ORDINARY MEETING

of

Council

AGENDA

Time: 9:30 am

Date: Wednesday, 10 December 2025

Venue: Waiata House, 27 Lincoln Road, Masterton

MEMBERSHIP

Mayor Bex Johnson (Chairperson)

Councillor Craig Bowyer
Councillor Gary Caffell
Councillor Waireka Collings
Councillor Jamie Falloon
Councillor Brent Goodwin
Councillor David Holmes
Councillor Stella Lennox
Councillor Tim Nelson

RECOMMENDATIONS IN REPORTS ARE NOT TO BE CONSTRUED AS COUNCIL POLICY UNTIL ADOPTED

Values

1. **Public interest:** members will serve the best interests of the people within the Masterton district and discharge their duties conscientiously, to the best of their ability.
2. **Public trust:** members, in order to foster community confidence and trust in their Council, will work together constructively and uphold the values of honesty, integrity, accountability and transparency.
3. **Ethical behaviour**: members will not place themselves in situations where their honesty and integrity may be questioned, will not behave improperly and will avoid the appearance of any such behaviour.
4. **Objectivity:** members will make decisions on merit; including appointments, awarding contracts, and recommending individuals for rewards or benefits.
5. **Respect for others:** will treat people, including other members, with respect and courtesy, regardless of their ethnicity, age, religion, gender, sexual orientation, or disability. Members will respect the impartiality and integrity of Council staff.
6. **Duty to uphold the law:** members will comply with all legislative requirements applying to their role, abide by this Code, and act in accordance with the trust placed in them by the public.
7. **Equitable contribution:** members will take all reasonable steps to ensure they fulfil the duties and responsibilities of office, including attending meetings and workshops, preparing for meetings, attending civic events, and participating in relevant training seminars.
8. **Leadership:** members will actively promote and support these principles and ensure they are reflected in the way in which MDC operates, including a regular review and assessment of MDC's collective performance.

These values complement, and work in conjunction with, the principles of section 14 of the LGA 2002; the governance principles of section 39 of the LGA 2002; and our MDC governance principles:

Whakamana Tangata	Respecting the mandate of each member, and ensuring the integrity of the committee as a whole by acknowledging the principle of collective responsibility and decision-making.
Manaakitanga	Recognising and embracing the mana of others.
Rangatiratanga	Demonstrating effective leadership with integrity, humility, honesty and transparency.
Whanaungatanga	Building and sustaining effective and efficient relationships.
Kotahitanga	Working collectively.

Order Of Business

1 Conflicts of Interest 5
2 Apologies 5
3 Public Forum 5
4 Items not on the Agenda 5
5 Confirmation of Council Minutes 6
5.1 Minutes of Council Meeting held on 12 November 2025 6
5.2 Minutes of Council Meeting held on 3 December 2025 19
6 Committee Reports 24
6.1 Finance, Risk and Assurance Committee Meeting - 12 November 2025 24
6.2 Hearings Committee Meeting - 19 November 2025 35
7 Reports for Decision 41
7.1 Amendment to the Wairarapa Consolidated Bylaw Part 6A: Traffic Bylaw Schedules 41
7.2 Alcohol Prohibition Christmas New Year 2025/2026 and Golden Shears March 2026 46
7.3 Adoption of Standing Orders 2025 60
7.4 Meeting Schedule for 2026 154
7.5 Mayor's Report - Information Request Relating to Simplifying Local Government (Covering report) 158
8 Reports for Information 159
8.1 Mayor's Report 159
8.2 Meeting Reports from Councillors 160
9 Public Excluded 161
9.1 Public Excluded Minutes of Council Meeting held on 12 November 2025 161
9.2 Finance, Risk and Assurance Committee Meeting - 12 November 2025 161
9.3 Hearings Committee Meeting - 19 November 2025 162
9.4 Library Contract Award 162
9.5 CBD Infrastructure Upgrades - Contract Recommendation and Budget Uplift 162

The Chairperson will open the meeting with the karakia

Karakia timatanga

Kia tau ngā manaakitanga a te mea ngaro	Let the strength and life force of our ancestors
ki runga ki tēnā, ki tēnā o tātou	Be with each and everyone of us
Kia mahea te hua mākihikihi	Freeing our path from obstruction
kia toi te kupu, toi te mana, toi te aroha, toi te Reo Māori	So that our words spiritual, power, love and language are upheld
kia tūturu, ka whakamaua kia tīna! Tīna!	Permanently fixed established and understood
Hui e, Tāiki e!	Forward together

At the appropriate time, the following karakia will be read to close the meeting

Karakia whakamutunga

Kua mutu ā mātou mahi	Our work has finished
Mō tēnei wā	For the time being
Manaakitia mai mātou katoa	Protect us all
Ō mātou hoa	Our friends
Ō mātou whānau	Our family
Āio ki te Aorangi	Peace to the universe

1 CONFLICTS OF INTEREST

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

2 APOLOGIES

The Chair invites notice from members of:

- leave of absence for future meetings of Masterton District Council
- apologies, including apologies for lateness and early departure from the meeting where leave of absence has not previously been granted.

3 PUBLIC FORUM

4 ITEMS NOT ON THE AGENDA

The Chairperson will give notice of items not on the agenda as follows:

Matters requiring urgent attention as determined by resolution of the Council

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

Minor matters relating to the general business of Council

No resolution, decision or recommendation may be made in respect of the item except to refer it to a subsequent meeting of Masterton District Council for further discussion.

5 CONFIRMATION OF COUNCIL MINUTES

5.1 MINUTES OF COUNCIL MEETING HELD ON 12 NOVEMBER 2025

File Number:

Author: **Harriet Kennedy, Governance Team Leader**

Authoriser: **Kym Fell, Chief Executive**

RECOMMENDATION

That the Minutes of Council Meeting held on 12 November 2025 be received and confirmed as a true and correct record of that meeting.

ATTACHMENTS

1. Minutes of Council Meeting held on 12 November 2025

MASTERTON
WHAKAORIORI
DISTRICT COUNCIL

MINUTES

Ordinary Council Meeting
Wednesday, 12 November 2025

Order Of Business

1 Conflicts of Interest 3
2 Apologies 3
3 Public Forum 3
4 Items not on the Agenda 3
5 Confirmation of Council Minutes 3
5.1 Minutes of Inaugural Council Meeting held on 28 October 2025 3
6 Committee Reports 3
There were no Committee Reports.
7 Reports for Decision 4
7.1 Further Appointments to Organisations, Committees and Advisory Groups 4
7.2 Elected Member Remuneration and Elected Members Allowances and Expense Reimbursement Policy for 2025/26 (Post Election) 6
7.3 Adoption of Code of Conduct 7
7.4 Additional Meeting Date for 2025 7
8 Reports for Information 8
8.1 Strategy, Policy and Governance Activity Report 8
8.2 Infrastructure and Assets Activity Report 9
8.3 Community Activity Report 11
8.4 Mayor's Report 11
9 Public Excluded 12
9.1 Request for Emergency Funding – Big Saddle Dropouts Repair 12
9.2 Land Purchase for Stream Diversion Project 13

MINUTES OF MASTERTON DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT WAIATA HOUSE, 27 LINCOLN ROAD, MASTERTON
ON WEDNESDAY, 12 NOVEMBER 2025 AT 9:30 AM

PRESENT: Mayor Bex Johnson, Councillors Craig Bowyer, Gary Caffell, Waireka Collings, Jamie Falloon, Brent Goodwin, David Holmes, Stella Lennox and Tim Nelson.

IN ATTENDANCE: Iwi representatives Mihirangi Hollings and Robin Potangaroa, Chief Executive, Group Manager Finance, Group Manager Strategy, Chief Advisor, Group Manager Community, Group Manager Infrastructure, Group Manager Corporate, Governance Team Leader.

1 CONFLICTS OF INTEREST

No conflicts of interest were declared.

2 APOLOGIES

There were no apologies.

3 PUBLIC FORUM

There was no public forum

4 ITEMS NOT ON THE AGENDA

There were no late items.

5 CONFIRMATION OF COUNCIL MINUTES

5.1 MINUTES OF INAUGURAL COUNCIL MEETING HELD ON 28 OCTOBER 2025

RESOLUTION 2025/118

Moved by Councillor D Holmes
Seconded by Councillor C Bowyer

That the Minutes of Inaugural Council Meeting held on 28 October 2025 be received and confirmed as a true and correct record of that meeting.

CARRIED

6 COMMITTEE REPORTS

There were no Committee Reports.

7 REPORTS FOR DECISION

7.1 FURTHER APPOINTMENTS TO ORGANISATIONS, COMMITTEES AND ADVISORY GROUPS

The report recommending further appointments for the 2025-28 triennium, including a Chief Executive (CE) Performance Committee, Wellington Region Waste Management and Minimisation Plan Joint Committee, Wellington Region Waste Forum, Wairarapa Tararua Stakeholder Forum, Disability Advisory Group and the Montfort Trimble Foundation was presented by the Group Manager Strategy.

In relation to the Rural Advisory Group it was noted that the group's term had ended at the end of the previous triennium and it was proposed that relevant people would be brought together to provide feedback on a project basis, rather than a formal advisory group being established.

The recommendations were taken in parts.

In relation to recommendation 2, an amendment to the membership of the Chief Executive Review Committee was proposed, to include Councillor Collings.

In relation to recommendation 6, the Mayor nominated the Deputy Mayor and Councillor Falloon for appointment to the Wairarapa Tararua Stakeholder Forum.

The Deputy Mayor advised that he did not expect additional remuneration for that role as he saw it as part of his role as Deputy Mayor.

Councillor Falloon noted that he had submitted in opposition to Council joining the Wairarapa Tararua water entity during the consultation process, but provided assurance that as the decision had been democratically made, it was now important to ensure Masterton's interests were represented in the transition and establishment process.

In relation to a question about how Te Tiriti o Waitangi would be taken into account in the Chief Executive performance process, it was advised that measures implementing Te Tiriti would likely form part of the CE's KPI's. In addition, the two Wairarapa iwi were also represented on the Wairarapa Tararua Stakeholder Forum

MOTION

Moved by Councillor G Caffell
Seconded by Councillor D Holmes

That Council

1. **Appoints** the Chief Executive Performance Committee for the 2025–2028 triennium.
2. **Appoints** Mayor Bex Johnson, Deputy Mayor Craig Bowyer, and Councillor Stella Lennox as members of the Committee.
3. **Approves** the Committee Terms of Reference, including delegations, included in Attachment 1, noting that this content will be incorporated into the Delegations Register which will come to Council for adoption at the December 2025 meeting.

AMENDMENT

RESOLUTION 2025/119

Moved by Councillor T Nelson
Seconded by Councillor J Falloon

That Councillor Collings is also appointed to the Chief Executive Performance Committee and that the Terms of Reference are updated accordingly.

CARRIED

RESOLUTION 2025/120

Moved by Councillor G Caffell
Seconded by Councillor D Holmes

That Council

1. **Appoints** the Chief Executive Performance Committee for the 2025–2028 triennium.
2. **Appoints** Mayor Bex Johnson, Deputy Mayor Craig Bowyer, Councillor Stella Lennox and Councillor Waireka Collings as members of the Committee.
3. **Approves** the Committee Terms of Reference, including delegations, included in Attachment 1, noting that this content will be incorporated into the Delegations Register which will come to Council for adoption at the December 2025 meeting.

CARRIED

RESOLUTION 2025/121

Moved by Mayor B Johnson
Seconded by Councillor J Falloon

4. **Notes** the Wellington Regional Waste Management and Minimisation Plan Joint Committee is a Joint Committee not discharged at each triennial election.
5. **Appoints** Councillors David Holmes and Councillor Gary Caffell (alternate) to the Regional Waste Management and Minimisation Plan Joint Committee and Wellington Region Waste Forum.

CARRIED

RESOLUTION 2025/122

Moved by Mayor B Johnson
Seconded by Councillor G Caffell

6. **Appoints** Deputy Mayor Craig Bowyer and Councillor Jamie Falloon (alternate) to the Wairarapa Tararua Stakeholder Forum and **notes** the Terms of Reference for the Forum were approved by Council at the 24 September 2025 meeting.

CARRIED

RESOLUTION 2025/123

Moved by Mayor B Johnson
Seconded by Councillor D Holmes

7. **Establishes** the Disability Advisory Group for the 2025-2028 triennium and **approves** the Terms of Reference included at Attachment 2.

8. **Appoints** Councillor Gary Caffell and Councillor Waireka Collings to the Disability Advisory Group and **notes** that external members of the group will be appointed in accordance with the Council Appointments and Remuneration Policy.

CARRIED

RESOLUTION 2025/124

Moved by Mayor B Johnson
Seconded by Councillor D Holmes

9. **Appoints** Robin Dunlop and Gill Murray as Council's representatives to the Montfort Trimble Foundation until the outcome of the process prescribed in Council's Appointments & Remuneration Policy 2025 is resolved by Council.

CARRIED

The meeting adjourned at 9.53am and reconvened at 10.06am

All members were present when the meeting reconvened.

7.2 ELECTED MEMBER REMUNERATION AND ELECTED MEMBERS ALLOWANCES AND EXPENSE REIMBURSEMENT POLICY FOR 2025/26 (POST ELECTION)

The report confirming allocation of the Councillors' remuneration pool following the 2025 local government elections and to confirm the Council Elected Members' Allowances and Expense Reimbursement Policy was presented by the Group Manager Finance.

A request was made to check the figures in the Allowance for Participation in Hearings.

[*Note to minutes: the 2025/2026 Remuneration Authority Determination provides for an increase in the allowance for participation in Resource Management Act Hearings of up to $130 per hour for the chairperson of a hearing and up to $104 per hour for a hearing member.*]

RESOLUTION 2025/125

Moved by Councillor G Caffell
Seconded by Councillor S Lennox

That Council

i. confirms the 2025/2026 (post-election) elected members' remuneration proposal as detailed in this report.

ii. adopts the Elected Members' Allowances and Expense Reimbursement Policy for the period from 18 October 2025 to 30 June 2026.

CARRIED

7.3 ADOPTION OF CODE OF CONDUCT

The report providing the Code of Conduct for Council's adoption was presented by the Group Manager Strategy.

It was noted that there were two corrections needed to pages 72 and 73 of the Code to remove reference to the Northland Region.

Some members were concerned that the updated social media provisions were overly prescriptive and were too far reaching. It was also noted that those provisions applied when members were speaking on behalf of Council rather than in a personal capacity.

In response to a question about what consideration had been given to considering the Articles of the Treaty it was advised that Council used the standard template from LGNZ but that was something Council could look at in the next iteration of the Code.

RESOLUTION 2025/126

Moved by Councillor C Bowyer
Seconded by Mayor B Johnson

That Council

1. Receives the Adoption of the Code of Conduct report.
2. Adopts the Code of Conduct 2025 included in Attachment 1 to this report.

In Favour: Mayor Bex Johnson, Councillor Gary Caffell, Councillor Craig Bowyer, Councillor Brent Goodwin, Councillor David Holmes, Councillor Jamie Falloon, Councillor Waireka Collings

Against: Councillor Stella Lennox, Councillor Tim Nelson

CARRIED 7/2

7.4 ADDITIONAL MEETING DATE FOR 2025

The report seeking Council agreement to add an additional meeting to the schedule of meetings for 2025 agreed by Council on 29 October 2025: on 3 December 2025 to consider the adoption of the Alcohol Control Bylaw was taken as read. The Group Manager Strategy advised that a further meeting needed to be scheduled - an Extraordinary meeting of the Hearings Committee on 19 November 2025 – and the recommendation was amended accordingly.

(Councillor Caffell left the meeting at 10.24am and returned to the meeting at 10.27am)

RESOLUTION 2025/127

Moved by Mayor B Johnson
Seconded by Councillor C Bowyer

That Council agrees to update the schedule of meetings for the remainder of 2025 to add

i. an Extraordinary Meeting of the Hearings Committee at 9.00am on 19 November to consider an objection to the classification of a dog as menacing

ii. an additional Council meeting on Wednesday 3 December at 9.00am to consider the adoption of the Alcohol Control Bylaw.

CARRIED

8 REPORTS FOR INFORMATION

8.1 STRATEGY, POLICY AND GOVERNANCE ACTIVITY REPORT

The report providing Council with an update from the Strategy, Policy and Governance team was presented by the Group Manager Strategy.

Matters discussed included: the upcoming policies (it was advised that a document on the impact of forestry on the roading network was being developed for discussion in advance of potential consultation in the second quarter of 2026 so any changes in rating could be built into the 2027 LTP); the timeframe for looking at senior housing (it was advised that it was anticipated that it would come to Council in the first quarter of 2026 and it involved looking at senior housing provision in the Wairarapa alongside Council's work on Panama to ensure consistency); the timeframe for Our Future Our Story and whether the number and range of people who Council were engaging with could be captured (it was advised that it would come to Council for approval at the end of 2026 so the direction could be incorporated into the LTP. A Regional Spatial Plan for the Wellington Region was required, so Masterton needed to be ready and make sure infrastructure was lined up to feed into that legislative instrument so ad hoc growth could be avoided. Engagement was both online and in person); the population increase reducing and what the impact on future rates would be (the growth in the rating base allowance in the current Annual Plan was 1.5 and was based on the number of properties and property values not population); whether staff would like input from forestry owners and landlords on the forestry rating policy to understand the different forestry ownership models and the rating models before the discussion document came to Council (it was advised that staff would be engaging with those parties and the draft discussion document and draft model would be workshopped with Council before consultation); in relation to the National Adaptation Framework and Pillar One: Risk and response information sharing, how earthquake risk could be added (it was advised that the focus was on flooding but Council could provide feedback to government on the inclusion of earthquake risk); and the inclusion of methane target reduction in the report and whether Council's responsibility in the area of biogenic methane should be clarified as it was misleading (it was advised that that section was for information and that Council did measure and was responsible for reducing its own emissions, and also provided funding for projects that reduced emissions).

RESOLUTION 2025/128

Moved by Mayor B Johnson
Seconded by Councillor C Bowyer

That Council receives the update from the Strategy, Policy and Governance teams.

CARRIED

8.2 INFRASTRUCTURE AND ASSETS ACTIVITY REPORT

The report providing Council with an update from the Infrastructure and Assets Team was presented by the Group Manager Infrastructure.

Matters discussed included: the zone meters (it was advised that these meters are a way of measuring supply and demand in each area); EnviroSchools (the programme was hosted by Greater Wellington Regional Council and there was no change to Council funding at present); Memorial Park (a further update would be provided); rural halls and whether an update could be

provided, Councillor Falloon declared that he lived near Bideford Hall and Council had not been in touch with the community about the future of that hall (it was advised that staff were following the process in the Acquisitions and Disposals Policy and were waiting for feedback from iwi. The property disposal work was ongoing and would be brought back to Council next year); the Lease Policy (the Policy would come to Council in the first quarter next year); the Opaki Water Race (it was advised that the intake had been automated by a valve to improve data understanding and compliance and that the MOU with the Opaki Water Race Committee had not yet been signed. Staff would report back); the CBD upgrade and the potential start date in January which was a busy time (the start date was an operational decision and a report would be coming to Council); whether there was a worst case scenario for the Henley Lake and Queen Elizabeth Park Lake consents (it was advised that consent renewals had been lodged and work was being done on how water could be re-used and recycled to reduce what was being used); the timeframe for the animal shelter (it was advised that the site would be operational in January 2026); the Jaycees Bridge and whether that would remain in place permanently (it was advised that it wouldn't be decommissioned without direction from councillors but that once it had been assessed staff may have to come back to council if it needed work); a request was made for the Hood Hangar Development information to be resent (a pack would be released in the next week or two); Kaituna water storage and whether the design work and engineering reports could be done so the new CCO could hit the ground running (BAU was continuing for three waters and the plan was to come to Council in March next year and present the technical reports and options).

(Councillor Collings left the meeting at 10 56am and returned to the meeting at 10.59am)

RESOLUTION 2025/129

Moved by Mayor B Johnson
Seconded by Councillor S Lennox

That Council receives the update from the Infrastructure and Assets Team.

CARRIED

8.3 COMMUNITY ACTIVITY REPORT

The report providing Council with an update from the Community team on key projects and activities was presented by the Group Manager Community.

Matters discussed included: the eight day noise direction (that was a change in legislation so a direction could be in place for a longer period of time and allowed a longer period to deal with underlying issues) and how Antenno requests were closed, as if the process wasn't end to end, it left people hanging (it was advised that whether the request submitter was contacted again depended on the nature of the request); where a Maori community group would sit within the framework of community groups (it was advised that the current community groups had stood themselves up and that there was always a place for more groups); a request was made for information on what was put in place to continue learning for those who had gone to the Kura Reo (staff would provide that information).

Councillor Lennox advised that she was the Co-chair of the Refugee Steering Group, and was on the Te Āwhina Board and would be continuing to support the Youth Council along with Councillor Collings. Councillor Collings also advised that she was the President of the Māori Womens' Welfare League.

RESOLUTION 2025/130

Moved by Councillor J Falloon
Seconded by Councillor B Goodwin

That Council receives the update from the Community team on key projects and activities.

CARRIED

8.4 MAYOR'S REPORT

The Mayor provided a verbal report and a list of meetings she had attended since taking office including:

- The visit from the Changchun sister city delegation who were interested in reinstating the school exchanges with Wairarapa schools. Council would assist by being the conduit between the schools and Changchun.
- She was working with the Group Manager Infrastructure to establish an Advisory Group with the Hood users.
- Bob Francis would be providing members with an update on the Aviation Centre, Wings, who have a new board, the new Masterton Medical centre and Pūkaha.
- She had been approached by someone looking for live gig space.
- Mayor School was interesting, with more new Mayors than returning Mayors.
- A meeting with Hon. Louise Upston celebrating the Lonely Planet Wairarapa and Dark Skies Top 25 Worldwide Experiences
- A meeting with Minister Chris Bishop re the state of rural roads and how they could be funded and the importance of the rail service and also discussed climate change, flood areas and coastal damage
- A meeting with both iwi which was really positive and constructive.
- A meeting with the Police Area Commander, who advised that the biggest problem at the moment is meth. The Riversdale Beach weekend problem was also discussed, police had met with the community and had come up with some ideas and processes to assist with the long weekends.

- She had attended the Tranzit Centenary Gala where it was amazing to recognise their contribution locally, nationally and internationally and what an icon they are.
- She had attended the first Mayors and Deputy Mayors meeting where they discussed economic development, forestry rates, shared services, water resilience and amalgamation.
- She had also attended the Pasifika o Wairarapa Trust meeting where she was Deputy Chair and represented the three councils.

RESOLUTION 2025/131

Moved by Councillor B Goodwin
Seconded by Councillor J Falloon

That Council receives the report from the Mayor.

CARRIED

9 PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION 2025/132

Moved by Councillor G Caffell
Seconded by Councillor D Holmes

That the public be excluded from the following parts of the proceedings of this meeting.

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
9.1 - Request for Emergency Funding – Big Saddle Dropouts Repair	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
9.2 - Land Purchase for Stream Diversion Project	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

CARRIED

The Meeting moved into public excluded at 11.36am

The Meeting moved out of public excluded at 12.17pm

The Meeting closed at 12.17pm

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 10 December 2025.

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CHAIRPERSON

5.2 MINUTES OF COUNCIL MEETING HELD ON 3 DECEMBER 2025

File Number:

Author: **Harriet Kennedy, Governance Team Leader**

Authoriser: **Kym Fell, Chief Executive**

RECOMMENDATION

That the Minutes of Council Meeting held on 3 December 2025 be received and confirmed as a true and correct record of that meeting.

ATTACHMENTS

1. **Minutes of Council Meeting held on 3 December 2025**

MASTERTON
WHAKAORIORI
DISTRICT COUNCIL

MINUTES

Ordinary Council Meeting
Wednesday, 3 December 2025

Order Of Business

1 Conflicts of Interest 3
2 Apologies 3
3 Public Forum 3
4 Items not on the Agenda 3
5 Confirmation of Council Minutes 3
Nil
6 Committee Reports 3
Nil
7 Reports for Decision 3
7.1 Adoption of the Alcohol Control Bylaw 2025 3
8 Reports for Information 4
Nil
9 Public Excluded 4
Nil

MINUTES OF MASTERTON DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT WAIATA HOUSE, 27 LINCOLN ROAD, MASTERTON
ON WEDNESDAY, 3 DECEMBER 2025 AT 9:00 AM

PRESENT: Mayor Bex Johnson, Councillors G Caffell, C Bowyer, B Goodwin, D Holmes, S Lennox, T Nelson, J Falloon and W Collings

IN ATTENDANCE: Chief Executive, Director Commercial, Group Manager Strategy, Group Manger Infrastructure, Group Manager Community, Group Manager Corporate, Policy Manager, Senior Policy Advisor, Environmental Services Manager, and Governance Team Leader.

1 CONFLICTS OF INTEREST

No conflicts of interest were declared.

2 APOLOGIES

RESOLUTION 2025/133

Moved by Mayor B Johnson
Seconded by Councillor S Lennox

That the apologies for lateness received from iwi representatives Mihirangi Hollings and Robin Potangaroa be accepted

CARRIED

3 PUBLIC FORUM

There was no public forum.

4 ITEMS NOT ON THE AGENDA

There were no late items.

5 CONFIRMATION OF COUNCIL MINUTES

There were no minutes for confirmation.

6 COMMITTEE REPORTS

There were no Committee Reports.

7 REPORTS FOR DECISION

7.1 ADOPTION OF THE ALCOHOL CONTROL BYLAW 2025

The report seeking Council's approval to make the Alcohol Control Bylaw: Ture ā-Rohe Whakahaere Waipiro, for one year was presented by the Senior Policy Advisor.

Whether Police would be responding to events at Riversdale was raised. The Mayor advised that Police had met with the Residents' Association and put some things in place for the future and that she would provide feedback on enforcement to the Police.

RESOLUTION 2025/133

Moved by Councillor D Holmes
Seconded by Councillor S Lennox

That Council:

1. **reconfirms** its determinations, made at the Council's inaugural meeting on 28 October 2025, that, in accordance with section 155(1), (2)(a), and (2)(b) of the Local Government Act 2002 (the LGA):
    a. a bylaw is the most appropriate way to address the perceived problem;
    b. the Proposed Bylaw is the most appropriate form of Bylaw; and
    c. the limits imposed by the Proposed Bylaw on people's rights are proportionate to the broader purpose of the Proposed Bylaw;
2. **notes** the data about alcohol-related harm in the Masterton District (**Attachment 1** refers), in response to the Council's request at its meeting on 28 October 2025;
3. **notes** that targeted consultation on the Proposed Bylaw ran between 3 and 17 November 2025, with one response;
4. **determines**, in accordance with section 147A of the LGA, that:
    a. the Bylaw is a reasonable limitation on people's rights and freedoms; and
    b. a high level of crime or disorder is likely to return to the current alcohol-free zones, being Queen Elizabeth Park, the Skatepark and Masterton Business District, if the Bylaw is not made; and
    c. the Bylaw is appropriate and proportionate in the light of that likely crime or disorder;
5. **makes** the Alcohol Control Bylaw (**Attachment 2**) under section 147 of the LGA;
6. **notes** that the 2018 Alcohol Control Bylaw will no longer apply from the time when the attached Alcohol Control Bylaw comes into force; and
7. **notes** that officers will report back to the Council early in 2026 to start the process of a comprehensive review of the Alcohol Control Bylaw.

CARRIED

8 REPORTS FOR INFORMATION

There were no reports for information.

9 PUBLIC EXCLUDED

No matters were considered with the public excluded.

The Meeting closed at 9.07am.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 10 December 2025.

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CHAIRPERSON

6 COMMITTEE REPORTS

6.1 FINANCE, RISK AND ASSURANCE COMMITTEE MEETING - 12 NOVEMBER 2025

File Number:

Author: **Ruth McEwen, Governance and Information Advisor**

Authoriser: **David Paris, Group Manager Finance**

Members: Philip Jones (Chair), Mayor Bex Johnson, Councillors Craig Bowyer, Gary Caffell, Waireka Collings, Jamie Falloon, Brent Goodwin, David Holmes, Stella Lennox, Tim Nelson and Iwi Representatives Mihirangi Hollings and Robin Potangaroa

THE COMMITTEE RECOMMENDS:

That Council confirms the report of the Finance, Risk and Assurance Committee including the following resolutions:

- *Service Provision Report Aratoi Regional Trust*

  That the Finance, Risk and Assurance Committee receives the Service Provision Report for Aratoi Regional Trust, covering the summary results of the key result areas for the quarter 1 July – 30 September 2025.

- *Destination Wairarapa Quarterly Report (1 July 2025 to 30 September 2025)*

  That the Finance, Risk and Assurance Committee receive the first quarter report (1 July – 30 September 2025) from Destination Wairarapa.

- *Building and Planning Update*

  That the Finance, Risk and Assurance Committee receives the update from the Building Control Services team and the Consents and Planning team.

- *Non-Financial Performance 2025/26 Quarter 1 Report*

  That the Finance, Risk and Assurance Committee receives the Quarter 1 non-financial performance report for the 2025/26 financial year (Year 2 of the 2024-34 LTP)

- *Three Months to Date Financial Report 2025/26*

  That the Finance, Risk and Assurance Committee receives the three months to date financial report and commentary.

- *Health and Safety Quarterly Report*

  That the Finance, Risk and Assurance Committee notes the content and receives the Health and Safety Report for the quarter: (1 July 2025 to 30 September 2025).

- *Emergency Management Risk Report*

  That the Finance, Risk and Assurance Committee notes the content and receives the Emergency Management Report for the quarter 1 July - 30 September 2025).

- *Auditor's Report & Summary Annual Report*

*That the Finance, Risk and Assurance Committee **receives** the Auditor's Report to Governors on the audit of Masterton District Council for the year ended 30 June 2025 and the Draft Summary Annual Report for 2024/25.*

ATTACHMENTS

1. Minutes of Finance, Risk and Assurance Committee Meeting held on 12 November 2025

MASTERTON
WHAKAORIORI
DISTRICT COUNCIL

MINUTES

Finance, Risk and Assurance Committee Meeting

Wednesday, 12 November 2025

Order Of Business

1 Conflicts of Interest 3
2 Apologies 3
3 Public Forum 3
4 Items not on the Agenda 3
5 Reports for Information 3
5.1 Minutes of the Audit and Risk Committee meeting held on 13 August 2025 3
5.2 Service Provision Report Aratoi Regional Trust 4
5.3 Destination Wairarapa Quarterly Report (1 July 2025 to 30 September 2025) 4
5.4 Building and Planning Update 4
5.5 Non-Financial Performance 2025/26 Quarter 1 Report 5
5.6 Three Months to date financial report 2025/26 5
5.7 Health and Safety Quarterly Report 5
5.8 Emergency Management Risk Report 6
5.9 Auditor's Report & Summary Annual Report 6
6 Public Excluded 7
6.1 Minutes of the Audit and Risk Committee Meeting held with the public excluded on 13 August 2025 7
6.2 Technology and Information Quarterly Risk Report 8
6.3 2025/2026 Quarter 1 Risk Management Update Report 8
6.4 Chief Executive Update on Risk 8

MINUTES OF MASTERTON DISTRICT COUNCIL
FINANCE, RISK AND ASSURANCE COMMITTEE MEETING
HELD AT THE WAIATA HOUSE, 27 LINCOLN ROAD, MASTERTON
ON WEDNESDAY, 12 NOVEMBER 2025 AT 1:30 PM

PRESENT: Philip Jones (Chair), Councillors G Caffell, C Bowyer, B Goodwin, D Holmes, S Lennox, T Nelson, J Falloon and W Collings And Mayor Bex Johnson And Iwi Representative Robin Potangaroa And Iwi Representative Mihirangi Hollings (until 3.04pm).

IN ATTENDANCE: Group Manager Finance, Group Manager Strategy and Development, Group Manager Community, Group Manager Infrastructure, Group Manager Corporate, Chief Advisor, Strategic Planning Manager, Economic Development Lead, Health, Safety and Wellbeing Advisor, Building Control Services Manager, Planning and Consents Manager, Manager Emergency Management Wairarapa, Sarah McClintock (Aratoi Director), Rob Wigglesworth (Chair of Destination Wairarapa), Sefton Vuli (Audit New Zealand), and Governance Advisor.

1 CONFLICTS OF INTEREST

No conflicts of interest were declared.

2 APOLOGIES

There were no apologies.

3 PUBLIC FORUM

There was no public forum.

4 ITEMS NOT ON THE AGENDA

There were no items not on the agenda.

5 REPORTS FOR INFORMATION

5.1 MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING HELD ON 13 AUGUST 2025

The minutes of the Audit and Risk Committee meeting held on 13 August 2025 were provided for the Finance, Risk and Assurance Committee's information.

COMMITTEE RESOLUTION 2025/1

Moved by Councillor G Caffell
Seconded by Mayor B Johnson

That the Finance, Risk and Assurance Committee receives the minutes of the Audit and Risk Committee meeting held 13 August 2025.

CARRIED

5.2 SERVICE PROVISION REPORT ARATOI REGIONAL TRUST

The report providing the Committee with the first quarter report for 2025/2026 against key result indicators for Aratoi Regional Trust was presented by the Director of Aratoi. She advised that the education programme is funded until the end of 2026.

COMMITTEE RESOLUTION 2025/2

Moved by Councillor C Bowyer
Seconded by Councillor D Holmes

That the Finance, Risk and Assurance Committee receives the Service Provision Report for Aratoi Regional Trust, covering the summary results of the key result areas for the quarter 1 July – 30 September 2025

CARRIED

5.3 DESTINATION WAIRARAPA QUARTERLY REPORT (1 JULY 2025 TO 30 SEPTEMBER 2025)

The report providing the Finance, Risk and Assurance Committee with the first quarter (1 July 2025 – 30 September 2025) progress report on key deliverables for Destination Wairarapa was presented by the Chair of Destination Wairarapa.

It was noted that due to declining income a number of changes were made, including the closure of the Masterton i-Site, and moving the head office.

Members queried why the Masterton i-Site was closed, but the Martinborough i-Site was still operating, and were advised that the numbers going to the Martinborough i-Site are higher. It was also noted that the cost to upgrade the Masterton i-Site was too high.

The difference in the Council contributions was discussed, with officers to provide information on other breakdowns available through the Shared Services Agreement.

COMMITTEE RESOLUTION 2025/3

Moved by Councillor D Holmes
Seconded by Councillor G Caffell

That the Finance, Risk and Assurance Committee receive the first quarter report (1 July 2025 – 30 September 2025) from Destination Wairarapa.

CARRIED

Item 5.9 was brought forward to be dealt with after the Destination Wairarapa update.

5.4 BUILDING AND PLANNING UPDATE

The report providing the Finance, Risk and Assurance Committee with an update from the Building Control team and the Consents and Planning team was taken as read.

COMMITTEE RESOLUTION 2025/4

Moved by Councillor T Nelson
Seconded by Councillor B Goodwin

That the Audit and Risk Committee receives the update from the Building Control Services team

and the Consents and Planning team.

CARRIED

5.5 NON-FINANCIAL PERFORMANCE 2025/26 QUARTER 1 REPORT

The report providing the Committee with information on performance against non-financial performance measures for the period 1 July 2025 to 30 September 2025 was presented by the Corporate Planning Lead.

COMMITTEE RESOLUTION 2025/5

Moved by Councillor D Holmes
Seconded by Councillor G Caffell

That the Finance, Risk and Assurance Committee receives the Quarter 1 non-financial performance report for the 2025/26 financial year (Year 2 of the 2024-34 LTP).

CARRIED

5.6 THREE MONTHS TO DATE FINANCIAL REPORT 2025/26

The report providing the Finance, Risk and Assurance Committee with financial reporting for the three months to 30 September 2025 was spoken to by the Group Manager Finance.

It was advised that the diffrence in the total operating revenue between Plan and Actual is largely down to financial contributions.

COMMITTEE RESOLUTION 2025/6

Moved by Councillor C Bowyer
Seconded by Councillor S Lennox

That the Finance, Risk and Assurance Committee receives the three months to date financial report and commentary.

CARRIED

5.7 HEALTH AND SAFETY QUARTERLY REPORT

The Health and Safety Quarterly report, providing information to assist elected members to carry out their role as officers under the Health and Safety at Work Act 2015, was presented by the Health, Safety and Wellbeing Advisor.

The number of staff with leave over 25 days was discussed, noting that it will take some time to address due to the size of the balance.

Training innovation, and the use of VR was raised, with Officers to look at any bias built into the training material.

Members thanked Officers for the increased level of detail in the report.

COMMITTEE RESOLUTION 2025/7

Moved by Mayor B Johnson
Seconded by Councillor D Holmes

That the Finance, Risk and Assurance Committee notes the content and receives the Health and Safety Report for the quarter: (1 July 2025 to 30 September 2025).

CARRIED

5.8 EMERGENCY MANAGEMENT RISK REPORT

The report providing an update on Emergency Management for Wairarapa was presented by the Manager Emergency Management Wairarapa.

Adding additional community hubs was raised, with Officers to follow up on the process for this.

Officers undertook to report back on how parts of the Pou Ahurea role can be continued.

COMMITTEE RESOLUTION 2025/8

Moved by Councillor G Caffell
Seconded by Councillor D Holmes

That the Finance, Risk and Assurance Committee notes the content and receives the Emergency Management Report for the quarter: (1 July 2025 to 30 September 2025).

CARRIED

5.9 AUDITOR'S REPORT & SUMMARY ANNUAL REPORT

The report providing the Committee with the Auditor's Report to Governors was presented by the Group Manager Finance. The report covered the recently completed audit of the Annual Report for the year ended 30 June 2025, and it was adopted by the Council on 29 October 2025.

Sefton Vuli (Associate Audit Director, Audit New Zealand) spoke to Audit New Zealand's report to the Council. The Local Water Done Well (LWDW) reforms were discussed, with attention drawn to Note 34 of the Annual Report 2024/2025, which sets out the position of Council and the inherent uncertainties in the LWDW area. It was advised that two days after the adoption of the Annual Report 2024/2025 the WSDP was accepted by the Department of Internal Affairs, removing one of the areas of uncertainty.

A audit management letter is anticipated towards the end of November.

The Summary Annual Report 2024/25 was provided in draft form for the Committee's information.

COMMITTEE RESOLUTION 2025/9

Moved by Councillor G Caffell
Seconded by Philip Jones

That the Finance, Risk and Assurance Committee **receives** the Auditor's Report to Governors on the audit of Masterton District Council for the year ended 30 June 2025 and the Draft Summary Annual Report for 2024/25.

CARRIED

6 PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION 2025/10

Moved by Mayor B Johnson
Seconded by Councillor C Bowyer

That the public be excluded from the following parts of the proceedings of this meeting.

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
6.1 - Minutes of the Audit and Risk Committee Meeting held with the public excluded on 13 August 2025	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(c)(i) - the withholding of the information is necessary to 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 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 s7(2)(c)(ii) - the withholding of the information is necessary to 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 be likely otherwise to damage the public interest s7(2)(d) - the withholding of the information is necessary to avoid prejudice to measures protecting the health or safety of members of the public s7(2)(e) - the withholding of the information is necessary to avoid prejudice to measures that	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

	prevent or mitigate material loss to members of the public s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	
6.2 - Technology and Information Quarterly Risk Report	s7(2)(j) - the withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
6.3 - 2025/2026 Quarter 1 Risk Management Update Report	s7(2)(c)(i) - the withholding of the information is necessary to 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 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 s7(2)(c)(ii) - the withholding of the information is necessary to 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 be likely otherwise to damage the public interest	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
6.4 - Chief Executive Update on Risk	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(c)(i) - the withholding of the information is necessary to 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 be likely to	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

	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 s7(2)(c)(ii) - the withholding of the information is necessary to 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 be likely otherwise to damage the public interest s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	

CARRIED

The Meeting moved into public excluded at 3.20pm

The meeting moved back into public at 3.57pm

Members noted their appreciation for the work the Chair has provided to date.

The Meeting closed at 3.58pm.

The minutes of this meeting were confirmed at the Council meeting held on 10 December 2025.

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CHAIRPERSON

6.2 HEARINGS COMMITTEE MEETING - 19 NOVEMBER 2025

File Number:

Author: **Harriet Kennedy, Governance Team Leader**

Authoriser: **Karen Yates, Group Manager Strategy**

Members: Deputy Mayor Craig Bowyer (Chair), Mayor Bex Johnson, Councillor Jamie Falloon, Iwi Representative Mihirangi Hollings, Councillor David Holmes, Councillor Stella Lennox and Iwi Representative Robin Potangaroa

THE COMMITTEE RECOMMENDS:

That Council confirms the report of the Extraordinary Hearings Committee meeting held on 19 November 2025 including the following resolutions:

RESTATEMENT

It was resolved while the public was excluded:

COMMITTEE RESOLUTION 2025/1

Moved by Councillor C Bowyer
Seconded by Councillor D Holmes

That the Hearings Committee

1. **receives** the information;
2. **considers**
   i) The evidence which formed the basis for the classification;
   ii) The matters relied on in support of the objection;
   iii) Any other relevant matters.
3. **agrees** to uphold the classifications as a menacing dog by type for both dogs
4. **agrees** that the resolution and the reasons for the decision be brought out of public excluded

CARRIED

ATTACHMENTS

1. Minutes of Extraordinary Hearings Committee Meeting held on 19 November 2025

MASTERTON
WHAKAORIORI
DISTRICT COUNCIL

MINUTES

Extraordinary Hearings Committee Meeting

Wednesday, 19 November 2025

Order Of Business

1 Conflicts of Interest 3
2 Apologies 3
3 Reports for Decision 3
3.1 Determination of an Objection to a Menacing Dog Classification 3
4 Public Excluded 4
4.1 Deliberation on the Objection to Classification of Dog as Menacing 4

MINUTES OF MASTERTON DISTRICT COUNCIL
EXTRAORDINARY HEARINGS COMMITTEE MEETING
HELD AT THE WAIATA HOUSE, 27 LINCOLN ROAD, MASTERTON
ON WEDNESDAY, 19 NOVEMBER 2025 AT 9:07 AM

PRESENT: Deputy Mayor Craig Bowyer (Chair), Mayor Bex Johnson, Councillors David Holmes, Stella Lennox, and Iwi Representatives Robin Potangaroa and Mihirangi Hollings

IN ATTENDANCE: Group Manager Community, Group Manager Strategy, Environmental Services Manager, Animal and Bylaw Services Team Leader, Animal and Bylaw Services Officer, Governance Team Leader

1 CONFLICTS OF INTEREST

No conflicts of interest were declared.

2 APOLOGIES

COMMITTEE RESOLUTION 2025/11

Moved by Councillor C Bowyer
Seconded by Mayor B Johnson

That the apology received from Councillor Falloon be accepted

CARRIED

3 REPORTS FOR DECISION

3.1 DETERMINATION OF AN OBJECTION TO A MENACING DOG CLASSIFICATION

The report seeking the Hearings Committee consideration and decision on the objection lodged by a dog owner against the classification of two dogs as menacing dogs by type under section 33C of the Dog Control Act 1996 (the Act) was presented by the Group Manager Community.

The objector spoke to her objection, noting that the dogs would not have come to the attention of Council if she had not been a responsible person and contacted Council about the attack that had occurred, that the attack had been her fault and that she had taken steps to prevent an attack happening again and that she would like Council to take into consideration that the incident was a one-off occurrence. In response to a question the objector advised that she was objecting more to the neutering requirement than the classification as the incident was her responsibility and her dogs were being punished as a result. The objector was asked whether she believed her dogs were the pit bull type and responded that according to the criteria they would be considered a pit bull type.

The Animal Services and Bylaw Officer presented his evidence in support of the classification of the dogs as the pit bull type and answered questions from the Committee.

The objector was provided the opportunity to reply to the matters raised by Council staff and provide the Committee with final comments.

RECOMMENDATIONS

That the Hearings Committee

1. Receives the information;
2. Considers
   i) The evidence which formed the basis for the classification;
   ii) The matters relied on in support of the objection;
   iii) Any other relevant matters.
3. Agrees to uphold the classifications as a menacing dog for both dogs **OR**
   Agrees to rescind the classifications as a menacing dog for both dogs.

The hearing concluded at 9.37am.

4 PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION 2025/12

Moved by Councillor C Bowyer
Seconded by Mayor B Johnson

That the public be excluded from the following parts of the proceedings of this meeting.

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
4.1 - Deliberation on the Objection to Classification of Dog as Menacing	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

CARRIED

The Meeting moved into public excluded at 9.27am

The Meeting moved out of public excluded at 9.50am

RESTATEMENT

It was resolved while the public was excluded:

COMMITTEE RESOLUTION 2025/11

Moved by Councillor C Bowyer
Seconded by Councillor D Holmes

That the Hearings Committee

1. **receives** the information;
2. **considers**
   i) The evidence which formed the basis for the classification;
   ii) The matters relied on in support of the objection;
   iii) Any other relevant matters.
3. **agrees** to uphold the classifications as a menacing dog by type for both dogs
4. **agrees** that the resolution and the reasons for the decision be brought out of public excluded

CARRIED

Reasons for decision

The Committee noted that the legislation was clear that if a dog came within the American Pit Bull type, then Council must classify the dog as menacing and that the objector had agreed with the identification of both dogs as being of the pit bull type.

Having regard to the information in the Agenda report and the statements of the objector and the Animal Services and Bylaw Officer at the meeting, the Committee was satisfied that both dogs belonged to the American Pit Bull type and were therefore required to be classified as menacing under Section 33C of the Dog Control Act 1996.

The Meeting closed at 9.50am.

The minutes of this meeting were confirmed at the Council Meeting held on 10 December 2025.

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CHAIRPERSON

7 REPORTS FOR DECISION

7.1 AMENDMENT TO THE WAIRARAPA CONSOLIDATED BYLAW PART 6A: TRAFFIC BYLAW SCHEDULES

File Number:

Author: **Alice Bird, Policy Advisor**

Authoriser: **Kym Fell, Chief Executive**

PURPOSE

The purpose of this report is to seek Council adoption of an amendment to the Wairarapa Consolidated Bylaw Part 6A: Traffic Bylaw Schedules, to support the operation of a new water filling station.

RECOMMENDATIONS

That Council:

1. **notes** that the Council is installing a new water filling station on Herewini Street, and that an area alongside the water filling station is proposed to be designated as a loading zone to support the operation of the station;
2. **amends** the Wairarapa Consolidated Bylaw Part 6A: Traffic Bylaw Schedules by adding the loading zone area on Herewini Street to *Schedule 2J: Loading Zone*, as follows:

Location		Description	Date of Resolution
Primary	**Secondary**		
Herewini Street	Akura Road	The western side of Herewini Street, commencing 91 metres from the intersection with Akura Road, extending in a south-westerly direction for a distance of 12 metres and for three metres wide.	10 December 2025 (TBC)

3. **notes** that the Bylaw amendment will be publicly notified on the Council's website.

CONTEXT

The three Wairarapa District Councils have a consolidated Bylaw including Part 6: Traffic. This sets the requirements for parking and control of vehicular or other traffic on any road in the Masterton, Carterton and South Wairarapa districts, including state highways located within the urban boundaries.

Under clause 22 of Part 6: Traffic, the councils are responsible for maintaining schedules of traffic control measures in their respective districts and have the power to amend their Bylaw schedules by resolution publicly notified under clause 21.

Masterton District Council's schedule is known as Part 6A: Traffic Bylaw Schedules.

ANALYSIS AND ADVICE

Masterton District Council is installing a dedicated water filling station for water tankers to reduce the risk of contamination to the municipal water supply. The installation is consistent with Taumata Arowai (Water Services Authority) Rules in relation to water carriers and will sit on Council land.

Agreement to the installation at the Herewini Street site was provided in writing by the Board of the Papawai & Kaikōkirikiri Trusts. The Trusts have land vested in them (under the Papawai and Kaikōkirikiri Trusts Act 1943) that is adjacent to the water filling installation.

To support the Council's operation of the water filling station, an area alongside the water filling station is proposed to be designated as a loading zone to allow trucks to stop and fill up with water.

If approved, the loading zone would begin 91 metres from the corner of Herewini Street and Akura Road and extend in a south-western direction for 12 metres. It would be three metres wide (as detailed in the image below). The loading zone would apply "at all times".

The lots surrounding Herewini Street are zoned General Industrial under the Wairarapa Combined District Plan (Decisions Version). The land to the west of the water filling station is undeveloped and accessed on the corner of Herewini Street and Akura Road. The land to the east is utilised by Rigg Zschokke, a commercial and residential construction company, with the main entrance being off Akura Road.

Herewini Street is a quiet, no-exit street and provides ample parking, with no existing parking restrictions. Demand for parking on Herewini Street is low due to the nature of the surrounding land use and the small number of buildings present.

While the designation of a loading zone would remove 12 metres of on-street parking space, parking is readily available on both sides of the street and access to surrounding lots would not be obstructed, so the implications are considered minor.

The following amendment to the Traffic Bylaw Schedules is proposed to add the loading zone on Herewini Street, outside the new water tank filling station.

Section 2J: Loading Zone

Location		Description	Date of Resolution
Primary	**Secondary**		
Herewini Street	Akura Road	The western side of Herewini Street, commencing 91 metres from the intersection with Akura Road, extending in a south-westerly direction for a distance of 12 metres and for three metres wide.	10 December 2025 (TBC)

Officers do not consider consultation on the proposal to be necessary because:

1. The location of the water filling station is remote.
2. There is available on-street parking on both sides of the rest of Herewini Street.
3. The Board of the Papawai & Kaikōkirikiri Trusts supports the installation of the water filling station and the proposed loading zone amendment to Part 6A: Traffic Bylaw Schedules.

OPTIONS CONSIDERED

A summary of the options considered is included in the table below.

Option		Advantages	Disadvantages
1	Amend the Wairarapa Consolidated Bylaw Part 6A: Traffic Bylaw Schedules by adding the loading zone area to *Schedule 2J: Loading Zone*.	Allows the creation of the loading zone on Herewini Street to support the functioning of the new water filling station.	The availability of on-street parking would reduce slightly, although the implications are considered minor because: • The proposed loading zone area would only take up 12 metres. • Parking is readily available on both sides of the street. • The area under discussion is situated on the outskirts of the city in an industrial zone.
2	Do not amend the Wairarapa Consolidated Bylaw Part 6A: Traffic Bylaw Schedules by adding the loading zone area to *Schedule 2J: Loading Zone.*	No reduction of on-street parking.	The creation of a loading zone on Herewini Street could not progress. This would allow the public to park beside the water filling station and restrict access for water tanker operators.

RECOMMENDED OPTION

Option 1 is recommended. This ensures that the schedules can be updated to reflect the proposed changes set out in the report and would allow for the smooth operation of the new water filling station installed on Herewini Street.

SUMMARY OF CONSIDERATIONS

Strategic, Policy and Legislative Implications

Resolving to make a new loading zone in Masterton by amending Part 6A: Traffic Bylaw Schedules is authorised by clause 22.1 of the Wairarapa Consolidated Bylaw Part 6: Traffic.

The proposed loading zone, if approved, will comply with M3-3 of the Land Transport Rule: Traffic Control Devices 2004, and so will not require gazetting. Only non-compliant signage requires gazetting under this Rule.

Significance, Engagement and Consultation

Clause 21.2 of the Wairarapa Consolidated Bylaw Part 6: Traffic requires consultation to be undertaken in accordance with section 156 of the Local Government Act 2002 (LGA). Section 156(1)(b) of the LGA provides for consultation to give effect to the requirements in section 82 of the Act in situations which do not required use of the special consultative procedure.

Establishing a loading zone at Herewini Street does not trigger use of the special consultative procedure and so, under section 82 of the LGA, the Council is required to consider the views of people who might be affected, or have an interest in, the matter.

The Board of the Papawai & Kaikōkirikiri Trusts has viewed the parking proposal and supports the proposed loading zone arrangement. Given the remote location of the water filling station and the ready availability of on-street parking on both side of the rest of Herewini Street, no further consultation is considered necessary under section 82 of the LGA.

Financial Considerations

There will be minor costs associated with designation of the loading zone, due to the painting of the lines and the installation of signage. These will be funded through current operating budgets.

Implications for Māori

The land adjacent to the proposed loading zone to the west is vested in the Papawai & Kaikōkirikiri Trusts by the Papawai and Kaikōkirikiri Trusts Act 1943. The Board of the Trusts has approved, in writing, the loading zone proposal.

No implications specific to Māori have been identified in relation to this matter.

Communications/Engagement Plan

Communication is covered in the ‘Next Steps’ section of this report, below.

Environmental/Climate Change Impact and Considerations

No environmental/climate change impacts have been identified in relation to this decision.

NEXT STEPS

Following adoption of the amendments to the Wairarapa Consolidated Bylaw Part 6A: Traffic Bylaw Schedule, notification will be made on the Council’s website.

ATTACHMENTS

Nil

7.2 ALCOHOL PROHIBITION CHRISTMAS NEW YEAR 2025/2026 AND GOLDEN SHEARS MARCH 2026

File Number:

Author: **Corin Haines, Group Manager Community**

Authoriser: **Kym Fell, Chief Executive**

PURPOSE

The purpose of this report is to recommend that Council give public notice of a prohibition on the consumption or possession of alcohol in the public roads and places within the Riversdale and Castlepoint Beach community areas for New Year 2025/2026 celebrations and a prohibition on vehicles at New Year 2025/2026 and the extension of the prohibition hours in the Queen Elizabeth Park for the duration of the Golden Shears Events.

RECOMMENDATIONS

That Council

1. **Adopts**, in accordance with the Masterton District Council Alcohol Control Bylaw 2025 and section 151 of the Local Government Act 2002, a prohibition on the consumption or possession of alcohol in public places at Castlepoint and Riversdale from 6.00pm on Tuesday 30 December 2025 to 6.00am Thursday 1 January 2026 (New Year's Day).
2. **Adopts**, in accordance with sections 319(1)(h), 342(1)(b) and clause 11 of Schedule 10 of the Local Government Act 1974, a prohibition on vehicles at Castlepoint and Riversdale Beach townships on New Year's Eve 2025 from 4.00pm Wednesday 31 December 2025 to 6.00am Thursday 1 January 2026 (New Year's Day).
3. **Adopts,** in accordance with the Masterton District Council Alcohol Control Bylaw 2025 and section 151 of the Local Government Act 2002, a prohibition on the consumption or possession of alcohol in public places at the Queen Elizabeth II Park from 7:00am on Wednesday 4 March to 7:00am on Sunday 8 March 2026.

CONTEXT

The beach communities of Riversdale and Castlepoint have experienced issues with anti-social behaviour and the excessive consumption of alcohol during key holiday periods with Labour Day Weekend and New Year's Eve having been particularly problematic. In recent years the prohibition on the consumption or possession of alcohol in public places has proved to be an extremely useful deterrent to anti-social behaviour at the two beach locations during these times. The prohibition does not apply to licensed premises or their outdoor areas, or to people carrying unopened alcohol containers from licensed premises to areas outside the alcohol-free zone or to a private property.

The Golden Shears is event is expected to be held over four days from 4 to 7 March 2026 and includes the International Shearing and Wool handling Championships. Golden Shears has been held in Masterton's War Memorial Stadium annually since 1961. This event attracts thousands of visitors to the region. This year the event will have a marquee on the Queen Elizabeth Park in the green space by the Kids Own Playground. In order to manage safe and responsible drinking it has

been requested by both the Golden Shears Committee and the Police that the whole of Queen Elizabeth II Park be made alcohol free excluding a special licenced area in the green space.

See Attachment 1 for maps of the proposed prohibition areas.

Attachment 2 contains further information relating to officer powers and infringements for offences in relation to a prohibition in general.

The Masterton District Council Alcohol Control Bylaw will be comprehensively reviewed in 2026, and officers will report back to the Council on this early in the New Year. This consultation will include reviewing and consulting whether the temporary alcohol-free zones made in these areas every year could be embedded into the Bylaw permanently.

ANALYSIS AND ADVICE

The Masterton District Council Alcohol Control Bylaw 2025 (the Bylaw) came into effect on 8 December 2025. Under the Bylaw, Masterton CBD and the Skatepark are alcohol-free zones at all times. Queen Elizabeth Park is alcohol-free from 9.00pm to 7.00am, 7 days a week.

Under section 151(2) of the Local Government Act 2002 and clause 8.1 of the Bylaw, Council has the power, by resolution publicly notified, to order a prohibition of alcohol consumption or possession for certain events or other specified times within specified public places in the Masterton district.

As a result of the issues experienced within these two beach communities Council has previously adopted a prohibition on the consumption of alcohol in public places and the use of motor vehicles at Labour Weekend and New Year. This has historically led to a substantial reduction in issues at the two beach communities.

Local Residents and Ratepayers' Associations are supportive of the use of prohibitions. Both Associations have noted a reduction in alcohol-related harm when having the prohibitions in place and believe it is an effective tool against anti-social behaviour. In 2016 New Year there were several assaults and other alcohol harm-related incidents at Castlepoint. This resulted in the prohibitions for alcohol and road closures being implemented earlier than the previous 6.00pm on 31 December. It should also be noted that there was unrest at Riversdale Beach over the Labour Weekend period this year which led to the Police meeting with members of the community to discuss policing of the prohibition.

Prohibition of vehicles

Section 147B of the Local Government Act 2002 states that a Territorial Authority must be satisfied that there is evidence that the area to which the bylaw applies has experienced a high level of crime or disorder that can be shown to have been caused or made worse by alcohol consumption in the areas. Despite having prohibitions in place, there have still been alcohol harm-related incidents at Riversdale in the past two years. Two years ago a young person was given first aid after being hit. The year before that bottles were thrown at Police officers while they patrolled at Riversdale.

The areas proposed to be temporarily closed as a result of the prohibition of vehicles (detailed below) are legal roads and can therefore be temporarily closed to normal traffic if statutory temporary road closure procedures are followed. The procedures are set out in Section 319 of the Local Government Act 1974 and give the Council the power to stop or close any road (or part of a road) within the parameters of Section 342 and Schedule 10 of the Local Government Act 1974 (see Attachment 3).

These procedures include:

- Consultation with Waka Kotahi (New Zealand Transport Agency) and the Police;
- Public notice being given of the proposal to close any road (or part of a road), and public notice of a decision to close the road;
- Council being satisfied that traffic is not likely to be unreasonably impeded.

A resolution of Council is required where a proposal to temporarily close a road during a period when public disorder is anticipated.

Council is required to give public notice of its decision.

Proposed Prohibition

The prohibition of vehicles is intended to run from:

- 4.00pm Wednesday 31 December 2025 to 6.00am Thursday 1 January 2026.

The prohibition of alcohol is intended to run from:

- 6.00pm Tuesday 30 December 2025 to 6.00am Thursday 1 January 2026 at Castlepoint and Riversdale.
- 7:00am on Wednesday 4 March to 7:00am on Sunday 7 March at Queen Elizabeth II Park.

The prohibition of vehicles and alcohol will affect the following areas:

Riversdale

- Orui Station/Riversdale Road intersection, and along Riversdale Road to Riversdale township, Bodle Drive to the lagoon and including Riversdale Beach from the lagoon to the Southern Riversdale Reserve to the water's edge. From Blue Pacific Parade and Bodle Drive intersection along Blue Pacific Parade to and including the Southern Riversdale Reserve including the beach to the water's edge.
- From Riversdale Road and Pinedale Crescent intersection along Pinedale Crescent to the intersection with Blue Pacific Parade.
- The southern terrace off Palm Parade and the middle terrace off Pinedale Crescent being Rochdale Road, Otaraia Road, Bull Lane, Tama Road, Pukeko Place, Knoyle Road and Rochdale Road.
- This includes all public places, public parks and accessways into the defined area where the prohibition will be extended to.

Castlepoint

- From the Castlepoint motorcamp to the Castlepoint Lagoon, including Jetty Road and Castlepoint Beach to the water's edge. From in front of the motorcamp to the Castlepoint Lagoon, including Castlepoint Reserve. Also including Guthrie and Balfour Crescents and all public roads and places to which the public have access within the township of Castlepoint.

Queen Elizabeth II Park

For alcohol

- Queen Elizabeth II Park, including the Pioneer and Masterton Cemeteries, Sportsbowl, Deer Park, Waipoua River and banks, and Jean Street sportsgrounds. For the avoidance of doubt, this area includes the entire legal road reserve of the streets which form the boundary of the area specified above, up to the boundaries with adjoining properties and including the carriageway, berms and footpaths. Where the public place meets or is crossed by another road, the boundary of the public place shall be deemed to continue in an unbroken straight line across the other road.

(collectively referred to as the **Prohibition**)

OPTIONS CONSIDERED

A summary of the options considered is included in the table below.

Castlepoint and Riversdale

Option		Advantages	Disadvantages
1A	Adopt the Prohibition	• Continues a harm prevention/minimisation approach • Enables the police to use powers if needed • Supported by the police and ratepayers associations.	• Council may be perceived by some as impinging on their rights to consume alcohol during the periods outlined
1B	Do not adopt the Prohibition	• None identified	• Ceases the harm prevention/ minimisation approach • Risks a return to the anti-social behaviour experienced in the two communities • Likely to result in the communities feeling unsupported by Council in dealing with this issue

Queen Elizabeth Park

Option		Advantages	Disadvantages
2A	Adopt the Prohibition	• Continues a harm prevention/minimisation approach • Enables the police to use powers if needed • Supported by Golden Shears and the Police.	• Council may be perceived by some as impinging on their rights to consume alcohol during the periods outlined
2B	Do not adopt the Prohibition	• None identified	• Ceases the harm prevention/ minimisation approach • Risks anti-social behaviour as a result of alcohol consumption in the park outside the licensed area.

RECOMMENDED OPTION

Option 1A is recommended as it continues Council's approach in supporting efforts to reduce alcohol-related harm at the two communities during these holiday periods and it supports the efforts of residents' associations in reducing disorder during these times.

For Queen Elizabeth Park Option 2A is recommended as supports the harm prevention/minimisation approach taken by council at the park and supports Golden Shears in the running of their event. For the period of the Golden Shears there is an increased risk due to the consumption of alcohol within a licenced area within the park.

SUMMARY OF CONSIDERATIONS

Strategic, Policy and Legislative Implications

Sections 4.4 and 4.5 of the Masterton District Council Alcohol Control Bylaw 2025 state that Council by resolution publicly notified, may order a prohibition of alcohol consumption or possession (including while in a vehicle) for certain events or other specified times within specified public places in the Masterton district. We must give at least 14 days' notice as set out in section 170(3) of the Local Government Act (LGA).

Police powers of search under section 170(2) of the LGA applies to the proposed alcohol prohibitions.

As set out under sections 147A of the LGA the proposed temporary prohibition is:

- appropriate and proportionate in light of that likely crime or disorder; and
- a reasonable limitation on people's rights and freedoms.

Significance, Engagement and Consultation

The principles of consultation set out in section 82 of the LGA 2002 also underpin the Council's Significance and Engagement Policy. Under that Policy, the Council must consider the views and preferences of people affected by, or with an interest in, the matter at hand. The matter here relates to alcohol bans in specified public places at specified holiday periods.

Officers engaged with Masterton's Police and the beach community associations earlier in 2025 about the current holiday time alcohol bans at the beaches, and the potential to amend the Alcohol Control Bylaw to make these permanent instead of having to be made annually. The Police and residents' associations expressed their support for alcohol bans at peak holiday times and were interested to see them embedding into the Bylaw. A consultation on that option will progress in 2026. The Police have expressed concern that crime or disorder relating to alcohol would return quickly if the alcohol-free bans were not imposed.
The comments made by residents in 2025 reflect those also made in 2022 as part of feedback on the Riversdale Community Plan, indicating a need for anti-social behaviour at the beaches, that is associated with drinking, to be controlled.

A survey specifically relating to alcohol control measures at Castlepoint and Riversdale Beach was open for feedback from 21 December 2018 to 28 February 2019. Seventy-seven people responded to the survey. There are no plans to carry out another survey in the near future. 91% (70) supported alcohol-free zones and 9% (7) were against them. The survey results for the vehicle ban at Castlepoint/Riversdale Beach for the 2018-19 New Year's period showed 76% (59 individuals) supporting the vehicle ban, and 21% (16 people) against the ban, with 3% (three people) saying they didn't know.

Financial Considerations

An electronic notification sign on the way to the beach settlements to notify of the prohibitions at New Year has been planned. The cost has been budgeted for within existing operational budgets.

Implications for Māori

There are no specific implications for Māori arising from the decision to adopt the prohibition in accordance with the Masterton District Council Alcohol Control Bylaw 2025.

Communications/Engagement Plan

The community will be notified of the planned prohibitions via public notice, and through social media posts along with posters throughout the settlements such as the shop notice boards. Residents and people staying at accommodation will be encouraged to have proof of accommodation to ensure they can drive to the properties.

Environmental/Climate Change Impact and Considerations

The prohibition on alcohol and vehicles is not considered to have a significant impact on the environment.

NEXT STEPS

Public Notice

If approved, the decision will be publicly notified in the local media in accordance with the requirements of section 4.5 of the Bylaw and section 170(3) of the Local Government Act 2002.

ATTACHMENTS

1. **Maps of Proposed Prohibition Areas ⇩**
2. **Extract from Local Government Act 2002 ⇩**
3. **Extract from Local Government Act 1974 ⇩**

Proposed Prohibition Castlepoint

December 1, 2025

Masterton Property

Carterton Property

South Wairarapa Property

1:18,056

0 205 410 820 Metres

DISCLAIMER
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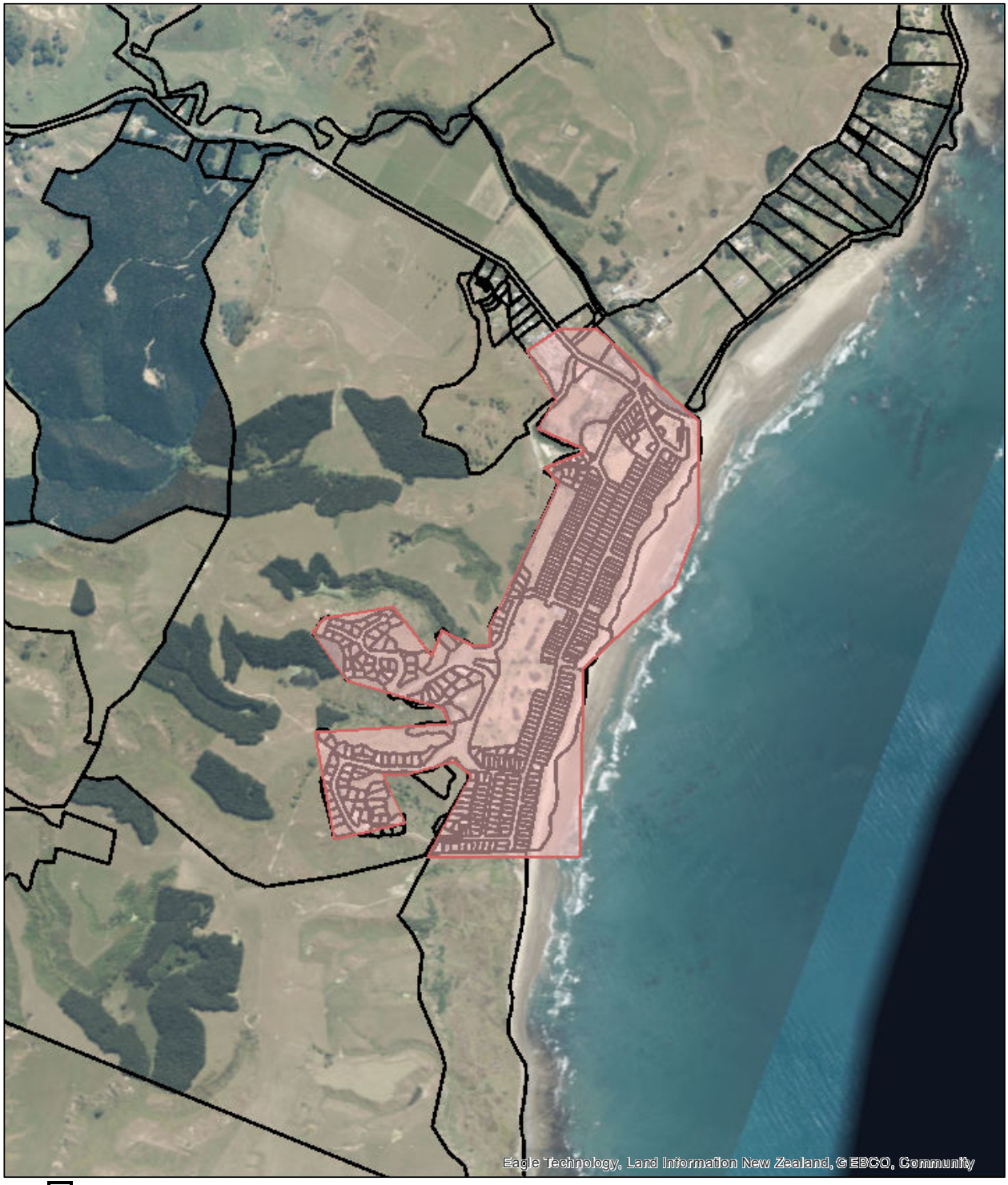
Proposed Prohibition Riversdale



December 1, 2025

Masterton Property

Carterton Property

South Wairarapa Property

1:18,056

0 205 410 820 Metres

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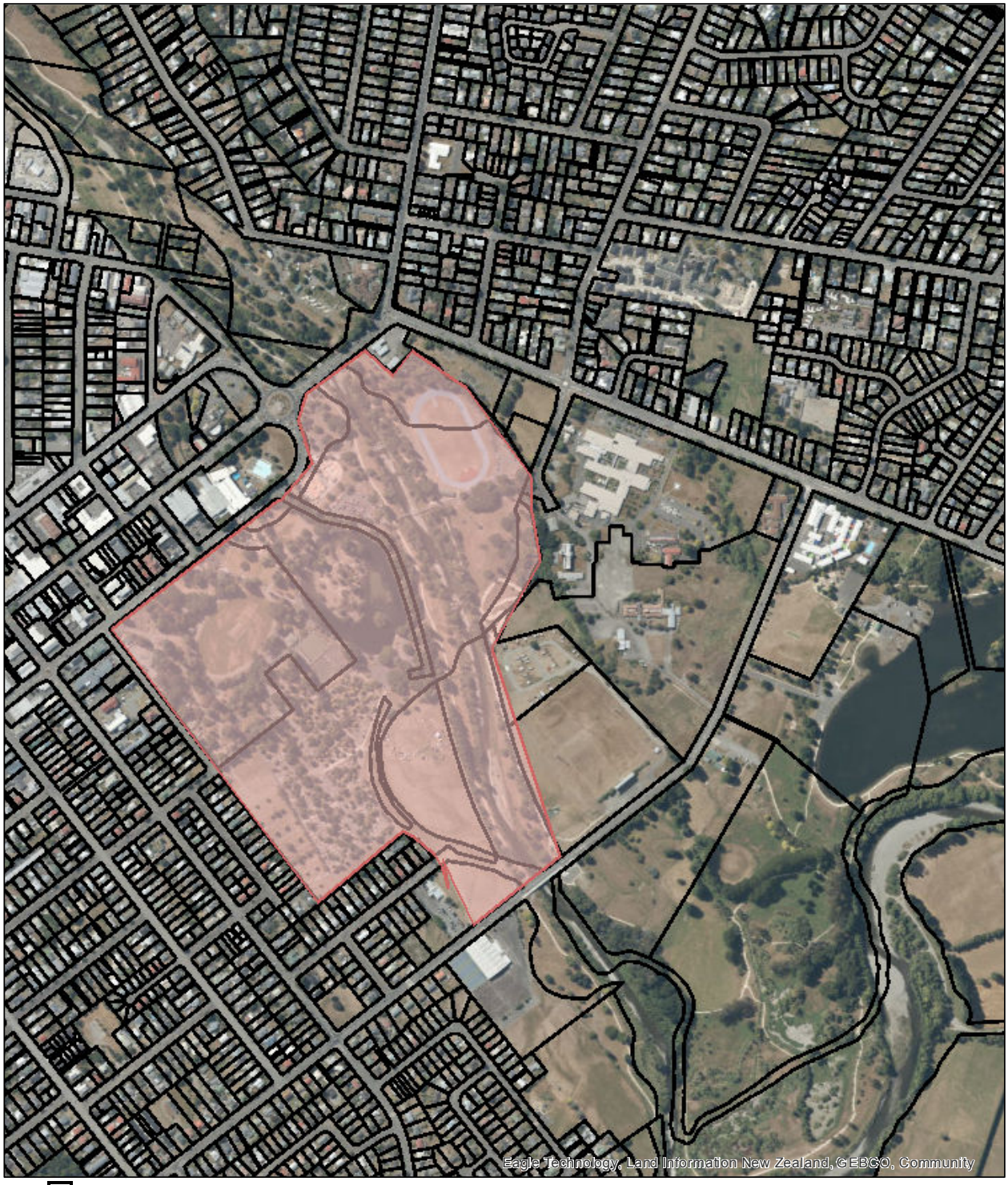
Proposed Prohibition QEII



December 1, 2025

- ☐ Masterton Property
- ☐ Carterton Property
- ☐ South Wairarapa Property

1:9,028

0 100 200 400 Metres

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Attachment 1

Local Government Act 2002

Section 245 Issue of infringement notices

(1) An infringement notice may be served on a person if an enforcement officer—

(a) observes a person committing an infringement offence; or

(b) has reasonable cause to believe that an infringement offence is being or has been committed by that person.

(2) An infringement notice not relating to a breach of an alcohol ban may be served—

(a) by an enforcement officer (not necessarily the person who issued the notice) personally delivering it (or a copy of it) to the person alleged to have committed the infringement offence concerned; or

(b) by post addressed to that person's last known place of residence or business.

(2A) An infringement notice relating to a breach of an alcohol ban may be served—

(a) by a constable personally delivering it to the person alleged to have committed the breach; or

(b) by a constable personally delivering it, at a time after the person alleged to have committed the breach has been arrested for committing it, to the person; or

(c) by post addressed to the last known place of residence or business of the person alleged to have committed the breach.

(3) An infringement notice sent to a person under subsection (2)(b) must be treated as having been served on that person when it was posted.

(4) An infringement notice must be in the prescribed form and must contain the following particulars:

(a) details of the alleged infringement offence sufficient to inform fairly a person of the time, place, and nature of the alleged offence:

(b) the amount of the infringement fee specified for that offence:

(c) the time within which the infringement fee must be paid:

(d) the address of the place at which the infringement fee must be paid:

(e) a summary of the provisions of section 21(10) of the Summary Proceedings Act 1957:

(f) a statement that the person served with the notice has a right to request a hearing:

(g) a statement of what will happen if the person served with the notice neither pays the infringement fee nor requests a hearing:

(h) any other particulars that are prescribed.

(5) If an infringement notice has been issued under this section,—

(a) proceedings in respect of the offence to which the notice relates may be commenced in accordance with section 21 of the Summary Proceedings Act 1957; and

(b) the provisions of that section apply with all necessary modifications.

Section 147B Criteria for making resolutions relating to bylaws

Before making under section 151, a resolution relating to a bylaw under section 147, a territorial authority must, under section 147B, be satisfied that—

(a) there is evidence that the area to which the bylaw applies (or will apply by virtue of the resolution) has experienced a high level of crime or disorder that can be shown to have been caused or made worse by alcohol consumption in the area; and

(b) the bylaw, as applied by the resolution,—

(i) is appropriate and proportionate in the light of the evidence; and

(ii) can be justified as a reasonable limitation on people's rights and freedoms.

Attachment 3

Local Government Act 1974

Section 319 General powers of councils in respect of roads

(1) The council shall have power in respect of roads to do the following things:

(a) to construct, upgrade, and repair all roads with such materials and in such manner as the council thinks fit;

(b) *[Repealed]*

(c) to lay out new roads;

(d) to divert or alter the course of any road;

(e) to increase or diminish the width of any road subject to and in accordance with the provisions of the district plan, if any, and to this Act and any other Act;

(f) to determine what part of a road shall be a carriageway, and what part a footpath or cycle track only;

(g) to alter the level of any road or any part of any road;

(h) to stop or close any road or part thereof in the manner and upon the conditions set out in section 342 and Schedule 10;

(i) to make and use a temporary road upon any unoccupied land while any road adjacent thereto is being constructed or repaired;

(j) to name and to alter the name of any road and to place on any building or erection on or abutting on any road a plate bearing the name of the road;

(k) to sell the surplus spoil of roads;

(l) for the purpose of providing access from one road to another, or from one part of a road to another part of the same road, to construct on any road, or on land adjacent to any road, elevators, moving platforms, machinery, and overhead bridges for passengers or other traffic, and such subways, tunnels, shafts, and approaches as are required in connection therewith.

(2) Before exercising a power under this section to do anything that will or is likely to interfere with any pipe, line, or other work associated with wastewater, stormwater, or the supply of water, electricity, gas, or telecommunications, the council must give not less than 10 working days' notice in writing of the proposed interference to the owner of the pipe, line, or other work, except in the case of any emergency or danger.

Section 342 Stopping and closing of roads

(1) The council may, in the manner provided in Schedule 10,—

(a) stop any road or part thereof in the district:

provided that the council shall not proceed to stop any road or part thereof in a rural area unless the prior consent of the Minister of Lands has been obtained; or

(b) close any road to traffic or any specified type of traffic (including pedestrian traffic) on a temporary basis in accordance with that schedule and impose or permit the imposition of charges as provided for in that schedule.

(2) *[Repealed]*

Clause 11, Schedule 10 - Temporary prohibition of traffic

Temporary prohibition of traffic

11 The council may, subject to such conditions as it thinks fit (including the imposition of a reasonable bond), and after consultation with the Police and the New Zealand Transport Agency, close any road or part of a road to all traffic or any specified type of traffic (including pedestrian traffic)—

a) while the road, or any drain, water race, pipe, or apparatus under, upon, or over the road is being constructed or repaired; or
b) where, in order to resolve problems associated with traffic operations on a road network, experimental diversions of traffic are required; or
c) during a period when public disorder exists or is anticipated; or
d) when for any reason it is considered desirable that traffic should be temporarily diverted to other roads; or
e) for a period or periods not exceeding in the aggregate 31 days in any year for any exhibition, fair, show, market, concert, film-making, race or other sporting event, or public function;

provided that no road may be closed for any purpose specified in paragraph (e) if that closure would, in the opinion of the council, be likely to impede traffic unreasonably.

7.3 ADOPTION OF STANDING ORDERS 2025

File Number:

Author: **Karen Yates, Group Manager Strategy**

Authoriser: **Kym Fell, Chief Executive**

PURPOSE

The purpose of this report is to seek Council's adoption of Standing Orders for Masterton District Council.

EXECUTIVE SUMMARY

Council must adopt Standing Orders for orderly conduct of its meetings (Clause 27(1), Schedule 7, Local Government Act 2002). The current Standing Orders were adopted by Council at the Inaugural Meeting on 26 October 2022 and have most recently been amended by Council in May 2025. Standing Orders remain in force until replaced or amended by the new Council.

Council's current Standing Orders are based on the template developed by Local Government New Zealand (LGNZ). The template is consistent with current legislation, well-structured and written in a way that makes it easy to understand the content. It is proposed that the current Standing Orders be re-adopted with some minor changes to improve clarity, and with the options Council agrees as discussed below (see Attachment 1). At least 75% of members present at the meeting must approve the adoption (or amendment) of Standing Orders.

RECOMMENDATIONS

That Council adopts the Standing Orders included in Attachment 1 including:

(i) the inclusion of provision for the exercise of a casting vote in specified circumstances (SO 19.3);
(ii) provision for attendance at meetings via audio-visual link (SO 13 7-16); and
(iii) confirmation of **[Option B or Option C]** for speaking and moving motions and amendments (SO 22)

CONTEXT

Councils are required to adopt Standing Orders. Masterton District Council has based its Standing Orders on the template developed by LGNZ for at least the last three trienniums. The template, which is updated every three years, provides a set of Standing Orders that are consistent with current legislation, are well structured and clearly written and include improvements based on feedback from councils over the preceding triennium. The main differences between the current Standing Orders (adopted by Council in 2022) are highlighted in the Standing Orders proposed for adoption in Attachment 1.

ANALYSIS AND ADVICE

The template contains three options that councils need to consider when adopting the Standing Orders in relation to the provision of a casting vote by a chairperson; to an option for allowing attendance at meetings by audio visual link; and options for speaking and moving. These are set out below and are in red text in the Standing Orders at Attachment 1.

1. The Provision of a Casting Vote by a Chairperson (SO 19.3)

LGNZ Template Standing Order 19.3 provides that:

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

This standing order allows unrestricted use of the casting vote in any circumstances enabling the Mayor or Chairperson to make the final decision on a matter where votes are tied.

Under the Local Government Act 2002 the incorporation of the casting vote in Standing Orders is optional. Council can decide whether to allow for the Mayor or Chairperson to have a casting vote. Where there is no provision for a casting vote, if the vote is tied, then the motion is defeated and the status quo is preserved.

In its 2022 Standing Orders Masterton District Council has provision for a casting vote in specified circumstances. It is proposed that this continue with standing order 19.3 in the LGNZ template replaced by the following provisions which are substantively the same as those included in the current Council's standing orders:

"19.3 In the case of an equality of votes the Chairperson has a casting vote (in addition to a deliberative vote) in the following circumstances:

19.3.1 The meeting is a meeting of the Council, or a hearings committee, and the Council or committee is subject to a binding obligation (whether created by legislation, contract or otherwise) to make a decision, and deferral of the matter would be likely to result in a breach of that obligation; or

19.3.2 The meeting is a meeting of the Council and the exercise of the casting vote is required to preserve the continuity of a programme, project, or process mandated by a prior resolution of the Council (including a resolution to adopt a policy or plan)."

These replacement clauses allow the use of a casting vote in situations where the implications of a resolution not being passed have consequences for Council.

2. Option for Attendance at Meetings by Audio-visual Link (SO 13.7-13.16)

Standing Orders 13.7 to 13.16 provide for attendance at meetings via an audio-visual link to allow members to participate in meetings if they are not physically present. The provision was made in standing orders in response to requests from councils representing large geographical areas where it can be difficult for members to attend meetings at short notice. The ability to attend meetings by electronic link, and for members to be able to vote and be counted for the purposes of quorum, became important during the COVID-19 pandemic, when members were not able to meet in person.

Masterton District Council has provided for attendance by audio-visual link in the previous two trienniums and for those attending by audio-visual link to be counted as present for the purposes of quorum. It is proposed that the option to provide for audio-visual attendance remains, subject to the approval of the chair of the relevant meeting, should the need arise. This allows participation by all members when unforeseen circumstances arise which mean that they cannot be physically present at a meeting.

Council amended the provisions relating to member attendance by audio or audio-visual link at its meeting on 14 May 2025, to provide that members attending remotely must have their camera on unless the chair had agreed otherwise. The report to the May 2025 meeting noted that a review of the requirements and conditions for remote attendance would be undertaken for the Standing Orders which would be brought to Council in the new triennium. As a result of this review, it is proposed, with Council agreement, to add an additional appendix to the Standing Orders to clarify the requirements for remote attendance. The proposed protocol, which is based on the LGNZ template, is attached (see Attachment 2).

3. Options for Speaking and Moving (SO22)

Standing Order 22 sets out general procedures for speaking and moving motions. Standing Order 22.1 provides three options for speaking and moving to provide the meeting flexibility to deal with different situations:

22.1 Options for speaking and moving

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

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

22.2 Option A

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

22.3 Option B

- *The mover and seconder of a motion cannot move or second an amendment. (This does not apply when the mover or seconder of a motion to adopt a report of a committee wants to amend an item in the report. In this case the original mover or seconder may also propose or second the suggested amendment).*
- *Any members, regardless of whether they have spoken to the original or substituted motion, may move or second an amendment to it.*

- *The mover or seconder of an amendment that is carried can move or second a subsequent amendment. A mover or seconder of an amendment which is lost cannot move or second a subsequent amendment.*
- *Members can speak to any amendment.*
- *The meeting by agreement of the majority of members present may amend a motion with the agreement of the mover and seconder.*

22.4 Option C

- *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.*

Council can choose which of the three options operates as the default option. In the last triennium Council decided that Option C should be the default option as it enabled more flexibility and greater discussion.

It is proposed that the 2025 Standing Orders continue with option C as the default option. With nine elected members, the more formal Option A does not provide the flexibility of the other two options for members to move, second and speak to motions and amendments. Options B or C enable more inclusive discussion about issues.

Unlike Option A, Option B allows members who have spoken to a motion to move an amendment to that motion and allows members who have moved or seconded an amendment that has been carried to move or second a subsequent amendment. Option C has no restrictions on who can move or second or speak to an amendment.

Choosing Option B or C as the default option does not prevent a meeting choosing one of the other options for the whole meeting or a specified item on the agenda, although that does need to be agreed by the majority of members at the beginning of the meeting.

Appendices 3, 4 and 5 of the Standing Orders contain flow charts showing the three options.

OPTIONS CONSIDERED

A summary of the options considered is included in the table below.

Option		Advantages	Disadvantages
1A	Adopt the updated Standing Orders in Attachment 1 with option A as the default option for moving and seconding motions and amendments	Council will have up to date and clear Standing Orders for the conduct of meetings for the 2025-2028 triennium including the formal option for moving and seconding	This is the most formal option and limits the number of times members can speak and move amendments.

		motions and amendments allowing debate to be controlled. The chairperson can, at the beginning of the meeting, recommend that the meeting resolves to adopt either of options B or C for the meeting generally or for any specific item on the agenda.	
1B	Adopt the updated Standing Orders in Attachment 1 with option B as the default option for moving and seconding motions and amendments	Council will have up to date and clear Standing Orders for the conduct of meetings for the 2025-2028 triennium including a less formal option than Option A for moving and seconding motions and amendments and allow more discussion on items. The chairperson can, at the beginning of the meeting, recommend that the meeting resolves to adopt either of options A or C for the meeting generally or for any specific item on the agenda.	While limiting the ability of movers and seconders to move amendments this less formal option than Option A allows other members to move and second amendments regardless of whether they have spoken to the motion.
1C	Adopt the updated Standing Orders in Attachment 1 with option C as the default option for moving and seconding motions and amendments	Council will have up to date and clear Standing Orders for the conduct of meetings for the 2025-2028 triennium including flexibility for moving and seconding motions and amendments to allow more discussion on items. The chairperson can, at the beginning of the meeting, recommend that the meeting resolves to adopt either of options A or B for the meeting generally or for any specific item on the agenda.	This informal option has no restriction on the number of times members can speak and move amendments.

2A	Adopt the Standing Orders without the ability for members to attend by electronic link	Council will have up to date and clear Standing Orders for the conduct of meetings for the 2025-2028 triennium. Members will be required to be physically present at meetings	Council may not be able to meet if members are not able to physically attend a particular meeting and quorum is not reached. This will affect the ability of Council to make decisions.
2B	Adopt the Standing Orders including the provisions for members to attend by electronic link	Council will have up to date and clear Standing Orders for the conduct of meetings for the 2025-2028 triennium. Members will be able to attend meetings, vote and be counted for quorum if they are not able to be physically present, ensuring decision making can continue if circumstances prevent member attendance.	Members are not required to be physically present at a meeting
3A	Adopt the Standing Orders without providing for the Chairperson to exercise a casting vote	Decisions will be made by majority vote only	If a vote is tied the motion is defeated and the status quo remains so decision making may not be able to be progressed.
3B	Adopt the Standing Orders with provision for the Chair to exercise a casting vote in certain circumstances	Decision making can continue in situations where the implications of a resolution not being passed have consequences for Council. Although decisions can potentially be made without a majority vote, this is in limited circumstances.	Allows decisions to be made without a majority vote.
4	Adopt the Standing Orders with other amendments	Depending on the amendments, Council may have up to date Standing Orders for the conduct of meetings	Depending on amendments, if, for example, the casting vote provision is removed, Council may not be able to meet its statutory or legal obligations, or an amendment is contrary to a legislative requirement, Council may be in a position where it is acting contrary to the law.

5	Do not adopt new Standing Orders	No advantages have been identified	The Standing Orders adopted in 2022 will remain in place

RECOMMENDED OPTION

Options 1C, 2B and 3B are recommended. This ensures that Council will have current and clear standing orders for the conduct of meetings in the 2025-2028 triennium with a less formal procedure for moving and seconding motions as the default, decision making can continue in the event of members not being able to attend meetings in person and decisions can be made in situations where the implications of a resolution not being passed have consequences for Council.

SUMMARY OF CONSIDERATIONS

Strategic, Policy and Legislative Implications

Council is required by statute to have standing orders and the current Standing Orders reflect legislative requirements.

Significance, Engagement and Consultation

The decision to adopt standing orders is not significant in terms of Council's Significance and Engagement Policy as it is required by statute and is a procedural decision.

Financial Considerations

There are no financial considerations related to the decisions in this report.

Implications for Māori

There are no implications for Māori.

Communications/Engagement Plan

No communications or engagement plan is required. The Standing Orders will be available on the Masterton District Council website.

Environmental/Climate Change Impact and Considerations

There are no environmental or climate change impacts or considerations related to the decisions in this report.

NEXT STEPS

The Standing Orders will be finalised in line with the options Council chooses.

ATTACHMENTS

1. **Standing Orders 2025-2028** ⇩
2. **Proposed Appendix 12 DRAFT Protocols for Participating in Meetings by Audio Visual Link** ⇩

Council meeting standing orders

Preface

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

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

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

Although it is mandatory that local authorities adopt standing orders for the conduct of their meetings, it is not necessary that they are adopted every triennium. LGNZ recommends standing orders are reviewed within the first six months after an election. This is to ensure that they fully meet their needs for effective and inclusive meetings (see LGA 2002, sch 7, cl 27).

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

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

LGNZ has made every reasonable effort to provide accurate information in this document, however it is not advice and we do not accept any responsibility for actions taken that may be based on reading it.

Contents

1. Introduction **10**
Principles **10**
1.1 Statutory references 11
1.2 Acronyms 11
1.3 Application 11
2. Definitions **12**
3. Standing orders **18**
3.1 Obligation to adopt standing orders 18
3.2 Process for adoption and alteration of standing orders 18
3.3 Members must obey standing orders 18
3.4 Application of standing orders 19
3.5 Temporary suspension of standing orders 19
3.6 Quasi-judicial proceedings 19
3.7 Physical address of members 19
4. Meetings **20**
4.1 Legal requirement to hold meetings 20
4.2 Meeting duration 20
4.3 Language 20
4.4 Webcasting meetings 21
4.5 First meeting (inaugural) 21
4.6 Requirements for the first meeting 21
5. Appointments and elections **22**
5.1 Mayoral appointment of deputy Mayor, committee chairs & members 22
5.2 Council Discharge of a Mayoral Appointment 22
5.3 Establishment of committees by the Mayor 22
5.4 Elections of regional chairpersons, deputy Mayors and deputy chairpersons 23
5.5 Removal of a deputy Mayor 23
5.6 Voting system for chairs, deputy Mayors and committee chairs 23
6. Delegations **24**
6.1 Duty to consider delegations to community boards 24
6.2 Limits on delegations 24
6.3 Committees may delegate 25
6.4 Use of delegated powers 25
6.5 Decisions made under delegated authority cannot be rescinded or amended 25

6.6 Committees and sub committees subject to the direction of the local authority 25
7. Committees 26
7.1 Appointment of committees and subcommittees 26
7.2 Discharge or reconstitution of committees and subcommittees 26
7.3 Appointment or discharge of committee members and subcommittee members 26
7.4 Elected members on committees and subcommittees 26
7.5 Local authority may replace members if committee not discharged 27
7.6 Membership of Mayor 27
7.7 Decision not invalid despite irregularity in membership 27
7.8 Appointment of joint committees 27
7.9 Status of joint committees 28
7.10 Power to appoint or discharge individual members of a joint committee 28
Pre-meeting 29
8. Giving notice 29
8.1 Public notice – ordinary meetings 29
8.2 Notice to members - ordinary meetings 29
8.3 Extraordinary meeting may be called 29
8.4 Notice to members - extraordinary meetings 29
8.5 Emergency meetings may be called 30
8.6 Process for calling an emergency meeting 30
8.7 Public notice – emergency and extraordinary meetings 30
8.8 Meetings not invalid 30
8.9 Resolutions passed at an extraordinary meeting 31
8.10 Meeting schedules 31
8.11 Non-receipt of notice to members 31
8.12 Meeting cancellations 31
9. Meeting agenda 32
9.1 Preparation of the agenda 32
9.2 Process for raising matters for a decision 32
9.3 Chief executive may delay or refuse request 32
9.4 Order of business 32
9.5 Chairperson's recommendation 32
9.6 Chairperson may prepare report 33
9.7 Public availability of the agenda 33
9.8 Public inspection of agenda 33
9.9 Withdrawal of agenda items 33

9.10 Distribution of the agenda 34
9.11 Status of agenda 34
9.12 Items of business not on the agenda which cannot be delayed 34
9.13 Discussion of minor matters not on the agenda 34
9.14 Public excluded business on the agenda 34
9.15 Qualified privilege relating to agenda and minutes 35

Meeting Procedures 35

10. Opening and closing 35

11. Quorum 35

11.1 Council meetings 35
11.2 Committees and subcommittee meetings 36
11.3 Joint Committees 36
11.4 Requirement for a quorum 36
11.5 Meeting lapses where no quorum 36
11.6 Business from lapsed meetings 37

12. Public access and recording 37

12.1 Meetings open to the public 37
12.2 Grounds for removing the public 37
12.3 Local authority may record meetings 37
12.4 Public may record meetings 37

13. Attendance 38

13.1 Members right to attend meetings 38
13.2 Attendance when a committee is performing judicial or quasi-judicial functions 38
13.3 Leave of absence 38
13.4 Apologies 38
13.5 Recording apologies 39
13.6 Absent without leave 39
13.7 Right to attend by audio or audiovisual link 39
13.8 Member's status: quorum 39
13.9 Member's status: voting 39
13.10 Chairperson's duties 39
13.11 Conditions for attending by audio or audiovisual link 40
13.12 Request to attend by audio or audiovisual link 40
13.13 Chairperson may terminate link 40
13.14 Giving or showing a document 41
13.15 Link failure 41

13.16 Confidentiality 41
14. Chairperson's role in meetings 41
14.1 Council meetings 41
14.2 Other meetings 42
14.3 Addressing the chairperson 42
14.4 Chairperson's rulings 42
14.5 Chairperson standing 42
14.6 Member's right to speak 42
14.7 Chairperson may prioritise speakers 42
15. Public Forums 43
15.1 Time limits 43
15.2 Restrictions 43
15.3 Questions at public forums 43
15.4 No resolutions 44
16. Deputations 44
16.1 Time limits 44
16.2 Restrictions 44
16.3 Questions of a deputation 44
16.4 Resolutions 45
17. Petitions 45
17.1 Form of petitions 45
17.2 Petition presented by petitioner 45
17.3 Petition presented by member 45
18. Exclusion of public 46
18.1 Motions and resolutions to exclude the public 46
18.2 Specified people may remain 46
18.3 Public excluded items 46
18.4 Non-disclosure of information 47
18.5 Release of information from public excluded session 47
19. Voting 47
19.1 Decisions by majority vote 47
19.2 Open voting 47
19.3 Chairperson has a casting vote 47
19.4 Method of voting 48
19.5 Calling for a division 48
19.6 Request to have votes recorded 48
19.7 Members may abstain 48

20. Conduct **49**
20.1 Calling to order 49
20.2 Behaviour consistent with Code of Conduct 49
20.3 Retractions and apologies 49
20.4 Disorderly conduct 49
20.5 Contempt 49
20.6 Removal from meeting 50
20.7 Financial conflicts of interests 50
20.8 Non-financial conflicts of interests 50
20.9 Qualified privilege for meeting proceedings 51
20.10 Qualified privilege additional to any other provisions 51
20.11 Electronic devices at meetings 51
21. General rules of debate **51**
21.1 Chairperson may exercise discretion 51
21.2 Time limits on speakers 51
21.3 Questions to staff 52
21.4 Questions of clarification 52
21.5 Members may speak only once 52
21.6 Limits on number of speakers 52
21.7 Seconder may reserve speech 52
21.8 Speaking only to relevant matters 52
21.9 Restating motions 53
21.10 Criticism of resolutions 53
21.11 Objecting to words 53
21.12 Right of reply 53
21.13 No other member may speak 53
21.14 Adjournment motions 54
21.15 Chairperson's acceptance of closure motions 54
22. General procedures for speaking and moving motions **54**
22.1 Options for speaking and moving 54
22.2 Option A 55
22.3 Option B 55
22.4 Option C 55
23. Motions and amendments **56**
23.1 Proposing and seconding motions 56
23.2 Motions in writing 56
23.3 Motions expressed in parts 56

23.4 Substituted motion 56
23.5 Amendments to be relevant and not direct negatives 56
23.6 Foreshadowed amendments 57
23.7 Carried amendments 57
23.8 Lost amendments 57
23.9 Where a motion is lost 57
23.10 Withdrawal of motions and amendments 57
23.11 No speakers after reply or motion has been put 58
24. Revocation or alteration of resolutions 58
24.1 Member may move revocation of a decision 58
24.2 Revocation must be made by the body responsible for the decision 58
24.3 Requirement to give notice 58
24.4 Restrictions on actions under the affected resolution 59
24.5 Revocation or alteration by resolution at same meeting 59
24.6 Revocation or alteration by recommendation in report 59
25. Procedural motions 59
25.1 Procedural motions must be taken immediately 59
25.2 Procedural motions to close or adjourn a debate 60
25.3 Voting on procedural motions 60
25.4 Debate on adjourned items 60
25.5 Remaining business at adjourned meetings 60
25.6 Business referred to the council, committee 60
25.7 Other types of procedural motions 61
26. Points of order 61
26.1 Members may raise points of order 61
26.2 Subjects for points of order 61
26.3 Contradictions 61
26.4 Point of order during division 61
26.5 Chairperson's decision on points of order 61
27. Notices of motion 62
27.1 Notice of intended motion to be in writing 62
27.2 Refusal of notice of motion 62
27.3 Mover of notice of motion 63
27.4 Alteration of notice of motion 63
27.5 When notices of motion lapse 63
27.6 Referral of notices of motion 63
27.7 Repeat notices of motion 63

28. Minutes **64**
28.1 Minutes to be evidence of proceedings 64
28.2 Matters recorded in minutes 64
28.3 No discussion on minutes 65
28.4 Minutes of last meeting before election 65
29. Keeping a record **65**
29.1 Maintaining accurate records 65
29.2 Method for maintaining records 65
29.3 Inspection 65
29.4 Inspection of public excluded matters 66
Referenced documents **67**
Appendix 1: Grounds to exclude the public **68**
Appendix 2: Sample resolution to exclude the public **70**
Appendix 3: Motions and amendments (Option A) **73**
Appendix 4: Motions and amendments (Option B) **74**
Appendix 5: Motions and amendments (Option C) **75**
Appendix 6: Table of procedural motions **76**
Appendix 7: Webcasting protocols **78**
Appendix 8: Powers of a Chairperson **79**
Appendix 9: Process for removing a chairperson or deputy Mayor from office **84**
Appendix 10: Sample order of business **85**
Appendix 11: Process for raising matters for a decision **86**

1. Introduction

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

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

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

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

Principles

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

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

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

1.1 Statutory references

These Standing Orders include statutory and non-statutory meeting provisions and provide guidance on how those provisions should be applied in practice.

Where a statutory provision applies a statutory reference is provided in the standing order.

Statutory references apply throughout the period of the meeting whether or not Standing Orders have been suspended.

Use of the word 'must' in a standing order implies a mandatory legislative requirement.

~~*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.*~~

1.2 Acronyms

LGA 2002	Local Government Act 2002
LGOIMA	Local Government Official Information and Meetings Act 1987
LAMIA	Local Authorities (Members' Interests) Act 1968

1.3 Application

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

2. Definitions

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

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

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

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

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

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

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

Casting vote means a second vote exercised by a chairperson to break a tied vote.

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

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

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

Committee includes, in relation to a council:

(a) A committee comprising all the members of that authority;
(b) A standing committee or special committee appointed by that authority;
(c) A joint committee appointed under cl 30A of sch 7 of the LGA 2002; and

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

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

Conflict of Interest

Includes:

a) Any pecuniary (financial) interest;

b) Any interest arising because of a person's position as a trustee, director, officer, employee, or member of another body; and

c) Any personal non-pecuniary interest, such as pre-determination or bias.

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

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

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

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

Deliberative vote means the ordinary vote of a member (as compared to the casting vote of a chairperson)

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

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

Electronic link means both an audio and audiovisual link.

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

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

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

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

Item means a substantive matter for discussion at a meeting.

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

Karakia timatanga means an opening prayer.

Karakia whakamutunga means a closing prayer.

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

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

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 of the LGA 2002, which is named in these Standing Orders, and any subordinate decision-making bodies established by the local authority.

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

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

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

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

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

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

Motion means a formal proposal to a meeting.

Mover means the member who initiates a motion.

Newspaper means a periodical publication published (whether in New Zealand or elsewhere) at intervals not exceeding 40 days, or any copy of, or part of any copy

of, any such publications; and this includes every publication that at any time accompanies and is distributed along with any newspaper.

Non-elected member
See Appointed Member.

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 local authority publicly notified in accordance with ss 46(1) and (2) of LGOIMA.

Original motion
The first motion moved in a debate, prior to amendment (if any).

Pecuniary Interest In relation to a member, means a matter or activity of financial benefit to that member, including any interest described in s 3 or 6 of LAMIA.

Petition means a request to a local authority 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 either physically present in the room or is attending the meeting by electronic link [*if allowed by these standing orders*].

Presiding member means the chairperson.

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

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

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

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

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

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

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

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

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

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

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

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

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

Seconder means the member who seconds a motion or amendment.

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

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

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

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

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

Working day means a day of the week other than:

(a) Saturday, Sunday, Good Friday, Easter Monday, Anzac Day, Labour Day, the Sovereign's birthday, Matariki, and Waitangi Day. If Waitangi Day or Anzac Day falls on a Saturday or a Sunday, then the following Monday;

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

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

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

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

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

General matters

3. Standing orders

3.1 Obligation to adopt standing orders

- Councils are required to adopt a set of standing orders.
- Standing orders set out how meetings are conducted.
- Standing orders must not contravene any Act.
- If a standing order is inconsistent with a legal requirement, that requirement prevails over the standing order.

~~This obligation applies to city and district Councils, regional councils, local boards and community boards.~~

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

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

3.2 Process for adoption and alteration of standing orders

Adopting new standing orders requires a vote of not less than 75 per cent of the members present.

Amending the current standing orders also requires a vote of not less than 75 per cent of the members present.

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

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

3.3 Members must obey standing orders

All members of the local authority, including members of committees and subcommittees, must comply with these Standing Orders.

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

All external meeting participants, including appointed members, must comply with these standing orders.

3.4 Application of standing orders

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

3.5 Temporary suspension of standing orders

Any member of a council, committee, subcommittee and subordinate body, and local and community board, may move a motion to suspend specified Standing Orders at a meeting of which they are a member.

Any such motion must also include the reason for the suspension. If seconded, the chairperson must put the motion without debate and at least 75 per cent of the members present and voting must support the motion for it to be carried.

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

A motion to suspend Standing Orders may be taken before or during a debate. The motion to suspend Standing Orders must also identify the specific Standing Orders to be suspended. Please

Note: in the event of suspension, those Standing Orders prescribed in statute will continue to apply, such as the quorum requirements.

3.6 Quasi-judicial proceedings

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

3.7 Physical address of members

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

4. Meetings

4.1 Legal requirement to hold meetings

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

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

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

4.2 Meeting duration

Unless the meeting resolves to continue, meetings cannot:

a) sit for more than two hours without a break of at least ten (10) minutes.
b) continue more than six (6) hours (including adjournments) from when it convened, or
c) continue after 10.30pm.

If there is no resolution to continue, any business remaining must be:

a) Adjourned,
b) Transferred to the next meeting, or
c) Transferred to an extraordinary meeting.

4.3 Language

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

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

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

Any written materials should be forwarded to the Chief Executive at least two days before the meeting for translation.

4.4 Webcasting meetings

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

4.5 First meeting (inaugural)

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

LGA 2002, sch, cl 21(1) - (3).

4.6 Requirements for the first meeting

The chief executive or their nominee must chair the first meeting until the Mayor has made their oral and written declarations (see LGA 2002, sch 7, cl 21(4)).

The Mayor will chair the meeting once they have made their oral and written delcarations.

The business to be conducted at the first meeting must include:

(a) The making and attesting of the declarations required of the mayor (if any) and members under LGA 2002, sch 7, cl14,;

(b) 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.

(c) Determining the date and time of the first meeting of the local authority, or the adoption of a schedule of meetings; and

(d) Where the Mayor has not appointed a Deputy Mayor (s41A(3)(a) of the LGA 2002) prior to the meeting, the election of the Deputy Mayor

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

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

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

5. Appointments and elections

5.1 Mayoral appointment of deputy Mayor, committee chairs and members

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

LGA 2002, s 41A(3).

5.2 Council Discharge of a Mayoral Appointment

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

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

LGA 2002, sch 7, cl 31.

5.3 Establishment of committees by the Mayor

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

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

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

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

5.4 Elections of regional chairpersons, deputy Mayors and deputy chairpersons

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

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

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

LGA 2002, sch 7, cl 25.

5.5 Removal of a deputy Mayor

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

LGA 2002, sch 7, cl 18.

5.6 Voting system for chairs, deputy Mayors and committee chairs

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

System A

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

(a) There is a first round of voting for all candidates;

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

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

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

System B

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

(a) There is only one round of voting; and

(b) If two or more candidates tie for the most votes, the tie is resolved by lot.

LGA 2002, sch 7, cl 25.

6. Delegations

6.1 Duty to consider delegations to community boards

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

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

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

6.2 Limits on delegations

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

(a) The power to make a rate;

(b) The power to make a bylaw;

(c) The power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan;

(d) The power to adopt a long-term plan, annual plan, or annual report;

(e) The power to appoint a chief executive;

(f) The power to adopt policies required to be adopted and consulted on under the LGA in association with the long-term plan or developed for the purpose of the local governance statement;

(g) *Repealed*; and

(h) The power to adopt a remuneration and employment policy.

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

6.3 Committees may delegate

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

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

6.4 Use of delegated powers

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

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

6.5 Decisions made under delegated authority cannot be rescinded or amended

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

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

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

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

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

7. Committees

7.1 Appointment of committees and subcommittees

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

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

7.2 Discharge or reconstitution of committees and subcommittees

Unless expressly provided otherwise in legislation or regulation:

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

(b) A committee may discharge or reconstitute a subcommittee.

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

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

Please note: Section12 (2) of the Civil Defence and Emergency Management Act 2002 states that a Civil Defence and Emergency Management Group is not deemed to be discharged following a triennial election. The same is true for District Licensing Committees.

7.3 Appointment or discharge of committee members and subcommittee members

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

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

7.4 Elected members on committees and subcommittees

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

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

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

7.5 Local authority may replace members if committee not discharged

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

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

7.6 Membership of Mayor

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

LGA 2002, s 41A(5).

7.7 Decision not invalid despite irregularity in membership

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

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

LGA 2002, sch 7, cl 29.

7.8 Appointment of joint committees

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

(a) The number of members each party may appoint;

(b) How the chairperson and deputy chairperson are to be appointed;

(c) The terms of reference of the committee;

(d) What responsibilities, if any, are to be delegated to the committee by each party; and

(e) How the agreement may be varied.

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

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

7.9 Status of joint committees

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

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

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

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

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

Pre-meeting

8. Giving notice

8.1 Public notice – ordinary meetings

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

LGOIMA, s 46.

8.2 Notice to members - ordinary meetings

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

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

8.3 Extraordinary meeting may be called

An extraordinary council meeting may be called by:

(a) Resolution of the council, or

(b) A requisition in writing delivered to the chief executive which is signed by:

i. The Mayor; or

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

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

8.4 Notice to members - extraordinary meetings

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

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

8.5 Emergency meetings may be called

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

(a) The Mayor; or

(b) If the Mayor is unavailable, the chief executive.

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

8.6 Process for calling an emergency meeting

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

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

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

8.7 Public notice – emergency and extraordinary meetings

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

(a) To be publicly notified as soon as practicable before the meeting is to be held; or

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

LGOIMA, s 46(3).

8.8 Meetings not invalid

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

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

LGOIMA, s 46(6).

8.9 Resolutions passed at an extraordinary meeting

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

(a) The resolution was passed at a meeting or part of a meeting from which the public was excluded; or

(b) The extraordinary meeting was publicly notified at least 5 working days before the day on which the meeting was held.

LGOIMA, s 51A.

8.10 Meeting schedules

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

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

8.11 Non-receipt of notice to members

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

(a) It is proved that the person responsible for giving notice of the meeting acted in bad faith or without reasonable care; and

(b) The member concerned did not attend the meeting.

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

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

8.12 Meeting cancellations

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

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

9. Meeting agenda

9.1 Preparation of the agenda

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

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

9.2 Process for raising matters for a decision

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

9.3 Chief executive may delay or refuse request

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

A chief executive may refuse a direct report request from an individual member. In this instance, an explanation should be provided to the member.

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

9.4 Order of business

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

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

9.5 Chairperson's recommendation

A chairperson, either prior to the start of the meeting and/or at the meeting itself, may include a recommendation regarding any item on the agenda brought before

the meeting. Where a chairperson's recommendation varies significantly from an officer's recommendation the reason for the variation must be explained. A recommendation that differs significantly from the officer's recommendation must comply with the decision-making requirements of Part 6 of the LGA 2002.

9.6 Chairperson may prepare report

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

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

9.7 Public availability of the agenda

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

LGOIMA, ss 5 & 46A.

9.8 Public inspection of agenda

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

(a) Must be available for inspection at the public offices of the local authority (including service centres), at public libraries under the authority's control and on the council's website, and:

(b) Must be accompanied by either:

i. The associated reports; or

ii. A notice specifying the places at which the associated reports may be inspected.

LGOIMA, s 46A(1).

9.9 Withdrawal of agenda items

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

9.10 Distribution of the agenda

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

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

9.11 Status of agenda

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

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

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

(a) The reason the item is not on the agenda; and

(b) The reason why the discussion of the item cannot be delayed until a subsequent meeting.

LGOIMA, s 46A(7).

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

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

9.13 Discussion of minor matters not on the agenda

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

LGOIMA, s 46A(7A).

9.14 Public excluded business on the agenda

Items that are likely to be discussed under public-excluded must be indicated on each agenda, including the general subject of the item. The chief executive,

however, may exclude public access to any reports, or parts of reports, which are reasonably expected to be discussed with the public excluded.

LGOIMA, s 46A(9).

9.15 Qualified privilege relating to agenda and minutes

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

LGOIMA, s 52.

Meeting Procedures

10. Opening and closing

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

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

11. Quorum

11.1 Council meetings

The quorum for a meeting of the council is:

(a) Half of the members present, where the number of members (including vacancies) is even; and

(b) A majority of the members present, where the number of members (including vacancies) is odd.

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

11.2 Committees and subcommittee meetings

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

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

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

11.3 Joint Committees

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

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

11.4 Requirement for a quorum

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

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

11.5 Meeting lapses where no quorum

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

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

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

11.6 Business from lapsed meetings

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

12. Public access and recording

12.1 Meetings open to the public

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

LGOIMA, s 47 & 49(a).

12.2 Grounds for removing the public

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

LGOIMA, s 50(1).

12.3 Local authority may record meetings

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

12.4 Public may record meetings

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

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

13. Attendance

13.1 Members right to attend meetings

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

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

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

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

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

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

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

13.3 Leave of absence

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

13.4 Apologies

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

be recorded as absent on council business where their absence is a result of a commitment made on behalf of the council.

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

13.5 Recording apologies

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

13.6 Absent without leave

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

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

13.7 Right to attend by audio or audiovisual link

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

13.8 Member's status: quorum

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

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

13.9 Member's status: voting

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

13.10 Chairperson's duties

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

- *(a) The technology for the link is available and of suitable quality; and*
- *(b) Procedures for using the technology in the meeting will ensure that:*
  - *i. Everyone participating in the meeting can hear each other;*

ii. *The member's attendance by audio or audio visual link does not reduce their accountability or accessibility of that person in relation to the meeting;*

iii. *The requirements of Part 7 of LGOIMA are met; and*

iv. *The requirements in these Standing Orders are met.*

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

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

13.11 Conditions for attending by audio or audiovisual link

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

(a) Where the member is at a place that makes their physical presence at the meeting impracticable or impossible;

(b) Where a member is unwell; and

(c) Where a member is unable to attend due to an emergency.

A member attending a meeting by audio-visual link must have their camera turned on and positioned so it shows their full face, unless having their camera turned off has been approved by the chairperson prior to the meeting.

13.12 Request to attend by audio or audiovisual link

Where possible, a member will give the chairperson and the chief executive at least 2 working days' notice when they want to attend a meeting by audio or audiovisual link. Should 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 council has no obligation to make the technology for an audio or audio-visual link available.

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

13.13 Chairperson may terminate link

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

(a) Use of the link is increasing, or may unreasonably increase, the length of the meeting;

(b) The behaviour of the members using the link warrants termination, including the style, degree and extent of interaction between members;

(c) It is distracting to the members who are physically present at the meeting;

(d) The quality of the link is no longer suitable;

(e) Information classified as confidential may be compromised (see also SO 13.16).

13.14 Giving or showing a document

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

(a) Transmitting it electronically;

(b) Using the audio visual link; or

(c) Any other manner that the chairperson thinks fit.

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

13.15 Link failure

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

13.16 Confidentiality

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

14. Chairperson's role in meetings

14.1 Council meetings

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

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

14.2 Other meetings

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

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

14.3 Addressing the chairperson

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

14.4 Chairperson's rulings

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

14.5 Chairperson standing

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

14.6 Member's right to speak

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

14.7 Chairperson may prioritise speakers

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

(a) Raise a point of order, including a request to obtain a time extension for the previous speaker; and/or

(b) Move a motion to terminate or adjourn the debate; and/or

(c) Make a point of explanation; and/or

(d) Request the chair to permit the member a special request.

15. Public Forums

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

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

15.1 Time limits

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

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

15.2 Restrictions

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

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

15.3 Questions at public forums

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

15.4 No resolutions

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

16. Deputations

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

16.1 Time limits

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

16.2 Restrictions

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

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

16.3 Questions of a deputation

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

16.4 Resolutions

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

17. Petitions

17.1 Form of petitions

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

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

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

17.2 Petition presented by petitioner

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

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

17.3 Petition presented by member

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

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

18. Exclusion of public

18.1 Motions and resolutions to exclude the public

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

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

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

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

LGOIMA, s 48.

18.2 Specified people may remain

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

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

LGOIMA, s 48(6).

18.3 Public excluded items

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

LGOIMA, s 46A(8).

18.4 Non-disclosure of information

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

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

(a) There are no grounds under LGOIMA for withholding the information; and

(b) The information is no longer confidential.

18.5 Release of information from public excluded session

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

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

19. Voting

19.1 Decisions by majority vote

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

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

19.2 Open voting

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

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

19.3 Chairperson has a casting vote

In the case of an equality of votes the Chairperson has a casting vote (in addition to a deliberative vote) in the following circumstances:

19.3.1 The meeting is a meeting of the Council, or a hearings committee, and the Council or committee is subject to a binding obligation (whether created by legislation, contract or otherwise) to make a decision, and deferral of the matter would be likely to result in a breach of that obligation; or

19.3.2 The meeting is a meeting of the Council and the exercise of the casting vote is required to preserve the continuity of a programme, project, or process mandated by a prior resolution of the Council (including a resolution to adopt a policy or plan).

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

19.4 Method of voting

The method of voting must be as follows:

(a) The chairperson in putting the motion must call for an expression of opinion on the voices or take a show of hands, the result of either of which, as announced by the chairperson, must be conclusive unless such announcement is questioned immediately by any member, in which event the chairperson will call a division;

(b) The chairperson or any member may call for a division instead of or after voting on the voices and/or taking a show of hands; and

(c) Where a suitable electronic voting system is available that system may be used instead of a show of hands, vote by voices, or division, and the result publicly displayed and notified to the chairperson who must declare the result.

19.5 Calling for a division

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

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

19.6 Request to have votes recorded

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

19.7 Members may abstain

Any member may abstain from voting.

20. Conduct

20.1 Calling to order

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

20.2 Behaviour consistent with Code of Conduct

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

20.3 Retractions and apologies

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

20.4 Disorderly conduct

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

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

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

20.5 Contempt

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

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

20.6 Removal from meeting

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

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

20.7 Financial conflicts of interests

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

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

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

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

LAMIA, ss 6 & 7.

20.8 Non-financial conflicts of interests

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

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

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

20.9 Qualified privilege for meeting proceedings

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

LGOIMA, s 53.

20.10 Qualified privilege additional to any other provisions

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

LGOIMA, s 53.

20.11 Electronic devices at meetings

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

I. its use is likely to distract a meeting from achieving its business, or,

II. a member is found to be receiving information or advice from sources not present at the meeting that may affect the integrity of the proceedings.

21. General rules of debate

21.1 Chairperson may exercise discretion

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

21.2 Time limits on speakers

The following time limits apply to members speaking at meetings:

(a) Movers of motions when speaking to the motion – not more than 5 minutes;

(b) Movers of motions when exercising their right of reply – not more than 5 minutes; and

(c) Other members – not more than 5 minutes.

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

21.3 Questions to staff

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

21.4 Questions of clarification

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

21.5 Members may speak only once

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

21.6 Limits on number of speakers

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

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

21.7 Seconder may reserve speech

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

21.8 Speaking only to relevant matters

Members may only speak to;

I. any matter before the meeting

II. a motion or amendment which they propose, and

III. to raise a point of order arising out of debate,

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

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

21.9 Restating motions

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

21.10 Criticism of resolutions

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

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

21.11 Objecting to words

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

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

21.12 Right of reply

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

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

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

21.13 No other member may speak

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

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

21.14 Adjournment motions

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

21.15 Chairperson's acceptance of closure motions

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

However, the chairperson must put a closure motion if there are no further speakers in the debate.

When the meeting is debating an amendment, the closure motion relates to the amendment.

If a closure motion is carried, the mover of the motion under debate has the right of reply after which the chairperson puts the motion or amendment to the vote.

22. General procedures for speaking and moving motions

22.1 Options for speaking and moving

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

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

22.2 Option A

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

22.3 Option B

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

22.4 Option C

- The mover and seconder of a motion can move or second an amendment.
- Any members, regardless of whether they have spoken to the original or substituted motion, may move or second an amendment to it.
- The mover or seconder of an amendment whether it is carried or lost can move or second further amendments.

- Members can speak to any amendment.
- The meeting by agreement of the majority of members present may amend a motion with the agreement of the mover and seconder.

23. Motions and amendments

23.1 Proposing and seconding motions

All motions, and amendments moved during a debate, must be seconded (including notices of motion).

The chairperson may then state the motion and propose it for discussion. A motion should be moved and seconded before debate but after questions.

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

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

23.2 Motions in writing

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

23.3 Motions expressed in parts

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

23.4 Substituted motion

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

23.5 Amendments to be relevant and not direct negatives

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

a) Not directly relevant

b) In conflict with a carried amendment

c) Similar to a lost amendment

d) Would negate a committee decision if made under delegated authority

e) In conflict with a motion referred to the governing body by that meeting

f) Direct negative.

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

23.6 Foreshadowed amendments

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

23.7 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.

23.8 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.

23.9 Where a motion is lost

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

23.10 Withdrawal of motions and amendments

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

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

23.11 No speakers after reply or motion has been put

A member may not speak to any motion once:

(a) The mover has started their right of reply in relation to the motion; and

(b) The Chairperson has started putting the motion.

24. Revocation or alteration of resolutions

24.1 Member may move revocation of a decision

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

(a) The resolution or part of the resolution which the member proposes to revoke or alter;

(b) The meeting date when the resolution was passed;

(c) The motion, if any, which the member proposes to replace it with; and

(d) Sufficient information to satisfy the decision-making provisions of sections 77-82 of Part 6, of the LGA 2002.

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

Note that the provisions of Standing Order 27.2 in relation to Refusal of Notices of Motion also apply to a notice of motion for the revocation or alteration of a decision.

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

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

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

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

24.3 Requirement to give notice

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

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

24.4 Restrictions on actions under the affected resolution

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

Exceptions apply if, in the opinion of the chairperson:

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

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

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

24.5 Revocation or alteration by resolution at same meeting

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

24.6 Revocation or alteration by recommendation in report

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

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

25. Procedural motions

25.1 Procedural motions must be taken immediately

A procedural motion to close or adjourn a debate will take precedence over other business, except points of order and rights of reply. If the procedural motion is seconded the chairperson must put it to the vote immediately, without discussion or debate. A procedural motion to close or adjourn debate can be taken after two

speakers have spoken for the motion and two against or, in the chairperson's opinion, it is reasonable to accept the closure motion.

25.2 Procedural motions to close or adjourn a debate

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

(a) That the meeting be adjourned to the next ordinary meeting (unless the member states an alternative time and place);

(b) that the motion under debate should now be put (a closure motion);

(c) That the item being discussed should be adjourned to a specified time and place and not be further discussed at the meeting;

(d) That the item of business being discussed should lie on the table and not be further discussed at this meeting; (items lying on the table at the end of the triennium will be deemed to have expired); and

(e) That the item being discussed should be referred (or referred back) to the relevant committee or local or community board.

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

25.3 Voting on procedural motions

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

25.4 Debate on adjourned items

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

25.5 Remaining business at adjourned meetings

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

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

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

25.7 Other types of procedural motions

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

26. Points of order

26.1 Members may raise points of order

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

26.2 Subjects for points of order

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

(a) **Disorder** – to bring disorder to the attention of the chairperson;

(b) **Language** – to highlight use of disrespectful, offensive or malicious language;

(c) **Irrelevance** – to inform the chair that the topic being discussed is not the matter currently before the meeting;

(d) **Misrepresentation** – to alert the chair of a misrepresentation in a statement made by a member, an officer or a council employee;

(e) **Breach of standing order** – to highlight a possible breach of a standing order while also specifying which standing order is subject to the breach; and

(f) **Recording of words** – to request that the minutes record any words that have been the subject of an objection.

26.3 Contradictions

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

26.4 Point of order during division

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

26.5 Chairperson's decision on points of order

The chairperson may decide a point of order immediately after it has been raised, or may choose to hear further argument about the point before deciding. The

chairperson's ruling on any point of order, and any explanation of that ruling, is not open to any discussion and is final.

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

27. Notices of motion

27.1 Notice of intended motion to be in writing

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

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

27.2 Refusal of notice of motion

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

(a) Is disrespectful or which contains offensive language or statements made with malice; or

(b) Is not related to the role or functions of the local authority or meeting concerned; or

(c) Contains an ambiguity or a statement of fact or opinion which cannot properly form part of an effective resolution, and where the mover has declined to comply with such requirements as the chief executive officer may make; or

(d) Is concerned with matters which are already the subject of reports or recommendations from a committee to the meeting concerned; or

(e) Fails to include sufficient information as to satisfy the decision-making provisions of the LGA 2002, ss 77-82. If the mover of the notice of motion is unable to provide this information, or the decision is likely to be deemed a significant decision, the notice of motion should provide that the proposal is referred to the chief executive for consideration and report; or

(f) Concerns a matter where decision-making authority has been delegated to a subordinate body or a local or community board.

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

27.3 Mover of notice of motion

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

27.4 Alteration of notice of motion

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

27.5 When notices of motion lapse

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

27.6 Referral of notices of motion

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

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

27.7 Repeat notices of motion

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

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

28. Minutes

28.1 Minutes to be evidence of proceedings

The local authority, its committees, subcommittees and any local and community boards must keep minutes of their proceedings.

These minutes must be kept in hard or electronic copy, authorised by a chairperson's manual or electronic signature once confirmed by resolution at a subsequent meeting. Once authorised the minutes are the *prima facie* evidence of the proceedings they relate to.

LGA 2002, sch 7, cl 28.

28.2 Matters recorded in minutes

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

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

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

28.3 No discussion on minutes

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

28.4 Minutes of last meeting before election

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

29. Keeping a record

29.1 Maintaining accurate records

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

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

Public Records Act 2002, s 17.

29.2 Method for maintaining records

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

(a) The provision of a reliable means of assuring the integrity of the information is maintained; and

(b) The information is readily accessible so as to be usable for subsequent reference.

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

29.3 Inspection

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

LGOIMA, s 51.

29.4 Inspection of public excluded matters

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

Referenced documents

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

Appendix 1: Grounds to exclude the public

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

A1 That good reason exists for excluding the public from the whole or any part of the proceedings of any meeting as the public disclosure of information would be likely:

(a) To prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; or

(b) To endanger the safety of any person.

A2 That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:

(a) Protect the privacy of natural persons, including that of deceased natural persons; or

(b) Protect information where the making available of the information would:

i. Disclose a trade secret; or

ii. Be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.

(ba) In the case only of an application for a resource consent, or water conservation order, or a requirement for a designation or heritage order, under the Resource Management Act 1991, to avoid serious offence to tikanga Māori, or to avoid the disclosure of the location of waahi tapu; or

(c) Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would:

i. Be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or

ii. Be likely otherwise to damage the public interest.

(d) Avoid prejudice to measures protecting the health or safety of members of the public; or

(e) Avoid prejudice to measures that prevent or mitigate material loss to members of the public; or

(f) Maintain the effective conduct of public affairs through the protection of such members, officers, employees, and persons from improper pressure or harassment; or

(g) Maintain legal professional privilege; or

(h) Enable any council holding the information to carry out, without prejudice or disadvantage, commercial activities; or

(i) Enable any council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or

(j) Prevent the disclosure or use of official information for improper gain or improper advantage.

LGOIMA, s 7.

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

A3 That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information, the public disclosure of which would:

(a) Be contrary to the provisions of a specified enactment; or

(b) Constitute contempt of Court or of the House of Representatives.

A4 That the purpose of the whole or the relevant part of the proceedings of the meeting is to consider a recommendation made to that Council by an Ombudsman under section 30(1) or section 38(3) of this Act (in the case of a Council named or specified in Schedule 1 to this Act).

A5 That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the Council to deliberate in private on its decision or recommendation in:

(a) Any proceedings before a Council where:

i. A right of appeal lies to any Court or tribunal against the final decision of the Council in those proceedings;

ii. The Council is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings; and

iii. Proceedings of a local authority exist in relation to any application or objection under the Marine Farming Act 1971.

LGOIMA, s 48.

Appendix 2: Sample resolution to exclude the public

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

1 that the public is excluded from:

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

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

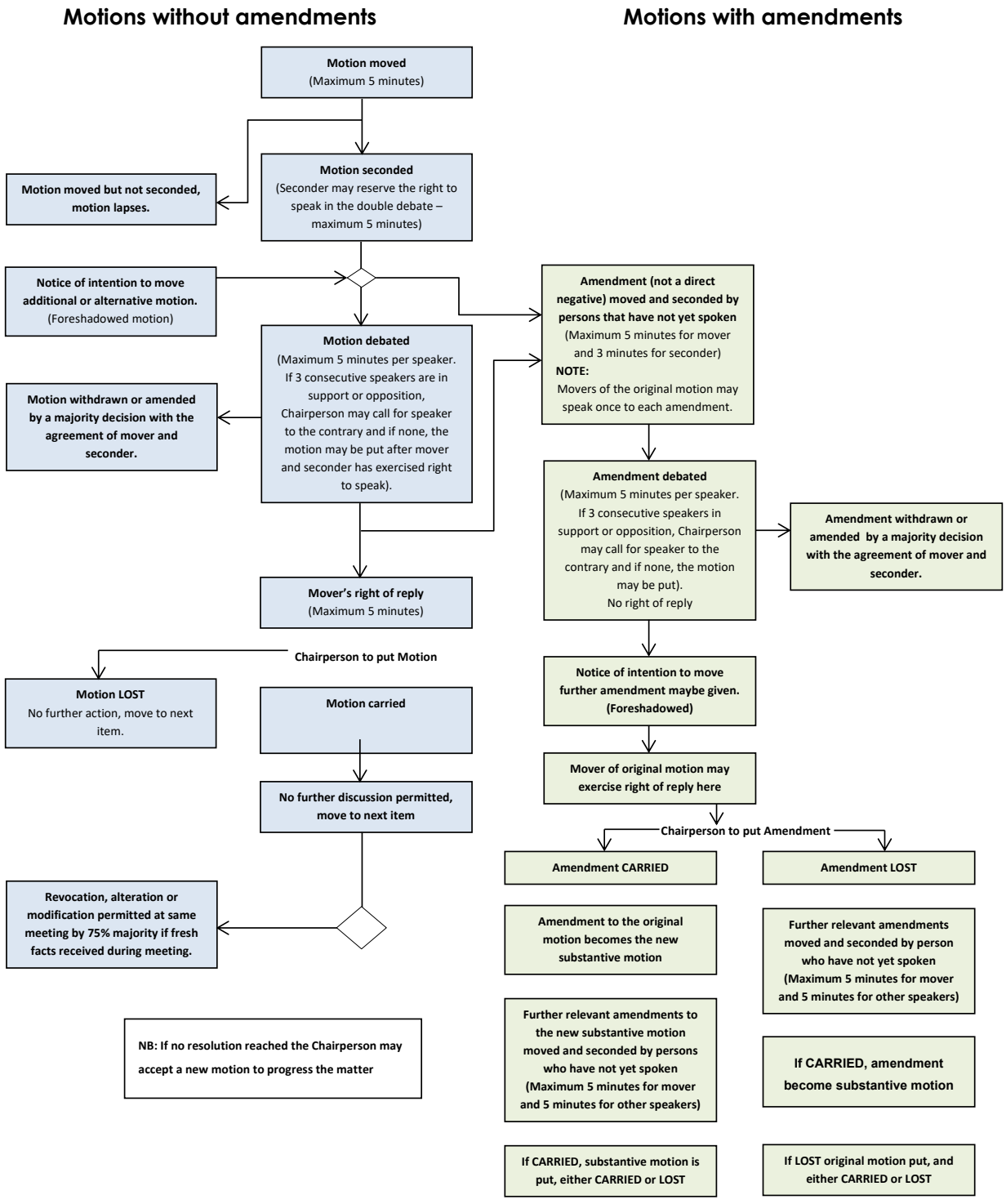
Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public
		To prevent the disclosure of information which would— i. be contrary to the provisions of a specified enactment; or ii. constitute contempt of court or of the House of Representatives (s.48(1)(b)).
		To consider 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)).

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public
		To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).
		To protect the privacy of natural persons, including that of deceased natural persons (s 7(2)(a)).
		To maintain legal professional privilege (s 7(2)(g)).
		To prevent the disclosure or use of official information for improper gain or advantage (s. 7(2)(j)).
		To protect information which if public would; i. disclose a trade secret; or ii. unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information (s 7(2)(b)).
		To avoid serious offence to Tikanga Māori, or the disclosure of the location of waahi tapu in relation to an application under the RMA 1991 for; • a resource consent, or • a water conservation order, or • a requirement for a designation or • an heritage order, (s 7(2)(ba)).

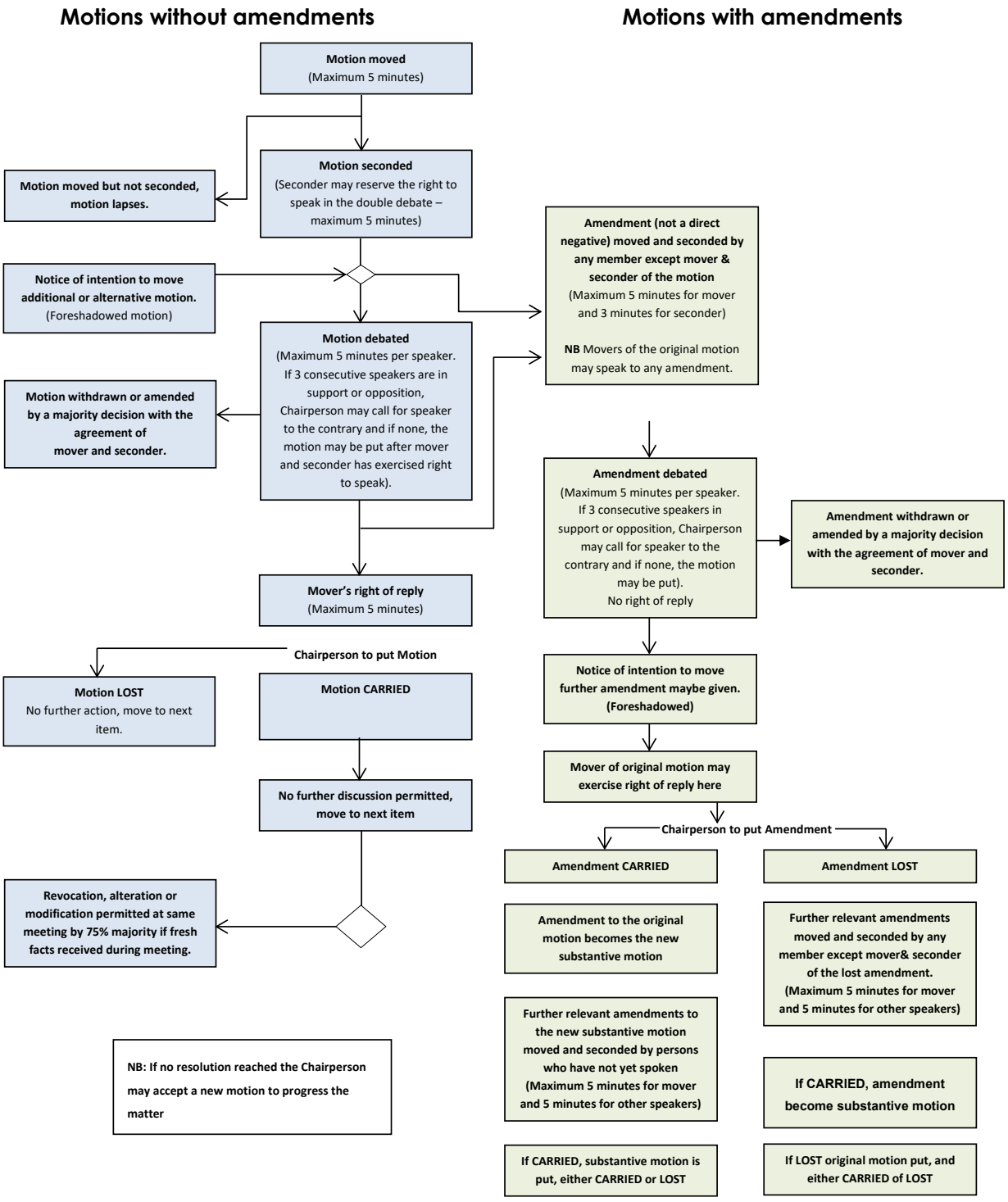
Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public
		To protect information which is subject to an obligation of confidence where the making available of the information would be likely to: i. prejudice the supply of similar information, or information from the same source, where it is in the public interest that such information should continue to be supplied; or ii. would be likely otherwise to damage the public interest (s 7(2)(c)).
		To avoid prejudice to measures protecting the health or safety of members of the public (s 7(2)(d)).
		To avoid prejudice to measures that prevent or mitigate material loss to members of the public (s 7(2)(e)).
		To maintain the effective conduct of public affairs by protecting members or employees of the Council in the course of their duty, from improper pressure or harassment (s 7(2)(f)(ii)).
		To enable the council to carry out, without prejudice or disadvantage, commercial activities (s 7(2)(h)).

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

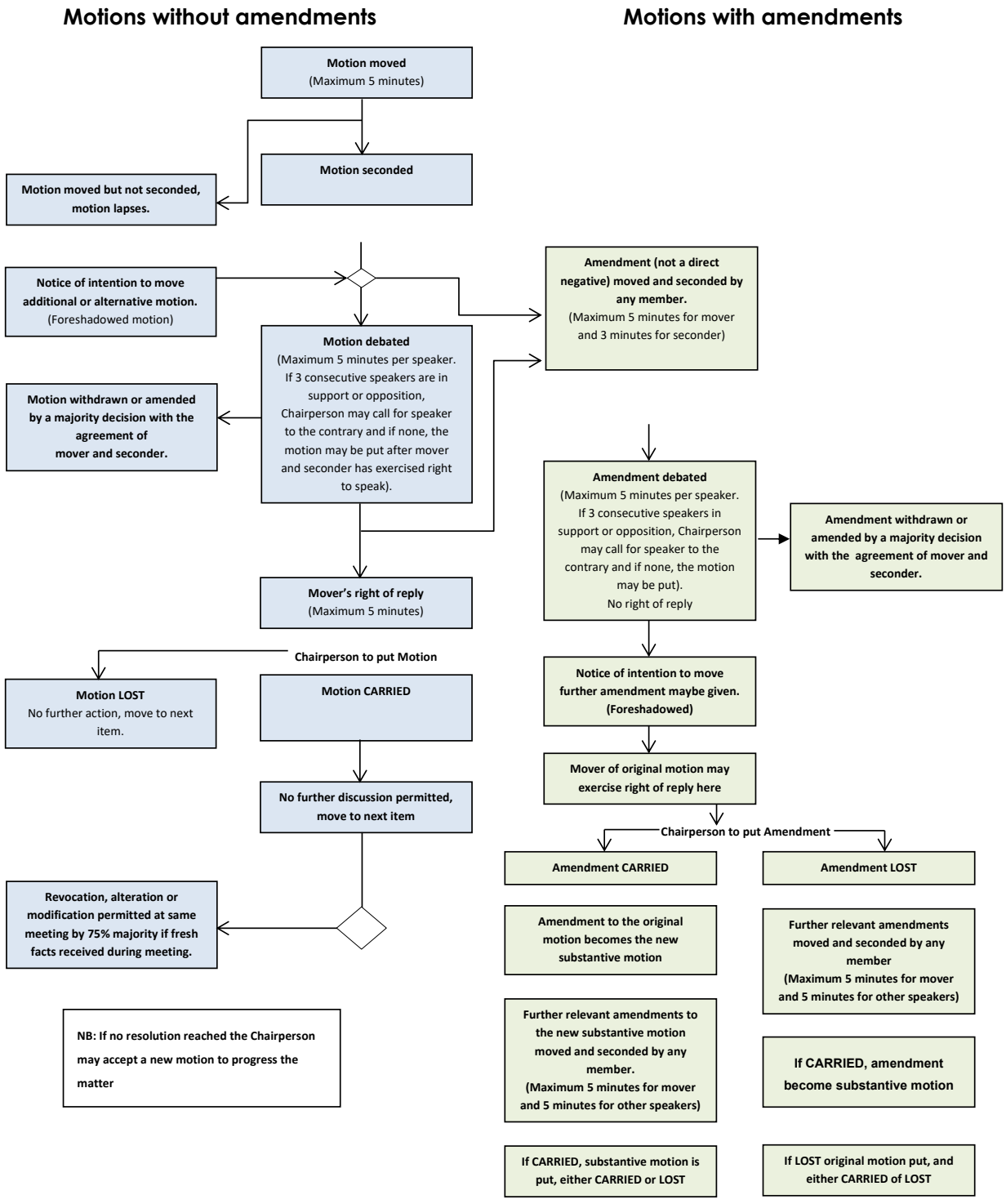
Appendix 3: Motions and amendments (Option A)



Appendix 4: Motions and amendments (Option B)



Appendix 5: Motions and amendments (Option C)



Appendix 6: Table of procedural motions

Motion	Has the Chair discretion to refuse this Motion?	Is 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 ion the original motion and amendment are adjourned	If carried, debate on the original motion and procedural motion are adjourned	

Motion	Has the Chair discretion to refuse this Motion?	Is 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
(d) "That the item of business being discussed does lie on the table and not be discussed at this meeting"	No	Yes	No	No	No	No	No	Yes – 15 minutes	If carried, the original motion and amendment are both laid on the table	Motion not in order	
(e) "That the item of business being discussed be referred (or referred back) to the local authority or to the relevant committee"	No	Yes	No	As to committee, time for reporting back etc only	No	No	No	Yes – 15 minutes	If carried, the original motion and all amendments are referred to the committee	If carried, the procedural motion is deemed disposed of	
(f) "Points of order"	No – but may rule against	No	Yes – at discretion of chairperson	No	No	Yes	Yes	No	Point of order takes precedence	Point of order takes precedence	See standing order 3.14

Appendix 7: Webcasting protocols

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

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

Appendix 8: Powers of a Chairperson

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

Chairperson to decide all questions

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

Chairperson to decide points of order (SO. 26.5)

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

Items not on the agenda (SO.9.12)

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

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

Chairperson's report (SO.9.6)

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

Chairperson's recommendation (SO.9.5)

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

Chairperson's voting (SO19.3)

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

Motion in writing (SO.23.2)

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

Motion in parts (SO.23.3)

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

Notice of motion (SO.27.2)

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

(a) Is disrespectful or which contains offensive language or statements made with malice; or

(b) Is not within the scope of the role or functions of the local authority; or

(c) Contains an ambiguity or statement of fact or opinion which cannot properly form part of an effective resolution, and the mover has declined to comply with such requirements as the chief executive may have made; or

(d) Is concerned with matters which are already the subject of reports or recommendations from a committee to the meeting concerned.

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

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

Action on previous resolutions (SO.24.4)

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

Repeat notice of motion (SO.27.7)

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

Revocation or alteration of previous resolution

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

Chairperson may call a meeting

The chairperson:

(a) May call a meeting to dispose of the business to be transacted following the lapsing of a meeting due to failure of a quorum, if such business cannot be delayed until the next scheduled meeting; and

(b) May requisition an extra meeting to be held at a specified time and place, in order to conduct specified business.

Irrelevant matter and needless repetition (SO.21.8)

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

Taking down words (SO.21.11)

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

Explanations

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

Chairperson rising (SO.14.5)

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

Members may leave places (SO.14.6)

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

Priority of speakers (SO.14.7)

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

Minutes (SO.28.1)

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

Questions of speakers (SO.16.3)

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

Withdrawal of offensive or malicious expressions (SO.20.3)

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

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

Chairperson's rulings (SO.14.4)

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

Disorderly behaviour (SO.20.4)

The chairperson may:

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

(b) Ask the meeting to hold in contempt, any member whose conduct is grossly disorderly and where the meeting resolves to find the member in contempt, that resolution must be recorded in the minutes.

Failure to leave meeting (SO.20.6)

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

Audio or audio visual attendance (SO.13.10)

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

(a) The technology for the link is available and of suitable quality; and

(b) Procedures for using the technology in the meeting will ensure that:

i. Everyone participating in the meeting can hear each other;

ii. The member's attendance by audio or audio-visual link does not reduce their accountability or accessibility in relation to the meeting;

iii. The requirements of Part 7 of LGOIMA are met; and

iv. The requirements in these Standing Orders are met.

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

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

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

LGA 2002, sch 7, cl 18.

Appendix 10: Sample order of business

Open section

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

Public excluded section

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

Appendix 11: Process for raising matters for a decision

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

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

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

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

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

Protocols for members participating in meetings by audio-visual means

The following protocol is a guide for governing members' behaviour in virtual meetings:

1. Members attending a meeting by audiovisual link must have their camera turned on unless having the camera off has been approved by the chair prior to the meeting.
2. Members must ensure that cell phones are silent and with no vibration during council and committee meetings.
3. Before the meeting members should make sure they have the right equipment, including a reliable internet connection, a microphone, speaker, and camera. Members should test equipment and troubleshoot any issues.
4. Microphones must be muted when members are not speaking.
5. Members should focus on the meeting, not on other matters.
6. Members wishing to contribute to the debate should speak in a normal tone.
7. When asking questions, allow time for delayed responses.
8. Direct questions to the chairperson.
9. Avoid interrupting others while they are speaking.
10. Members should raise their actual or virtual hands to signal they want to speak.
11. Wear appropriate clothing and avoid stripes and small patterns as they can become distorted in the camera.
12. Members should position the camera so that it shows their full face.
13. Ensure that the lighting in the room is optimal. If possible, adjust your primary lighting source to be in front of you.

7.4 MEETING SCHEDULE FOR 2026

File Number:

Author: **Karen Yates, Group Manager Strategy**

Authoriser: **Kym Fell, Chief Executive**

PURPOSE

This report seeks Council approval of the schedule of Council and Committee meetings for 2026.

EXECUTIVE SUMMARY

Council meetings are set on a six-week schedule with additional meetings added to the schedule when required. The Finance Risk and Assurance Committee meets quarterly and the Hearings Committee meets when required.

Adoption of a schedule of meetings for the coming year allows for reasonable public notice of meetings to be given in accordance with statutory requirements and for the planning of other commitments around Council and Committee meetings.

RECOMMENDATION

That Council approves the schedule of Council and Committee meeting dates for 2026 as set out in Attachment 1 to this report.

CONTEXT

The meeting calendar for 2026 follows roughly the same schedule as the 2025 calendar, with Council meetings on a six-weekly cycle and the Finance, Risk and Assurance Committee meeting quarterly.

As a general rule, Council meetings will commence at 9.30am. Finance, Risk and Assurance Committee meetings will commence at 1.00pm. All meetings have been scheduled on Wednesdays.

In addition to the scheduled Council and Committee meetings, further ordinary and extraordinary meetings may be added as required. Elected members will be advised of these dates as soon as they have been set.

Adoption of a schedule of meetings for the coming year allows for reasonable public notice of meetings to be given in accordance with statutory requirements and for the planning of other commitments and the scheduling of work programmes around Council and Committee meetings.

OPTIONS CONSIDERED

A summary of the options considered is included in the table below.

Option		Advantages	Disadvantages
1	Approve the proposed schedule for Council and Committee meetings for 2026	Elected members and staff will have certainty around meeting dates up for the 2026 year.	None identified.

		The decision will allow meeting dates to be advertised in accordance with the requirements of the Local Government Official Information and Meetings Act and the latest version of the schedule to be available on the Council website.	
2	Adopt an amended 2026 Schedule	Elected members and staff will have certainty around meeting dates for the remainder of the current triennium. The decision will allow meeting dates to be advertised in accordance with the requirements of the Local Government Official Information and Meetings Act	None, unless changes are to the Finance, Risk and Assurance Committee dates which may affect the availability of the Independent Chair.
3	Do not approve a schedule of meetings for 2025	No advantages identified	Elected members and staff will not have certainty around meeting dates for the remainder of the triennium.

RECOMMENDED OPTION

Option 1 is the preferred option.

SUMMARY OF CONSIDERATIONS

Strategic, Policy and Legislative Implications

While not a requirement, the decision to adopt a schedule of meetings is referred to in the Local Government Act and meeting notification timeframes are set out in the Local Government Official Information and Meetings Act 1987.

Significance, Engagement and Consultation

The decision to adopt a schedule of meetings for 2026 does not amount to significant decisions in terms of Council's Significance and Engagement Policy as it is administrative in nature.

Financial Considerations

There are no financial considerations in the decision to adopt the 2026 schedule of meetings.

Implications for Māori

No implications specific to Māori have been identified in the decisions sought.

Communications/Engagement Plan

No communication or engagement plan is required. Meetings will be publicly notified in accordance with the requirements of the Local Government Official Information and Meetings Act 1987.

Environmental/Climate Change Impact and Considerations

There are no environmental or climate change impacts or considerations arising from the approval of the schedule of meetings for the 2026 year.

NEXT STEPS

If the 2026 schedule is adopted as recommended, invitations for the scheduled meetings will be sent out.

ATTACHMENTS

1. Schedule of Meetings for 2026 ⇩

SCHEDULE OF MEETINGS 2026
Masterton District Council

	January		February		March		April		May		June		July		August		September		October		November		December		
MON											1	King's Birthday													MON
TUE											2						1						1		TUE
WED							1	COUNCIL			3		1				2						2		WED
THU	1	New Year's Day					2				4		2				3		1				3		THU
FRI	2	New Year's Day off					3	Good Friday	1		5		3				4		2				4		FRI
SAT	3						4		2		6		4		1		5		3				5		SAT
SUN	4		1		1		5		3		7		5		2		6		4		1		6		SUN
MON	5		2		2		6	Easter Monday	4		8		6		3		7		5		2		7		MON
TUE	6		3		3		7		5		9		7		4		8		6		3		8		TUE
WED	7		4		4		8		6	FINANCE, RISK AND ASSURANCE	10		8		5	COUNCIL	9		7		4		9	COUNCIL	WED
THU	8		5		5		9		7		11		9		6		10		8		5		10		THU
FRI	9		6	Waitangi Day	6		10		8		12		10	Matariki	7		11		9		6		11		FRI
SAT	10		7		7		11		9		13		11		8		12		10		7		12		SAT
SUN	11		8		8		12		10		14		12		9		13		11		8		13		SUN
MON	12		9		9		13		11		15		13		10		14		12		9		14		MON
TUE	13		10		10		14		12		16		14		11		15		13		10		15		TUE
WED	14		11		11		15		13	COUNCIL / COUNCIL – AP Hearings	17		15		12	FINANCE, RISK AND ASSURANCE	16	COUNCIL	14		11	FINANCE, RISK AND ASSURANCE	16		WED
THU	15		12		12		16		14	COUNCIL – AP Hearings	18		16		13		17		15		12		17		THU
FRI	16		13		13		17		15		19		17		14		18		16		13		18		FRI
SAT	17		14		14		18		16		20		18		15		19		17		14		19		SAT
SUN	18		15		15		19		17		21		19		16		20		18		15		20		SUN
MON	19	Wellington Anniversary	16		16		20		18		22		20		17		21		19		16		21		MON
TUE	20		17		17		21		19		23		21		18		22		20		17		22		TUE
WED	21		18	COUNCIL	18		22		20		24	COUNCIL	22		19		23		21		18		23		WED
THU	22		19		19		23		21		25		23		20		24		22		19		24		THU
FRI	23		20		20		24		22		26		24		21		25		23		20		25	Christmas Day	FRI
SAT	24		21		21		25	ANZAC Day	23		27		25		22		26		24		21		26	Boxing Day	SAT
SUN	25		22		22		26		24		28		26		23		27		25		22		27		SUN
MON	26		23		23		27	ANZAC Day Holiday	25		29		27		24		28		26	Labour Day	23		28	Boxing Day Holiday	MON
TUE	27		24		24		28		26		30		28		25		29		27		24		29		TUE
WED	28		25	FINANCE, RISK & ASSURANCE	25	COUNCIL Adopt AP SoP for Consultation	29		27	COUNCIL – AP Deliberations			29		26		30		28	COUNCIL	25		30		WED
THU	29		26		26		30		28				30		27				29		26		31		THU
FRI	30		27		27				29				31		28				30		27				FRI
SAT	31		28		28				30						29				31		28				SAT
SUN					29				31						30						29				SUN
MON					30										31						30				
TUE					31																				

KEY	COUNCIL	AUDIT & RISK COMMITTEE	AWARDS & GRANTS COMMITTEE	HEARINGS COMMITTEE	Weekends/Public Holidays	Annual Plan Related	School Holidays

V1 29/10/25

7.5 MAYOR'S REPORT - INFORMATION REQUEST RELATING TO SIMPLIFYING LOCAL GOVERNMENT (COVERING REPORT)

File Number:

Authoriser: **Bex Johnson, Mayor**

EXECUTIVE SUMMARY

This document acts as a 'placeholder' for the report 'Mayor's Report - Information Request Relating to Simplifying Local Government (Covering report)' which was not available for inclusion in the agenda.

The report will be sent out to members under separate cover.

8 REPORTS FOR INFORMATION

8.1 MAYOR'S REPORT

File Number:

Author: **Bex Johnson, Mayor**

PURPOSE

The Mayor will provide a verbal report.

RECOMMENDATIONS

That Council receives the verbal report from the Mayor

ATTACHMENTS

Nil

8.2 MEETING REPORTS FROM COUNCILLORS

File Number:

Authoriser: **Bex Johnson, Mayor**

PURPOSE

Councillors are appointed to a number of external groups and organisations as representatives of Masterton District Council. This agenda item allows Councillors to report back on meetings attended in that capacity.

ATTACHMENTS

Nil

9 PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

RECOMMENDATIONS

That the public be excluded from the following parts of the proceedings of this meeting.

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
9.1 - Public Excluded Minutes of Council Meeting held on 12 November 2025	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
9.2 - Finance, Risk and Assurance Committee Meeting - 12 November 2025	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(c)(i) - the withholding of the information is necessary to 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 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 s7(2)(c)(ii) - the withholding of the information is necessary to 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 be likely otherwise to damage the public interest s7(2)(e) - the withholding of the	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

	information is necessary to avoid prejudice to measures that prevent or mitigate material loss to members of the public s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) s7(2)(j) - the withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage	
9.3 - Hearings Committee Meeting - 19 November 2025	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
9.4 - Library Contract Award	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
9.5 - CBD Infrastructure Upgrades - Contract Recommendation and Budget Uplift	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7