴, and a description of the nature of the real property, held by a trust where the member is a beneficiary of the trust and the member knows or ought reasonably to know that the member is a beneficiary of the trust.
- (i) For each country (other than New Zealand) that the member travelled to, they must identify the name of the country, the purpose for the travel, and the name of any person who contributed (in whole or in part) to the travel and/or accommodation costs⁵.
- (j) A description of each gift⁶ received by the member and the name of the donor⁷ if:
 - (i) the gift has an estimated market value in New Zealand of more than \$500; or
 - (ii) the combined estimated market value in New Zealand of all gifts from the donor is more than \$500.
- (k) A description of each payment received by the member for activities in which the member is involved other than:
 - (i) any salary or allowances paid to that person under the Remuneration Authority Act 1977 or the LGA;
 - (ii) any payment the member receives from an interest required to be disclosed under section 54E (e.g. directors fees or employment salary or wages); and
 - (iii) any payment made in respect of any activity the member ceased to be involved in before becoming a member.

³ Listing the suburb and city is sufficient to identify the location, so the member is not required to disclose the actual property address.

⁴ As above – listing the suburb and city is sufficient.

⁵ This travel information does not need to be supplied if the travel and accommodation costs were paid for by the member, or the member's family.

⁶ Including hospitality and donations in cash, but excluding any donation made to cover expenses in an electoral campaign.

⁷ A member does not need to declare gifts from family members unless the member considers the information should be included.

Appendix 1 – Te kaupapahere hei whakahaere i ngā whakapae i takahia te Tikanga - Policy for ruling on alleged breaches of the Code of Conduct

Ngā Mātāpono - Principles

The following principles will guide the investigation into, and assessment of, complaints made against a member for breaching the Code of Conduct:

- Complaints under the Code of Conduct are intended as a last resort to be used when informal dispute resolution methods fail to resolve the matter or are considered inappropriate.
- The complaints process will be independent, impartial, and respect members' privacy.
- Members will be given due notice that an investigation is underway and will be provided with an opportunity to be heard.
- Members will have a right to seek independent advice, be represented, and, if they choose, be accompanied by a support person throughout the process.
- Complaints will be resolved at the lowest level of resolution as possible, with priority given to finding a mediated settlement.
- Complainants, and members subject to a complaint, will have access to advice and support for the time it takes to find a resolution⁸.

Ka taea e wai te tuku amuamu? - Who can make a complaint?

The Code of Conduct is designed to be a self-regulatory instrument and complaints regarding a breach of the Code can only be made by members themselves, or the chief executive, who can make a complaint on behalf of their staff. The chief executive has full discretion in deciding whether a request from a staff member or the public should be lodged as a Code of Conduct complaint. On receipt of a complaint, the chief executive must forward the complaint to an initial assessor for an assessment.

Complaints will be reviewed by an initial assessor who will review the complaint and refer to an independent investigator if the seriousness of the complaint warrants this or lower level dispute resolution mechanisms (e.g. mediation) are unsuccessful.

Te kōwhiri i te tangata motuhake me te kaitirotiro motuhake – Selecting the initial assessor and independent investigator

1) Selecting an initial assessor

The chief executive is responsible for this. In selecting the initial assessor, the chief executive will consult with the Chair.

The initial assessor should be a person, or a position, that is independent of a local authority's political governance, while also being easily accessible, as their role is crucial if complaints are to be expedited quickly and without controversy. For example:

- The external appointee on a Council's Audit and Risk Committee.
- A member of staff, such as an internal ombudsman or ethics adviser, as long as they have operational independence from the chief executive (similar to the independence afforded an Electoral Officer).
- A retired local authority chief executive.
- A retired local authority politician.
- A member of the public with relevant experience and competency

⁸ For example, by enabling both parties to access the council's Employee Assistance Programme (EAP) or elected members' equivalent.

2) Selecting an independent investigator

The chief executive is responsible for compiling and maintaining a panel or list of independent investigators.

At the beginning of each triennium the chief executive, in consultation with the Council, will compile a list of independent investigators. In selecting them, the chief executive may consider:

- The Council's legal advisers;
- A national service specialising in public sector integrity;
- A national service providing assessment and investigation services; or
- An individual with relevant skills and competencies.

Please note: Given the litigious nature of some Code of Conduct disputes, independent investigators should have relevant liability insurance, provided on their own behalf or by the Council. The chief executive also needs to ensure that investigations are undertaken within budgetary limits negotiated in advance.

Te mahi a te kaitirotiro tuatahi – Role of the initial assessor

On receipt of a complaint an initial assessor will undertake an assessment to determine the nature of the subsequent process that will be followed.

The initial assessor may initiate one of the following:

1) Refer to the Chair

In the case of a breach that is not serious or amendable to mediation, the initial assessor may refer the person responsible for the alleged breach to the Chair for their advice and guidance. These will not be reported to the Community Board. A meeting or meetings with the Chair will usually be regarded as sufficient to resolve the complaint, however if this is unsuccessful, the matter will be referred to an independent investigator. Where a member is referred to the Chair, the initial assessor may also recommend, for the Chair's consideration:

- That the member attends a relevant training course.
- That the member work with a mentor for a period.
- That the member tenders an apology.

2) Mediation

If the complaint concerns a dispute between two members, or between a member and another party, the initial assessor may recommend mediation. If mediation is agreed by both parties, then its completion will represent the end of the complaints process. The outcomes of any mediation will be confidential and, other than reporting that a complaint has been resolved through mediation, there will be no additional report to the Community Board unless the complaint is referred to an independent investigator, usually due to a failure of the mediation.

3) Refer to an independent investigator

Where the initial assessor finds that the complaint is serious or no resolution can be reached and/or mediation is refused, the initial assessor will refer the complaint to an independent investigator. The independent investigator will be selected from the Council's independent investigator panel assembled by the chief executive, or an independent investigator service.

Te mahi a te kaitirotiro motuhake - Role of the independent investigator

The independent investigator will:

- determine whether a breach has occurred,
- if a breach has occurred, determine the seriousness of the breach, and
- recommend actions that should be taken in response to the breach.

Any recommended actions made in response to a complaint that has been upheld are binding on the Community Board. This is to ensure the investigation is free of any suggestion of bias.

E matai ana I te whakahirahiratanga o tētahi wāwāhinga ā-whakapae - Determining the significance of an alleged breach

The independent investigator may take whatever actions they need to determine the significance of a complaint, within the budgetary constraints set down, including re-assessing the complaint.

The independent investigator will undertake an investigation appropriate to the scale of the breach, which may include interviews with other affected parties, and prepare a report for the chief executive which will set out the rationale for their findings and may include recommendations for resolving the breach and appropriate actions the Community Board must take.

When considering the issue of significance, the independent investigator will need to consider a range of factors before deciding, such as:

- Was the breach intentional or unintentional?
- Did it occur once or is there a pattern of recurring behaviour?
- Does the breach have legal or financial ramifications for the Council?
- What is the impact of the breach on other elected members, on staff and on the community in general?

Ka taea e te kairapunga motuhake te whakatakoto taunaki - Independent investigator can make a binding ruling

On completing their investigation, an independent investigator may dismiss a complaint or make a binding ruling which the Community Board will implement. The independent investigator's ruling will be contained in a report to the chief executive which will form the basis of a subsequent report to the Community Board to inform them of the decision and the actions they are required to take.

Please note: All actions taken in the implementation of this policy must be consistent with the Bill of Rights Act 1990. No appeal right is included in the Code of Conduct. Members who are unhappy with an independent investigator's decision have access to judicial review and/or the Ombudsman.

Ngā mahi ka whāia pea ina whakatauhia tētahi takahanga - Actions that may be applied when a breach has been confirmed

Where a complaint that the Code of Conduct was breached has been upheld, any actions taken against the member found to be in breach should be consistent with the following principles.

- Actions should be commensurate with the seriousness of the breach.
- Actions should be applied in a manner that is culturally appropriate and safe for the members involved.
- Actions should, to the degree practical, contribute to an inclusive culture in the Council by focusing on constructive mediation, learning, and member improvement.

In determining a response to a breach of the Code of Conduct, one or more of the following could be selected:

- 1) That no action is required.
- 2) That the member meets with the mayor/chair for advice.
- 3) That the member attends a relevant training course.
- 4) That the member agrees to cease the behaviour.
- 5) That the member work with a mentor for a period.
- 6) That the member tenders an apology.
- 7) That the member participates in voluntary mediation (if the complaint involves a conflict between two members).
- 8) That the local authority sends a letter of censure to the member.
- 9) That the local authority passes a vote of no confidence in the member.
- 10) That the member loses certain council-funded privileges (such as attendance at conferences).

- 11) That the member loses specific responsibilities, such as committee chair, deputy committee chair or portfolio holder.
- 12) That the member be subject to restricted entry to council offices, such as no access to staff areas (where restrictions may not previously have existed).
- 13) That the member be subject to limitations on their dealings with council staff, other than the chief executive or identified senior manager.
- 14) That the member be suspended from committees or other bodies to which the member has been appointed.
- 15) That the member be invited to consider resigning from the council.

Please note: Actions 1-7 will typically not be reported to the local authority. Actions 8-15, which have a high degree of public interest, namely democratic representation, should be considered in an open meeting, unless there are grounds, such as those set out in LGOIMA, for not doing so.

Ngā whakautu ki ngā takahanga ture - Responses to statutory breaches

In cases where a breach of the Code of Conduct is found to involve regulatory or legislative requirements, the chief executive will refer the complaint to the relevant agency. For example:

- Breaches relating to members' interests (where members may be liable for prosecution by the Auditor-General under LAMIA).
- Breaches which result in the Council suffering financial loss or damage (where the Auditor-General may make a report on the loss or damage under s. 44 LGA 2002 which may result in the member having to make good the loss or damage).
- Breaches relating to the commission of a criminal offence which will be referred to the Police (which may leave the elected member liable for criminal prosecution).

Te utu me te tautoko - Costs and support

Council must ensure that members who make a complaint are not left to meet any costs created by doing so. Members, those who make complaints, and those who are subject to a complaint, should be given culturally appropriate and reasonable support. This includes access to Council funded mental health support through Council's confidential Employee Assistance Programme. Other appropriate support measures may be agreed with the Mayor or chief executive as required.

The costs of assessment and investigatory services will be met by the Council.

Appendix 2 – Te tukanga whakataua me te tiroiro i ngā amuamu - Procedure for determining and investigating complaints

Hātepe 1: Ka tae te amuamu ki te tumu whakarae - Step 1: Chief executive receives complaint

Where a complaint begins as a request to the chief executive from a member of staff or the public, the chief executive has full discretion when deciding whether to adopt the complaint as their own and, thereby commence the process that follows below.

All complaints made under this Code of Conduct must be made in writing and forwarded to the chief executive who will refer the complaint to the initial assessor. The chief executive will also:

- Inform the complainant that the complaint has been referred to the initial assessor (named) and refer them to the process for dealing with complaints as set out in the Code of Conduct; and
- Inform the respondent that a complaint has been made against them and the name of the initial assessor overseeing the process and refer them to the policy for dealing with complaints as set out in the Code of Conduct.

Hātepe 2: Ka whakarite whakataua me te takawaenga te kaitirotiro tuatahi - Step 2: Initial assessor makes an assessment and advises course of action

- 1) The initial assessor reviews the complaint and will either refer the parties to meet with the Chair or contact the parties to seek their agreement to independently facilitated mediation. The initial assessor may also refer a complaint directly to an independent investigator if the seriousness of the issue warrants this. In the case of mediation - If the parties agree and the issue is resolved by mediation the matter will be closed and no further action will be required.
- 2) If the matter is not resolved through being referred to the Chair, or parties do not agree to mediation, or mediation is unsuccessful in resolving the matter, the initial assessor will refer the complaint to an independent investigator selected from a panel established by the chief executive at the start of the triennium, or service contracted to the Council. The initial assessor will also inform the complainant and the respondent that the complaint has been referred to the independent investigator and the name of the independent investigator.

Hātepe 3: Ka whakawā me te whakataua te kaitirotiro i te take - Step 3: Independent investigator to inquire and conclude on the matter

If the complaint is found to be a breach of the Code of Conduct the independent investigator will inform the chief executive or the initial assessor who will inform the complainant and respondent. The independent investigator will then assess the nature and effect of the breach and prepare a report for the Community Board on the seriousness of the breach and what actions that must be taken in response. In preparing that report the independent investigator may:

- Consult with the complainant, respondent, and any affected parties,
- Undertake a hearing with relevant parties, and/or
- Refer to any relevant documents or information.

At any stage in their inquiry the independent investigator may find that a breach has not occurred, or the matter should be referred to a relevant agency. If this is the case the independent investigator will inform the chief executive or initial assessor who will inform the complainant and respondent that the complaint is dismissed or has been referred to a relevant named agency.

On receipt of the independent investigator's report the chief executive or the initial assessor, will prepare a report for the Council which will meet to consider the findings and implement any recommended actions. The report will include the full report prepared by the investigator.

Hātepe 4: Te tukanga hei whakaaro ake ki te pūrongo a te kaitirotiro - **Step 4: Process for considering the investigator's report**

The process for responding to the independent investigator's report will vary according to the adopted policy for ruling on alleged breaches of the Code of Conduct. The current policy is for the independent investigator to be able to make binding rulings on Code of Conduct breaches.

The following process will apply:

- The chief executive's report, containing the independent investigator's recommendations and report, will be presented to the Community Board for its information only
- The report will be received in public meeting unless grounds, such as s.48 LGOIMA, exist for the exclusion of the public.
- The chief executive's report may also outline the plan for the report's public release, for the Community Board's information and comment.
- The steps that will be taken to meet the required actions set forth by the independent investigator will be discussed in this report.

The penalty or sanction that might be applied will depend on the seriousness of the breach and may include actions set out in the Policy for Ruling on Alleged Breaches of the Code of Conduct.

Appendix 3 – Ngā ture e whakatakoto ana i ngā paerewa mō ngā whanonga matatika - Legislation which sets standards for ethical behaviour

Clause 15 of Schedule 7 of the Local Government Act (the Act) 2002, requires that the Code of Conduct provides members with a general explanation of the Local Government Official Information and Meetings Act 1987, and any other enactment or rule of law that affects members.

The key statutes that promote ethical behaviour are the Local Government Act 2002 (LGA), Local Government Official Information Act 1987 (LGOIMA), the Local Authorities (Members' Interests) Act 1968 (LAMIA), the Protected Disclosures (Protection of Whistleblowers) Act 2022, the Serious Fraud Office Act 1990, the Local Government (Pecuniary Interests Register) Act 2022, the Health and Safety at Work Act 2015, and the Harmful Digital Communications Act 2015.

Local Government Act 2002

The LGA 2002 is local government's empowering statute. It establishes our system of local government and sets out the rules by which it operates. Those rules include the principles underpinning Council decision-making, governance principles, Te Tiriti obligations as set by the Crown, and the role of the chief executive which is:

- 1) implementing the decisions of the local authority,
- 2) providing advice to members of the local authority and to its community boards,
- 3) ensuring that all responsibilities, duties, and powers delegated to them or to any person employed by the local authority, or imposed or conferred by an Act, regulation, or bylaw, are properly performed, or exercised,
- 4) ensuring the effective and efficient management of the activities of the local authority,
- 5) facilitating and fostering representative and substantial elector participation in elections and polls held under the Local Electoral Act 2001,
- 6) maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority,
- 7) providing leadership for the staff of the local authority,
- 8) employing, on behalf of the local authority, the staff of the local authority (in accordance with any remuneration and employment policy), and
- 9) negotiating the terms of employment of the staff of the local authority (in accordance with any remuneration and employment policy).

Personal liability of members

Although having qualified privilege, elected members can be held personally accountable for losses incurred by a local authority where, following a report from the Auditor General under s.44 LGA 2002, it is found that one of the following applies:

- 1) money belonging to, or administered by, a local authority has been unlawfully expended; or
- 2) an asset has been unlawfully sold or otherwise disposed of by the local authority; or
- 3) a liability has been unlawfully incurred by the local authority; or
- 4) a local authority has intentionally or negligently failed to enforce the collection of money it is lawfully entitled to receive.

Members will not be personally liable where they can prove that the act or failure to act resulting in the loss occurred as a result of one of the following:

- 1) without the member's knowledge;
- 2) with the member's knowledge but against the member's protest made at or before the time when the loss occurred;

- 3) contrary to the manner in which the member voted on the issue; and
- 4) in circumstances where, although being a party to the act or failure to act, the member acted in good faith and relied on reports, statements, financial data, or other information from professional or expert advisers, namely staff or external experts on the matters.

In certain situation members will also be responsible for paying the costs of proceedings (s.47 LGA 2002).

Local Government Official Information and Meetings Act 1987

The LGOIMA sets rules for ensuring the public are able to access official information unless there is a valid reason for withholding it. All information should be considered public and released accordingly unless there is a compelling case for confidentiality. Even where information has been classified as confidential, best practice is for it to be proactively released as soon as the grounds for confidentiality have passed.

There are both conclusive and other reasons for withholding information set out in ss. 6 and 7 of LGOIMA, which include:

Conclusive reasons for withholding – if making the information available would likely:

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

Other reasons for withholding – withholding the information is necessary to:

- protect the privacy of natural persons, including that of deceased natural persons; or
- protect information where it would disclose a trade secret or would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information; or
- in the case of an application for resource consents or certain orders 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
- protect information the subject of an obligation of confidence, where making that information available would prejudice the supply of similar information (and it is in the public interest for this to continue), or would be likely otherwise to damage the public interest; or
- avoid prejudice to measures protecting the health or safety of members of the public; or
- avoid prejudice to measures that prevent or mitigate material loss to members of the public; or
- maintain the effective conduct of public affairs through free and frank expression of opinions between or to members and local authority employees in the course of their duty or the protection of such people from improper pressure or harassment; or
- maintain legal professional privilege; or
- enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or
- prevent the disclosure or use of official information for improper gain or improper advantage.

Regarding these 'other' reasons, a public interest balancing test applies. In these cases, the Council must consider whether the withholding of that information is outweighed by other considerations that render it desirable, in the public interest, to make that information available. Decisions about the release of information under LGOIMA need to be made by the appropriately authorised people within each council, and elected members must work within the rules adopted by each council.

The LGOIMA also sets the rules that govern public access to meetings and the grounds on which that access can be restricted, which occurs when meetings consider matters that are confidential.

The role of the Ombudsman

An Ombudsman is an Officer of Parliament appointed by the Governor-General on the recommendation of Parliament. An Ombudsman's primary role under the Ombudsmen Act 1975 is to independently investigate administrative acts and decisions of central and local government departments and organisations that affect someone in a personal capacity. Ombudsmen investigate complaints made under LGOIMA.

Anyone who has a complaint of that nature about a local authority may ask an Ombudsman to investigate that complaint. Investigations are conducted in private. The Ombudsman may obtain whatever information is considered necessary, whether from the complainant, the chief executive of the council involved, or any other party. The Ombudsman's decision is provided in writing to both parties.

If a complaint is sustained, the Ombudsman may recommend the local authority takes whatever action the Ombudsman considers would be an appropriate remedy. Any such recommendation is, however, not binding. Recommendations made to the local authority under this Act will, in general, become binding unless the local authority resolves otherwise. However, any such resolution must be recorded in writing and be made within 20 working days of the date of the recommendation.

Local Authorities (Members' Interests) Act 1968

Pecuniary interests

The LAMIA provides rules about members discussing or voting on matters in which they have a pecuniary interest and about contracts between members and the council. LAMIA has two main rules, referred to here as the contracting rule (in s. 3 of the LAMIA) and the participation rule (in s. 6 of the LAMIA).

- The **contracting rule** prevents a member from having interests in contracts with the local authority that are worth more than \$25,000 in any financial year, unless the Auditor-General approves the contracts. Breach of the rule results in automatic disqualification from office.
- The **participation rule** prevents a member from voting or taking part in the discussion of any matter in which they have a financial interest, other than an interest in common with the public. The Auditor-General can approve participation in limited circumstances. Breach of the rule is a criminal offence, and conviction results in automatic disqualification from office.

Both rules have a complex series of subsidiary rules about their scope and exceptions.

The LAMIA does not define when a person is "concerned or interested" in a contract (for the purposes of s. 3) or when they are interested "directly or indirectly" in a decision (for the purposes of s. 6). However, it does set out two situations where this occurs. These are broadly where:

- a person's spouse or partner is "concerned or interested" in the contract or where they have a pecuniary interest in the decision; or
- a person or their spouse or partner is involved in a company that is "concerned or interested" in the contract or where the company has a pecuniary interest in the decision.

However, in some situations outside the two listed in the Act a person can be "concerned or interested" in a contract or have a pecuniary interest in a decision, for example, where a contract is between the members family trust and the council.

Non-pecuniary conflicts of interest

In addition to the issue of pecuniary interests, which are addressed through the LAMIA, there are also legal rules about conflicts of interest more generally. These are rules that apply to non-pecuniary conflicts of interest and include the common law rule about bias. To determine if bias exists, consider this question: Is there a real danger of bias on the part of the member of the decision-making body, in the sense that he or she might unfairly regard with favour (or disfavour) the case of a party to the issue under consideration?

The question is not limited to actual bias but relates to the appearance or possibility of bias. This is in line with the principle that justice should not only be done but should be seen to be done. Whether or not you believe that you are not biased is irrelevant. The focus should be on the nature of any conflicting interest or relationship, and the risk it could pose for the decision-making process. The most common risks of non-pecuniary bias are where:

- statements or conduct indicate that a member has predetermined the decision before hearing all relevant information (that is, they have a "closed mind"), or
- a member has close relationship or involvement with an individual or organisation affected by the decision.

Seeking exemption from the Auditor-General

Members who have a financial conflict of interest that is covered by s. 6 of the LAMIA, may apply to the Auditor-General for approval to participate. The Auditor-General can approve participation in two ways.

- 1) Section 6(3)(f) allows the Auditor-General to grant an exemption if, in their opinion, a member's interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the member when voting or taking part in the discussion.
- 2) Section 6(4) allows the Auditor-General to grant a declaration enabling a member to participate if they are satisfied that:
 - a. the application of the rule would impede the transaction of business by the council; or
 - b. it would be in the interests of the electors or residents of the district/region that the rule should not apply.

More information on non-pecuniary conflicts of interest and how to manage them can be found in the Auditor-General's Guidance for members of local authorities about the law on conflicts of interest.

Local Government (Pecuniary Interests Register) Amendment Act 2022

Following passage of the Local Government (Pecuniary Interests Register) Amendment Bill in 2022, a local authority must now keep a register of the pecuniary interests of their members, including community and local board members. The purpose of the register is to record members' interests to ensure transparency and strengthen public trust and confidence in local government processes and decision-making. Registers must comprise the following:

- (a) the name of each company of which the member is a director or holds or controls more than 10% of the voting rights and a description of the main business activities of each of those companies:
- (b) the name of every other company or business entity in which the member has a pecuniary interest, other than as an investor in a managed investment scheme, and a description of the main business activities of each of those companies or business entities:
- (c) if the member is employed, the name of each employer of the member and a description of the main business activities of each of those employers:
- (d) the name of each trust in which the member has a beneficial interest:
- (e) the name of any organisation or trust and a description of the main activities of that organisation or trust if—
 - (i) the member is a member of the organisation, a member of the governing body of the organisation, or a trustee of the trust (as applicable); and
 - (ii) the organisation or trust receives funding from, or has applied to receive funding from, the local authority, local board, or community board to which the member has been elected:
- (f) the name and description of any organisation in which the member holds an appointment by virtue of being an elected member:
- (g) the location of real property⁹ in which the member has a legal interest, other than an interest as a trustee, and a description of the nature of the real property:
- (h) The location of real property¹⁰, and a description of the nature of the real property, held by a trust where the member is a beneficiary of the trust and the member knows or ought reasonably to know that the member is a beneficiary of the trust.
- (i) For each country (other than New Zealand) that the member travelled to, they must identify the name of the country, the purpose for the travel, and the name of any person who contributed (in whole or in part) to the travel and/or accommodation costs¹¹.
- (j) A description of each gift¹² received by the member and the name of the donor¹³ if:

⁹ Listing the suburb and city is sufficient to identify the location, so the member is not required to disclose the actual property address.

¹⁰ As above – listing the suburb and city is sufficient.

¹¹ This travel information does not need to be supplied if the travel and accommodation costs were paid for by the member, or the member's family.

¹² Including hospitality and donations in cash, but excluding any donation made to cover expenses in an electoral campaign.

¹³ A member does not need to declare gifts from family members unless the member considers the information should be included.

- (i) the gift has an estimated market value in New Zealand of more than \$500; or
- (ii) the combined estimated market value in New Zealand of all gifts from the donor is more than \$500.
- (k) A description of each payment received by the member for activities in which the member is involved other than:
 - (i) any salary or allowances paid to that person under the Remuneration Authority Act 1977 or the LGA;
 - (ii) any payment the member receives from an interest required to be disclosed under section 54E (e.g. directors fees or employment salary or wages); and
 - (iii) any payment made in respect of any activity the member ceased to be involved in before becoming a member.

Each council must make a summary of the information contained in the register publicly available and ensure that information contained in the register is only used or disclosed in accordance with the purpose of the register. Information must be retained for seven years.

Crimes Act 1961

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

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

These offences are punishable by a term of imprisonment of seven years or more. Elected members convicted of these offences will automatically cease to be members.

Protected Disclosures (Protection of Whistleblowers) Act 2022

The Protected Disclosures (Protection of Whistleblowers) Act 2022 is designed to facilitate the disclosure and investigation of serious wrongdoing in the workplace, and to provide protection for employees and other workers who report concerns. A protected disclosure occurs when the discloser believes, on reasonable grounds, that there is, or has been, **serious wrongdoing** in or by their organisation, they disclose in accordance with the Act, and they do not disclose in bad faith.

A discloser is a person who has an employment type relationship with the organisation they are disclosing about and includes current and former employees, homeworkers, secondees, contractors, volunteers, and board members. Serious wrongdoing includes any act, omission or course of conduct that is one or more of the following:

- an offence,
- a serious risk to public health, or public safety, or the health or safety of any individual, or to the environment,
- a serious risk to the maintenance of the law including the prevention, investigation and detection of offences or the right to a fair trial,
- an unlawful, corrupt, or irregular use of public funds or public resources,
- oppressive, unlawfully discriminatory, or grossly negligent or that is gross mismanagement by:
 - a public sector employee; or
 - a person performing a function or duty or exercising a power on behalf of a public sector organisation or the Government.

Council needs to have appropriate internal procedures that identify who in the organisation a protected disclosure may be made to, describe the protections available under the Act, and explain how the organisation will provide practical assistance and advice to disclosers. A discloser does not have to go through their organisation first. An appropriate authority can include the head of any public sector organisation and any officer of Parliament, such as the Ombudsman and Controller and Auditor-General.

The Serious Fraud Office Act 1990

The Serious Fraud Office (SFO) is the lead law enforcement agency for investigating and prosecuting serious financial crime, including bribery and corruption. The SFO has an increasing focus on prevention by building awareness and understanding of the risks of corruption – noting that the extent of corruption is influenced by organisational frameworks and support given to staff. The SFO encourages organisations to adopt appropriate checks and balances and build a culture based on ethics and integrity.

The four basic elements of best practice organisational control promoted by the SFO involve:

- Operations people with the right skills and experience in the relevant areas, with clear accountability lines.
- Risk mitigation to manage risks that can't be eliminated through segregation, discretion reduction, delegations, management oversight, and audit.
- Basic standards of behaviour moderated by a Code of Conduct, ongoing interests and gift processes (not simply annual declaration), plenty of opportunities and ways to speak up, disciplinary options, training and support.
- Design and oversight based on a clear understanding of operational realities (design, governance, management, audit, investigation, business improvement, and legal).

The Health and Safety at Work Act 2015

The Health and Safety at Work Act 2015 aims to create a new culture towards health and safety in workplaces. A council is termed a Person Conducting a Business or Undertaking (PCBU) - all involved in work, including elected members, are required to have a duty of care. Elected members are "officers" under the Act and officers are required to exercise due diligence to ensure that the PCBU complies with its duties. However, certain officers, such as elected members, cannot be prosecuted if they fail in their due diligence duty. Despite this, as officers, the key matters to be mindful of are:

- stepping up and being accountable,
- identifying and managing your risks,
- making health and safety part of your organisation's culture, and
- getting your workers involved.

Councils have wide discretion about how these matters might be applied, for example:

- adopting a charter setting out the elected members' role in leading health and safety – with the chief executive,
- publishing a safety vision and beliefs statement,
- establishing health and safety targets for the organisation with your chief executive,
- ensuring there is an effective linkage between health and safety goals and the actions and priorities of the chief executive and their senior management, or
- having effective implementation of a fit-for-purpose health and safety management system.

Elected members, through the chief executive need to ensure their organisations have sufficient personnel with the right skill mix and support, to meet the health and safety requirements. This includes making sure that funding is sufficient to effectively implement and maintain the system and its improvement programmes.

The Harmful Digital Communications Act 2015

The Harmful Digital Communications Act (HDCA) was passed to help people dealing with serious or repeated harmful digital communications. The Act covers any harmful digital communications (like text, emails, or social media content) which can include racist, sexist and religiously intolerant comments – plus those about disabilities or sexual orientation and sets out 10 communication principles for guiding communication online. Under the Act a digital communication should not:

- disclose sensitive personal facts about an individual
- be threatening, intimidating, or menacing
- be grossly offensive to a reasonable person in the position of the affected individual

- be indecent or obscene
- be used to harass an individual
- make a false allegation
- contain a matter that is published in breach of confidence
- incite or encourage anyone to send a message to an individual for the purpose of causing harm to the individual
- incite or encourage an individual to commit suicide
- denigrate an individual by reason of colour, race, ethnic or national origins, religion, gender, sexual orientation, or disability

Financial Markets Conduct Act 2013

Financial Markets Conduct Act 2013 (previously the Securities Act 1978) essentially places elected members in the same position as company directors whenever council offers stock to the public. Elected members may be personally liable if investment documents such as a prospectus contain untrue statements and may be liable for criminal prosecution if the requirements of the Act are not met.

Appendix 4 – Ngā rangahau whakapūaho mō te aromatawai i ngā tūpono takahanga - Case studies for assessing potential breaches

Tauira tuatahi: kua whakapaehia ngā kaimahi he mahi whakatuapeka rātou - Example one: staff accused of improper motives

Councillor Smith was elected on a platform of stopping the sale of council housing. The council has decided to sell the council housing. Cr Smith makes media comments against the decision after it is made. Those same statements suggested that council staff advising on the sale “must have owned shares” in the company that proposed to buy the houses.

Cr Smith’s actions in releasing a media statement criticising a decision after it has been made would probably not in and of itself constitute a breach of a reasonable code of conduct. Cr Smith has a right to express a viewpoint and, provided that he makes it clear he is expressing a personal view, then issuing a critical press statement is an action he is entitled to take. If his statements failed to make it clear that he was expressing a personal or minority view then it may be a non-material breach of the Code, probably one where censure would be the appropriate response.

However, this media statement includes an allegation that staff advice was based on improper motives or corruption. This is a breach of most codes of conduct. It is most likely to be a material breach given the potential impact on the council’s reputation and the reputation of staff.

Also, there is no qualified privilege attached to public statements about employees which are false and damaging. In other words, elected members may be sued for defamatory statements made about employees.

Tauira tuarua: kua whākina ngā kōrero matatapu - Example two: leak of confidential information

Cr Jones is on the council’s Works and Services Committee. The Committee is currently considering tenders for the construction of a new wastewater treatment plant and has received four tenders in commercial confidence. The Committee has recommended to council that they award the contract to the lowest tenderer. Cr Jones is concerned the lowest tender proposes to treat sewage to a lesser standard than others. She leaks all four tenders to the local media. A subsequent investigation by the council conclusively traces the leak back to her.

In leaking the tender information to the media, Cr Jones will have breached most codes of conduct. This breach has potentially serious consequences for the council as a whole. It not only undermines elected members trust of each other, it also undermines the confidence of suppliers in the council, which may lead to them not dealing with council in future, or even filing complaints under the Privacy Act 2020.

In circumstances such as these where an elected member fails to respect commercial confidence, censure and removal from the committee is an obvious first step. The council may be liable for prosecution under the Privacy Act 2020 and even to civil litigation.

In the event that the council suffers financial loss, it may elect to ask the Auditor-General to prepare a report on the loss (or the Audit Office may do so on their own initiative), which may result in Cr Jones having to make good the loss from their own pocket.

Tauira tuatoru: i puta he kōrero i tētahi mema anō nei he māngai ia mō te kaunihera - Example three: member purports to speak on behalf of council

Eastland Regional Council is conducting a performance review of the chief executive. It has established a chief executive Performance Management Committee to conduct the review. In the course of that review the committee meets informally with the chief executive to review which performance targets were met and which were not. The meeting notes that the chief executive has been unable to meet two of his twenty targets and resolves to formally report this to the full council for its consideration. At the conclusion of that meeting Councillor Black leaves to find a local reporter waiting outside and makes the comment that “Jack White won’t be getting a pay increase this year because he didn’t meet all his targets”.

This action will probably constitute a breach of most codes of conduct in that it:

- breached a confidence,
- presumed to speak on behalf of council,
- purported to commit council to a course of action before the council had made a decision (or even met to consider the matter), and
- failed to treat a staff member with respect and/or courtesy.

In addition to the provisions of the Code of Conduct, Cr Black's actions will severely undermine the relationship between the chief executive and the council, which may well constitute grounds for litigation against the council, both in terms of employment and privacy law.

Tauira tuawhā: i whakahēngia e tētahi mema ngā mahi a ngā kaimahi ki roto i te arapāho -

Example four: member criticises staff performance in media

Cr Mary Fogg, concerned about the failure of her council to respond quickly to resident complaints about flooding in their neighbourhood, expressed her frustration when speaking at a public meeting and, as part of her response to questions, stated that council staff had dropped the ball and failed to take residents' concerns seriously.

The councillor's remarks were reported in the local suburban paper and were read by council staff, some of whom felt that they had been unfairly criticised and raised the matter with their chief executive. The chief executive felt it necessary to lodge a complaint under the council's Code of Conduct because the member's comments were disrespectful of staff.

The question for the independent investigator is whether, publicly expressing disappointment in the performance of the staff is a breach of the Code of Conduct. Considerations might include:

- Whether there was a basis of fact for the member's comments.
- How the member's views were expressed, that is, as a form of constructive criticism or not.
- The right of an employer (staff are employed by the local authority) to express a view should an organisation fail to live up to expectations.
- Whether a general statement about the performance of staff is in anyway comparable to a public criticism of an individual staff member, which would be a clear breach and might be an example of intimidation or harassment.

In this case the independent investigator concluded that it was not unreasonable for a member to make general statement about the performance of staff as a collective. Indeed, one of her pre-election commitments was to improve the responsiveness of council staff. However, the investigator also concluded that the article lacked sufficient context to explain why she was disappointed, especially when some of the concerns were outside the control of staff and recommended that the member meet with the mayor to get guidance on how to raise such concerns in the future.

Tauira tuarima: i whakapaehia tētahi mema mō te reo me te pukuhoe toihara ira - Example five: member accused of using sexist language and humour

Towards the end of the first year of the new triennium, the chief executive received a complaint, signed by four councillors, alleging that Cr Rob Jones regularly used sexist language in meetings, workshops, and other official engagements. The councillors who made the complaint alleged that his tendency to call female colleagues 'girls'; interrupt them while speaking or ignore their comments; and that his use of sexist humour was demeaning to women and inconsistent with the behaviours set out in the Code of Conduct; the commitment to treat other members, staff, and members of the public with respect. The chief executive forwarded the complaint to the independent investigator.

The investigator, having access to minutes, video recordings and the testimony of other members, was able to easily confirm that the complaint was justified and that both Cr Jones' language and behaviour was inconsistent with the Code. That left the investigator with the task of determining how serious the breach was and what actions should be taken. Factors that the investigator took into consideration included:

- that the issue had been raised with Cr Jones earlier in the year by a colleague, with no obvious change in behaviour.
- that Cr Jones was one of the council's representatives on its Youth Committee, bringing him into regular contact with young people

- that the council had adopted a specific policy to be a safe and supportive workplace for both elected members and staff.

Taking these factors into account the Investigator recommended that Cr Jones be removed from his role as a council representative on the Youth Committee; should be enrolled in a relevant course to better understand offensive behaviour and its impacts; and meet monthly with the mayor to monitor his behaviour.

Tauira tuaono: I whakamahia te whārangi Pukamata a tētahi Kaikaunihera hei whakaparahako i ētahi atu - Example six: Councillor Facebook page used to disparage others

Councillors Sarah Smith and William Getty share political views in common and have recently established a Facebook group through which they promote debate and discussion with like-minded people in their district. Some of the participants in that Facebook Group make posts that include explicit criticism of other councillors, sometimes using explicit language, commenting on things like the way they voted, their motivations and personal matters. Some of the councillors targeted by the abuse complained to Cllrs Smith and Getty who, in response, closed the Facebook page to other councillors, preventing them from joining or viewing the content.

Rather than solve the concerns the decision to close the Facebook to others created additional anxiety for some councillors who became concerned that the page may be sharing their personal details and mis-representing their views. A complaint was made to the chief executive that the Code of Conduct had been breached, on the basis that the decision to exclude them from the website, and the fact that it appeared to be unmoderated, was intimidating, potentially exposed them to harm and allowed promoted statements about them and the council that were clearly untrue. The chief executive referred the complaint to the council's independent investigator.

The investigator found that, while Cllrs Smith and Getty were not directly mis-representing the views of their colleagues, they were indirectly encouraging it, which breached the Code. Because this was the first complaint, and because the two councillors believed that by limiting access to the website, they had addressed the initial concerns, the investigator did not regard the breach as material. She recommended that the two councillors remove the block preventing other councillors from joining or accessing the site and install a system for approving posts, such as a moderator, before they are published.

NB: These examples have been provided by LGNZ.



Hastings District Council – Rural Community Board Photos November 2022 – January 2023 incl

Aropaoanui Rd: Slip Clearing	Aropaoanui Rd: Slip Clearing
	
Aropaoanui Rd: Headwall Installation	Avery Rd: Sign Installation
	
Beattie Rd: Culvert Maintenance	Berry Rd: Annual Bridge Maintenance
	

Hastings District Council – Rural Community Board Photos November 2022 – January 2023 incl

Craggy Range Rd: Culvert Maintenance	Crownthorpe Settlement Rd: Sign Installation
	
Crystall Rd: Sign Installation	Darkys Spur Rd: Headwall Installation
	
Darkys Spur Rd: Slip Clearing	Darkys Spur Rd: Slip Clearing
	

Item 11

Hastings District Council – Rural Community Board Photos November 2022 – January 2023 incl

Dartmoor Rd: Stump Removal	Dartmoor Rd: Stump Removal
	
Dartmoor Rd: Sign Installation	Dartmoor Rd: Sign Installation
	
Ellis Wallace Rd: Tree Removal	Ellis Wallace Rd: Tree Removal
	

Hastings District Council – Rural Community Board Photos November 2022 – January 2023 incl

Ellis Wallace Rd: Fallen Trees	Flat Hill Rd: Culvert Maintenance
	
Gilpin Rd: Detritus Collection	Glengarry: Scour Repair
	
Glengarry Rd: Tree Removal	Glengarry Rd: Tree Removal
	

Item 11

Hastings District Council – Rural Community Board Photos November 2022 – January 2023 incl

<p>Glenross Rd: Apron Repair</p> 	<p>Glenross Rd: Flushing</p> 
<p>Heays Access Rd: Watertabling</p> 	<p>Hedgeley Rd: Detritus Collection</p> 
<p>Hedgeley Rd: Slip Removal</p> 	<p>Hedgeley Rd: Slip Removal</p> 

Hastings District Council – Rural Community Board Photos November 2022 – January 2023 incl

Holt Rd (No. 1): Annual Bridge Maintenance



Kahika Rd: Headwall Installation



Kahika Rd: Culvert Installation



Kahuranaki Rd: Slips



Kahuranaki Rd: Slips



Lake Tutira: Drop Out Repair



Hastings District Council – Rural Community Board Photos November 2022 – January 2023 incl

Lake Tutira: Drop Out Repair	Lake Tutira Rd: Scour Repair
 A photograph showing a damaged section of a gravel road next to a body of water, with exposed earth and debris.	 A photograph showing a gravel road next to a body of water, with a car parked on the right side.
Makahu Rd: Culvert Installation	Mangleton Rd: Slip Clearing
 A photograph showing a large black corrugated pipe being installed in a trench, with a worker visible in the background.	 A photograph showing a gravel road next to a body of water, with a car parked on the right side.
Mangleton Rd: Slip Clearing	Maraekakaho Rd: Fallen Tree
 A photograph showing a gravel road next to a body of water, with a car parked on the right side.	 A photograph showing a road with a fallen tree trunk in the middle, with orange traffic cones placed around it.

Item 11

Hastings District Council – Rural Community Board Photos November 2022 – January 2023 incl

Maraekakaho Rd: Fallen Tree Removal	Maraetotara Rd: Trees
	
Maraetotara Rd: Trees	Maraetotara Rd: Bridge Maintenance
	
Maraetotara Rd: Fallen Tree	Maraetotara Rd: Fallen Tree
	

Hastings District Council – Rural Community Board Photos November 2022 – January 2023 incl

Maraetotara Rd: Slip Removal		Maraetotara Rd: Slip Removal	
			
Matahorua Rd: Tree Removal		Matahorua Rd: Tree Removal	
			
Matahorua Rd: Slip Clearing		Matahorua Rd: Slip Clearing	
			

Item 11

Hastings District Council – Rural Community Board Photos November 2022 – January 2023 incl

Matahorua Rd: Watertabling	Matahorua Rd: Culvert Extension
	
Matahorua Rd: Drop Out Repair	Matahorua Rd: Drop Out Repair
	
Matangi Rd: Sign Installation	Mokamoka Rd: Headwall Installation
	







Hastings District Council – Rural Community Board Photos November 2022 – January 2023 incl

Mokamoka Rd: Fallen Trees	Mokamoka Rd: Culvert Maintenance
	
Mokamoka Rd: Culvert Maintenance	Mutiny Rd: Annual Bridge Maintenance
	
Ohurakura Rd: Annual Bridge Maintenance	Okaihau Rd: Bridge Maintenance
	

Hastings District Council – Rural Community Board Photos November 2022 – January 2023 incl

Okaihau Rd: Flushing	Old Coach Rd: Watertabling
	
Old Coach Rd: Flushing	Old Main Rd: Annual Bridge Maintenance
	

Hastings District Council – Rural Community Board Photos November 2022 – January 2023 incl

Pakaututu Rd: Watertabling	Pakaututu Rd: Headwall Installation
	
Pakaututu Rd: EMP Installation	Puketapu Rd: Sign Installation
	
Puketitiri Rd: Slips	Puketitiri Rd: Slips
	

Hastings District Council – Rural Community Board Photos November 2022 – January 2023 incl

Puketitiri Rd: Flushing	Puketitiri Rd: Sign Installations
	
Puketitiri Rd: Watertabling	Puketitiri Rd: Tree Removal
	
Puketitiri Rd: Sign Installation	Puketitiri Rd: Sign Installation
	

Hastings District Council – Rural Community Board Photos November 2022 – January 2023 incl

Puketitiri Rd: Culvert Maintenance	Puketitiri Rd: Culvert Maintenance
	
Puketitiri Rd: Watertabling with All Black Captain Sam Whitelock	Puketitiri Rd: Fallen Tree Removal
	
Puketitiri Rd: Slip Clearing	Puketitiri Rd: Slip Clearing
	

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Puketitiri Rd: Redundant Pole Removal	Raukawa Rd: Detritus Collection
	
Raukawa Rd: Footpath	Raukawa Rd: Footpath
	
Ridgemount Rd: Drop Out	Ridgemount Rd: Drop Out
	

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Ridgemount Rd: Headwall Installation	Ridgemount Rd: Watertabling
	
Ridgemount Rd: Headwall Installation	Ridgemount Rd: Culvert Extension
	
Ridgemount Rd: Drop Out Repair	Ridgemount Rd: Drop Out Repair
	

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Ridgemount Rd: Headwall Installation	Ridgemount Rd: Flushing
	
Ridgemount Rd: Drop Out Repair	Ridgemount Rd: Drop Out Repair
	

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Ridgemount Rd: Flushing 	Ridgemount Rd: Fallen Tree 
Rosser Rd: Fallen Tree 	Rosser Rd: Fallen Tree 
Rowe Rd: Culvert Installation 	Rukumoana Rd: Annual Bridge Maintenance 

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<p>Rukumoana Rd: Watertabling</p> 	<p>Rukumoana Rd: Watertabling</p> 
<p>Salisbury Rd: Sweeping</p> 	<p>School Rd: Annual Bridge Maintenance</p> 
<p>Seafield Rd: Manhole Surround Installation</p> 	<p>Seafield Rd (No. 3): Annual Bridge Maintenance</p> 

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Seafield Rd: Sign Installation	Seafield Rd: Culvert Maintenance
	
Seafield Rd: Culvert Maintenance	Shaw Rd: Culvert Maintenance
	
Shaw Rd: Culvert Maintenance	Soldiers Settlement Rd: Sign Installation
	

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Springfield Rd: Detritus Collection	Stock Rd: Annual Bridge Maintenance
	
Strome Rd: Detritus Collection	Swamp Rd: Sign Installation
	
Taihape Rd: Sight Rail Installation	Taihape Rd: Signs Installation
	

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Taihape Rd: Detritus Collection	Taihape Rd: Sign Installation
	
Taihape Rd: Guard Rail	Taihape Rd: Guard Rail
	
Taihape Rd: Sign Installation	Taihape Rd: Dumpsite Maintenance
	

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Taihape Rd: Fallen Tree Removal	
	
Taihape Rd: Watertabling	
	
Taihape Rd: Annual Bridge Maintenance	
	
Te Apiti Rd North: Bridge Maintenance	
	
Te Onepu Rd: Culvert Installation	
	

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Te Onepu Rd: Slips	
	
Te Waka Rd: Watertabling	
	
Te Waka Rd: Slips	
	
Te Waka Rd: Annual Bridge Maintenance	
Tiakitai Rd: Bridge Maintenance	

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Tuki Tuki Rd: Headwall Repair



Tuki Tuki Rd: Scour Repair



Tuki Tuki Rd: Bridge Maintenance









Waikare Rd: Sock Installation






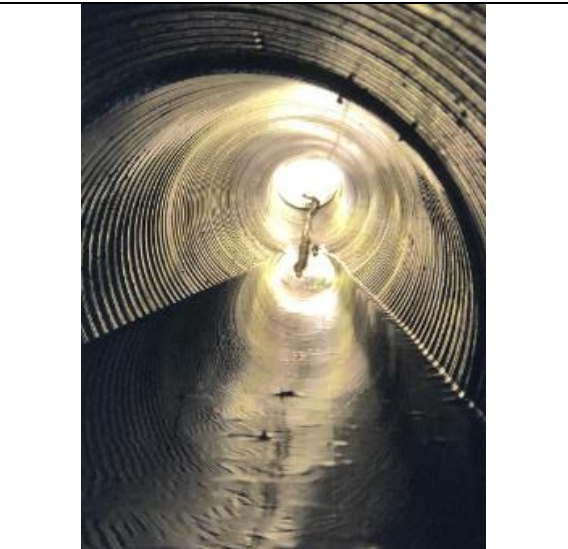






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Waikare Rd: Culvert Sock Installation		Waikare Rd: Headwall Apron Repair	
			
Waimarama Rd: Slips		Waimarama Rd: Slips	
			
Waimarama Rd: Bridge Maintenance		Waimarama Rd: Bridge Maintenance	
			







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Waimarama Rd: Culvert Installation		Waimarama Rd: Bridge Maintenance	
			
Waimarama Rd: Bridge Strengthening		Waimarama Rd: Bridge Strengthening	
			
Waimarama Rd: Bridge Maintenance		Waimarama Rd: Bridge Maintenance	
			

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Waimarama Rd: Bridge Maintenance	
	
Waimarama Rd: Bridge Maintenance	
	
Waimarama Rd: Culvert Installation	
	
Waimarama Rd: Culvert Maintenance	
	
Waimarama Rd (Red): Bridge Maintenance	
	
Waimarama Rd (Red): Bridge Maintenance	

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Waimarama Rd (Red): Bridge Maintenance	
	
Waimarama Rd (Red): Bridge Maintenance	
	
Waimarama Rd (Peach Gully): Bridge Maintenance	
	
Waimarama Rd (Peach Gully): Bridge Maintenance	
	
Waimarama Rd: Culvert Maintenance	
	
Waimarama Rd (Red): Bridge Maintenance	
	

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Waimarama Rd (Red): Bridge Maintenance	Waimarama Rd (Peach Gully): Bridge Maintenance
	
Waimarama Rd (Peach Gully): Bridge Maintenance	Waipunga Rd: Culvert Maintenance
	
Waipunga Rd: Slips Removal	Waipunga Rd: Slips Removal
	

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Waipunga Rd: Slips	Waipunga Rd: Slips
	
Waipunga Rd: Bridge Vegetation Maintenance	Waipunga Rd: Bridge Vegetation Maintenance
	
Whirinaki Rd: Sign Installation	Whittle Rd: Flushing
	