



Our reference  
F19/13/03-D21/26182

5 March 2025

**Ordinary Meeting of Council**

Notice is hereby given that the Ordinary Meeting of Council will be held in the **Council Chambers, Stratford District Council, 63 Miranda Street, Stratford** on **Tuesday 11 March 2025** beginning at **3.30 pm**.

**Timetable for 11 March 2025 as follows:**

1.00pm	Workshop <ul style="list-style-type: none"><li>- Prospero Place</li><li>- Annual Plan 2025/26</li></ul>
3.00pm	Public Forum <ul style="list-style-type: none"><li>- Central Taranaki Safe Community Trust</li></ul>
3.30pm	Ordinary Meeting of Council

Yours faithfully

Sven Hanne  
**Chief Executive**

# 2025 - Agenda - Ordinary - March

11 March 2025 03:30 PM



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9. Public Forum Response

10. [Closing Karakia](#)

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# AGENDA

## Ordinary Meeting of Council



F22/55/05 – D25/6597

Date: 11 March 2025 at 3.30 PM

Venue: Council Chambers, 63 Miranda Street, Stratford

1. Welcome

- 1.1 Opening Karakia  
D21/40748 Page 7
- 1.2 Health and Safety Message  
D21/26210 Page 8

2. Apologies

3. Announcements

4. Declarations of Members Interest

Elected members to declare any real or perceived conflicts of interest relating to items on this agenda.

5. Attendance Schedule

Page 9

Attendance schedule for Ordinary and Extraordinary Council meetings.

6. Confirmation of Minutes

**6.1 Ordinary Meeting of Council – 11 February 2025**

D25/4531 Page 10

**Recommendation**

THAT the minutes of the Ordinary Meeting of Council held on Tuesday 11 February 2025 be confirmed as a true and accurate record.

/  
Moved/Seconded

**6.2 Extraordinary Meeting of Council – 25 February 2025**

D25/5844 Page 14

**Recommendation**

THAT the minutes of the Extraordinary Meeting of Council held on Tuesday 25 February 2025 be confirmed as a true and accurate record.

/  
Moved/Seconded

**6.3 Farm Committee – 25 February 2025**  
D25/5911 Page 23

**Recommendations**

1. THAT the unconfirmed minutes of the Farm Committee meeting held on Tuesday 25 February 2025 be received.
2. THAT the recommendations in the minutes of the Farm Committee meeting held on Tuesday 25 February 2025 be adopted.

/  
Moved/Seconded

**6.4 Policy and Services Committee – 25 February 2025 - Hearing**  
D25/5904 Page 29

**Recommendations**

1. THAT the unconfirmed minutes of the Policy and Services Committee meeting, to hear and consider submissions to the draft Parking Control Bylaw, draft Restricted Access of Roads Bylaw and the draft Vehicle Crossing Bylaw, held on Tuesday 25 February 2025 be received.
2. THAT the recommendations in the minutes of the Policy and Services Committee meeting, to hear and consider submissions to the draft Parking Control Bylaw, draft Restricted Access of Roads Bylaw and the draft Vehicle Crossing Bylaw, held on Tuesday 25 February 2025 be adopted.

/  
Moved/Seconded

**6.4.1 Updated Parking Control Bylaw**  
D24/46769 Page 37

The updated bylaw following changes made at the Policy and Services Committee is attached for council's information.

**6.4.2 Updated Vehicle Crossing Bylaw**  
D25/6412 Page 85

The updated bylaw following changes made at the Policy and Services Committee is attached for council's information.

**6.5 Policy and Services Committee – 25 February 2025**  
D25/5846 Page 93

**Recommendations**

1. THAT the unconfirmed minutes of the Policy and Services Committee meeting held on Tuesday 25 February 2025 be received.
2. THAT the recommendations in the minutes of the Policy and Services Committee meeting held on Tuesday 25 February 2025 be adopted.

/  
Moved/Seconded

7. District Mayor's Report  
D25/7233 Page 98

**Recommendations**

1. THAT the report be received.
2. THAT an Extraordinary Meeting be held on Tuesday 15 April 2025 at 3.00pm to approve and release the consultation document on the Water Services Delivery plan.

/  
Moved/Seconded

8. Decision Report – Adoption of Standing Orders  
D25/6646 Page 103

**Recommendations**

1. THAT the report be received.
2. THAT the 2022 Local Government New Zealand Standing Orders as adopted on 8 November 2022 be revoked.
3. THAT the proposed 2025 Local Government New Zealand Standing Orders (**Appendix 2**) be adopted.

**Recommended Reason**

Standing orders contain the rules for the conduct of Council and Committee meetings with the updated version reflecting changes to procedures and legislation.

/  
Moved/Seconded

9. Public Forum Response

**Speaker:** Di Gleeson, Central Taranaki Safe Community Trust

**Response:**

10. Questions

11. Closing Karakia

D21/40748 Page 281

\*\*\*\*\*



**Our reference**  
F19/13/03-D21/40748

### **Karakia**

Kia uruuru mai  
Ā hauora  
Ā haukaha  
Ā haumāia  
Ki runga, Ki raro  
Ki roto, Ki waho  
Rire rire hau Paimārire

I draw in (to my being)  
The reviving essence  
The strengthening essence  
The essence of courage  
Above, Below  
Within, Around  
Let there be peace.



**Our reference**  
F19/13/03-D22/17082

### **Health and Safety Message**

In the event of an emergency, unless guided to an alternative route by staff, please exit through the main entrance. Once outside the building please move towards the War Memorial Centre congregating on the lawn area outside the front of the council building.

If there is an earthquake, please drop, cover and hold where possible. Remain indoors until the shaking stops and you are sure it is safe to exit or remain where you are until further instruction is given.



**5. Attendance schedule for 2025 Ordinary and Extraordinary Council meetings.**

Date	01/10/25	25/02/25	11/03/25	08/04/25	13/05/25	10/06/25	08/07/25	12/08/25	02/09/25	07/10/25
<b>Meeting</b>	O	E	O	O	O	O	O	O	O	O
Neil Volzke	✓	✓								
Steve Beck	✓	✓								
Grant Boyde	✓	✓								
Annette Dudley	✓	✓								
Jono Erwood	✓	✓								
Ellen Hall	✓	✓								
Amanda Harris	✓	✓								
Vaughan Jones	A	✓								
Min McKay	✓	✓								
John Sandford	✓	✓								
Clive Tongaawhikau	A	A								
Mathew Watt	✓	✓								

Key	
O	Ordinary Meeting
E	Extraordinary Meeting
EM	Emergency Meeting
✓	Attended
A	Apology/Leave of Absence
AB	Absent
S	Sick
(AV)	Meeting held, or attended by, by Audio Visual Link

# MINUTES

## Ordinary



F22/55/05 – D25/4531

**Date: 11 February 2025 at 3.30 PM**

**Venue: Council Chambers, 63 Miranda Street, Stratford**

### Present

The District Mayor N C Volzke (the Chairperson), The Deputy Mayor M McKay, Councillors: S J Beck, G W Boyde, A M C Dudley, J M S Erwood, E E Hall, A K Harris, W J Sandford and M J Watt.

### In attendance

The Chief Executive – Mr S Hanne, the Director – Assets – Mrs V Araba, the Director – Environmental Services – Mr B Sutherland, the Director – Corporate Services – Mrs R Johnson, the Committee Advisor and Executive Assistant – Mrs E Bishop, the Communication Manager – Ms G Gibson, the Roading Manager – Mr S Bowden, the Projects Manager – Mr S Taylor, the Parks and Reserves Officer – Mrs M McBain (*part meeting*), one member of the Media (Stratford Press) and four members of the public.

#### 1. Welcome

The District Mayor welcomed Elected Members, members of the public, staff and the media to the meeting.

The opening karakia was read.

The District Mayor reiterated the health and safety message and emergency procedures.

#### 2. Apologies

Apologies were received from Councillor V R Jones and C M Tongaawhikau.

### Recommendation

THAT the apologies be received.

VOLZKE/HALL  
Carried  
CL/25/1

#### 3. Announcements

The District Mayor noted that earlier today certificates were presented for the milk bottle cap collections by the school. Initially the target had been to collect 15,000 caps but this was massively exceeded with over 135,000 caps collected. It was clarified that the issue with milk bottle caps going into the recycling plant is that they jam the machines or if they are still on the bottle when it gets crushed they shoot off the bottle. The Deputy Mayor noted there is now a business in South Taranaki who is taking these now and uses them with the by-product created here in the region.

#### 4. Declarations of Members Interest

Elected members to declare any real or perceived conflicts of interest relating to items on this agenda. There were no conflicts of interest declared.

#### 5. Attendance Schedule

The attendance schedule for Ordinary and Extraordinary Council meetings was attached.

6. Confirmation of Minutes

**6.1 Ordinary Meeting of Council – 10 December 2024**  
D24/56876 Page 8

**Recommendation**

THAT the minutes of the Ordinary Meeting of Council held on Tuesday 10 December 2024 be confirmed as a true and accurate record.

VOLZKE/BOYDE  
Carried  
CL/25/2

The Committee Advisor and Executive Assistant undertook to make the following amendments:

- Page 9, Audit and Risk Committee, amend '*Elected Members only staff member*' to '*chief executive*'.
- Page 14, Percy Thomson Trust Letter of Expectation, first bullet under question, amend 'The District Mayor questioned' to 'The Deputy Mayor questioned'
- Page 15, Public Forum response, amend '*Councillor Moeahu*' to '*Mr Moeahu*'.

**6.2 Policy and Services Committee – 28 January 2025**  
D25/2499 Page 16

**Recommendations**

1. THAT the unconfirmed minutes of the Policy and Services Committee meeting held on Tuesday 28 January 2025 be received.

ERWOOD/DUDLEY  
Carried  
CL/25/3

2. THAT the recommendations in the minutes of the Policy and Services Committee meeting held on Tuesday 28 January 2025 be adopted.

ERWOOD/McKAY  
Carried  
CL/25/4

**6.2.1 Updated Victoria Park Reserve Management Plan**  
D24/16527 Page 22

The updated plan following changes made at the Policy and Services Committee is attached for council's information.

*The Parks and Reserve Officer left the meeting at 3.42pm.*

7. District Mayor's Report  
D24/50188 Page 64

**Recommendation**

THAT the report be received.

VOLZKE/SANDFORD  
Carried  
CL/25/5

The District Mayor noted that an updated meeting schedule was circulated in hard copy due to mathematical errors on the one in the agenda.

Questions/Points of Clarification:

- Councillor Boyde noted the 195 call outs from the Stratford Fire Brigade in 2024. He noted this was a great opportunity to thank them for their services and the businesses who have staff involved as this is a huge commitment. It was clarified that these reports were only from the Stratford Fire Brigade and not Toko.

8. Decision Report – Proposed Road Closure for Junction Road for a Car Club event  
15 March 2025  
D25/1121 Page 74

**Recommendations**

1. THAT the report be received.

VOLZKE/ERWOOD  
Carried  
CL/25/6

2. THAT pursuant to Section 342 (1) (b) in accordance with Schedule 10 clause 11(e) of the Local Government Act 1974, approval is hereby given that the Stratford District Council closes:

- Junction Road from 551 Junction Road (RP5.4) to the intersection with Tawhiwhi Road (RP0.8) on Saturday 15 March between the hours of 7.00am-6.00pm.

The closure is to enable the South Taranaki Car Club to host a 1 day national hill climb motorsport event.

McKAY/HARRIS  
Carried  
CL/25/7

**Recommended Reason**

In order for the South Taranaki Car Club to host a hill climb motorsport event, as part of the Gravel Weekend which allows drivers test runs prior to the National Rally Championship Season, it is necessary to close Junction Road for safety reasons for the participants and for any spectators. The proposed road closure requires formal endorsement by a Council resolution. The organisers expect up to 20 competitors from across Taranaki to attend.

The Roading Manager noted that the recommendation is from 7.00am to 6.00pm giving the organisers an extra half a hour either side of the event for any traffic management or recovery requirements. It was confirmed that these were the times advertised and no objections were received.

Questions/Points of Clarification:

- It was clarified that any damage at these road events is rectified by the organisers or if council had to complete a repair the costs would be recovered from the organisation.

9. Public Forum Response

**Speaker:** Lauree Jones, EnviroSchools update

**Response:** Acknowledge and thank for reporting.

10. Questions

- Councillor Boyde asked if council was aware of the events held at the hockey turf in the weekend? This consisted of teams from out of the province. He noted there had been concern over the use of water on the turf during the water restrictions but clarified this was entirely recycled water held in tanks at the turf.

11. Closing Karakia

D21/40748 Page 87

*The meeting closed at 3.52 pm.*

N C Volzke  
**Chairman**

Confirmed this 11<sup>th</sup> day of March 2025

N C Volzke  
**District Mayor**

# MINUTES

## Extraordinary



F22/55/05 – D25/5844

**Date: Tuesday 25 February 2025**  
**Venue: Council Chambers, 63 Miranda Street, Stratford**

### Present

The District Mayor N C Volzke (the Chairman), the Deputy Mayor – M McKay, Councillors: S J Beck, A M C Dudley, J M S Erwood, A K Harris, E E Hall, V R Jones, W J Sandford and M J Watt.

### In attendance

The Chief Executive – Mr S Hanne, the Director – Assets - Mrs V Araba, the Director – Environmental Services – Mr B Sutherland, the Director – Corporate Services – Mrs R Johnson, the Committee Advisor and Executive Assistant – Mrs E Bishop, the Communications Manager – Ms G Gibson, the Audit and Risk Advisor – Mrs T Radich, the Communications Advisor – Mrs S Clarkson, the HR & Governance Administrator – Mrs C Reynolds, the Health and Safety/Civil Defence Advisor – Mr D Pemberton, the Corporate Accountant – Mrs C Craig, one member of the media (Stratford Press) and 3 members of the public.

#### 1. Welcome

The Chairman welcomed the Mayor, Deputy Mayor, Chief Executive, Councillors, and staff.

##### 1.1 Opening Karakia D21/40748 Page 5

The opening karakia was read.

##### 1.2 Health and Safety Message D21/26210 Page 6

The Chairman reiterated the health and safety message and emergency procedures.

#### 2. Apologies

An approved leave of absence was noted for Councillor C M Tongaawhikau.

### Recommendation

THAT the apology be received.

HARRIS/BOYDE  
Carried  
CL/25/8

#### 3. Announcements

The Chief Executive noted tickets were available to attend Te Matatini and to contact the Director Community Services if elected members would like one.

Daniel Pemberton was introduced as the new Health and Safety/Civil Defence Advisor.

4. Declarations of members interest

Elected members to declare any real or perceived conflicts of interest relating to items on this agenda. There were no conflicts of interest declared.

5. Attendance Schedule

The Attendance schedule for Ordinary and Extraordinary Council meetings was attached.

6. Decision Report – Selection of Preferred Water Services Delivery Model for Consultation

D25/4497 Page 8

**Recommendations**

1. THAT the report be received.

VOLZKE/ERWOOD  
Carried  
CL/25/9

2. THAT Council note that as per the requirements arising from the Local Government (Water Services Preliminary Arrangements) Act 2024 and other associated legislation, it is required to identify a preferred water services delivery model for Water, Wastewater and Stormwater, to be consulted on – with the final delivery model forming the basis of a compliant Water Services delivery Plan (WSDP), that will be formally adopted via council resolution before being submitted to the Secretary of Local Government by 3 September 2025.

VOLZKE/BOYDE  
Carried  
CL/25/10

**Recommended Reason**

As per discussion with elected members, no overall staff recommendation is included in this report due to the combination of technical as well as political aspects of the two delivery models considered. Analysis of the technical aspects, particularly considering risk, rates implications and end-user cost favours an in-house business unit, this however needs to be balanced against the political aspects which are explored further within this report.

The Chief Executive noted the following points:

- This subject matter has been presented to elected members for quite some time. The decision today is to identify the preferred option and not a final decision.
- The one identified as the preferred option will be the one elected members think is the best option and will be presented to the community for consultation as the better of the two models going forward. The community will then be able to have the opportunity to voice their opinion on either model and a decision will be made following the hearing and consideration of feedback received.

The Audit and Risk Advisor noted the following points:

- The financial information has been presented to elected members at previous meetings, there are a lot of unknowns with the regional models and the working group has tried to present the most realistic scenarios.
- The in-house model and the Stratford figures used in the regional model don't quite align with the Long Term Plan and the in-house model also takes into account there will be increased regulation costs as a result of changes in legislation.

The District Mayor noted the following points:

- This process goes right back to 2017 when, for various reasons, it was decided that the water services (3 waters) collectively across the country were in a terrible state and required fixing.
- The original figures presented for fixing the issues across the country was \$125 billion which was increased to \$180 billion when they realised over a 30 year period councils were already paying the initial projection.
- To resolve this the idea was put forward to have four big entities. Stratford was in entity B which went across the North Island from South Taranaki across to Taupo, up to Opotiki and then across to Bay of Plenty through to Hamilton and to Raglan and back to New Plymouth. There was a lot of angst around this thinking and issues with governance and ownership. It was then changed to 10 entities across the country, Taranaki lobbied for an entity of its own, and the legislation was amended.
- When the government changed they said they would repeal the three waters legislation, which they did and changed it to being able to choose who you partnered up with and this is how we got to a Taranaki Regional Model. Other changes with the legislation was how these could be financed, the ability to create a council controlled organisation.
- This is why we are in the position of needing to make a call on the preferred model being a regional model or an in-house model. There is a number of models allowed for in the legislation and these have been looked into and narrowed down to two options for consideration today.
- New Plymouth District Council has voted unanimously to consult with the regional model as the preferred model, South Taranaki District Council holds their meeting tomorrow. We are all making the same call but considering it from our local perspective.

Questions/Points of Clarification:

- Councillor Hall asked what the relevance of Risk 59 (CCO and other outsourced functions) was in this scenario? Mr Hanne clarified that the current risk description is as per the current risk register but a regional CCO would carry similar risks to those CCOs described within the register. Mrs Radich noted it was relevant as it was not having full control of an entity that council would still be reputationally and legislatively responsible for.
- It was clarified that the regional model was based on the same amount of infrastructure investment moving forward.
- Councillor Hall asked if there had been any discussions at a higher level regarding relationships with regional partners should we go in-house? Mr Hanne noted there is engagement on a regional matter for a lot of the business we are involved in, those relationships are not hinged on the outcome of the waters discussion. There is no logical trigger as to why that would be affected. There have been multiple levels of engagement for this matter from the Mayoral Forum, CE Forum to the technical working groups and there has been rational conversations and no negativity. The District Mayor noted the third option being consulted on by New Plymouth District Council was a council owned CCO with the door open for other councils to join at a later date.
- Councillor Hall noted one of the criteria was the ease and ability to change from one model to another. If Stratford moved to a NPDC CCO then they would be a member but not have control. Mrs Radich noted that at this point negotiation would be undertaken and a documented agreement entered into. Mr Hanne noted it would be hard to forecast this outcome as negotiation would be needed at the time.
- Councillor noted the criteria for the ability for future growth and asked while infrastructure would be based on demand but asked what the return on investment would be for community aspiration? Mr Hanne noted that at the moment elected members have the ability to invest in infrastructure how they see best such as opening an area for commercial or residential growth and would consider how this would result in community benefit, employment, economic development and community well-being. An entity would look at this with a much more rationale view such as what return would be made from the investment.
- Councillor Hall asked why a regional entity looked better for New Plymouth and South Taranaki? Mr Hanne noted that New Plymouth would effectively have 70% of the customer base, and have always said they would prefer a CCO model as their organisation is of a size that it be beneficial to move it out of house, where as for us the stranded overheads will have a much bigger impact. STDC have included a lot of pros and cons for the regional model within their report.



- Councillor Jones noted the proposed savings of \$11 million over 30 years and asked if stranded overheads had been factored in to this. Mr Hanne noted stranded overheads had not been allowed for in the regional model. Mrs Radich the efficiency savings have been factored into the regional model and this is quantifying it over 30 years. However these figures do not tell us what the consumer will be saving over 30 years. Councillor Beck noted this only worked out to \$330,000 a year over 30 years and that is only if we get those savings. Mr Hanne clarified that this only related to expenditure.
- The Deputy Mayor asked if council decided to go in-house and the minister declined this position, what would be the steps from then? Mr Hanne noted that the minister has the ability to appoint an advisor but that may not be required as council has followed the process and has a regional service delivery plan in draft. Council will go through consultation, determine the preferred decision and submit to the minister by 3 September and DIA will either approve or decline. If declined SDC can accept that refusal and then go the other way as the framework is already in place.
- The Deputy Mayor asked if NPDC and STDC went regional and SDC kept it in-house but then our application is declined, would NPDC have moved on with their NPDC CCO? Mrs Radich clarified that there will be time between submitting our request and the establishment date of January 2026 but the natural pathway will be to wait for the ministerial decisions. We will need to be very clear about how the decision was made, the information provided and the feedback received which would lower the likelihood of involvement at ministerial level.
- The Deputy Mayor asked for clarity on the harmonisation and how it works? Mrs Radich clarified that this was only for the regional model. The first year is what the rates currently are per cubic meter, graph also includes STDC rural rate payers who are on another scheme both STDC and SDC are higher to catch up to NPDC to get to the same price per cubic meter. Mr Hanne noted this meant the same product for the same price to delivery the same service across the three districts. Mrs Radich clarified this was a stepped adjustment to achieve harmonisation, however the in-house increases would be similar to allow for additional costs and pre-funding for repayment of debt for the waste water project.
- The Deputy Mayor asked if we had seen changes since the LTP was set for the water service delivery? Mr Hanne noted there have been changes including depreciation factors and increased borrowing, however there has been no notable deviation with the projects and no significant projects identified that were not included in the LTP.
- Councillor Harris asked why the regional model looked so different to the neighbouring councils with the waste water rates per connection being considerably lower. Mr Hanne noted this was a mixture of economies of scale and Stratford being quite compact and has historically benefited from its geography and natural gravity meaning quite simplistic infrastructure. New Plymouth is a generation ahead of us in their waste water infrastructure and 10 years down the track we will need to catch up. Additionally our funding is ring-fenced, the cost to consumer is the genuine cost of the service.
- Councillor Dudley asked what the repercussions would be of going over the debt percentage if kept in -house? Mrs Radich noted the proposed internal debt limit is an internal limit and there is no legislation around that. The important part of the net debt to revenue is being able to calculate this on full council revenue/rates. If a limit was set on just an activity such as water then it would be breached immediately until repayments started bringing it down.
- Councillor Watt asked if once price harmonisation was reached would the percentage of collected rates match the percentage of our asset contribution? Mrs Radich noted that all charging would be implemented and decided by the board. Mr Hanne agreed, noting that commercial decisions will up to the entity.

*The HR & Governance Administrator left the meeting at 10.44am.*

- Councillor Watt asked if Stratford would have decision making power over local requests for development and infrastructure requests. Mr Hanne noted that the enetity would make those decisions, it would be a commercial discussion between the developer and the entity. Council will still issue consents but will have no influence over the development of those services.
- The District Mayor noted that council has to guarantee the lending from the LGFA and asked the entities would have a similar guarantee for lending? Mrs Radich noted that each council, as a member of the LGFA, has a guarantee for the debt of the water organisation so will be an under-guarantor in this situation.

- The District Mayor asked for confirmation that debt currently held for water will be transferred to the entity which will give council the capacity to borrow more? Mrs Radich noted this was possible but the revenue would drop as well. Mr Hanne noted it has not been our borrowing constraints that have held us back in the past, but the impact lending would have on rates.
- Councillor Beck noted that from his understanding and reading of the legislation, council is able to do an in-house entity and he cannot see where this could be stopped. Can we meet all the legislative and financial requirements for an in-house model? Mr Hanne noted the in-house model meets all criteria, however it is not clear that if you meet all the criteria that the proposal will be approved. There is still discretion for the minister to determine if he thinks this is the right proposal, and we cannot predict this outcome. The letter attached from Simeon Brown states that regional deals will put councils in a better place for other things in the future. The desire is for regional or bigger entities. Mrs Radich noted that not being able to demonstrate financial sustainability would be the key criteria for being declined. Mrs Radich noted the financial model had been reviewed by the DIA already and they have confirmed they are happy with the financial modelling, including the in-house model. The in-house financial model is conservative with 10-20% allowed for further legislation changes.
- It was clarified that the future growth forecasts used were from the LTP and the infrastructure strategy and asset management plans.
- It was clarified that the percentage of asset contribution would be similar to the population percentage split but it was not known at this stage. Our suggested representation will be in excess of our contribution in terms of assets.

### Recommendations

3. THAT officers are instructed to prepare consultation material for consideration at a meeting in April 2025 that:
  - a. Includes analysis of two options for the delivery of Water Services to the Stratford District, these are:
    - I. Enhanced Status Quo via an in-house Business Unit
    - II. Joint Taranaki WSCCO.
  - b. Identifies the Joint Taranaki WSCCO as the preferred delivery model for Water and Wastewater services with Stormwater assets and services to remain under Stratford District Council ownership and management.
  - c. THAT in the event NPDC and/or STDC opt out of a Joint Taranaki WSCCO, the recommended preferred water services delivery model is an Enhanced Status Quo delivered by an in-house business unit of council with ownership of water, wastewater and stormwater assets remaining with council.

VOLZKE/McKAY  
 Division  
 7 for  
 4 against  
Carried  
CL/25/XX

### Points noted in discussion:

- Councillor Boyde asked what is Local Water Done Well? This process is recognising the importance of local decision making to determine how the decisions will be made. He has spent hours going through all councils proposed water service delivery plans and felt that joining together we will have everyone else's water issues, the financial side is not better and we will also have to be guarantor for the LGFA lending. The pros for a regional CCO include the economies of scale, staff numbers and savings. The cons – loss of council control, threat of amalgamation, standard overhead increases for rate payers, and he asked if it was fair only having two votes on the board when iwi would have three. He also noted that for a 5 year period it would be more expensive for us. Could we attract staff? The pros for in-house included the

overall cost for the consumer being better, can still change to a WSCCO in the future but it would be almost impossible to go back once it is done, and it has less uncertainties as we already know our figures – they are not an assumption. This decision is also about what is best for the Stratford District while meeting our legislative requirements. He was happy to move that in-house be the preferred deliver model.

- The Deputy Mayor noted this had been an exceptionally hard decision and will not get easier as councillors are relying so heavily on assumptions and uncertainties from 10 years right up to 100 years in the future including possible changes to legislation in the future. She noted she was sitting 49/51% with her decision with the reality of that being that there may not be a point where there is a clear obvious choice and that we will not know if we have made the right choice possibly for decades. She had been trying to think long term as the information is focussed on the next 10 years but the thinking needs to be much longer than that. The water regulator can make changes at any stage which will impact delivery and cost to the consumer. We don't know what this could mean in the next ten years, or next 50 years. She noted her reason for slightly favouring the regional model being the preferred option for consultation was it was more likely to get more engagement from the community as it would be a bigger change for them to take notice of rather than thinking it's the same as it has always been. She also noted her concern at joining a regional model at a later point as we would be stepping into a New Plymouth CCO and we would become a customer of that model. If we started as a partner then we would have more influence on the set up at the start and be able to put forward the views of our community. The regional model would also allow us to absorb changes and savings much better. She noted the letter from the Minister with the governments expectation that councils will work together to establish joint water organisations for water services delivery and questioned if we really thought the minister or the DIA would approve one of the smallest councils in New Zealand to go it alone?
- Councillor Harris noted she was approaching this decision as straight forward as the final decision was to still to come. She was on the fence where this will go with so many unknown factors surrounding these scenarios and it will be a brave final decision to make. She noted her concern with a loss of voice as a council in the joint model, especially for the rural sector and that there could be great implications with that loss of voice, but there was also a risk of getting left behind. January 2026 was not far away and there is a scenario where the minister did not approve an in-house model and would the neighbouring councils wait for us for that decision to be made as she assumed they would forge ahead meaning we would then become a customer of that model. She supported the option of a joint model as the preferred option for consultation but will look forward to the feedback being received and will make her decision based on that.
- Councillor Beck did not support the motion. He noted he had stood for council to stand against 3 waters. He has listened to his community and he believed his community would like to keep things local. He stated the legislation was called Local Water Done Well – not Regional Water Done Well. He had asked himself if we can keep local water, can we meet the requirements of legislation and can we do it financially. He believed we could. He believed we could create an in-house model with all the unknowns and has a lot of faith in this council and the managers. He had heard nothing that said we could not do this locally but kept hearing that legislation may stop us doing it. He wanted to put his trust in the community and put the in-house model as the preferred option.
- Councillor Dudley noted the word assumptions, and that this was exactly what councillors had to make the decision and to go out to the community with. She supported a regional model but noted a big part of that was not the next 10 years but the next 20-30 years. There is a waste water treatment upgrade at \$51 million and who can say that won't blow out even further. She noted that asset wise we are small compared to the other councils, and yes we would need to guarantor the lending but we would have to do that regardless.
- Councillor Hall noted hearing all the views and answers to her questions had been helpful but still felt on the fence with this. She wanted to maintain a long term view on this for future generations. Being involved regionally allows us to be part of the decision making but felt the viability of our council was most at risk here. Change is the only constant and there is going to be change in the future. She worried about the stranded overheads if we go with a regional model but also worried about loosing our voice if we go to amalgamation in the future and did not want to set the path for amalgamation. There will be an advantage of systems and expertise in the regional model that we have not seen to date but likely will 20-30 years down the track. She noted thinking about Stratford in the future worried her about the things we do not know, worried about changes that happen really quickly after setting the LTP budgets, the risks of

going along and the risks of going alone. This wasn't a decision to be made today, it is a decision to go to the community and consult on and providing the community with something that they will engage with will get more thoughts and consideration around the table. She supported the motion.

- Councillor Watt noted the regional model had benefits in financial sustainability, regulatory compliance and operation efficiencies, but that the in-house model had the benefit of control. He did not think the in-house model aligns with the expectations of central government and felt one way or another council would be forced into something joint. There is a risk of chasing an in-house model and it not being approved, while NPDC and STDC continue with the regional model plans which we then have to join at a later stage. He would rather show cooperation at this stage and go for a joint model to be able to negotiate early for an outcome that will benefit Stratford the most. He agreed with issues around the governance structure but felt council should front foot this and negotiate for a better governance structure now and mitigate some of the downfalls.
- Councillor Jones noted this decision was putting it out for consultation and not making a final decision. He had looked at all figures and felt it was to close to call which was better than the other, and noted that they are assumptions and that the minister still makes the final call. The minister talks about reduced costs for ratepayers and he had not seen a reduction for ratepayers anywhere. His biggest concern was that we are a smaller council and this would make us so vulnerable. A lot of the comparisons tick both boxes – lower rates and lower effect on our ratepayers. We are capable of staying as we are, we have factored in another \$500,000 to stay in house and it is still looking to be viable. He noted that going regional puts another board in the picture and asked what that board was going to cost, he has seen inefficiencies with other boards such as Fonterra. He was happy to put the joint one out for consultation as it may receive more comments but personally his preferred option was the in-house model.
- Councillor Erwood noted there was still lots of uncertainties around this especially with the regional plan and he felt the goal posts will change again. Whatever we do it is going to cost our ratepayers more money. NPDC has gone with the regional model as the preferred option and he understood this was the recommended option at STDC. He asked if the community will know enough about the recommendations to consult on and will they engage? There are overall efficiencies with the regional entity but a lot of it is dependent on our neighbours. He felt there are still too many assumptions for him, and he felt the writing was on the wall that amalgamation was around the corner. The in-house model provides cost savings to our community and we can join the other model at a later stage. In-house meets the criteria and is better for the community and the ratepayers.
- Councillor Sandford noted this was a hand in heart decision, he felt this would be the start of the downfall of Stratford District Council. He noted his annoyance that council does not get the final decision with the minister in Wellington, who won't know Stratford, having the final say. He said the figures meant nothing as everything always ends up costing more and did not think the ratepayers would be winners in either option. He felt council needed to front foot this and go for a regional model as we will have some say if we join now, he felt if we joined at the tail end of it we would lose that say. His biggest concern was the unknowns and asked how we expected our community to understand it all when we don't? The expected the ratepayers to vote with their hearts and not their heads.
- Councillor Boyde asked councillors what their risk appetite was, and reminded them that this council has always been risk adverse.
- The District Mayor noted that stormwater has always been the forgotten leg in this process and up until recently it was almost not discussed. He agrees that stormwater should be a roading issue and was pleased to see it retained by council for both models. He said the choice was to engage contractors or contract with a regional water services entity. He noted he was pleased to see billing services would be undertaken by the regional entity as it removes that risk and the problems associated with council collecting fees for other organisations. He asked what problem is trying to be solved here? The original issue that was identified was that councils are lacking investment in infrastructure and they worked through those issues showed that councils, and predominantly smaller councils, effectively could not afford to invest sufficiently in their infrastructure. The initial plan to have these large entities was to socialise the cost across a greater number of people even though that has been shrunk in terms of the size of the entities the purpose for a regional model is still having more people to socialise the cost across. The ability to spread over more people is a de-risking factor. He said there is no right or wrong here as there are pros and cons for both sides of the argument. It is an evaluative decision,

considering what is best for the community while acknowledging this is complicated by so many assumptions. It will cost the community a lot more with both models. He noted the required upgrade for the waste water plant and that funding \$50 million of expenditure across the current number of connections was a huge risk. He has made his decision today on de-risking and taking a long term approach rather than short term. He understood the concerns about losing control but he questioned when council makes decisions on what pipes get fixed and when, noting that they don't and he would not see that as much different for a regional model. Council is not involved in the day to day operations so he did not see a regional model as losing control. A joint model would decouple decision making from elected members so that the organisation could make sensible decisions on infrastructure and not be subject to the same trade off measures that elected members have. He noted that harmonisation was a pc word for subsidy and that this was already the practice with the Stratford township subsidising the costs for the Midhirst and Toko water services. He did understand that the stranded overheads would largely stay with council if the water services were to drop out but that this would be a change in distribution rather than charging the ratepayers more. New economic and environmental regulations, planning and accountability framework, financial sustainability objectives and statutory objectives are all different to what we have had in the past so that invalidates the argument that what we have been ok with in the past will be ok for the future. The changes to waste water regulations will be released later this week. He felt compliance as a small council will be difficult in the future. He noted he would be disappointed if there was not a large number of responses from the community on this matter, and that the community may raise issues that council has not thought of yet and those could be factored in when making the final decision.

*A division was called.*

*Those voting for the motion: Councillors Harris, Hall, Sandford, Watt and Dudley, the Deputy Mayor and the District Mayor.*

*Those voting against the motion: Councillors Jones, Erwood, Boyde and Beck.*

The Chief Executive noted that the regional model element of the consultation document will be developed regionally and to ensure consistency the councils will do local versions for the in-house model but ensure consistent language.

## 7. Questions

There were no questions.

## 8. Closing Karakia

D21/40748 Page 56

The closing karakia was read.

*The meeting closed at 11.54am*

N C Volzke  
**Chairman**

Confirmed this 11<sup>th</sup> day of March 2025.

N C Volzke  
**District Mayor**



# MINUTES

## Farm Committee



F22/55/05– D24/45129

**Date: Tuesday 24 September 2024 at 12noon**  
**Venue: Council Chambers, 63 Miranda Street, Stratford**

### Present

Councillor G W Boyde (the Chairman), the District Mayor N C Volzke, Councillors S J Beck and V R Jones.

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### In attendance

Councillors A M C Dudley, A K Harris, W J Sandford and E E Hall.

The Chief Executive – Mr S Hanne, the Director – Assets Mrs V Araba, the Director – Corporate Services – Mrs R Johnson, the Director – Environmental Services – Mr B Sutherland, the HR & Governance Administrator – Mrs C Reynolds, the Property and Projects Manager – Mr S Taylor, the Special Projects Manager – Mr N Cooper, The Parks and Reserves Officer – Mrs M McBain, Health & Safety / Emergency Management Advisor – Mr D Pemberton, Mr P Radich (Fonterra), one member of the media (Stratford Press) and one member of the public.

#### 1. Welcome

The Chairman welcomed the Mayor, Deputy Mayor, Chief Executive, Councillors, and staff.

##### 1.1 Opening Karakia

The opening karakia was read.

##### 1.2 Health and Safety Message

The Chairman reiterated the health and safety message and emergency procedures.

#### 2. Apologies

There were no apologies.

#### 3. Announcements

There were no announcements.

#### 4. Declarations of Members Interest

The Chairman requested Councillors to declare any real or perceived conflicts of interest relating to items on this agenda. There were no conflicts of interest declared.

#### 5. Attendance Schedule

The attendance schedule for Farm Committee meetings was attached.

6. Confirmation of Minutes

**6.1 Farm Committee Meeting – 24 September 2024**  
D24/45129 Page 9

**Recommendation**

THAT the minutes of the Farm and Aerodrome Committee Meeting held on 24 September 2024 be confirmed as a true and accurate record.

BOYDE/BECK  
Carried  
F&A/25/1

7. Matters Outstanding  
D20/11504 Page 13

**Recommendation**

THAT the matters outstanding be received.

JONES/BOYDE  
Carried  
F&A/25/2

The Chief Executive noted the following points:

- It was clarified Council operated two ringfenced accounts relating to the farm, depreciation is one of these. Budgeted depreciation goes into the ringfenced account which builds up over time and is used for capital replacement on the farm. The other ringfenced account for the farm is the farm surplus which in the past has been used for rates mitigation.
- Councillor Boyde questioned if the depreciation figure could be shown in the report going forward. It was advised this could be disclosed in future reports.

8. Programme of Works  
D20/28552 Page 14

**Recommendation**

THAT the Programme of Works be received.

BECK/VOLZKE  
Carried  
F&A/25/3

The Chief Executive noted the following points:

- Due to be having two significant roles responsible for writing Farm Committee reports vacant, the content is a bit light. These positions have just been filled so this should not be a problem going forward.



9. Decision Report – Reprioritising of Farm Capital Improvement  
D25/5230 Page 15

**Recommendations**

1. THAT the report be received.

BOYDE/JONES  
Carried  
F&A/25/4

2. THAT the Capital Expenditure project of “Cleaning and Replacement of Subsoil Drains” (approved for 2025/2026) be brought forward into the 2024/2025 year due to urgency in completing the work.

BECK/JONES  
Carried  
F&A/25/5

**Recommended Reason**

The poor condition of the subject subsoil drains has resulted in substandard paddocks which impacts adversely on the farm income and is thus a higher priority to resolve than originally envisaged.

The Special Projects Manager noted the following points:

- This report seeks approval to move funding forward to this year as the Sharemilker has requested a change in priorities to bring this forward and push the calf shed out to next year. However this report seeks approval for both projects this year.
- The drainage improvements for paddocks 20 and 21. Paddock 20 has been growing turnips, however this year had a poor crop.
- An investigation had identified the subsoil drainage has collapsed. This paddock was used by the army a few years ago which had heavy machinery and may have damaged the pipes.

Questions/Points of Clarification:

- Councillor Jones noted when this was deliberated as part of the long term plan there was discussion that this is a large amount of funding for one paddock. Councillor Boyde advised this funding was estimated on paddock size, however the damaged area has now been isolated so the cost will be less.
- Councillor Jones questioned how moving all these projects affect the ratepayers. Mr Hanne advised this will be depreciation funded, so the only cost incurred is the loss of interest.

10. Decision Report – Risk Register

D25/4379 Page 19

**Recommendations**

1. THAT the report be received.

BOYDE/VOLZKE  
Carried  
F&A/25/6

2. THAT the Farm Risk Register be approved and adopted with amendments.

BOYDE/VOLZKE  
Carried  
F&A/25/7

**Recommended Reason**

Identification of risks and associated controls in the Risk Register is necessary to monitor and manage the farm overall risks for continued service delivery at these facilities.

Questions/Points of Clarification:

- The District Mayor questioned if there was anything highlighted in the risk register to be removed. He noted Covid 19 is still listed, however this should just be pandemic, and column three should be updated to 'Sharemilker becomes ill or cannot work' or similar. This will be removed. He also requested if the second bullet point in the second risk description could the word runoff be changed, as he did not believe there was a runoff used anymore.

11. Information Report – Farm Annual Business Report 2024

D24/8823 Page 25

**Recommendations**

- THAT the report be received.

BECK/BOYDE  
Carried  
F&A/25/8

**Recommended Reason**

To inform the Committee of the financial actuals for the Farm in the 2023/24 financial year.

The Steve noted the following points:

- The last paragraph of the executive summary should be "as per email"

*The Special Projects Manager left the meeting at 12.27pm.*

Questions/Points of Clarification:

- Councillor Beck question why the overheads increase is so huge, being increased by \$30,000. Mr Hanne advised staff costing has been reallocated based on activities, so will be reflective on where staff time is used.

12. Triannual Report – Farm Business and Financial Report

D25/4377 Page 41

**Recommendations**

THAT the report be received.

BOYDE/BECK  
Carried  
F&A/25/9

**Recommended Reason**

This report provides a business and financial update on the farm activities, and highlights the milk production output for the current season.

Questions/Points of Clarification:

- Councillor Boyde noted there was an on farm meeting. The Sharemilkers are currently milking 344 cows. The District Mayor noted the good outcome for the farm, which seems to come down to the quality of the Sharemilkers, and he suggests we thank them for their work.
- Councillor Jones questioned if the production is due to additional sustenance going in. Councillor Boyde noted it is not, the number of cows has been reduced to take the pressure off the farm. He advised there was discussion on supplementing feed towards the end of the season.
- Councillor Boyde advised the Sharemilkers have installed Halter collars at their own cost.
- Mr Radich thanked the Council for the ongoing support for Fonterra.
- Mr Radich discussed Fonterra's predicted high profits and low debt and the potential sale of the consumer business and how this will be beneficial for shareholders.
- Mr Radich advised that in the future Fonterra will likely introduce incentives for low emission milk with the opportunity to earn above milk prices.

*Mr Radich left the meeting at 12.54pm.*

13. Triannual Report – Health and Safety Update

D25/4378 Page 47

**Recommendations**

THAT the report be received.

BOYDE/JONES  
Carried  
F&A/25/10

**Recommended Reason**

To update the Committee on Health and Safety matters from October to December 2024.

The Property and Projects Manager noted the following points:

- There have been 48 lame cows, which brings increased time and focus on the care of these cows as well as an extra cost. Officers have been working with the Sharemilkers and a contractor to enable repair work on the races to start as soon as possible.

14. Questions

15. Closing Karakia

D21/40748 Page 50

The closing Karakia was read.

*The Meeting Closed at 12.56 pm.*

G W Boyde  
**Chairman**

Confirmed this 27<sup>th</sup> day of May 2025.

N C Volzke  
**District Mayor**

# MINUTES

## Policy and Services Committee



F22/55/05 – D25/5904

Date: Tuesday 25 February 2025 at 1.05PM  
Venue: Council Chambers, 63 Miranda Street, Stratford

To hear and consider submissions to the

- Draft Parking Control Bylaw
- Draft Restricted Access of Roads Bylaw
- Draft Vehicle Crossing Bylaw

### Present

The Deputy Mayor M McKay, (the Chairperson), the District Mayor N C Volzke, Councillors: S J Beck, G W Boyde, A M C Dudley, V R Jones, A K Harris, E E Hall, W J Sandford and M J Watt.

### In attendance

The Chief Executive – Mr S Hanne, the Director – Assets Mrs V Araba, the Director – Corporate Services – Mrs R Johnson, the Director – Environmental Services – Mr B Sutherland, the Committee Advisor and Executive Assistant – Mrs E Bishop, the Communications Manager – Ms G Gibson, the Roading Manager – Mr S Bowden, the Environmental Health Manager – Ms R Otter (*part meeting*), the Roading Engineer – Mr F Hicks, the Property and Projects Manager – Mr S Taylor, one member of the media (Stratford Press) and five members of the public.

#### 1. Welcome

The opening karakia was read.

The Deputy Mayor welcomed the Chief Executive, Councillors, staff, and the media.

The Deputy Mayor reiterated the health and safety message and emergency procedures.

#### 2. Apologies

An approved leave of absence was noted for Councillor C M Tongaawhikau and an apology received from Councillor J M S Erwood

#### Recommendation

THAT the apologies be received.

DUDLEY/BOYDE  
Carried  
P&S/25/11

*Councillor Hall joined the meeting at 1.07pm.*

### 3. Announcements

#### Speakers to Submissions

It was reinforced to Councillors that the purpose of this meeting is to hear submissions on the draft Parking Control Bylaw, draft Restricted Access of Roads Bylaw and the draft Vehicle Crossing Bylaw.

Councillors were asked to hear all submissions with an open mind, to restrict their question time to the submitters to points of clarification or issues pertaining to subject matter. Councillors were requested not to get into direct dialogue with submitters. Councillors may take notes whilst submitters are speaking.

### 4. Declarations of members interest

Elected members were asked to declare any real or perceived conflicts of interest relating to items on this agenda. There were no conflicts of interest.

### 5. Attendance Schedule

The Attendance schedule for Policy and Services Committee meetings, including Hearings, was attached.

### 6. Acknowledgement of Submissions

Submissions – Pages 11-35

The 18 submissions received to the draft Parking Control Bylaw and the one submission received for the Restricted Access of Roads Bylaw were included in the agenda. . No submissions were received for the Vehicle Crossing Bylaw.

#### Recommendations

1. THAT the submissions to the draft Parking Control Bylaw and draft Restricted Access of Roads Bylaw be received.
2. THAT the submitters be advised of the outcome of their submission and notified that the minutes of the Policy and Services Committee Meeting, and subsequent meetings, will be available on Council's website.

HARRIS/HALL  
Carried  
P&S/25/12

#### Recommended Reason

So that each submission is formally received and the submitter provided with information on decisions made.

### 7. Submitters To Be Heard

There are four submitters wishing to speak.

Each submitter will be allocated five (5) minutes to present their submission and allowed five (5) minutes for questions.

Submission #	Name	Bylaw	Page Number	Time
1	Mark Cunniffe	Parking Control Bylaw	12	1.05pm
<p>Points noted in the presentation:</p> <ul style="list-style-type: none"> <li>• He has identified a hazard when you are approaching the new pedestrian crossing from travelling south. If there is a van or campervan in the last two carparks then the driver can't see the pedestrians as they are stepping onto the road meaning it is very last minute that you see them.</li> <li>• He felt it was lucky that drivers generally drive slow through Stratford and was unaware of any incidents happening but felt it was an accident waiting to happen. A lot of pedestrians just assume motorists are going to stop.</li> <li>• He noted the law says you can't park within 6meters of a pedestrian crossing so he was unsure why they are there. He suggested the disabled parks on the other side of the road could be replaced with normal parks.</li> </ul> <p>Questions/Points of Clarification:</p> <ul style="list-style-type: none"> <li>• Councillor Boyde agreed that these parks were an issue. He asked if the two parks were removed and replaced with motorcycle parks if that would be an issue? Mr Cunniffe did not think that would obstruct the view.</li> <li>• The District Mayor agreed there is an issue there. He thought the logical solution was removing some parks, he noted there did not seem to be a problem with the two parks in the northbound approach and asked why that would be? Mr Cunniffe was not sure but there was plenty of clear vision on that approach. The District Mayor asked if it was fair to say the disabled parks were not actually in use? Mr Cunniffe said it could be the only problem is when you are travelling south and there is a large vehicle parked there.</li> </ul>				
7	Nicole Chadwick	Parking Control Bylaw	22	1.15pm
<p>Points noted in the presentation:</p> <ul style="list-style-type: none"> <li>• Ms Chadwick noted she was speaking as an advocate for sport and recreation. She is a netball umpire and a NZ Umpire Coach Assessor.</li> <li>• She noted her serious concerns around the proposed plan for the 8 parks along Fenton Street which would disproportionately benefit the scouts at the expense of the other activities. She noted the irony that the scout committee did not support the change either.</li> <li>• Netball boasts the highest participation rates per capita, the parks are filled all along Portia and Fenton Streets and the War Memorial Carpark.</li> <li>• Those accessing the walking tracks would also be impacted.</li> <li>• She felt these changes contradicted the LTP outcomes of making Stratford a friendly place to visit.</li> <li>• The culminative impact has not been considered – netball, hockey, table tennis, marching and basketball will all be impacted. Prioritising one group undermines community spirit.</li> <li>• She urged councillors to reconsider this particular aspect to find a more balanced approach to acknowledge the needs of all users.</li> </ul> <p>Questions/Points of Clarification:</p> <ul style="list-style-type: none"> <li>• Councillor Dudley noted she understood the frustration and asked if a P120 or P180 would be a better alternative? Ms Chadwick said yes if council insists on having a restriction. Councillor Dudley asked if between certain hours would be better? Ms Chadwick asked council to consider what problem they were trying to solve.</li> <li>• Councillor Dudley noted one of the issues had been freedom camping. Ms Chadwick noted other councils had freedom camping bylaws to control those issues and that another submission had suggested signage that the area is not for freedom camping.</li> <li>• Mr Hanne asked if there was an issue with freedom campers taking up parking spaces for netball? Ms Chadwick stated there was no issue on Saturdays.</li> </ul>				
16	Peter Hartley	Parking Control Bylaw	31	1.25pm
<p>Points noted in the presentation:</p> <ul style="list-style-type: none"> <li>• Mr Hartley noted the submission was to remove one angle parking space on the east side of Broadway being the first one north of the new pedestrian crossing to give more visibility, this could be replaced with a parallel park which would not be ideal but better than current situation.</li> <li>• Pedestrians are obscured until they step out because the footpath is lower than the road so people are not always obvious in advance.</li> <li>• Visibility is poor at any time but worse when a camper van or SUV is there.</li> <li>• Many are hesitant to use the crossing as they can't see if vehicles are approaching.</li> <li>• Some drivers drive too fast and some pedestrians don't look.</li> </ul>				

Submission #	Name	Bylaw	Page Number	Time
17	Jack Hywood	Parking Control Bylaw	32	1.35pm
Mr Hywood did not attend the meeting.				

8. **Decision Report – Parking Control Bylaw 2025 – Deliberation and Adoption**  
 D25/4758 Page 36

Council needs to consider submissions as part of the consultation process.

<p><b>Recommendations</b></p> <p>1. THAT the report be received.</p> <p style="text-align: right;">DUDLEY/McKAY  <u>Carried</u>  <u>P&amp;S/25/13</u></p> <p>2. THAT the Parking Control Bylaw 2025, including the changes outlined in <b>Appendix 4 of this report with amendments as per the minutes below</b>, be adopted.</p> <p>3. <u>THAT</u> the commencement date of the Parking Control Bylaw 2025 be 1 May 2025.</p> <p style="text-align: right;">BOYDE/HALL  <u>Carried</u>  <u>P&amp;S/25/14</u></p> <p><b>Recommended Reason</b></p> <p>Having gone through the public consultation process required by Section 83 of the Local Government Act (2002), the public submissions received on the <i>Draft</i> Parking Control Bylaw 2025 consultation must be considered by the committee. Following consideration, a decision must be made on the final Parking Control Bylaw 2025.</p>
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Deliberation and Discussion:

Submission 1 and 16

- The District Mayor noted there were a number of submissions regarding the pedestrian crossing and visibility on the south bound lane. He supported the officers suggestion of removing two carparks. If not two it definitely needed to be one. He noted the proliferation of disabled parking in the area having gone from having not many to an excessive amount. There are 7 disabled parks within 50meters of the crossing. He presented a map of Broadway and noted expanding out to 100meters there are an additional 2 outside TSB Bank and 2 more outside the Library, expanding out to 200meters there are actually 16 disabled parks in the proximity. He would be happy to see the two in the northbound approach removed as his observation is that these are unused. He felt these could be replaced with open parking to replace the two on the eastern side.
- Councillor Boyde agreed with removing the two parking spots as proposed but asked what the effect of replacing them with motorcycle parking would be? Mr Bowden noted the whole issue was parking should not be within 6meters of the crossing as a bare minimum but we had been urged to retain as much parking when completing the consultation for the pedestrian crossing. Ideally the two parks identified should be removed.
- Councillor Hall supported removing the two parks. She asked if the two disabled parks on the north bound approach were located for accessibility to the footpath and if there were specifications for disabled parks? Mr Bowden clarified this had always been an existing disabled park however the motorcycle parking next to it had been removed. Some of the disabled bays could be removed and reverted back to timed parking if that was the request of council however the accessibility bays are wider than a standard bay and typically take up 4meters. Visibility is clearer as they are bigger bays but it comes down to the size of the vehicle.
- The District Mayor asked if the camber of the road impacted compliance of the parking bays? Mr Bowden noted that a number of people do find it difficult to get in and out because of the shape of the road but would need to confirm whether this impacted the compliance of the parking bays.



- Mr Bowden confirmed there should be a 6meter gap on either side of the crossing. He clarified that the 6 meters comes from the pedestrian crossing itself and is the approach to the crossing and not beyond.
- The Deputy Mayor asked if the committee supported the recommendation to reduce the number of parks by two to free up the approach to the crossing? This was supported.
- Councillor Boyde asked if this created the opportunity to have motorcycle parks? Mr Bowden noted that would mean converting one of the disabled parks to a motorcycle park. The District Mayor suggested this could be brought back by officers to discuss. The Chief Executive noted there had been no community feedback requesting the creation of motorbike parking during this consultation.

**Remove the two car parks nearest the crossing on the south bound approach as per officers recommendation.**

Submission 2, 11, 13 and 14

- Councillor Hall noted submission 2 provided real life feedback about how this space is used and was supportive of the feedback being provided.
- The Deputy Mayor noted officers recommendation was to remove one parking bay and replace with a disabled park. Councillor Boyde supported the recommendation.
- The District Mayor noted that this added to the cluster of disabled parks and suggested relocating a current park rather than another in addition to what we already have. He also noted that the recommendation by officers to install P60 in this area and confirmed he has witnessed the parking issues on Miranda Street on a daily basis as a number of staff from businesses park there, these people could be parking in the War Memorial Carpark. He supported a time restriction of P60 but felt P120 would be more appropriate for appointments at both the Optometrist and MSD.
- Councillor Hall noted we had completed consultation on the parking control bylaw but asked if there was a way to consult with affected groups such as those who use the accessibility parking? Mr Hanne noted these discussion usually included disability advocacy groups and officers have actively engaged with these groups in the past. Councillor Hall felt she would rather hear from these groups about where these parks should be rather than making decisions as abled people.
- It was noted there were not currently any P120 parking areas in Stratford at the moment. This can be done but would mean an amendment to section 10 of the bylaw as well.
- Mr Hanne noted the Bylaw allowed for partial reviews so a review of disabled parking spaces could be added to matters outstanding and reviewed at a later stage.

**Two parks to be removed on Miranda Street outside MSD/Stratford Optometrists to be converted into one disabled park and P90 timeframes to be installed to all parks within that block.**

Submission 3, 5, 7, 9, 10, and 15

- It was noted that the officers recommendation was to change the proposed P60 at all times on Fenton Street to P180 Monday to Friday.
- Councillor Dudley noted that she did not agree with this recommendation as it would not stop freedom camping issues over the weekend. She suggested the installation of 'No Freedom Parking' signage as a first attempt and review if this does not help the issues. Mr Hanne clarified that these signs would have no legal standing.
- Councillor Beck noted that he had contacted Mr Bruce Jamieson, a previous submitter on this issue, and he was worried about having a permanent time limit impacting overnight stays at the scout den. The problem was still freedom camping.
- Councillor Hall noted this was raised when elected members had requested solutions for freedom camping in this area and did not think the suggestions will solve this while resulting in a heap of affected parties because of it. The recommendation to P180 Monday to Friday will not address the camping issues but officers will need something they can enforce.
- The Deputy Mayor asked if there is an issue with freedom camping in Stratford. Mr Hanne noted there was not an issue. He noted that the scouts have been offered access through the Malones Gates for events and unloading vehicles which was a perfectly viable option.
- Councillor Hall felt putting a time limit would create a disenfranchise, and won't be getting a ticket, so suggested flagging the time limit for this area altogether.
- The Deputy Mayor noted Ms Chadwick's question to elected members "What problem are you trying to fix"? He noted Stratford was officially recognised and certified as a campervan friendly town and one of the reasons this was achieved was the flexibility of where people can park. One of the attractions to this area is the general surround, being able to walk their dog and the proximity to the public toilet. He questioned if we do have a problem and noted that netball do not think so, nor do other users of the scout den or park users. He would support removing this altogether leaving as it is. He noted the point of time limits is to solve congestion issues and there is not a congestion problem there.

- Councillor Jones supported leaving it as it is.

**No change to current parking on Fenton Street.**

Submission 4

- The disabled parks located outside Wai o Rua – Stratford Aquatic Centre can not be added to the schedule as they are located on private property.
- **Disabled parking on Broadway will be updated on the map.**
- **General map update requests to be completed.**
- **Removal of carparks on Portia Street (7 parks south of the pool) for the construction of a new crossing facility.**
- The Director – Assets noted the updated schedule had resolved all matters raised and included the suggestions for approval.

Submission 6 and 17

- This was agreeing with the changes proposed to be made on Broadway in front of Mountain Motors.
- It was clarified there are currently no time restrictions in this area and the issues are workers of surrounding businesses parking in these spaces.
- The recommendation was to put P60 limits in this area. The District Mayor asked if P90 would be more appropriate as this area does not have high foot traffic.
- Councillor Dudley noted her concern that if limits were installed on one side the problem will move to the other side so asked if it needed to be extended to both sides right up to Seyton Street.
- Councillor Beck suggested it being P90 to give the customers time.
- Councillor Sandford noted no other businesses have complained and felt we were creating these limits when we did not have a problem there and are not going to police it.
- Councillor Hall noted that being complaint based this will impact on council staff time. She asked if this can be revisited if businesses asked for it and it was confirmed the bylaw allows for partial reviews if required.
- Councillor Boyde and Councillor Dudley supported a time limit being put in place.
- Councillor Jones noted his preference for Broadway to be standardised and have a set time limit from one end to the other.

**No time restriction to be added.**

Submission 12

- Mr Bowden noted this was to increase the parks from P60 to P90 outside Taranaki Physiotherapy, to allow a bit more time for appointments.
- **Approved.**

Submission 18

- Mr Bowden noted the issue from this submitter was trucks parking on residential streets overnight and then starting up at 4am which upsets residents. The bylaw has introduced a clause to restrict particular types of vehicles from parking on a street by resolutions of council. He noted there had not been many complaints received about truck drivers parking on residential streets and there would also be an issue policing this. If armouguard were to police the whole town every night it would cost approximately \$300,000, for armouguard to police one section a night it would cost \$100,000 and to call them out case by case would be \$110 each call, the infringement for this would be \$40.
- Councillor Boyde noted the trucks parking at the bike park frustrated him the most.
- Councillor Hall noted that in this scenario someone has reached out to say they have a problem in this area when we have asked for feedback. This issue has been talked about quite a bit by council and although enforcement does sound unreasonable, something does need to be done. Mr Hanne noted this was the wrong tool and a restricted vehicle bylaw would be more appropriate. It was requested that this be added to the matters outstanding for further investigations into a solution.

General

- Councillor Jones noted that as a farming district there were a lot of vehicles with trailers and he had noted in the bylaw that these must park in designated areas. He asked if this would be left as complaint based. Mr Hanne noted it was the intent of the bylaw that vehicles are parked in a tidy, legal and manoeuvrable space. The War Memorial Carpark does not fall within this bylaw as it is not a road. Councillor Jones asked if council intends to start enforcing this on Broadway when

people park across carparks in town and Mr Hanne noted this was for elected members to decide to enforce these restrictions.

*The Environmental Health Manager left the meeting at 2.31pm.*

9. [Decision Report – Restricted Access of Roads Bylaw 2025 – Deliberation and Adoption](#)  
D25/4484 Page 118

Council needs to consider submissions as part of the consultation process.

<p><b>Recommendations</b></p> <p>1. <u>THAT</u> the report be received.</p> <p>2. <u>THAT</u> the committee considers the submission received as part of the public consultation process of the <i>draft</i> Restricted Access of Roads Bylaw 2025.</p> <p>3. <u>THAT</u> the committee adopt the Restricted Access of Roads Bylaw 2025.</p> <p>4. <u>THAT</u> the commencement date of the Restricted Access of Roads Bylaw be 1 May 2025.</p> <p><b>Recommended Reason</b></p> <p>The <i>draft</i> Restricted Access of Roads Bylaw 2025 has gone through the public consultation process, required by Section 82 and 83 of the Local Government Act 2002. One submission was received as a result of the public consultation process. The committee is now required to consider this submission.</p>	<p>McKAY/BOYDE <u>Carried</u> <u>P&amp;S/25/15</u></p> <p>BOYDE/HALL <u>Carried</u> <u>P&amp;S/25/16</u></p> <p>HARRIS/McKAY <u>Carried</u> <u>P&amp;S/25/17</u></p>
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10. [Decision Report – Vehicle Crossing Bylaw 2025 – Deliberation and Adoption](#)  
D25/4483 Page 134

Council needs to consider submissions as part of the consultation process.

<p><b>Recommendations</b></p> <p>1. <u>THAT</u> the report be received.</p> <p>2. <u>THAT</u> subject to any new information highlighted at the Deliberation, the Vehicle Crossing Bylaw 2025 be adopted.</p> <p>3. <u>THAT</u> the commencement date of the Vehicle Crossing Bylaw 2025 be 1 May 2025.</p> <p><b>Recommended Reason</b></p> <p>The <i>draft</i> Vehicle Crossing Bylaw 2025 has gone through the public consultation process, required by Section 82 and 83 of the Local Government Act 2002. No submissions were received as a result of the public consultation process.</p>	<p>DUDLEY/HARRIS <u>Carried</u> <u>P&amp;S/25/18</u></p> <p>DUDLEY/HALL <u>Carried</u> <u>P&amp;S/25/19</u></p>
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Questions/Points of Clarification:

- It was clarified that this bylaw covered the whole district, half round pipes are for where there is old fashioned kerb and channel and full round pipes are required for rural crossings. It will be broken out within the bylaw to ensure this is clear.
- Councillor Jones noted that property owners are given the opportunity for their vehicle crossing to be formed or repaired at 50% of council contract rates and stated he did not think many rural properties were offered this rate for their road reserve property. Mr Bowden noted in the road was being resealed then council could offer this opportunity. The minimum requirement is 3 meters off the seal edge but it would ideally be 6 meters or to the property boundary. This would come out of the reseat budget and then charged to the individual property. Seals can be either concrete or tar seal but concrete is preferred as it is longer lasting.
- Councillor Jones noted that Fonterra would like to see an increase of sealed driveways and he would like to see retrospective consideration for these as well. Sealed driveways mean the tankers are not bringing stones and rocks onto the road. Mr Bowden noted that Fonterra had been approached to see if they would assist with upgrades to tanker entrances if required and they said no.
- The District Mayor noted this item had been out for consultation and had not received any submissions so there was no trigger for this discussion or amendments.
- Councillor Jones felt the fees and charges were unclear as to what the inspection fees would be for a vehicle crossing.

11. Closing Karakia

D21/40748 Page 147

The closing karakia was read.

*The meeting closed at 2.46pm*

N C Volzke  
**Chairman**

Confirmed this 25<sup>th</sup> day of March 2025.

N C Volzke  
**District Mayor**

# BYLAW



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## Parking Control 2025

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**Date in force: 1 May 2025**

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### **Purpose**

The purpose of this bylaw is to:

- Set the requirements for parking and control of vehicular or other traffic on any road in the district including state highways located within urban boundaries that are otherwise controlled by New Zealand Transport Agency.
  - Manage the land and street furniture associated with parking areas, including the removal of any unauthorised road markings.
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**Next review: 1 May 2035**

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**1. Title, commencement, and review**

- 1.1. This bylaw is the Parking Control Bylaw 2025.
- 1.2. This bylaw comes into force on 1 May 2025.
- 1.3. This bylaw is due to be reviewed in accordance with section 159 of the Local Government Act 2002 by 1 May 2035.

**2. Repeal**

- 2.1. As from this day this Bylaw comes into force, the previous Parking Control Bylaw in force shall be repealed.

**3. Authority**

- 3.1. This bylaw is made in accordance with the:
  - 3.1.1. Local Government Act 1974.
  - 3.1.2. Local Government Act 2002.
  - 3.1.3. Land Transport Act 1998.
- 3.2. This bylaw shall be read in conjunction with the Acts listed above and all other relevant bylaws of the Council. It is not intended to restrict, limit or constrain any obligations and responsibilities under the Acts listed above.

**4. Application of this Bylaw**

- 4.1. This Bylaw generally applies to all parking under the care, control and management of the Stratford District Council.

## Part 1

### Preliminary

#### 5. Scope

- 5.1. This Bylaw sets parking controls on roads and parking areas under Council control, within the jurisdiction of the Council.

#### 6. Interpretation

- 6.1. When interpreting this bylaw, use the definitions set out in **Clause 7**, unless the context requires otherwise. Where references are made to a repealed enactment, read that as a reference to its replacement.
- 6.2. For the purpose of this bylaw, the word 'shall' refers to practices that are mandatory for compliance with this bylaw, while the word 'should' refers to practices that are advised or recommended.

#### 7. Definitions

- 7.1. For the purpose of this bylaw, unless inconsistent with the context, the following definitions apply:

**Authorised Officer** means any person authorised by Council to carry out or exercise any powers, duties or functions under this Bylaw or any part thereof and includes any Police Officer.

**Berm** means the grass area between a property boundary and the street, which can include both sides of the footpath.

**Bylaw** means Bylaw of the Council for the time being in force, made under the provisions of any Act or authority enabling the Council to make Bylaws.

**Council** means the Stratford District Council.

**Defence** means a method used by a defendant to oppose the plaintiff or prosecutor's case in court.

**Disabled Parking Space** means a parking space used by vehicles displaying a "Mobility Card" (as issued by the CCS) and designated as a reserved parking space by the appropriate signs.

**District** means the district of the Stratford District Council.

**Goods Services Vehicle** means a motor vehicle designed exclusively or principally for the carriage or haulage of goods but does not include a tractor.

**Immobilised Vehicle** means a vehicle that has been rendered incapable, whether or not by the removal of parts, of being moved as a vehicle.

**Infringement Notice** means a notice issued in respect of an alleged offence.

**Loading zone** means a restricted stopping or parking area reserved for commercial vehicles to load or unload goods temporarily.

**Manual of Traffic Signs and Markings (MOTSAM)** means the manual as published by the National Roads Board of New Zealand and as amended from time to time.

**Motorhome** means any vehicle designed or converted to be used for human habitation, whether self-contained or not, and includes a caravan, campervan, or house truck.

**Parking** means in relation to any portion of road or any land or building the stopping or standing of a vehicle on that portion of road or land or building.

**Parking place** means any land belonging to the Council or under the Council's control including any road or portion of a road, which is authorised by resolution of the Council to be used as a place where vehicles may park and at which restrictions may be established and maintained.

**Parking Offence** means: -

- (a) Parking on any portion of a road or on any land belonging to the Council, and which is set aside for the parking of vehicles, in breach of any Act or Regulation or of any Bylaw made by the Council.
- (b) Any other breach of this Bylaw.

**Parking Space** means a space marked out pursuant to **Clause 9** of this Bylaw by painted lines for the accommodation of a vehicle and at which space a time limit and/or restriction may be established.

**Parking Zone or Area** means any land belonging to the Council or under the Council's control including any road or portion of a road, which is authorised by resolution of the Council to be used as a place where vehicles may park and at which restrictions may be established and maintained.

**Proceedings** means proceedings under Section 133A of the Land Transport Act 1998.

**Reserved Parking Place** means any parking space which has been reserved by the Council for letting to any person for reserved parking and which is clearly marked by a sign, notice or otherwise as being not available for public parking.

**Road** includes a street and also includes any place to which public have access, whether as of right or not; and also includes all bridges, culverts, drains, gates and fords forming any part of any road, street or place as aforesaid.

**Schedule** means the 'Parking Control Bylaw Schedule'.

**Traffic Control Devices 2004 (TCD)** under the Land Transport Rule covers requirements for the design, construction, installation, operation and maintenance of traffic control devices, and functions and responsibilities of road controlling authorities.

**Trailer** means a nonautomotive vehicle designed to be hauled by road.



**Transport station** means a place where transport-service vehicles, or any class of transport-service vehicles, may wait between trips.

**Vehicle** means a contrivance equipped with wheels, tracks or revolving runners upon which it moves or is moved, but does not include:

- (a) A perambulator or pushchair.
- (b) A shopping or sporting trundler not propelled by mechanical power.
- (c) A bicycle or tricycle driven with pedals or handles and not propelled by mechanical power.

7.2. Any undefined words, phrases or expressions used in this Bylaw have the same meaning as in the Land Transport Act 1998.

## Part 2

### Parking Controls

#### 8. Parking Restrictions set by this Bylaw

- 8.1. The roads or areas described in the Stratford Parking Control Bylaw Schedule ('schedule') in **Appendix 1** and the maps in **Appendix 2** are declared to the parking limits specified in accordance with the schedule and maps, which are part of this Bylaw.
- 8.2. The parking limits specified were determined in accordance with the Land Transport (Road User) Rule 2004.

#### 9. Parking Restrictions by Council Resolution

- 9.1. The Council may, by resolution, set, amend or revoke parking restrictions on any urban or rural road under the Council's jurisdiction, by amending the schedule and maps, without the need to consult on the entire bylaw.
- 9.2. The Council may, by resolution, set, amend or revoke parking restrictions for any zones or areas under the Council's jurisdiction in any of the following designated locations:
  - (a) Car park
  - (b) Educational facility
  - (c) Commercial or industrial area
  - (d) Health facility
  - (e) Residential facility
  - (f) Marae grounds
  - (g) Camping grounds
  - (h) Sports facility or other recreational areas, and;
  - (i) Cemetery.

#### 10. Time restrictions on Parking Spaces

- 10.1. As referenced in the schedule, no person, being the driver or in charge of any vehicle, shall stop, stand or park that vehicle for a period longer than:
  - (a) 5 minutes at any time in an area that is specified as "P5";
  - (b) 10 minutes at any time in an area that is specified as "P10";
  - (c) 15 minutes at any time in an area that is specified as "P15";
  - (d) 30 minutes at any time in an area that is that is specified as "P30";
  - (e) 60 minutes at any time between the hours of 8.00 am and 5.00 pm, Mondays to Fridays inclusive, in an area that is specified as "P60"; PROVIDED

HOWEVER that this parking restriction shall not apply on any weekday which is also a public holiday.

- (f) 90 minutes at any time between the hours of 8.00 am and 5.00 pm, Mondays to Fridays inclusive and between the hours of 8.00 am and 12 noon on Saturdays or, if the day is one on which there is a late shopping night, then between the hours of 8.00 am and 9.00 pm on that particular day, in an area that is specified as "P90"; PROVIDED HOWEVER that this parking restriction shall not apply on any weekday which is also a public holiday.
- (g) 180 minutes at any time between the hours of 8.00 am and 5.00 pm, Mondays to Fridays inclusive and between the hours of 8.00 am and 12 noon on Saturdays or, if the day is one on which there is a late shopping night, then between the hours of 8.00 am and 9.00 pm on that particular day, in an area that is specified as "P180" PROVIDED HOWEVER that this parking restriction shall not apply on any weekday which is also a public holiday.
- (h) 60 minutes at any time between the hours of 9.00 am and 3.00 pm and 3.30 pm to 5.00 pm Mondays to Fridays inclusive in an area specified as "P60 - Bus" PROVIDED HOWEVER that this parking restriction shall not apply on any weekday which is also a public holiday.
- (i) 60 minutes at all times, including weekends and public holidays.
- (j) Any time limit, with associated parking restrictions, set by Council resolution.

## 11. Marking Out of Parking Areas

- 11.1. The Council shall establish and mark out or cause to be established and marked out the roads and parking spaces referred to in **Clause 9** of this Bylaw. The extremities of each parking space shall be clearly indicated by white lines painted on the road or other land and the time limits or other restrictions applying to such parking spaces shall be indicated by the erection of the signs prescribed in the MOTSAM, TCD Rule, or subsequent amendments.
- 11.2. No person shall mark out, erect parking signs or other restrictions, or cause to be established any parking on roads and parking spaces controlled by Council and specified in **Clause 9** of this bylaw, unless authorised by Council.
- 11.3. Any person shall be guilty of an offence against this part of the Bylaw who contravenes **Clause 11.2** above.

## 12. Use of Parking Areas

- 12.1. No driver or person in charge of a vehicle shall park such vehicle in a parking space across any line marking such designated space in such a position that the said vehicle shall not be entirely within the area so designated.
- 12.2. No driver or person in charge of a vehicle shall park such vehicle in a parking space which is already occupied by another vehicle, **provided however**, that it shall be lawful for any number of motorcycles (including motorcycles with sidecars attached thereto) but no other vehicle to occupy any parking space at the same time.

- 12.3. If a parking space is parallel to the kerb or footway of any road, the driver or person in charge of any vehicle occupying such space shall park the vehicle so that the vehicle shall be entirely within the parking space, and parallel to the lines marking the limits, so that the vehicle is parked as close as is practicable to the kerb, headed in the general direction of movement of traffic on the side of the street on which the vehicle is parked.
- 12.4. If a parking space is at an angle to the kerb or footway of any road, the driver or person in charge of any vehicle occupying such space shall park the vehicle in such a manner that it is entirely within the parking space and parallel to the lines marking the limits thereof with the front of the vehicle facing towards and as near as practicable to such kerb or footway.
- 12.5. If a parking space is on any land other than a road the driver or person in charge of any vehicle occupying such space shall park the vehicle in such a manner that it is entirely within the parking space and parallel to the lines marking the limits thereof.
- 12.6. No driver or person in charge of a vehicle shall park outside of a designated parking space when the parking space is unoccupied, and in such a position that the said vehicle is not entirely within the area so designated.

### **13. Bus Stops**

- 13.1. No person shall at any time, except where specified, stop stand or park any vehicle on any parking space which has been specifically reserved for use by buses that is specified as a 'Bus Stop' or 'Transport Station' in the schedule.
- 13.2. Such spaces shall be marked by the appropriate signs as prescribed in MOTSAM, TCD Rule, or subsequent amendments and edged by a painted broken yellow line 2.5 metres from the carriageway kerb.

### **14. No Stopping**

- 14.1. No person shall at any time stop, stand or park any vehicle on any part of a road or service lane or land belonging to the Council marked by a broken yellow line as prescribed in the MOTSAM, TCD Rule, or subsequent amendments.

### **15. Loading Zones**

- 15.1. No person, being the driver or in charge of any vehicle, shall stop, stand, or park that vehicle whether attended or unattended, on a road, service lane or parking area under the control of Council which is:
  - 15.1.1. reserved as a loading zone in any area specified as a "loading zone" in the schedule.
  - 15.1.2. the location of such loading zones which are indicated by the erection of the appropriate parking sign, and the area of which is marked on the roadway by lines as prescribed in the MOTSAM, TCD Rule, or subsequent amendments:
    - i. If the vehicle is not of the class (if any) specified on the sign; or

- ii. If the driver leaves the vehicle unattended for more than five minutes or such longer period as is specified on the sign; or
- iii. If the driver is not actually loading or unloading goods.

**provided however** it shall be a defence for any person who is the driver or is in charge of any goods service vehicle and who is charged with a breach of this part of this Bylaw if such person proves that the act complained of was done during the loading or unloading of the vehicle in the course or trade and that the vehicle was being used with due consideration to the safety and convenience of other persons.”

## **16. Disabled Parking**

- 16.1. No person, other than any person holding and displaying a Mobility Card, shall at any time stop, stand or park a vehicle in any Disabled Parking Space. Disabled Parking Spaces areas are specified as "Disabled Parking" in the Schedule to this Bylaw.

## **17. Parking of Vehicles exceeding six metres in Length**

- 17.1. No person shall at any time angle park any vehicle exceeding 6 metres in length in any area which is marked out for angle parking.

## **18. Double Parking**

- 18.1. No person, being the driver or in charge of any vehicle, shall stop, stand or park that vehicle so that any other stopped motor vehicle is located between their vehicle and the nearest edge of the roadway.

## **19. Motorhomes, immobilised vehicles and trailers**

- 19.1. No person may park a motorhome, immobilised vehicle or trailer, whether or not the trailer is attached to another vehicle, on any road for a continuous period exceeding **7 days** without the prior written permission of an authorised officer.
- 19.2. Parking on any road for a continuous period exceeding **7 days** in **clause 19.1** includes parking on any road within 500 metres of the original parking place, at any time during the **7 days**.

## **20. Parking for display or sale**

- 20.1. A person must not stop, stand or park a vehicle on any road or parking area controlled by the Council for more than **2 consecutive days**:
  - (a) for the purpose of advertising a good or service to be provided elsewhere; or
  - (b) for the purpose of offering the vehicle for sale – unless the vehicle is being used for day-to-day travel.

## 21. Working on vehicles

- 21.1. No person may stop, stand or park any vehicle on any road to carry out repairs unless those repairs are of a minor but urgent nature.

## 22. Temporary discontinuance of a parking place

- 22.1. In any case where the Authorised Officer is of the opinion that the use of any parking space or spaces should be temporarily discontinued:
- (a) the Council may place or erect or cause to be placed or erected a sign or signs indicating "No Parking" at such space or spaces, and it shall be unlawful for any person to stop a vehicle at such space or spaces while such sign is so placed or erected;
  - (b) the authorised officer may authorise the placement of a sign or other controls that sufficiently indicates "No Stopping" at such parking place;
  - (c) except for the use by specified vehicles or classes of vehicle, the authorised officer may authorise the placement of a sign or other controls that sufficiently reserves parking, stopping or standing provisions for specified vehicles or classes of vehicles at such parking place.
- 22.2. No person may stop or park a vehicle at:
- (a) a parking place affected by a sign or other traffic controls under **clause 22.1a**;  
or
  - (b) a parking place affected by a sign or traffic control under **clause 22.1b** unless that person is specifically authorised by the authorised officer or complies with any specified condition by the sign or traffic control;
  - (c) remove any signs or traffic controls authorised under **clause 22.1**.
- 22.3. Any sign or traffic control installed under this clause must be removed after a period of **3 months** from installation unless the Council, by resolution, has approved its continued use.

## 23. Roads Restricted to Specific Classes of Vehicles

- 23.1. The Council may, by resolution, designate any road belonging to or under the control of the Council as a road on which any specified class of traffic (including heavy vehicles) shall be prohibited or restricted by reasons of its size or nature of the goods carried, and in like manner may remove such designation.

## 24. Exempt Vehicles

- 24.1. The driver or person in charge of any of the following classes of vehicles shall be exempt from the provisions of this Bylaw:

- (a) A vehicle used as an ambulance and being at the time used on urgent ambulance service.
- (b) A vehicle used by a fire brigade for attendance at fires and/or other emergencies and at the time engaged at any outbreak of fire or any other emergency.
- (c) A vehicle used by the police and being at the time used on urgent police business.

## **25. Penalties and Fees**

25.1. Where the Authorised Officer has reason to believe that the user of a vehicle has committed a parking offence:

- (a) The user of the vehicle may be proceeded against for the alleged offence under Section 133A of the Land Transport Act 1998.
- (b) The Authorised Officer may issue an infringement notice as provided in the Section 139 of the Land Transport Act 1998, in respect of the alleged offence in which case the infringement fee payable shall be the maximum infringement fee specified in Part 1 of the Schedule 4 of the Land Transport Act 1998, as amended from time to time.

## **26. Defence**

- 26.1. It shall be a defence for any person who is the driver or is in charge of any goods service vehicle and who is charged with a breach of this Bylaw, if such person proves that the act complained of was done during the loading or unloading of the vehicle in the course of trade, that the vehicle was being used with due consideration to the safety and convenience of other persons and that a formed and usable service lane was not available from which to load or unload goods.
- 26.2. It shall be a defence to any person who is the driver or is in charge of any vehicle and who is charged with a breach of this Bylaw if such person proves that the act complained of was done in compliance with the directions of a police officer, traffic officer, traffic control signal or traffic sign.
- 26.3. Other defences are provided in accordance with Section 133A of the Land Transport Act 1998.

## **27. Parking/Driving on Berms/Public Places**

- 27.1. Any person shall be guilty of an offence against this part of the Bylaw who shall cause, permit or suffer any motor vehicle to be parked on, or driven upon, across or along any grass plot or flower bed laid out on any public place under the control of the Council.
- 27.2. Any person shall be guilty of an offence against this part of the Bylaw who shall cause, permit or suffer any motor vehicle to be parked on, or driven upon, across or along any berm laid out on any public place under the control of the Council

except - any party who owns or occupies land that has frontage to a berm may park vehicles authorised by it on that section of berm, provided that:

- (a) the vehicles are currently warranted/registered and mobile; and
- (b) no damage is done to the berm; and
- (c) no danger is caused to motorists or pedestrians.

## **28. Revocation and Savings**

- 28.1. On commencement of this Bylaw, the Stratford District Council Chapter 17, Parking Control Bylaw 2008 is revoked.
- 28.2. All existing parking controls in the Stratford District are revoked and replaced with the parking controls or restrictions set by this Bylaw.
- 28.3. In relation to any matter occurring before this Bylaw was made, all parking controls in the Stratford District that were in effect before this Bylaw was made, continue to have effect for the purposes of:
  - (a) Investigating an offence or breach;
  - (b) Commencing or completing proceedings for the offence or breach; and/or
  - (c) Imposing a penalty for the offence or breach.

## **29. Appendices**

- 29.1. **Appendix 1** contains the Stratford Parking Control Bylaw Schedule.
- 29.2. **Appendix 2** contains **Maps 1 – 17** relating to the schedule in **Appendix 1**.

## **30. This Bylaw was made by the Stratford District Council on 1 May 2025.**

THE COMMON SEAL of the STRATFORD DISTRICT COUNCIL was hereto affixed by resolution of said Council in the presence of:

\_\_\_\_\_ Mayor

\_\_\_\_\_ Chief Executive



**Appendix 1 – Parking Control Bylaw Schedule**

Item	Map Number	Map Ref	Street	Side	Park Type	Park Orientation	Start Mete	End Meter	Num of Parks	Time Limit	Datum Street
1	7	AVO01	Avon Street	East	No Parking	N/A	97	101.5	0	N/A	Warwick Road
2	7	AVO02	Avon Street	East	Loading Zone	Parallel	101.5	120.5	1	P5	Warwick Road
3	7	AVO03	Avon Street	West	No Parking	N/A	4	120	0	N/A	Warwick Road
4	13	BRE01	Brecon Road	East	Car Parking	Angle	860	875.5	3	No Limit	Pembroke Road
5	13	BRE02	Brecon Road	East	Car Parking	Angle	880	911.5	11	No Limit	Pembroke Road
6	13	BRE03	Brecon Road	East	No Parking	N/A	912.5	944.5	0	N/A	Pembroke Road
7	13	BRE04	Brecon Road	West	No Parking	N/A	944.5	892.5	0	N/A	Pembroke Road
8	12	BRO01	Broadway	East	No Parking	N/A	9	106	0	N/A	Flint Road West
9	11, 12	BRO02	Broadway	East	Car Parking	Parallel	115	145	5	P90	Flint Road West
10	10, 11, 12	BRO03	Broadway	East	No Parking	N/A	160.5	960	0	N/A	Flint Road West
11	10	BRO04	Broadway	East	No Parking	N/A	977.5	994	0	N/A	Flint Road West
12	10	BRO05	Broadway	East	No Parking	N/A	1016	1032	0	N/A	Flint Road West
13	10	BRO06	Broadway	East	No Parking	N/A	1047	1056	0	N/A	Flint Road West
14	10	BRO07	Broadway	East	No Parking	N/A	1066.5	1072	0	N/A	Flint Road West
15	1	BRO08	Broadway	East	Car Parking	Angle	1349	1364	5	No Limit	Flint Road West
16	1	BRO09	Broadway	East	Car Parking	Angle	1373	1385	4	No Limit	Flint Road West
17	1	BRO10	Broadway	East	Car Parking	Angle	1402	1417.5	5	No Limit	Flint Road West
18	1	BRO11	Broadway	East	Car Parking	Angle	1424	1444	7	No Limit	Flint Road West
19	1	BRO12	Broadway	East	Car Parking	Angle	1451.5	1468.5	6	P90	Flint Road West
20	1	BRO13	Broadway	East	Car Parking	Angle	1478	1504.5	9	P90	Flint Road West
21	1, 2	BRO14	Broadway	East	Car Parking	Parallel	1505.5	1529	4	P90	Flint Road West
22	2	BRO15	Broadway	East	Car Parking	Parallel	1596.5	1632	6	P90	Flint Road West
23	2	BRO16	Broadway	East	Car Parking	Angle	1637.5	1726.5	20	P90	Flint Road West
24	2	BRO17	Broadway	East	Disabled Parking	Angle	1743	1753	2	No Limit	Flint Road West

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Item	Map Number	Map Ref	Street	Side	Park Type	Park Orientation	Start Mete	End Meter	Num of Parks	Time Limit	Datum Street
25	2	BRO18	Broadway	East	No Parking	N/A	1752	1758	0	N/A	Flint Road West
26	2, 3	BRO19	Broadway	East	Disabled Parking	Angle	1768.5	1774.5	1	No Limit	Flint Road West
27	2, 3	BRO20	Broadway	East	Motorbike Parking	Angle	1774.5	1776.5	1	P90	Flint Road West
28	2, 3	BRO21	Broadway	East	Car Parking	Angle	1776.5	1821.5	12	P90	Flint Road West
29	3	BRO22	Broadway	East	Car Parking	Parallel	1823.5	1829	1	P90	Flint Road West
30	3	BRO23	Broadway	East	No Parking	N/A	1829	1842	0	N/A	Flint Road West
31	3	BRO24	Broadway	East	Car Parking	Angle	1842	1864.5	6	P90	Flint Road West
32	3	BRO25	Broadway	East	Car Parking	Parallel	1865	1889	4	P90	Flint Road West
33	3	BRO26	Broadway	East	Car Parking	Parallel	1897	1908	2	P90	Flint Road West
34	3	BRO27	Broadway	East	Car Parking	Parallel	1978	1988	2	No Limit	Flint Road West
35	3, 4	BRO28	Broadway	East	Car Parking	Angle	2008	2091.5	25	No Limit	Flint Road West
36	4	BRO29	Broadway	East	Car Parking	Angle	2118	2120.5	3	No Limit	Flint Road West
37	4	BRO30	Broadway	East	Car Parking	Angle	2138	2146.5	2	No Limit	Flint Road West
38	4	BRO31	Broadway	East	Car Parking	Angle	2157	2163.5	2	No Limit	Flint Road West
39	4	BRO32	Broadway	East	Car Parking	Angle	2183	2191.5	2	No Limit	Flint Road West
40	4	BRO33	Broadway	East	Car Parking	Angle	2218	2224.5	2	No Limit	Flint Road West
41	4	BRO34	Broadway	East	Car Parking	Angle	2228.5	2253.5	2	No Limit	Flint Road West
42	5	BRO35	Broadway	East	Car Parking	Angle	2333	2349.5	6	No Limit	Flint Road West
43	5	BRO36	Broadway	East	No Parking	N/A	2349.5	2370	0	N/A	Flint Road West
44	5	BRO37	Broadway	East	No Parking	N/A	2385	2392	0	N/A	Flint Road West
45	5	BRO38	Broadway	East	No Parking	N/A	2429	2464.5	0	N/A	Flint Road West
46	5	BRO39	Broadway	East	No Parking	N/A	2479	2529.5	0	N/A	Flint Road West
47	6	BRO40	Broadway	East	No Parking	N/A	2650.5	2745	0	N/A	Flint Road West
48	12	BRO41	Broadway	West	No Parking	N/A	20	78.5	0	N/A	Flint Road West
49	11, 12	BRO42	Broadway	West	No Parking	N/A	141.5	471.5	0	N/A	Flint Road West

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Item	Map Number	Map Ref	Street	Side	Park Type	Park Orientation	Start Mete	End Meter	Num of Parks	Time Limit	Datum Street
50	10, 11	BRO43	Broadway	West	No Parking	N/A	935.5	957.5	0	N/A	Flint Road West
51	10	BRO44	Broadway	West	No Parking	N/A	979.5	1028	0	N/A	Flint Road West
52	10	BRO45	Broadway	West	No Parking	N/A	1091.5	1100	0	N/A	Flint Road West
53	10	BRO46	Broadway	West	Car Parking	Parallel	1102	1119	3	No Limit	Flint Road West
54	10	BRO47	Broadway	West	No Parking	N/A	1119	1125	0	No Limit	Flint Road West
55	10	BRO48	Broadway	West	Car Parking	Parallel	1126	1131	1	No Limit	Flint Road West
56	10	BRO49	Broadway	West	No Parking	N/A	1135.5	1140	0	N/A	Flint Road West
57	1, 10	BRO50	Broadway	West	Car Parking	Parallel	1264	1276	2	No Limit	Flint Road West
58	1	BRO52	Broadway	West	Car Parking	Angle	1313	1340	9	No Limit	Flint Road West
59	1	BRO53	Broadway	West	No Parking	N/A	1340	1354	0	N/A	Flint Road West
60	1	BRO54	Broadway	West	Car Parking	Angle	1354	1357	1	No Limit	Flint Road West
61	1	BRO55	Broadway	West	Car Parking	Angle	1360	1366	2	No Limit	Flint Road West
62	1	BRO56	Broadway	West	Car Parking	Angle	1381.5	1395	4	No Limit	Flint Road West
63	1	BRO57	Broadway	West	No Parking	N/A	1395	1399	0	N/A	Flint Road West
64	1	BRO58	Broadway	West	Car Parking	Angle	1399	1416	5	No Limit	Flint Road West
65	1	BRO59	Broadway	West	No Parking	N/A	1416	1421	0	N/A	Flint Road West
66	1	BRO60	Broadway	West	Car Parking	Angle	1421	1448	9	No Limit	Flint Road West
67	1	BRO61	Broadway	West	No Parking	N/A	1449	1475	0	N/A	Flint Road West
68	1	BRO62	Broadway	West	No Parking	N/A	1475	1490	0	N/A	Flint Road West
69	1	BRO63	Broadway	West	Car Parking	Parallel	1510	1534.5	4	P90	Flint Road West
70	2	BRO64	Broadway	West	Car Parking	Parallel	1550	1557	1	P90	Flint Road West
71	2	BRO65	Broadway	West	Car Parking	Parallel	1591.5	1609	3	P90	Flint Road West
72	2	BRO66	Broadway	West	Car Parking	Parallel	1609	1615	1	P5	Flint Road West
73	2	BRO66A	Broadway	West	Disabled Parking	Angle	1615	1623	2	No Limit	Flint Road West
74	2	BRO67	Broadway	West	Car Parking	Angle	1623	1721	24	P90	Flint Road West

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75	2	BRO70	Broadway	West	Disabled Parking	Angle	1735	1744	2	No Limit	Flint Road West
76	2, 3	BRO72	Broadway	West	No Parking	N/A	1762	1769	0	N/A	Flint Road West
77	2, 3	BRO73	Broadway	West	Car Parking	Angle	1765.5	1875	30	P90	Flint Road West
78	3	BRO74	Broadway	West	Car Parking	Parallel	1880	1915.5	6	P90	Flint Road West
79	3	BRO75	Broadway	West	Car Parking	Parallel	1975	1981.5	1	No Limit	Flint Road West
80	4	BRO76	Broadway	West	Car Parking	Angle	1994	2041	12	No Limit	Flint Road West
81	4	BRO77	Broadway	West	Car Parking	Angle	2107.5	2131	6	No Limit	Flint Road West
82	4	BRO78	Broadway	West	Car Parking	Angle	2142.5	2147	1	No Limit	Flint Road West
83	5	BRO79	Broadway	West	Car Parking	Angle	2158	2166.5	2	No Limit	Flint Road West
84	5	BRO80	Broadway	West	Car Parking	Parallel	2400.5	2418.5	3	P10	Flint Road West
85	5	BRO81	Broadway	West	No Parking	N/A	2418.5	2544.5	0	N/A	Flint Road West
86	5	CELO1	Celia Street	South	Car Parking	Parallel	23	35	2	P10	Broadway
87	17	CELO2	Celia Street	South	No Parking	N/A	532	620	0	N/A	Juliet Street
88	8	CLO01	Cloten Road	North	No Parking	N/A	829	841	0	N/A	Juliet Street
89	16	COR01	Cordelia Street	East	No Parking	N/A	773.5	779	0	N/A	Pembroke Road
90	3	FEN01	Fenton Street	North	Car Parking	Parallel	27	33.5	1	No Limit	Broadway
91	3	FEN02	Fenton Street	North	No Parking	N/A	33.5	44	0	N/A	Broadway
92	3	FEN03	Fenton Street	North	Car Parking	Parallel	63	73	2	No Limit	Broadway
93	3	FEN04	Fenton Street	North	Car Parking	Parallel	80.5	90.5	2	No Limit	Broadway
94	3	FEN05	Fenton Street	South	Car Parking	Parallel	34.5	42.5	2	No Limit	Broadway
95	3	FEN06	Fenton Street	South	No Parking	N/A	42.5	54	0	N/A	Broadway
96	16	FEN07	Fenton Street	South	No Parking	N/A	247	336	0	N/A	Broadway
97	3	FEN08	Fenton Street	North	Car Parking	Parallel	34	45.5	2	P60	Broadway
98	3	FEN09	Fenton Street	North	Loading Zone	Parallel	52.5	69	1	P5	Broadway
99	3	FEN10	Fenton Street	North	Car Parking	Angle	76.5	100.5	8	P60	Broadway

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Item	Map Number	Map Ref	Street	Side	Park Type	Park Orientation	Start Mete	End Meter	Num of Parks	Time Limit	Datum Street
100	3	FEN11	Fenton Street	North	No Parking	N/A	100	106	0	N/A	Broadway
101	3	FEN12	Fenton Street	North	Car Parking	Angle	137	162.5	12	No Limit	Broadway
102	3	FEN13	Fenton Street	North	Car Parking	Angle	174.5	188.5	4	No Limit	Broadway
103	3	FEN14	Fenton Street	North	Disabled Parking	Angle	191	193	1	No Limit	Broadway
104	3	FEN14A	Fenton Street	North	Car Parking	Angle	193	204	2	No Limit	Broadway
105	3	FEN15	Fenton Street	North	Car Parking	Angle	207	221	4	No Limit	Broadway
106	3	FEN16	Fenton Street	North	No Parking	N/A	254	258	0	N/A	Broadway
107	3	FEN17	Fenton Street	South	Car Parking	Parallel	33.5	50.5	3	P60	Broadway
108	3	FEN18	Fenton Street	South	Car Parking	Angle	54.5	65.5	2	P60	Broadway
109	3	FEN19	Fenton Street	South	Car Parking	Angle	74.5	77.5	1	No Limit	Broadway
110	3	FEN20	Fenton Street	South	Car Parking	Angle	86.5	110	8	No Limit	Broadway
111	3	FEN21	Fenton Street	South	Car Parking	Angle	112.5	131	5	No Limit	Broadway
112	3	FEN22	Fenton Street	South	Car Parking	Angle	139	154	5	No Limit	Broadway
113	3	FEN23	Fenton Street	South	Car Parking	Angle	155.5	171.5	5	No Limit	Broadway
114	3	FEN24	Fenton Street	South	Car Parking	Angle	173	176.5	1	No Limit	Broadway
115	3	FEN25	Fenton Street	South	Loading Zone	Angle	176	183	1	No Limit	Broadway
116	3	FEN26	Fenton Street	South	Car Parking	Angle	182.5	188.5	2	No Limit	Broadway
117	3	FEN27	Fenton Street	South	Car Parking	Angle	191.5	203.5	4	No Limit	Broadway
118	3	FEN28	Fenton Street	South	Car Parking	Angle	209	223	4	No Limit	Broadway
119	3	FEN29	Fenton Street	South	Car Parking	Angle	225.5	252	8	No Limit	Broadway
120	3	FEN30	Fenton Street	South	No Parking	N/A	254.5	258.5	0	N/A	Broadway
121	7	HAM01	Hamlet Street	West	Car Parking	Parallel	847	859.5	5	No Limit	Page Street
122	7	HAM02	Hamlet Street	West	School Van Only	Angle	860	873.5	1	No Limit	Page Street
123	7	HAM03	Hamlet Street	West	No Parking	N/A	876.5	883	0	N/A	Page Street
124	7	HAM04	Hamlet Street	West	Car Parking	Angle	883	946	20	No Limit	Page Street

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Item	Map Number	Map Ref	Street	Side	Park Type	Park Orientation	Start Mete	End Meter	Num of Parks	Time Limit	Datum Street
125	7	HAM05	Hamlet Street	East	No Parking	N/A	864.5	873.5	0	N/A	Page Street
126	7	HAM06	Hamlet Street	East	No Parking	N/A	874	882	0	N/A	Page Street
127	1	JULT01	Juliet Street	East	Car Parking	Angle	515.5	525	3	No Limit	Pembroke Road
128	1	JULT02	Juliet Street	East	Car Parking	Angle	531.5	540.5	3	No Limit	Pembroke Road
129	1	JULT03	Juliet Street	East	Car Parking	Angle	547.5	568.5	7	No Limit	Pembroke Road
130	2	JULT04	Juliet Street	East	No Parking	N/A	600	628.5	0	N/A	Pembroke Road
131	2	JULT05	Juliet Street	East	Car Parking	Angle	633	668.5	12	No Limit	Pembroke Road
132	2	JULT06	Juliet Street	East	No Parking	N/A	668	677	0	N/A	Pembroke Road
133	2	JULT07	Juliet Street	East	Car Parking	Angle	679.5	695	5	P30	Pembroke Road
134	2	JULT08	Juliet Street	East	No Parking	N/A	695	702.5	0	N/A	Pembroke Road
135	2	JULT09	Juliet Street	East	Car Parking	Angle	702.5	714	4	No Limit	Pembroke Road
136	2	JULT10	Juliet Street	East	Car Parking	Angle	720.5	743.5	8	No Limit	Pembroke Road
137	2	JULT11	Juliet Street	East	No Parking	N/A	743.5	749.5	0	N/A	Pembroke Road
138	2	JULT13	Juliet Street	East	Car Parking	Angle	755.5	764.5	3	No Limit	Pembroke Road
139	2	JULT14	Juliet Street	East	No Parking	N/A	764.5	770.5	0	N/A	Pembroke Road
140	2	JULT15	Juliet Street	East	Car Parking	Angle	771	786	5	No Limit	Pembroke Road
141	2, 3	JULT16	Juliet Street	East	No Parking	N/A	786	822	0	N/A	Pembroke Road
142	2, 3	JULT17	Juliet Street	East	Car Parking	Angle	822	827	2	No Limit	Pembroke Road
143	2, 3	JULT18	Juliet Street	East	No Parking	N/A	827	845.5	0	N/A	Pembroke Road
144	2, 3	JULT19	Juliet Street	East	Car Parking	Angle	845.5	851.5	2	No Limit	Pembroke Road
145	2, 3	JULT20	Juliet Street	East	Car Parking	Angle	854	863.5	3	No Limit	Pembroke Road
146	3	JULT21	Juliet Street	East	No Parking	N/A	863.5	869.5	0	N/A	Pembroke Road
147	3	JULT22	Juliet Street	East	Car Parking	Angle	869.5	881	4	No Limit	Pembroke Road
148	3	JULT23	Juliet Street	East	No Parking	N/A	881	886.5	0	N/A	Pembroke Road
149	3	JULT24	Juliet Street	East	Car Parking	Angle	886.5	889.5	1	No Limit	Pembroke Road
150	3	JULT25	Juliet Street	East	No Parking	N/A	892	904.5	0	N/A	Pembroke Road

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Item	Map Number	Map Ref	Street	Side	Park Type	Park Orientation	Start Mete	End Meter	Num of Parks	Time Limit	Datum Street
151	3	JULT26	Juliet Street	East	Car Parking	Angle	904.5	914.5	3	No Limit	Pembroke Road
152	3	JULT27	Juliet Street	East	No Parking	N/A	914.5	932.5	0	N/A	Pembroke Road
153	3	JULT28	Juliet Street	East	Car Parking	Angle	932.5	938.5	2	No Limit	Pembroke Road
154	3	JULT29	Juliet Street	East	Car Parking	Angle	941.5	947.5	2	No Limit	Pembroke Road
155	1	JULT30	Juliet Street	West	No Parking	N/A	485	505.5	0	N/A	Pembroke Road
156	1	JULT31	Juliet Street	West	Car Parking	Angle	512.5	526.5	5	No Limit	Pembroke Road
157	1	JULT32	Juliet Street	West	No Parking	N/A	528.5	532.5	0	N/A	Pembroke Road
158	1	JULT33	Juliet Street	West	Car Parking	Angle	532.5	538.5	2	No Limit	Pembroke Road
159	1	JULT34	Juliet Street	West	Car Parking	Angle	543.5	555	4	No Limit	Pembroke Road
160	1, 2	JULT35	Juliet Street	West	Car Parking	Angle	555	566.5	4	P30	Pembroke Road
161	1, 2	JULT36	Juliet Street	West	No Parking	N/A	566.5	572.5	0	N/A	Pembroke Road
162	2	JULT37	Juliet Street	West	No Parking	N/A	597.5	603	0	N/A	Pembroke Road
163	2	JULT38	Juliet Street	West	Car Parking	Angle	603	627	8	P180	Pembroke Road
164	2	JULT39	Juliet Street	West	Car Parking	Angle	630	636	2	P180	Pembroke Road
165	2	JULT40	Juliet Street	West	No Parking	N/A	636	646.5	0	N/A	Pembroke Road
166	2	JULT41	Juliet Street	West	Car Parking	Angle	646.5	672	8	No Limit	Pembroke Road
167	2	JULT42	Juliet Street	West	Car Parking	Angle	674.5	680	2	No Limit	Pembroke Road
168	2	JULT43	Juliet Street	West	Car Parking	Angle	692.5	696	1	No Limit	Pembroke Road
169	2	JULT44	Juliet Street	West	No Parking	N/A	696	708.5	0	N/A	Pembroke Road
170	2	JULT45	Juliet Street	West	Car Parking	Angle	711.5	725.5	5	No Limit	Pembroke Road
171	2	JULT45A	Juliet Street	West	Car Parking	Angle	725.5	731.5	2	P10	Pembroke Road
172	2	JULT46	Juliet Street	West	No Parking	N/A	731.5	752.5	0	N/A	Pembroke Road
173	2	JULT47	Juliet Street	West	Car Parking	Angle	757	776	7	No Limit	Pembroke Road
174	2	JULT48	Juliet Street	West	Car Parking	Angle	786.5	800	4	No Limit	Pembroke Road
175	2	JULT49	Juliet Street	West	Car Parking	Angle	802.5	812	3	No Limit	Pembroke Road
176	3	JULT50	Juliet Street	West	Car Parking	Angle	832	847.5	5	No Limit	Pembroke Road

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177	2, 3	JULT51	Juliet Street	West	Car Parking	Angle	850	865	5	No Limit	Pembroke Road
178	3	JULT52	Juliet Street	West	Car Parking	Angle	874.5	886.5	4	No Limit	Pembroke Road
179	3	JULT53	Juliet Street	West	Car Parking	Angle	889	916.5	9	No Limit	Pembroke Road
180	3	JULT54	Juliet Street	West	No Parking	N/A	916.5	926	0	N/A	Pembroke Road
181	3	JULT55	Juliet Street	West	Car Parking	Angle	926	935	3	No Limit	Pembroke Road
182	10	MIR01	Miranda Street	East	No Parking	N/A	208.5	261	0	N/A	Pembroke Road
183	1	MIR02	Miranda Street	East	No Parking	N/A	318.5	326	0	N/A	Pembroke Road
184	2	MIR02A	Miranda Street	East	Car Parking	Parallel	578	552	4	No Limit	Pembroke Road
185	2	MIR03	Miranda Street	East	Car Parking	Parallel	614	625.5	2	P30	Pembroke Road
186	2	MIR04	Miranda Street	East	No Parking	N/A	625.5	647.5	0	N/A	Pembroke Road
187	2	MIR05	Miranda Street	East	Car Parking	Angle	652	655.5	1	P90	Pembroke Road
188	2	MIR06	Miranda Street	East	No Parking	N/A	655.5	663	0	N/A	Pembroke Road
189	2	MIR07	Miranda Street	East	Car Parking	Angle	663	669	2	P90	Pembroke Road
190	2	MIR08	Miranda Street	East	No Parking	N/A	669	689	0	N/A	Pembroke Road
191	2	MIR09	Miranda Street	East	Car Parking	Angle	691	702	4	P90	Pembroke Road
192	2	MIR10	Miranda Street	East	No Parking	N/A	702	709	0	N/A	Pembroke Road
193	2	MIR11	Miranda Street	East	Car Parking	Angle	709	724	4	P90	Pembroke Road
194	2	MIR12	Miranda Street	East	No Parking	N/A	726.5	736	0	N/A	Pembroke Road
195	2	MIR13	Miranda Street	East	Car Parking	Angle	736	745	3	P90	Pembroke Road
196	2	MIR14	Miranda Street	East	No Parking	N/A	745	757	0	N/A	Pembroke Road
197	2, 3	MIR15	Miranda Street	East	Bus Parking	Parallel	757	779.5	1	No Limit	Pembroke Road
198	3	MIR16	Miranda Street	East	Motorbike Parking	Angle	789	791.5	1	P60	Pembroke Road
199	3	MIR17	Miranda Street	East	Car Parking	Angle	791.5	809	5	P60	Pembroke Road
200	3	MIR18	Miranda Street	East	No Parking	N/A	809	812	0	N/A	Pembroke Road
201	3	MIR19	Miranda Street	East	Car Parking	Angle	812	819	2	P10	Pembroke Road



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202	3	MIR20	Miranda Street	East	No Parking	N/A	819	829	0	N/A	Pembroke Road
203	3	MIR21	Miranda Street	East	Car Parking	Angle	829	841.5	4	P10	Pembroke Road
204	3	MIR22	Miranda Street	East	No Parking	N/A	851.5	860	0	N/A	Pembroke Road
205	3	MIR23	Miranda Street	East	Car Parking	Angle	860	878.5	6	No Limit	Pembroke Road
206	3	MIR24	Miranda Street	East	Car Parking	Angle	893.5	900	2	No Limit	Pembroke Road
207	3	MIR25	Miranda Street	East	No Parking	N/A	900	918	0	N/A	Pembroke Road
208	3	MIR26	Miranda Street	East	Car Parking	Angle	918	930	4	No Limit	Pembroke Road
209	3	MIR27	Miranda Street	East	No Parking	N/A	930	940	0	N/A	Pembroke Road
210	3	MIR28	Miranda Street	East	Car Parking	Angle	942	955	4	P60	Pembroke Road
211	3	MIR29	Miranda Street	East	No Parking	N/A	955	964	0	N/A	Pembroke Road
212	10	MIR30	Miranda Street	West	Car Parking	Side by Side	227.5	237	4	No Limit	Pembroke Road
213	2	MIR31	Miranda Street	West	Car Parking	Angle	538.5	548	3	No Limit	Pembroke Road
214	2	MIR32	Miranda Street	West	Loading Zone	Angle	548	553.5	1	P5	Pembroke Road
215	2	MIR33	Miranda Street	West	Car Parking	Angle	553.5	573	5	No Limit	Pembroke Road
216	2	MIR34	Miranda Street	West	Car Parking	Parallel	612.5	630	3	P90	Pembroke Road
217	2	MIR35	Miranda Street	West	Car Parking	Angle	630	642	6	P90	Pembroke Road
218	2	MIR36	Miranda Street	West	Car Parking	Angle	651	672	7	No Limit	Pembroke Road
219	2	MIR37	Miranda Street	West	No Parking	N/A	672	703	0	N/A	Pembroke Road
220	2	MIR38	Miranda Street	West	Car Parking	Angle	703.5	707.5	1	P90	Pembroke Road
221	2	MIR39	Miranda Street	West	Car Parking	Angle	709	740	9	P90	Pembroke Road
222	2	MIR40	Miranda Street	West	Car Parking	Angle	742	759.5	5	P90	Pembroke Road
223	2, 3	MIR41	Miranda Street	West	No Parking	N/A	759.5	781	0	N/A	Pembroke Road
224	2, 3	MIR42	Miranda Street	West	Bus Parking	Parallel	788	806.5	1	No Limit	Pembroke Road
225	3	MIR43	Miranda Street	West	No Parking	N/A	806.5	811	0	N/A	Pembroke Road
226	3	MIR44	Miranda Street	West	Car Parking	Angle	811	819.5	2	No Limit	Pembroke Road
227	3	MIR45	Miranda Street	West	No Parking	N/A	822	829.5	0	N/A	Pembroke Road

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228	3	MIR46	Miranda Street	West	Car Parking	Angle	829.5	855	8	No Limit	Pembroke Road
229	3	MIR47	Miranda Street	West	Car Parking	Angle	857	879	6	No Limit	Pembroke Road
230	3	MIR48	Miranda Street	West	Car Parking	Angle	881	906	7	P90	Pembroke Road
231	3	MIR49	Miranda Street	West	Disabled Parking	Angle	907	912.5	1	P90	Pembroke Road
232	3	MIR50	Miranda Street	West	Car Parking	Angle	922.5	930	2	P90	Pembroke Road
233	3	MIR51	Miranda Street	West	Car Parking	Angle	932	935.5	1	No Limit	Pembroke Road
234	3	MIR52	Miranda Street	West	No Parking	N/A	935.5	941.5	0	N/A	Pembroke Road
235	3	MIR53	Miranda Street	West	Car Parking	Angle	941.5	959.5	5	No Limit	Pembroke Road
236	4	MIR54	Miranda Street	East	Car Parking	Side by Side	14	38.5	9	No Limit	Page Street
237	4	MIR55	Miranda Street	East	No Parking	N/A	38	53.5	0	N/A	Page Street
238	4	MIR56	Miranda Street	West	No Parking	N/A	9	13.5	0	N/A	Page Street
239	4	MIR57	Miranda Street	West	Car Parking	Side by Side	13.5	36	8	No Limit	Page Street
240	4	MIR58	Miranda Street	West	Disabled Parking	Side by Side	36	38.5	1	No Limit	Page Street
241	4	MIR58A	Miranda Street	West	No Parking	Side by Side	38.5	41	0	N/A	Page Street
242	4	MIR59	Miranda Street	West	Car Parking	Side by Side	41	53.5	5	No Limit	Page Street
243	4	MIR60	Miranda Street	East	Car Parking	Angle	21.5	42.5	7	No Limit	Page Street
244	4	MIR61	Miranda Street	East	No Parking	N/A	42.5	48	0	N/A	Page Street
245	4	MIR62	Miranda Street	East	Car Parking	Angle	50.5	62.5	4	No Limit	Page Street
246	4	MIR63	Miranda Street	East	No Parking	N/A	63	69.5	0	N/A	Page Street
247	4	MIR64	Miranda Street	East	Car Parking	Angle	72	78	2	No Limit	Page Street
248	4	MIR65	Miranda Street	East	No Parking	N/A	78	84	0	N/A	Page Street
249	4	MIR66	Miranda Street	East	Car Parking	Angle	86.5	101.5	5	No Limit	Page Street
250	4	MIR67	Miranda Street	East	No Parking	N/A	103	108.5	0	N/A	Page Street
251	4	MIR68	Miranda Street	East	Car Parking	Angle	111	129	6	No Limit	Page Street
252	4	MIR69	Miranda Street	East	No Parking	N/A	129	136.5	0	N/A	Page Street

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253	4	MIR70	Miranda Street	East	Car Parking	Angle	139	148	3	No Limit	Page Street
254	4	MIR71	Miranda Street	East	No Parking	N/A	148	151	0	N/A	Page Street
255	4	MIR72	Miranda Street	East	Car Parking	Angle	151	160	3	No Limit	Page Street
256	4	MIR73	Miranda Street	East	No Parking	N/A	160	169	0	N/A	Page Street
257	5	MIR74	Miranda Street	East	Car Parking	Angle	186	195	3	No Limit	Page Street
258	5	MIR75	Miranda Street	East	No Parking	N/A	196	208	0	N/A	Page Street
259	5	MIR76	Miranda Street	East	Car Parking	Angle	208	224	5	No Limit	Page Street
260	5	MIR77	Miranda Street	East	No Parking	N/A	224.5	238	0	N/A	Page Street
261	5	MIR78	Miranda Street	East	Car Parking	Angle	237.5	247	3	No Limit	Page Street
262	5	MIR79	Miranda Street	East	No Parking	N/A	248	253.5	0	N/A	Page Street
263	5	MIR80	Miranda Street	East	Car Parking	Angle	253.5	287	11	No Limit	Page Street
264	4	MIR81	Miranda Street	West	Car Parking	Angle	18.5	27.5	3	No Limit	Page Street
265	4	MIR82	Miranda Street	West	No Parking	N/A	29.5	35.5	0	N/A	Page Street
266	4	MIR83	Miranda Street	West	Car Parking	Angle	35.5	53.5	6	No Limit	Page Street
267	4	MIR84	Miranda Street	West	No Parking	N/A	55.5	62.5	0	N/A	Page Street
268	4	MIR85	Miranda Street	West	Car Parking	Angle	62.5	74.5	4	No Limit	Page Street
269	4	MIR86	Miranda Street	West	No Parking	N/A	76.5	88.5	0	N/A	Page Street
270	4	MIR87	Miranda Street	West	Car Parking	Angle	88.5	100.5	4	No Limit	Page Street
271	4	MIR88	Miranda Street	West	No Parking	N/A	102.5	113	0	N/A	Page Street
272	4	MIR89	Miranda Street	West	Disabled Parking	Angle	113	116	1	No Limit	Page Street
273	4	MIR90	Miranda Street	West	Car Parking	Angle	116	167	17	No Limit	Page Street
274	5	MIR91	Miranda Street	West	Bus Parking	Parallel	184	211.5	1	No Limit	Page Street
275	5	MIR92	Miranda Street	West	Car Parking	Angle	214	242.5	10	No Limit	Page Street
276	5	MIR93	Miranda Street	West	No Parking	N/A	242.5	248.5	0	N/A	Page Street
277	5	MIR94	Miranda Street	West	Car Parking	Angle	248.5	283.5	13	No Limit	Page Street

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278	15	MON01	Montague Grove	Middle	Car Parking	Angle	373.5	384.5	4	No Limit	Cordelia Street
279	1	ORL01	Orlando Street	West	No Parking	N/A	421.5	506	0	N/A	Pembroke Road
280	1, 16	ORL02	Orlando Street	West	Disabled Parking	Parallel	525	533	1	No Limit	Pembroke Road
281	1	ORL03	Orlando Street	West	No Parking	N/A	573	575	0	N/A	Pembroke Road
282	1	ORL04	Orlando Street	West	No Parking	N/A	581	611	0	N/A	Pembroke Road
283	2, 16	ORL05	Orlando Street	West	No Parking	N/A	730.5	735	0	N/A	Pembroke Road
284	2, 16	ORL06	Orlando Street	West	No Parking	N/A	716	720	0	N/A	Pembroke Road
285	16	ORL07	Orlando Street	West	No Parking	N/A	658	662	0	N/A	Pembroke Road
286	16	ORL08	Orlando Street	West	No Parking	N/A	617	605	0	N/A	Pembroke Road
287	16	ORL09	Orlando Street	West	No Parking	N/A	913	917	0	N/A	Pembroke Road
288	16	ORL10	Orlando Street	West	No Parking	N/A	871	866	0	N/A	Pembroke Road
289	16	ORL11	Orlando Street	West	No Parking	N/A	849	853	0	N/A	Pembroke Road
290	16	ORL12	Orlando Street	West	No Parking	N/A	803	806	0	N/A	Pembroke Road
291	16	ORL13	Orlando Street	West	No Parking	N/A	772	791	0	N/A	Pembroke Road
292	16	ORL14	Orlando Street	West	No Parking	N/A	766	770	0	N/A	Pembroke Road
293	1, 16	ORL15	Orlando Street	East	Private Parking	Side by Side	517	538	7	7.30am to 5.30pm	Pembroke Road
294	1	ORL16	Orlando Street	East	No Parking	N/A	571	574	0	N/A	Pembroke Road
295	1, 2	ORL17	Orlando Street	East	No Parking	N/A	581	584	0	N/A	Pembroke Road
296	10	PEM01	Pembroke Road	North	No Parking	N/A	5.5	29	0	N/A	Broadway
297	10	PEM02	Pembroke Road	South	No Parking	N/A	5.5	29	0	N/A	Broadway
298	14	PEM03	Pembroke Road	South	No Parking	N/A	1111	1136	0	N/A	Broadway
299	2, 9	POR01	Portia Street	East	No Parking	N/A	613	964.5	0	N/A	Pembroke Road
300	9	POR02	Portia Street	West	Car Parking	Angle	626	677	16	No Limit	Pembroke Road
301	2, 9	POR03	Portia Street	West	Car Parking	Angle	697	727	12	No Limit	Pembroke Road

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302	9	POR03A	Portia Street	West	Disabled Parking	Side by Side	703	718	6	No Limit	Pembroke Road
303	2, 3, 9	POR04	Portia Street	West	Car Parking	Angle	736	809.5	20	No Limit	Pembroke Road
304	3	POR05	Portia Street	West	No Parking	N/A	809.5	860	0	N/A	Pembroke Road
305	3	POR06	Portia Street	West	Car Parking	Angle	860	938	27	No Limit	Pembroke Road
306	2	PRO01	Prospero Place	North	No Parking	N/A	14	52	0	N/A	Miranda Street
307	2	PRO02	Prospero Place	South	No Parking	N/A	15.5	42.5	0	N/A	Miranda Street
308	2	PRO03	Prospero Place	South	Disabled Parking	Side by Side	43.5	50	2	No Limit	Miranda Street
309	2	PRO04	Prospero Place	South	Car Parking	Side by Side	50	55	1	P60	Miranda Street
310	2	REG01	Regan Street	North	No Parking	N/A	30	36.5	0	N/A	Broadway
311	2	REG02	Regan Street	North	Loading Zone	Parallel	36.5	44.5	1	N/A	Broadway
312	2	REG03	Regan Street	North	No Parking	N/A	44.5	61.5	0	N/A	Broadway
313	2	REG04	Regan Street	North	Car Parking	Parallel	61.5	73.5	2	P10	Broadway
314	2	REG05	Regan Street	North	No Parking	N/A	73.5	80	0	N/A	Broadway
315	2	REG06	Regan Street	North	Car Parking	Parallel	80	93.5	2	P10	Broadway
316	1, 2	REG07	Regan Street	North	No Parking	N/A	121.5	135.5	0	N/A	Broadway
317	1	REG08	Regan Street	North	Car Parking	Angle	135.5	163	9	No Limit	Broadway
318	1	REG09	Regan Street	North	Car Parking	Angle	171.5	190.5	7	No Limit	Broadway
319	1	REG10	Regan Street	North	No Parking	N/A	230	236	0	N/A	Broadway
320	1, 16	REG11	Regan Street	North	Car Parking	Parallel	236	247	2	No Limit	Broadway
321	16	REG12	Regan Street	North	Car Parking	Angle	256	272	5	No Limit	Broadway
322	16	REG13	Regan Street	North	Car Parking	Angle	279	285	2	No Limit	Broadway
323	2	REG14	Regan Street	South	Car Parking	Parallel	29	35	1	P90	Broadway
324	2	REG15	Regan Street	South	Car Parking	Parallel	63	91	4	P90	Broadway
325	2	REG16	Regan Street	South	No Parking	N/A	91	95	0	N/A	Broadway
326	2	REG17	Regan Street	South	No Parking	N/A	121.5	141	0	N/A	Broadway

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327	2	REG18	Regan Street	South	No Parking	N/A	141.5	148	0	N/A	Broadway
328	2, 16	REG19	Regan Street	South	No Parking	N/A	148	162.5	0	N/A	Broadway
329	2, 16	REG20	Regan Street	South	Car Parking	Angle	162.5	168	2	No Limit	Broadway
330	2, 16	REG21	Regan Street	South	No Parking	N/A	168.5	174	0	N/A	Broadway
331	2, 16	REG22	Regan Street	South	Car Parking	Angle	174.5	180.5	2	No Limit	Broadway
332	1, 16	REG23	Regan Street	South	No Parking	N/A	180.5	193	0	N/A	Broadway
333	1, 16	REG24	Regan Street	South	Car Parking	Angle	193	201.5	3	No Limit	Broadway
334	1, 16	REG25	Regan Street	South	No Parking	N/A	201.5	218	0	N/A	Broadway
335	1, 16	REG26	Regan Street	South	No Parking	N/A	237.5	250	0	N/A	Broadway
336	2, 16	REG27	Regan Street	South	No Parking	N/A	250	259	0	No Limit	Broadway
337	2	REG28	Regan Street	South	Car Parking	Angle	259	285	8	No Limit	Broadway
338	2	REG29	Regan Street	North	Car Parking	Parallel	15	29	2	P90	Broadway
339	2	REG30	Regan Street	North	Car Parking	Angle	50	87	8	P90	Broadway
340	2, 9	REG31	Regan Street	North	Car Parking	Angle	126	140	5	No Limit	Broadway
341	2, 9	REG32	Regan Street	North	Car Parking	Angle	144	156	3	No Limit	Broadway
342	2, 9	REG33	Regan Street	North	Car Parking	Angle	160	172	3	No Limit	Broadway
343	2, 9	REG34	Regan Street	North	Car Parking	Angle	175	189	4	No Limit	Broadway
344	9	REG35	Regan Street	North	No Parking	N/A	353	382	0	N/A	Broadway
345	2	REG37	Regan Street	South	Car Parking	Parallel	12	45	5	P90	Broadway
346	2	REG38	Regan Street	South	No Parking	N/A	45	51	0	N/A	Broadway
347	2	REG39	Regan Street	South	Car Parking	Parallel	51	55.5	1	P90	Broadway
348	2	REG40	Regan Street	South	No Parking	N/A	55.5	60	0	N/A	Broadway
349	2	REG41	Regan Street	South	Disabled Parking	Parallel	60	66	1	No Limit	Broadway
350	2	REG42	Regan Street	South	Car Parking	Parallel	66	83	3	P90	Broadway
351	2, 9	REG43	Regan Street	South	Car Parking	Angle	120	156	10	No Limit	Broadway

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352	2, 9	REG44	Regan Street	South	Car Parking	Angle	167	180	4	No Limit	Broadway
353	2, 9	REG45	Regan Street	South	Car Parking	Parallel	198	210	2	No Limit	Broadway
354	9	REG46	Regan Street	South	Bus Parking	Parallel	269	306	1	No Limit	Broadway
355	9	REG47	Regan Street	South	Car Parking	Angle	307	343	12	No Limit	Broadway
356	9	REG48	Regan Street	South	No Parking	N/A	315	343	0	N/A	Broadway
357	9	REG49	Regan Street	South	No Parking	N/A	315	343	0	N/A	Broadway
358	9	REG50	Regan Street	South	No Parking	N/A	359	376	0	N/A	Broadway
359	9	REG51	Regan Street	South	No Parking	N/A	533	538	0	N/A	Broadway
360	9	REG52	Regan Street	South	No Parking	N/A	551	556	0	N/A	Broadway
361	6	ROM01	Romeo Street	North	Car Parking	Parallel	133	145.5	2	No Limit	Broadway
362	6	ROM02	Romeo Street	North	No Parking	N/A	145	156.5	0	N/A	Broadway
363	6	ROM03	Romeo Street	North	Car Parking	Angle	156.5	206	12	No Limit	Broadway
364	6	ROM04	Romeo Street	North	Car Parking	Angle	206	217	3	P90	Broadway
365	6	ROM05	Romeo Street	North	Disabled Parking	Angle	203	206	1	No Limit	Broadway
366	6	ROM06	Romeo Street	North	No Parking	N/A	206	217	0	N/A	Broadway
367	6	ROM07	Romeo Street	North	Car Parking	Parallel	217	239	4	No Limit	Broadway
368	6	ROM08	Romeo Street	North	Disabled Parking	Side by Side	247.5	250	1	No Limit	Broadway
369	6	ROM09	Romeo Street	North	Car Parking	Side by Side	250	252.5	1	No Limit	Broadway
370	6	ROM10	Romeo Street	South	Car Parking	Parallel	120	161	8	No Limit	Broadway
371	6	ROM11	Romeo Street	South	Car Parking	Parallel	179	187	2	No Limit	Broadway
372	6	ROM12	Romeo Street	South	No Parking	N/A	187	203	0	N/A	Broadway
373	6	ROM13	Romeo Street	South	Car Parking	Parallel	203	219	2	No Limit	Broadway
374	2, 3	SER01	Service Lane - By Rail	East	No Parking	N/A	15.5	364	0	N/A	Regan Street
375	2, 3	SER02	Service Lane - By Rail	West	No Parking	N/A	15.5	364	0	N/A	Regan Street

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376	2	SER03	Service Lane - By Rail	West	Disabled Parking	Side by Side	190	194.5	2	No Limit	Regan Street
377	2	SER04	Service Lane - By Rail	West	Car Parking	Side by Side	195	201	1	P30	Regan Street
378	2	SER05	Service Lane - Prospero	North	No Parking	N/A	14	155.5	0	N/A	Miranda Street
379	2	SER06	Service Lane - Prospero	South	No Parking	N/A	14	140.5	0	N/A	Miranda Street
380	8	SWA01	Swansea Road	East	No Parking	N/A	949	974	0	N/A	Pembroke Road
381	8	SWA02	Swansea Road	East	Bus Parking	Parallel	974	1094	3	No Limit	Pembroke Road
382	8	SWA03	Swansea Road	East	Car Parking	Parallel	1094	1104	2	No Limit	Pembroke Road
383	8	SWA04	Swansea Road	East	No Parking	N/A	1104	1111	0	N/A	Pembroke Road
384	8	SWA05	Swansea Road	East	Disabled Parking	Parallel	1111	1127	2	No Limit	Pembroke Road
385	8	SWA06	Swansea Road	East	Bus Parking	Parallel	1127	1170	1	No Limit	Pembroke Road
386	8, 17	SWA07	Swansea Road	East	No Parking	N/A	1170	1212	0	N/A	Pembroke Road
387	8, 17	SWA08	Swansea Road	East	Bus Parking	Parallel	1212	1266	1	No Limit	Pembroke Road
388	8, 17	SWA09	Swansea Road	East	No Parking	N/A	1266	1269	0	N/A	Pembroke Road
389	8, 17	SWA10	Swansea Road	East	Bus Parking	Parallel	1269	1305	1	No Limit	Pembroke Road
390	8, 17	SWA11	Swansea Road	East	No Parking	N/A	1305	1325	0	N/A	Pembroke Road
391	8, 17	SWA12	Swansea Road	West	No Parking	N/A	1208	1190	0	N/A	Pembroke Road
392	8	SWA13	Swansea Road	West	No Parking	N/A	1184	1179	0	N/A	Pembroke Road
393	8	SWA14	Swansea Road	West	No Parking	N/A	1163	1157	0	N/A	Pembroke Road
394	8	SWA14A	Swansea Road	West	Car Parking	Parallel	1157	1135	4	No Limit	Pembroke Road
395	8	SWA15	Swansea Road	West	No Parking	N/A	1125	1097	0	N/A	Pembroke Road
396	8	SWA16	Swansea Road	West	Car Parking	Parallel	1062	1089	4	No Limit	Pembroke Road
397	8	SWA17	Swansea Road	West	Car Parking	Parallel	1056	1045	2	No Limit	Pembroke Road
398	8	SWA18	Swansea Road	West	Car Parking	Parallel	1014	1037	4	No Limit	Pembroke Road
399	8	SWA19	Swansea Road	West	Car Parking	Parallel	989	1003	3	No Limit	Pembroke Road
400	8	SWA20	Swansea Road	West	No Parking	N/A	987	972	0	N/A	Pembroke Road

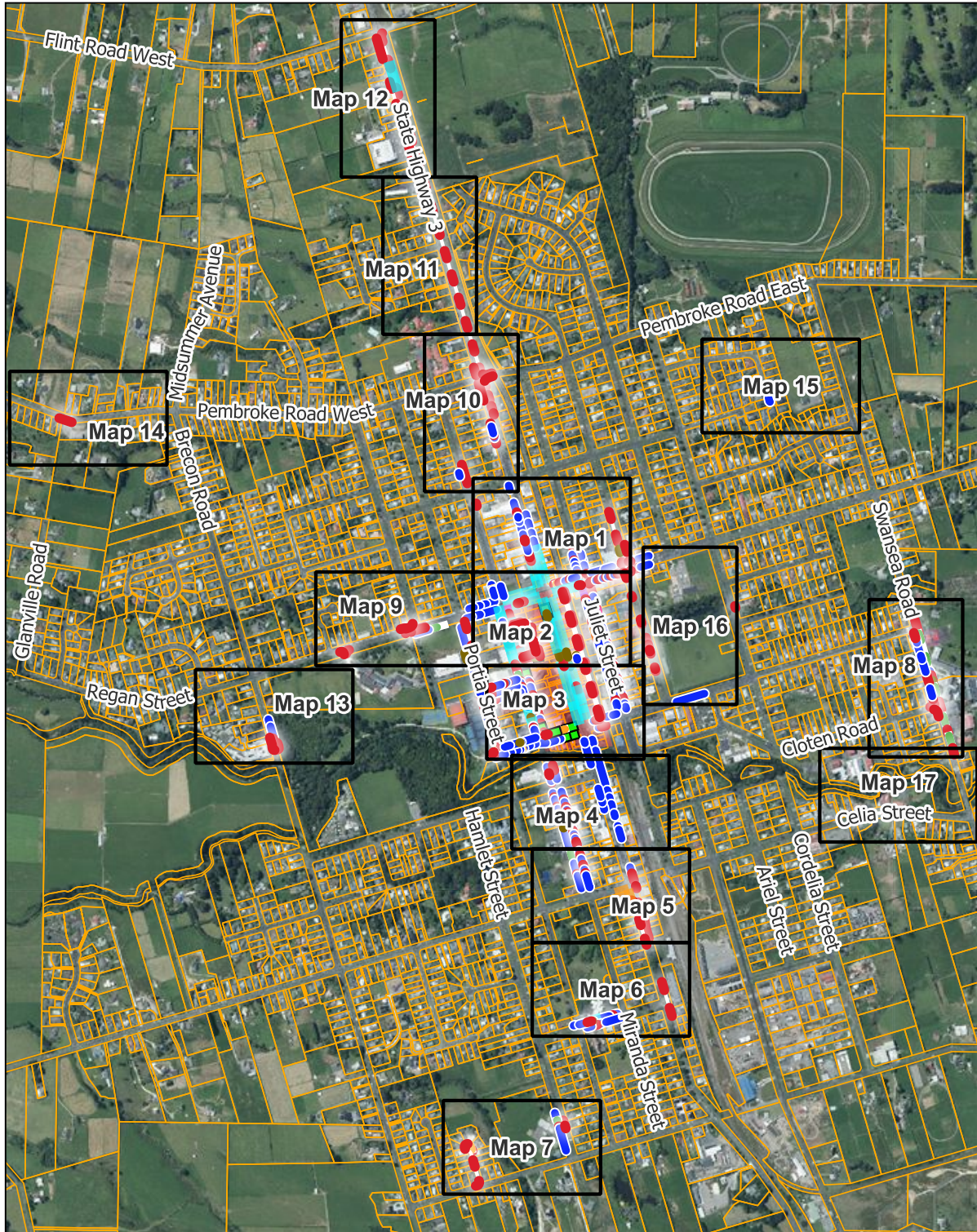


2025 - Agenda - Ordinary - March - Confirmation of Minutes


Item	Map Number	Map Ref	Street	Side	Park Type	Park Orientation	Start Mete	End Meter	Num of Parks	Time Limit	Datum Street
401	3	WAR01	War Memorial Car Park	South	Car Parking	Side by Side	18.5	37	7	No Limit	Miranda Street
402	3	WAR02	War Memorial Car Park	South	Disabled Parking	Side by Side	37	39	1	No Limit	Miranda Street
403	3	WAR03	War Memorial Car Park	South	No Parking	N/A	39	40	0	N/A	Miranda Street
404	3	WAR03A	War Memorial Car Park	South	Disabled Parking	Side by Side	40	42	1	No Limit	Miranda Street
405	3	WAR04	War Memorial Car Park	South	Car Parking	Side by Side	42	88.5	17	No Limit	Miranda Street
406	3	WAR05	War Memorial Car Park	South	No Parking	N/A	88.5	104.5	0	N/A	Miranda Street
407	3	WAR06	War Memorial Car Park	South	Car Parking	Side by Side	23.5	88.5	27	No Limit	Miranda Street
408	3	WAR07	War Memorial Car Park	North	Car Parking	Side by Side	23.5	88.5	27	No Limit	Miranda Street
409	3	WAR08	War Memorial Car Park	South	No Parking	N/A	93	104	0	N/A	Miranda Street
410	3	WAR09	War Memorial Car Park	North	No Parking	N/A	93	104	0	N/A	Miranda Street
411	3	WAR10	War Memorial Car Park	North	Car Parking	Side by Side	11.5	44.5	10	No Limit	Miranda Street
412	3	WAR11	War Memorial Car Park	North	No Parking	N/A	44.5	47	0	N/A	Miranda Street
413	3	WAR12	War Memorial Car Park	North	Car Parking	Side by Side	47	52	2	No Limit	Miranda Street
414	3	WAR13	War Memorial Car Park	North	Disabled Parking	Side by Side	52	55	1	No Limit	Miranda Street
415	3	WAR14	War Memorial Car Park	North	No Parking	N/A	55	60	0	N/A	Miranda Street
416	3	WAR15	War Memorial Car Park	North	Disabled Parking	Side by Side	60	62.5	1	No Limit	Miranda Street
417	3	WAR16	War Memorial Car Park	North	Car Parking	Side by Side	62.5	88.5	10	No Limit	Miranda Street
418	3	WAR17	War Memorial Car Park	North	No Parking	N/A	88.5	103.5	0	N/A	Miranda Street
419											
420											

**Appendix 2 – Maps**

**Insert MAPS here!**



**Appendix 2  
Stratford Parking Bylaw  
Schedule Review 2024 Maps**

Overview  
  
Scale 1 : 14 000  
Date: 20 March 2024



**Appendix 2  
Stratford Parking Bylaw  
Schedule Review 2024**



**Legend  
Stratford Parking Bylaw Schedule Review**

- Car Parking
- No Parking
- Bus Parking
- Loading Zone
- Motorbike Parking
- Disabled Parking
- No Category
- - - No Stopping
- P5
- P10
- P30
- P60
- P90
- P180
- - - No Limit

Map 1

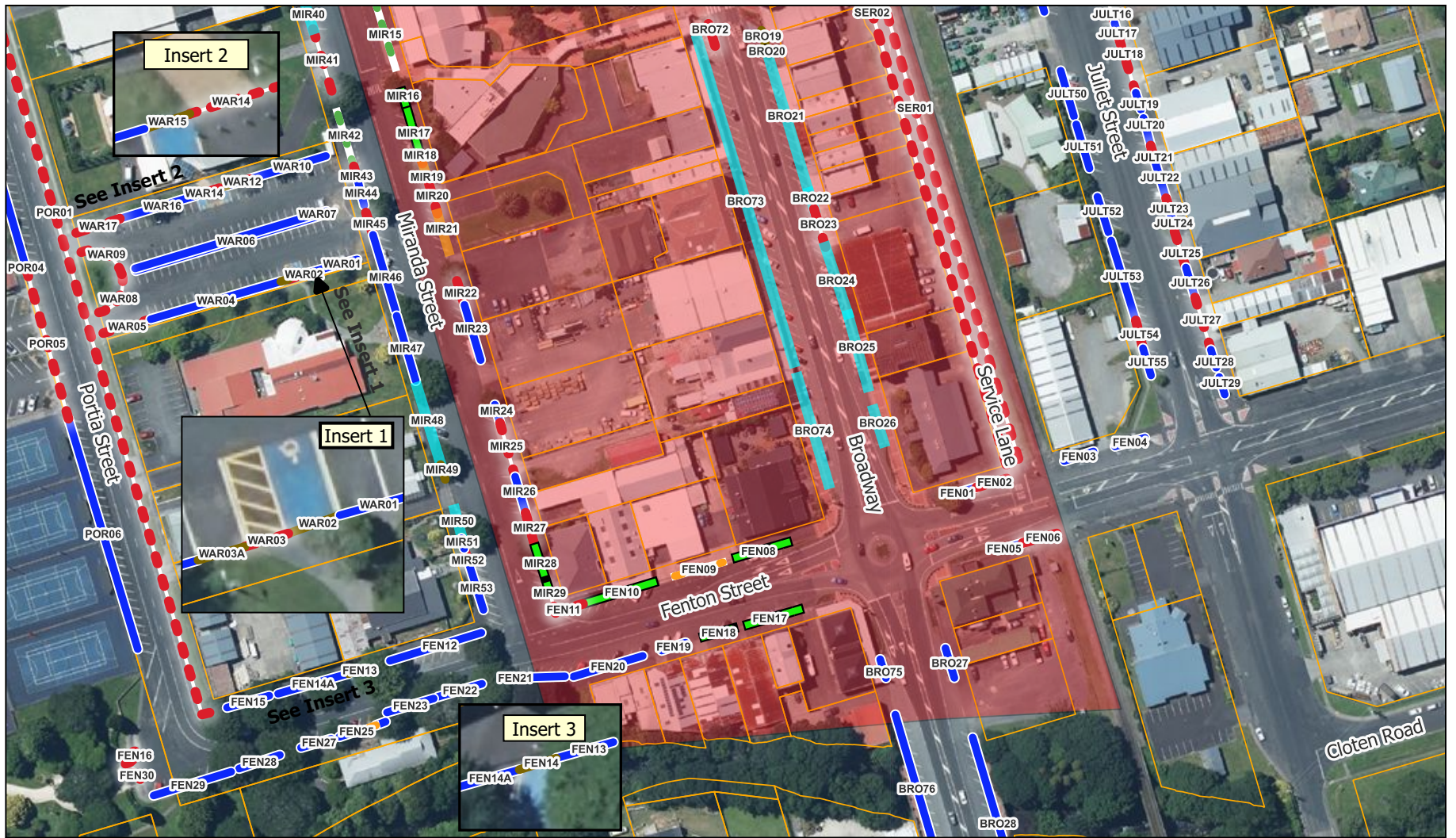


Scale 1 : 1 600

Date: 20 March 2024



<p><b>Appendix 2 Stratford Parking Bylaw Schedule Review 2024</b></p>	<p><b>Legend Stratford Parking Bylaw Schedule Review</b></p> <ul style="list-style-type: none"> <li><span style="color: blue;">—</span> Car Parking</li> <li><span style="color: red;">●</span> No Parking</li> <li><span style="color: green;">●</span> Bus Parking</li> <li><span style="color: orange;">●</span> Loading Zone</li> <li><span style="color: black;">●</span> Motorbike Parking</li> <li><span style="color: brown;">—</span> Disabled Parking</li> <li><span style="color: purple;">—</span> No Category</li> </ul>	<ul style="list-style-type: none"> <li><span style="color: red;">- - -</span> No Stopping</li> <li><span style="color: yellow;">—</span> P5</li> <li><span style="color: orange;">—</span> P10</li> <li><span style="color: pink;">—</span> P30</li> <li><span style="color: green;">—</span> P60</li> <li><span style="color: cyan;">—</span> P90</li> <li><span style="color: purple;">—</span> P180</li> <li><span style="color: blue;">—</span> No Limit</li> </ul>	<p>Map 2</p>  <p>Scale 1 : 1 600 Date: 20 March 2024</p>
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**Appendix 2  
Stratford Parking Bylaw  
Schedule Review 2024**



**Legend  
Stratford Parking Bylaw Schedule Review**

- No Stopping
- Car Parking
- No Parking
- Bus Parking
- Loading Zone
- Motorbike Parking
- Disabled Parking
- No Category
- P5
- P10
- P30
- P60
- P90
- P180
- No Limit

Map 3



Scale 1 : 1 700

Date: 20 March 2024



**Appendix 2  
Stratford Parking Bylaw  
Schedule Review 2024**



**Legend  
Stratford Parking Bylaw Schedule Review**

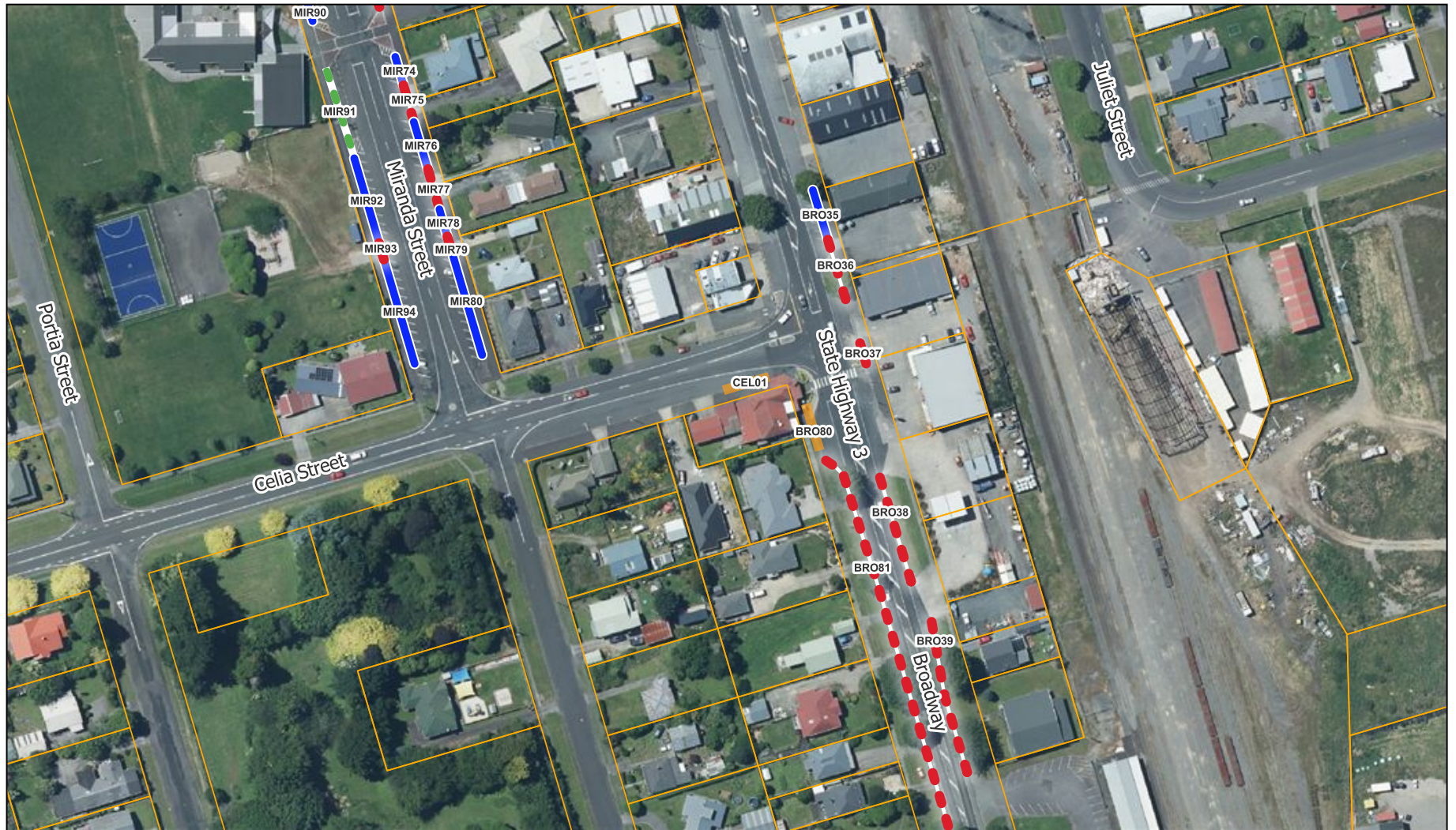
- |  |                   |  |          |
|--|-------------------|--|----------|
|  | No Stopping       |  | P5       |
|  | Car Parking       |  | P10      |
|  | No Parking        |  | P30      |
|  | Bus Parking       |  | P60      |
|  | Loading Zone      |  | P90      |
|  | Motorbike Parking |  | P180     |
|  | Disabled Parking  |  | No Limit |
|  | No Category       |  |          |

Map 4



Scale 1 : 1 600

Date: 20 March 2024



**Appendix 2  
Stratford Parking Bylaw  
Schedule Review 2024**



**Legend**  
**Stratford Parking Bylaw Schedule Review**

	Car Parking		No Stopping
	No Parking		P5
	Bus Parking		P10
	Loading Zone		P30
	Motorbike Parking		P60
	Disabled Parking		P90
	No Category		P180
			No Limit

Map 5


Scale 1 : 1 700

Date: 20 March 2024






**Appendix 2  
Stratford Parking Bylaw  
Schedule Review 2024**



Legend Stratford Parking Bylaw Schedule Review	
	Car Parking
	No Parking
	Bus Parking
	Loading Zone
	Motorbike Parking
	Disabled Parking
	No Category
	No Stopping
	P5
	P10
	P30
	P60
	P90
	P180
	No Limit

Map 6




Scale 1 : 500

Date: 20 March 2024





**Appendix 2**  
**Stratford Parking Bylaw**  
**Schedule Review 2024**




TE KAUNIHERA Ā ROHE O  
**WHAKAAHURANGI**  
**STRATFORD**  
 DISTRICT COUNCIL

**Legend**  
**Stratford Parking Bylaw Schedule Review**

 Car Parking	 No Stopping
 No Parking	 P5
 Bus Parking	 P10
 Loading Zone	 P30
 Motorbike Parking	 P60
 Disabled Parking	 P90
 No Category	 P180
	 No Limit

Map 7



Scale 1 : 1 700

Date: 20 March 2024



**Appendix 2  
Stratford Parking Bylaw  
Schedule Review 2024**



TE KAUNIHERA Ā ROHE O  
**WHAKAAHURANGI**  
**STRATFORD**  
DISTRICT COUNCIL

**Legend  
Stratford Parking Bylaw Schedule Review**

- Car Parking
- No Parking
- Bus Parking
- Loading Zone
- Motorbike Parking
- Disabled Parking
- No Category
- No Stopping
- P5
- P10
- P30
- P60
- P90
- P180
- No Limit

Map 8



Scale 1 : 1 800

Date: 20 March 2024



**Appendix 2  
Stratford Parking Bylaw  
Schedule Review 2024**



**Legend  
Stratford Parking Bylaw Schedule Review**

- Car Parking
- No Parking
- Bus Parking
- Loading Zone
- Motorbike Parking
- Disabled Parking
- No Category
- No Stopping
- P5
- P10
- P30
- P60
- P90
- P180
- No Limit

Map 9



Scale 1 : 1 700  
Date: 20 March 2024



**Appendix 2  
Stratford Parking Bylaw  
Schedule Review 2024**



TE KAUNIHERA Ā ROHE O  
**WHAKAAHURANGI**  
**STRATFORD**  
DISTRICT COUNCIL

**Legend  
Stratford Parking Bylaw Schedule Review**

- Car Parking
- No Parking
- Bus Parking
- Loading Zone
- Motorbike Parking
- Disabled Parking
- No Category

- No Stopping
- P5
- P10
- P30
- P60
- P90
- No Limit

Map 10



Scale 1 : 2 000

Date: 20 March 2024



**Appendix 2  
Stratford Parking Bylaw  
Schedule Review 2024**



TE KAUNIHERA Ā ROHE O  
**WHAKAAHURANGI**  
**STRATFORD**  
DISTRICT COUNCIL

**Legend  
Stratford Parking Bylaw Schedule Review**

- Car Parking
- No Parking
- Bus Parking
- Loading Zone
- Motorbike Parking
- Disabled Parking
- No Category

- No Stopping
- P5
- P10
- P30
- P60
- P90
- P180
- No Limit

Map 11



Scale 1 : 3 500

Date: 20 March 2024



**Appendix 2  
Stratford Parking Bylaw  
Schedule Review 2024**



**Legend  
Stratford Parking Bylaw Schedule Review**

- Car Parking
- No Parking
- Bus Parking
- Loading Zone
- Motorbike Parking
- Disabled Parking
- No Category

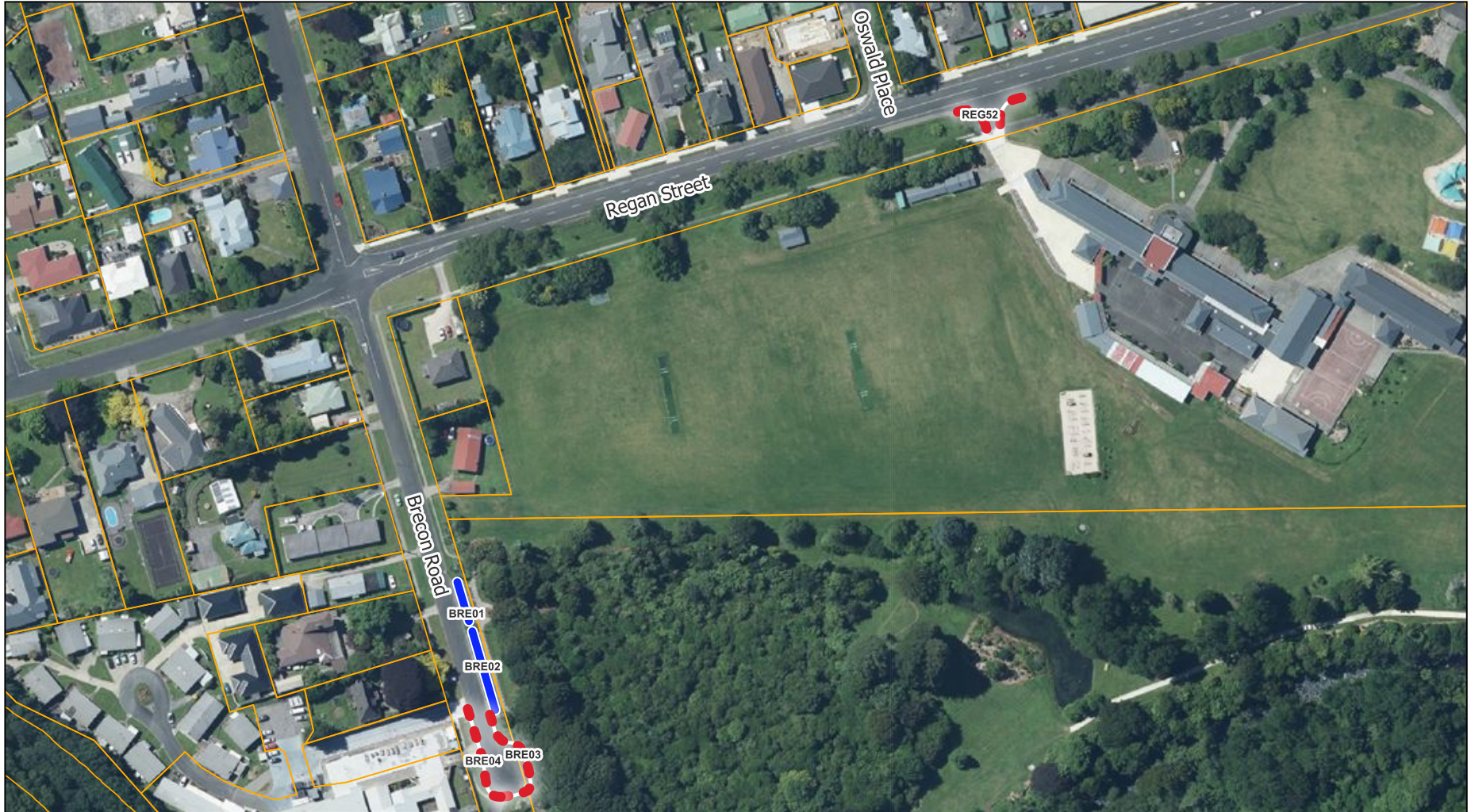
- - - No Stopping
- P5
- P10
- P30
- P60
- P90
- P180
- No Limit

Map 12



Scale 1 : 1 800


Date: 20 March 2024



**Appendix 2  
Stratford Parking Bylaw  
Schedule Review 2024**



**Legend  
Stratford Parking Bylaw Schedule Review**

-  Car Parking
-  No Parking
-  Bus Parking
-  Loading Zone
-  Motorbike Parking
-  Disabled Parking
-  No Category
-  No Stopping
-  P5
-  P10
-  P30
-  P60
-  P90
-  P180
-  No Limit

Map 13



Scale 1 : 2 000  
Date: 20 March 2024




















**Appendix 2  
Stratford Parking Bylaw  
Schedule Review 2024**



**Legend  
Stratford Parking Bylaw Schedule Review**

-  Car Parking
-  No Parking
-  Bus Parking
-  Loading Zone
-  Motorbike Parking
-  Disabled Parking
-  No Category
-  No Stopping
-  P5
-  P10
-  P30
-  P60
-  P90
-  P180
-  No Limit

Map 14



Scale 1 : 1 500  
Date: 20 March 2024



**Appendix 2  
Stratford Parking Bylaw  
Schedule Review 2024**



**Legend  
Stratford Parking Bylaw Schedule Review**

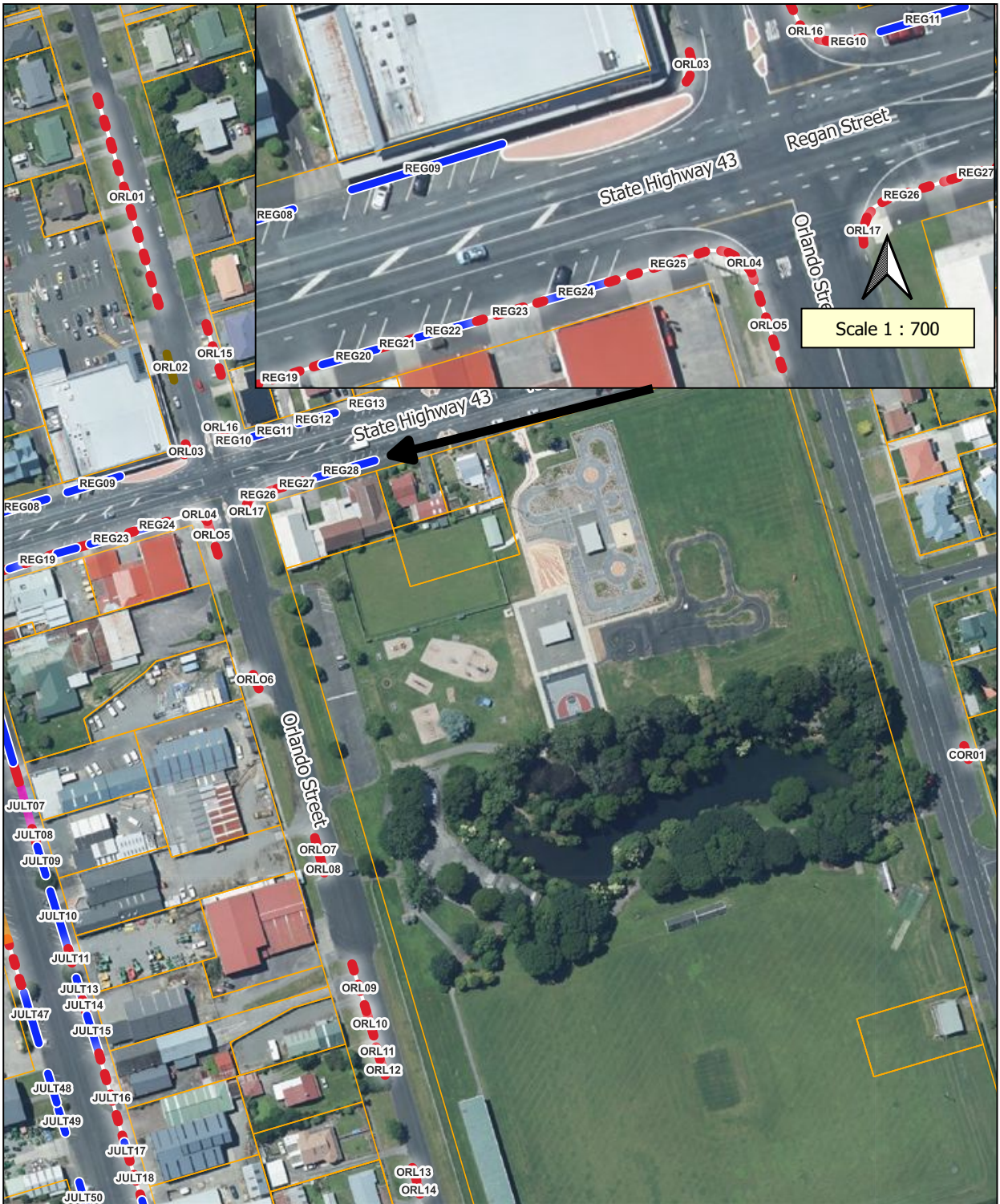
- ▬ Car Parking
- No Parking
- Bus Parking
- ▬ Loading Zone
- Motorbike Parking
- ▬ Disabled Parking
- ▬ No Category
- No Stopping
- ▬ P5
- ▬ P10
- ▬ P30
- ▬ P60
- ▬ P90
- ▬ P180
- ▬ No Limit

Map 15



Scale 1 : 1 500

Date: 20 March 2024



**Appendix 2  
Stratford Parking Bylaw  
Schedule Review 2024**



TE KAUNIHERA Ā ROHE Ō  
**WHAKAAHURANGI  
STRATFORD  
DISTRICT COUNCIL**

**Legend  
Stratford Parking Bylaw Schedule Review**

- No Stopping
- Car Parking
- No Parking
- Bus Parking
- Loading Zone
- Motorbike Parking
- Disabled Parking
- No Category
- P5
- P10
- P30
- P60
- P90
- P180
- No Limit

Map 16



Scale 1 : 2 000

Date: 20 March 2024



**Appendix 2  
Stratford Parking Bylaw  
Schedule Review 2024**



**Legend  
Stratford Parking Bylaw Schedule Review**

- |  |                   |  |             |
|--|-------------------|--|-------------|
|  | Car Parking       |  | No Stopping |
|  | No Parking        |  | P5          |
|  | Bus Parking       |  | P10         |
|  | Loading Zone      |  | P30         |
|  | Motorbike Parking |  | P60         |
|  | Disabled Parking  |  | P90         |
|  | No Category       |  | P180        |
|  |                   |  | No Limit    |

Map 17



Scale 1 : 2 000

Date: 20 March 2024

# BYLAW



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## Vehicle Crossings 2025

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**Date in force: 1 May 2025**

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### **Purpose**

The purpose of this Bylaw is to set the requirements for the construction and maintenance of vehicle crossings within the Stratford District.

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**Next review: 1 May 2030**

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**1. Title, commencement, and review**

- 1.1. This bylaw is the Vehicle Crossings Bylaw 2025.
- 1.2. This bylaw comes into force on 1 May 2025.
- 1.3. This bylaw is due to be reviewed in accordance with section 159 of the Local Government Act 2002 by 1 May 2030.

**2. Authority**

- 2.1. This bylaw is made in accordance with the:
  - 2.1.1. Local Government Act 1974.
  - 2.1.2. Local Government Act 2002.
  - 2.1.3. Land Transport Act 1998.
  - 2.1.4. Land Transport (Enforcement Powers) Amendment Act 2009.
- 2.2. This bylaw shall be read in conjunction with the Acts listed above and all other relevant bylaws of the Council. It is not intended to restrict, limit or constrain any obligations and responsibilities under the Acts listed above.

**3. Application of this Bylaw**

- 3.1. This Bylaw applies to the entire area of the Stratford District Council.

## Part 1 Preliminary

### 4. Scope

- 4.1. This Bylaw sets vehicle crossing controls on roads within the jurisdiction of the Council by:
  - 4.1.1. Defining the requirements for the construction of vehicle crossings.
  - 4.1.2. Protecting land, structures, and infrastructure related to vehicle crossings from damage, misuse, or loss.
  - 4.1.3. Prohibiting unauthorised use of land, structures, or infrastructure associated with vehicle crossings.
  - 4.1.4. Outlining maintenance responsibilities for vehicle crossings and any associated culverts.

### 5. Interpretation

- 5.1. When interpreting this bylaw, use the definitions set out in **Clause 6**, unless the context requires otherwise. Where references are made to a repealed enactment, read that as a reference to its replacement.
- 5.2. For the purpose of this bylaw, the word 'shall' refers to practices that are mandatory for compliance with this bylaw.
- 5.3. Any explanatory notes and attachments are provided for informational purposes only and do not constitute part of this bylaw. They may be created, amended, or revoked without any formal procedure.
- 5.4. Any terms, phrases, or expressions not explicitly defined in this bylaw shall have the same meaning as those in the Land Transport Act 1998, unless the context clearly indicates a different meaning.

### 6. Definitions

- 6.1. For the purpose of this bylaw, unless inconsistent with the context, the following definitions apply:

**Annual Plan** contains information about budget and funding impacts of Council activities, variations from the Long-Term Plan, and a statement of service provision across all activities carried out by Council.

**Building Consent** is an approval to undertake building work in accordance with the approved plans and specifications.

**Bylaw** means the Vehicle Crossings Bylaw 2024 for the time being in force, made under the provisions of any Act or authority enabling Council to make bylaws.

**Corridor Access Request (CAR)** is a request for a permit that shall be obtained by anyone planning to carry out any work or activity that affects the normal operation of the road, footpath, or berm.

**Council** means the governing body of the Stratford District Council or any person delegated to act on its behalf.

**Culvert** is a structure that allows water to flow under a road, railroad, or other obstacle.

**District** means the district of Stratford District Council.

**Land Development and Subdivision Infrastructure (NZS4404:2010)** provides criteria for design and construction of land development and subdivision infrastructure.

**Long-Term Plan** sets out Council's vision, key projects, initiatives, and budgets for the next 10 years. It sets out a detailed plan for the first three years, and an outline for the remaining seven years.

**Maintenance** includes structural repairs to vehicle crossings, clearing and cleaning of the culvert under vehicle crossings.

**New Zealand Transport Agency (NZTA)** is a New Zealand Crown entity tasked with promoting safe and functional transport by land, including the responsibility for driver and vehicle licensing, and administering the New Zealand State Highway network.

**Private Property** means land owned by individuals or entities that are not representative of Council.

**Property Owner** means an individual, entity, or organisation that holds legal title to the property the vehicle crossing serves.

**Road** means the following which is under the control of the council:

- A street.
- A park.
- A place to which the public have access, whether as of right or not.
- All bridges, culverts, gates and fords forming part of a road or street, or a place referred to above.

**Road Carriageway** is that portion of the road devoted particularly to the use of vehicles, inclusive of shoulders and auxiliary lanes.

**Road Furniture** means a fixture or structure on the road or within the road reserve intended to provide information or safety to a road user.

**Road Reserve** is a legally described area within legal boundaries which facilities such as roads, footpaths, and associated features constructed or installed for public travel.

**State Highways** are roads maintained and numbered by the national government rather than local authorities.



**Traffic Management Plan (TMP)** is a site-specific plan that covers the design, implementation, maintenance, and removal of temporary traffic management measures.

**Vehicle** means a contrivance equipped with wheels, tracks, or revolving runners on which it moves or is moved and includes a hovercraft, a skateboard, in-line skates, and roller skates; but does not include:

- Perambulators or pushchairs.
- Shopping or sporting trundlers not propelled by mechanical power.
- Wheelbarrows or hand-trolleys.
- Pedestrian-controlled lawnmowers.
- Pedestrian-controlled agricultural machines not propelled by mechanical power.
- Articles of furniture.
- Wheelchairs not propelled by mechanical power.
- Rail vehicles.
- Any other contrivance specified by rules made under the Act not to be a vehicle for the purposes of this definition.

**Vehicle Crossing** is the section of driveway (vehicle entry/exit point) from the front of the property boundary to the road carriageway. It includes any culvert, bridge, or kerbing.

**Vehicle Crossing Permit** is written permission to commence construction, in accordance with detailed specifications which shall be attached to the permit.

- 6.2. Any undefined words, phrases or expressions used in this bylaw have the same meaning as in the Land Transport Act 1998.

## 7. Breach of Bylaw

- 7.1. Any work that is completed without a Vehicle Crossing Permit, shall be considered a breach of this bylaw.
- 7.2. If a breach occurs, Council may:
- 7.2.1. Direct the removal or alteration of the vehicle crossing that is considered in breach of the bylaw, or
  - 7.2.2. Remove the crossing and recover any costs Council incurred for the removal or alteration of the vehicle crossing.

## Part 2

### Vehicle Crossing Standards

#### 8. Construction of Vehicle Crossings

- 8.1. The Property Owner shall complete a vehicle crossing application and obtain a Vehicle Crossing Permit before commencement of any construction, replacement or upgrade of a vehicle crossing.
- 8.2. For a vehicle crossing adjacent to the State Highway, the Property Owner shall seek and obtain NZTA approval before commencement of any construction, replacement or upgrade of a vehicle crossing.
- 8.3. The vehicle crossing shall be constructed in accordance with the requirements of the District Plan OR NZS4404:2010 and subsequent amendments.
- 8.4. The Property Owner (or their Representative) shall submit a CAR and obtain the necessary approval prior to the construction of a new vehicle crossing.
- 8.5. The Property Owner shall ensure all physical works required for the construction of a vehicle crossing meet all site safety requirements, including having a TMP as part of the CAR.
- 8.6. Where the vehicle crossing connects to a sealed road, the Property Owner shall ensure concrete or seal is used.
- 8.7. The Property Owner shall not use coloured concrete for a vehicle crossing within the road reserve. Any coloured concrete shall be contained within private property.
- 8.8. The Property Owner shall inform Council at key stages of construction of the vehicle crossing, for the purpose of inspecting to ensure compliance, including, but not limited to:
  - 8.8.1. For Concrete Vehicle Crossings, setting out, pre-pour/boxing and post-pour stages.
  - 8.8.2. For Sealed Vehicle Crossings, setting out, excavation, pre-seal and post-seal stages.

#### 9. Vehicle Crossing Construction Costs

- 9.1. The Property Owner shall pay all application and inspection charges as set out in the Fees and Charges schedule of the Annual Plan or Long Term Plan.
- 9.2. The Property Owner shall meet all costs associated with:
  - 9.2.1. The construction, replacement or upgrade of their vehicle crossing.
  - 9.2.2. The relocation or removal of road furniture, which includes but is not limited to road signs, streetlights, trees, or roadside sumps, required for the construction of the vehicle crossing.

- 9.3. Council shall charge the Property Owner for all costs incurred by Council's maintenance contractors in addressing safety issues or rectifying inadequate traffic management relating to the construction of the vehicle crossing.
- 9.4. Where Council is undertaking the resurfacing or replacement of a footpath and/or kerb and channel, the Property Owner shall be given an opportunity for their vehicle crossing to be formed or repaired at 50% of Council contract rates.

## 10. Requirement for Culverts under Vehicle Crossings

- 10.1. Council shall determine the requirement for a culvert for the conveyance of water under a vehicle crossing at the time of application for a vehicle crossing.
- ~~10.2.~~ Where a culvert is required, the Property Owner shall install **the culvert in accordance with the District Plan OR NZS4404:2010 and subsequent amendments.**  
~~one of the following types of pipes in the :~~
- ~~• A slot crossing.~~
  - ~~• Sheet plate.~~
  - ~~• Half round pipe covered with concrete.~~

**Part 3**

**Maintenance of Vehicle Crossings**

**11. Maintenance**

- 11.1. Council may at its discretion, instruct property owners to maintain or re-construct vehicle crossings that are either unsafe to the public or non-compliant with the required standards.
- 11.2. The Property Owner shall be responsible for the maintenance, repair and renewal of the vehicle crossing serving their property.
- 11.3. The Property Owner shall be responsible for the maintenance, clearing, cleaning, repair and renewal of culverts under the vehicle crossing serving their property.
- 11.4. While the Council may address callouts regarding blockages, it reserves the right to inform or charge the respective Property Owner for the costs associated with unblocking culverts.

**12. This Bylaw was made by the Stratford District Council on 1 May 2025.**

THE COMMON SEAL of the STRATFORD DISTRICT COUNCIL was hereto affixed by resolution of said Council in the presence of:

\_\_\_\_\_ Mayor

\_\_\_\_\_ Chief Executive

# MINUTES

## Policy and Services Committee



F22/55/05 – D25/5846

**Date: Tuesday 25 February 2025 at 3.00PM**  
**Venue: Council Chambers, 63 Miranda Street, Stratford**

### Present

The Deputy Mayor M McKay (the Chairperson), the District Mayor N C Volzke, Councillors: S J Beck, G W Boyde, A M C Dudley, V R Jones, A K Harris, E E Hall, J M S Erwood, W J Sandford and M J Watt.

### In attendance

The Chief Executive – Mr S Hanne, the Director – Assets Mrs V Araba, the Director – Corporate Services – Mrs R Johnson, the Director – Environmental Services – Mr B Sutherland, the HR and Governance Advisor – Mrs C Reynolds, the Communications Manager – Ms G Gibson, the Roading Manager – Mr S Bowden, the Property and Projects Manager – Mr S Taylor, the Parks and Reserves Officer – Mrs M McBain (*part meeting*), the Services Manager – Mr J Cooper (*part meeting*), the Roading Engineer – Mr Frank Hicks (*part meeting*) and one member of the media (Stratford Press)

#### 1. Welcome

The opening karakia was read.

The Deputy Mayor welcomed the Chief Executive, Councillors, staff, and the media.

The Deputy Mayor reiterated the health and safety message and emergency procedures.

#### 2. Apologies

An approved leave of absence was noted for Councillor C M Tongaawhikau

#### Recommendation

THAT the apology be received.

DUDLEY/HARRIS  
Carried  
P&S/25/20

#### 3. Announcements

There were no announcements.

#### 4. Declarations of members interest

Elected members were asked to declare any real or perceived conflicts of interest relating to items on this agenda. There were no conflicts of interest.

#### 5. Attendance Schedule

The Attendance schedule for Policy and Services Committee meetings, including Hearings, was attached.

6. Confirmation of Minutes

6.1 Policy and Services Committee –28 January 2025  
D25/2499 Page 9

**Recommendation**

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 28 January 2025 be confirmed as a true and accurate record.

BOYDE/DUDLEY  
Carried  
P&S/25/21

7. Matters Outstanding

D16/47 Page 15

**Recommendation**

THAT the Matters Outstanding be received.

DUDLEY/HARRIS  
Carried  
P&S/25/22

The Chief Executive noted that two further items will be added to this list following requests made at the previous meeting. The Business plan for Wai o Rua is still in production.

8. Decision Report – Stormwater Easement Request, Cloten Road

D25/4283 Page 16

**Recommendations**

1. THAT the report be received.

ERWOOD/HARRIS  
Carried  
P&S/25/23

2. THAT, Pursuant to Section 48(1) of the Reserves Act 1977 and a delegation from the Minister of Conservation dated 12 June 2013, Council grant a 3 metre-wide stormwater easement in favour of Taranaki Regional Council over part of Local Purpose (Esplanade) Reserve on Cloten Road being Lot 3 Sec 78 Blk II, SD Ngaere as indicated in yellow on the plan attached in **Appendix 1**.

BOYDE/WATT  
Carried  
P&S/25/24

**Recommended Reason**

TRC is proposing to replace the existing stormwater pipe, serving their property at Cloten Road, with a new pipe and new alignment within the Local Purpose (Esplanade) Reserve. Council's approval, as landowner, is required for an easement in the reserve.

9. Monthly Reports

**9.1 Assets Report**  
D25/2733 Page 22

**Recommendation**

THAT the report be received.

ERWOOD/McKAY  
Carried  
P&S/25/25

The Director – Assets requested approval that the hearing date for the Victoria Park Reserve Management Plan be moved to 29 April 2025 to precede the monthly Policy and Services meeting.

**Recommendation**

THAT the Victoria Park Reserve Management Plan hearing be re-scheduled to 29 April 2025.

McKAY/SANDFORD  
Carried  
P&S/25/26

Questions/Points of Clarification:

- It was clarified that the cost related to the grease trap at the TET Multi Sports Stadium would be on-charged to the lease holder.
- Councillor Boyde noted the increase in rubbish being dumped, particularly in rural areas. The Director – Environmental Services noted there is an issue with obtaining proof of who dumps the rubbish, therefore council is frequently unable to prosecute.
- It was clarified that officers are currently collating a list of stakeholders to participate in the discussion regarding Prospero Place development. Councillor Sandford reminded officers that the Ostlers Garden Trust is keen to be involved.
- The District Mayor requested that the Flint Road subdivision be added to matters outstanding for an update and projected timeline. Mrs Araba noted that once the surveyor is appointed then a better timeline will be able to be presented.

*The Services Manager, Parks and Reserves Officer and the Roading Engineer left the meeting at 3.12pm.*

**9.2 Community Services Report**  
D25/4433 Page 46

**Recommendation**

THAT the report be received.

DUDLEY/HARRIS  
Carried  
P&S/25/27

The District Mayor noted it was a difficult market for the Mayors Taskforce for Jobs at the moment and there was lots of comms and engagement coming up.

Questions/Points of Clarification:

- Councillor Dudley congratulated the communications team on their recent social media activity, she has received positive comments about this.
- Councillor Dudley noted the funding of the Stratford Business Association (SBA) coming to an end this year and asked who would be responsible for the Christmas parade. Mr Hanne noted this would be a conversation to be had with the association or another community group. Councillor Beck asked if some communications should be done to see if there was interest in taking over this event? Mr Hanne clarified there had been no official notice from SBA that they would not be running this. Councillor Boyde noted they needed to come and present to council and report on what they are doing, there was meant to be a review on the roles and functions of the SBA which was not brought to council. Mr Hanne noted a public forum invitation would be a good opportunity for the SBA to present and also give elected members a chance to review their decision to remove the funding.
- Councillor Hall noted she had attended the Powhiri for Te Matatini on Monday and noted the honour being part of this.
- Councillor Hall noted there had been a significant amount of undertaken by the Percy Thomson Trust over the last month which included a full day strategy meeting and a work plan to ensure the letter of expectations is addressed. The statement of intent is in development and has a statutory deadline of 1 March.
- The District Mayor noted that the swim school is now at capacity with over 500 students this term. This is an outstanding achievement and it is good to see the swim school is functioning well.

**9.3 Corporate Services Report**  
D25/5088 Page 55

**Recommendation**

THAT the report be received.

ERWOOD/WATT  
Carried  
P&S/25/28

The Director – Corporate Services acknowledged the Chief Executive for his role in covering the Health and Safety/Civil Defence Advisor role while this was vacant.

Questions/Points of Clarification:

- Councillor Boyde noted the farm revenue was above budget due to higher production.

**9.4 Environmental Services Report**  
D25/1379 Page 72

**Recommendation**

THAT the report be received.

McKAY/BOYDE  
Carried  
P&S/25/29

Questions/Points of Clarification:

- Councillor Dudley asked if the complaints responded to was high? The Director – Environmental Services noted the team is seeing a bit of an increase and felt this could be a result of issues taking a little longer to resolve than usual.
- It was clarified that there were 15/15 building consent applications processed within 20 days.
- There has been no feedback received following the earthquake prone notices being put on buildings.



#### 10. Questions

- Councillor Sandford requested a council visit to the local chicken farm.
- Councillor Beck noted there was a dogs on leash sign at the Malones Gates but further along it allows for free ranging dogs. Mr Hanne clarified there were areas within the park that had different restrictions which was decided by elected members during the review of this policy.
- Councillor Beck asked if the Stratford Park was able to use the skid pad without a resource consent? Mr Sutherland noted that work was being undertaken as to what activities can and can't happen without a resource consent and at what stage a resource consent is required.

#### 11. Closing Karakia

D21/40748 Page 80

The closing karakia was read.

*The meeting closed at 3.31pm.*

N C Volzke  
**Chairman**

Confirmed this 25<sup>th</sup> day of March 2025.

N C Volzke  
**District Mayor**

# MONTHLY REPORT

## District Mayor



F22/55/04 – D25/7233

**To:** Council  
**From:** District Mayor  
**Date:** 11 March 2025  
**Subject:** District Mayor Monthly Report – February 2025

### Recommendations

1. THAT the report be received.
2. THAT an Extraordinary Meeting be held on Tuesday 15 April 2025 at 3.00pm to approve and release the consultation document on the Water Services Delivery plan.

/  
Moved/Seconded

### 1. Te Matatini

Wow, what an event. Te Matatini 2025 was the biggest ever seen, with 55 kapa haka performing with Te Mahau under the watch of Te Kāhui Maunga. After nearly a week of incredible performances by kapa kaka groups from around the country, the crowning of Te Kapa Haka o Ngāti Whakaue as the overall winner, was the final highlight on Saturday afternoon.

The Government made the largest ever investment in Te Matatini at the last Budget: \$48.7 million over three years, to ensure that this event can continue to grow and thrive. It was estimated that about \$26 million would be injected into the region, giving an economic boost that has no-doubt, been welcomed by our business community.

I had the privilege of a front row seat at the opening powhiri held at Yarrow Stadium in New Plymouth and experiencing the passion and energy emanating from the multiple speakers and the groups performing waiata. It was something very, very special and set the tone and a focus that was on show throughout the week, that made the whole occasion so memorable. Several speakers acknowledged the support given by the three councils and this was re-affirmed later during personal conversations.

Attending Te Matatini on Wednesday for Day 2 of the week long event was a new experience. Large crowds throughout the week, a great atmosphere and standout performances all made for a great day. Acknowledgement of Stratford District Council as a sponsor was repeatedly mentioned by the presenters as well as on stands making the appreciation from the organisers very obvious.

### 2. Lids Recycling Project

The recent lids recycling competition where 135,000 lids were collected, was an outstandingly successful event by anyone's standards. In this case, so much so, that other councils around the country are looking at having a similar event of their own. Taranaki councils are looking to maintain the momentum by running a regional event mid-year based on the Stratford success story.

Lids are classed as a contaminant in home recycling bins, but ideally we still want to keep lids out of landfill. Collecting them in the way we did achieved both of those goals and the lids were able to be re-purposed by recycling them separately from other materials. As a result our kerbside bin contamination rate has dropped significantly.

Before the competition, Stratford district already had some of the cleanest recycling in the country, with only 3-5% of kerbside recycling bins containing contaminants. But, when there were non-recyclables in a bin, around 85% of the time, lids were the culprit. By the end of the contest in December, after the staggering 135,694 plastic lids had been collected by participating schools, Stratford's lid recycling contamination rate had dropped to around 35%. A great outcome.

**3. Lions Clubs Convention**

Last weekend the Lions District 202D held its annual convention in Stratford. The event was attended by around 120 delegates including New Zealand's international director and a guest from New Caledonia. As District Mayor I was invited to speak and also to officially open the convention. I took the opportunity to thank the clubs for the great community work they do and also to promote some of the visitor attractions in our area.

The Stratford District has two clubs being Stratford and Toko, but together with Kaponga and Eltham clubs that are active in the central Taranaki area as well, we are really well supported by the Lions organisation. The Lions motto is "we serve", their mission is to help others, especially those who are less fortunate and there are many examples locally of their generous support to this community. Like many clubs and volunteer organisations, retaining and recruiting new members is a major challenge for them right across the world. For the moment at least, our local clubs seem to be strong.

**4. Grey Power Annual General Meeting**

I attended the annual meeting and gave an update on what is happening within council and around the district. Members were very interested in Local Water Done Well, the upcoming Local Government elections, housing issues and health services. There seemed to be general satisfaction with council and I have to say, no-one raised the issue of the height of the shrubs on the roundabouts (that was a first).

On housing, particularly pensioner housing, there was concern about the lack of accommodation options for older people and the affordability. When asked about council building more pensioner flats to add to the existing council owned Elsie Fraser flats, most thought that was a good idea until I pointed out how much that costs them as ratepayers. They quickly understood that unless a better funding mechanism can be found, more council provided pensioner flats is unlikely.

**5. Americarna**

The 2025 Americarna event was held in February. The convoy of American classic and muscle cars had a two hour stopover in the main street of Stratford that enabled local spectators to have a close inspection of the vehicles. The number of cars on display was noticeably fewer this year and the allocated parking in Miranda Street was not fully utilised. Never the less, the cars we did see were magnificent and the magic, presentation, uniqueness and passion was obvious for all to see. There is just something special about the sound of a V8.

**6. Correspondence**

- Stratford Volunteer Fire Brigade Call Outs – February 2025
- Health New Zealand – Response to concerns regarding delay in x-ray results

**7. Some Events Attended**

- Attended – meeting of the Stratford District Youth Council
- Attended – Presentation event for Recycling Lids project
- Attended – farewell dinner for Chairperson of Taranaki Regional Council
- Attended – meeting of the Stratford Health Trust (x2)
- Attended - Annual General Meeting of Stratford Grey Power (guest speaker)
- Attended – Americarna 2025
- Attended - Te Matatini Formal Powhiri
- Attended – Te Matatini as guest
- Attended - Lions Club Convention (Guest Speaker)
- Met - with Chairperson of the Stratford Health Trust
- Met – with a journalist from The Guardian re Whangamomona
- Radio Interview - Access Radio (x1)
- Radio Interview – Radio New Zealand (x2)
- Newspaper - Stratford Press Interviews and Articles (multiple)

- Newspaper - Daily News (multiple)
- Attended - Regional Mayors and Chairs weekly meeting (x3)
- Attended - Council Pre-Agenda meetings (x3)
- Attended – Public Forum (x1)
- Attended - Council Meetings (x4)



N C Volzke JP  
**District Mayor**

**Date:** 5 March 2025

## Stratford Volunteer Fire Brigade Callouts February 2025

### The Stratford Fire Brigade responded to 19 calls in February 2025

04-02-25	Investigate scrub fire Opunake Road /Palmer Road assist Kaponga Fire Brigade
04-02-25	Alarm activation Stratford High School Swansea Road
05-02-25	False alarm good intent smoke coming from hangi Stratford Primary School Regan Street
05-02-25	Accidental activation from our Communication Fire Centre wrong location
06-02-25	Alarm activation Stratford Library Miranda Street
07-02-25	Alarm activation Stratford Primary School Regan Street
08-02-25	Motor vehicle accident car vs. motorcyclist SH 43 / Standish Road assist Toko Fire Brigade
10-02-25	Alarm activation Stratford Health Centre Romeo Street
10-02-25	Alarm activation Stratford Health Centre Romeo Street
12-02-25	Assist ambulance with medical call Denmark Terrace Midhirst
13-02-25	Alarm activation Taranaki Regional Council Cloten Road
14-02-25	Investigate vegetation fire Puniwhakau Road Puniwhakau assist Toko Fire Brigade
14-02-25	Water tanker required at rubbish fire Skeet Road / Rowan Road assist Kaponga Fire Brigade
16-02-25	Rural appliance required Arawhata Road Opunake at grass fire threatening property assist Opunake and Rahotu Fire Brigades stood down before arrival
17-02-25	Tanker required scrub fire Mahoetahi Road New Plymouth stood down before leaving station
21-02-25	Landing zone required for rescue helicopter at Stratford Primary School Regan Street services not required
23-02-25	Tanker required house fire Brown Road Brixton assist New Plymouth, Waitara and Inglewood Fire Brigades
25-02-25	Tree Fire Victoria Park
25-02-25	Truck rolled on farm Mountain Road Tariki



26 February 2025

Neil Volzke  
District Mayor  
63 Miranda Street  
PO Box 320  
Stratford 4352

Our reference number-29896

Kia ora Mr Volzke,

We write in response to your concern regarding delay in receiving X-Ray results. You raised this complaint on behalf of Stratford Grey Power with Sarah Caswell, our Radiology Manager.

Regrettably, Stratford Grey Power are accurate with current turnaround times for reporting X-Rays that have been performed by Health New Zealand, Taranaki, Radiology department. There is currently a longer than expected delay in our reporting times for routine X-rays due to workforce shortages and we are mindful of the distress this kind of delay has on patients waiting for results.

Nationally and internationally, we are experiencing significant shortages of Radiologists and as such locally we also have substantial vacancy in this workforce. We do however continue to try and actively recruit radiologists.

We are continuing to try and improve our capacity to deliver timely healthcare and to secure providers to process the outstanding reports and manage reporting timeframes back into acceptable parameters. This remains a priority for us.


Due to the workforce deficit, we do send some of our reporting requirements to contracted resources, including to Australia which is common practice, and we are comfortable this does not distract from the quality of reporting.

Although we can't comment on specific patients due to confidentiality, we advise that, should a person experience a change in their condition whilst waiting for the result of their X-Ray, GPs are able to call the duty radiologist to expedite that report.

We would like to thank you for bringing this concern to our attention. We would like to assure you we are actively trying to manage this situation.

If there is any further information that you require, please do not hesitate to contact me.

Ngā mihi



**Katy Sheffield**  
Director of Allied Health, Scientific & Technical  
Taranaki

cc- Sarah Caswell - Radiology Manager  
Amy Worthington - Associate Director Allied Health - Technical  
Elizabeth Churches - Clinical Governance Advisor

[TeWhatuOra.govt.nz](https://www.health.govt.nz/our-organisation/te-whatu-ora)  
Health New Zealand | Te Whatu Ora – Taranaki  
Private Bag 2016, New Plymouth 4340  
Phone: 06 753 6139

**Te Kāwanatanga o Aotearoa**  
New Zealand Government

# DECISION REPORT



F22/55/04 – D25/6646

**To:** Policy and Services Committee  
**From:** Committee Advisor and Executive Assistant  
**Date:** 25 March 2025  
**Subject:** Adoption of Standing Orders

## Recommendations

1. THAT the report be received.
2. THAT the 2022 Local Government New Zealand Standing Orders (**Appendix 1**) as adopted on 8 November 2022 be revoked.
3. THAT the proposed 2025 Local Government New Zealand Standing Orders (**Appendix 2**) be adopted.

## Recommended Reason

Standing orders contain the rules for the conduct of Council and Committee meetings with the updated version reflecting changes to procedures and legislation.

/  
Moved/Seconded

## 1. Purpose of Report

- 1.1 This report seeks revocation of the current standing orders and adoption of the recently released updated LGNZ version.

Local authorities must adopt standing orders for the orderly conduct of their meetings. Until a new set of Standing Orders is adopted, council operates under the previously adopted standing orders, as it is a legal requirement for local authorities to at all times have standing orders in place.

## 2. Executive Summary

- 2.1 Good local governance requires us to ensure that the way in which we undertake public decision-making is open, transparent, and fair. Standing orders contain the rules for the conduct of Council and Committee Meetings.
- 2.2 In 2024, Tāituarā and LGNZ reviewed and released updated Standing Orders templates. Templates are available for city and district councils, regional councils and community boards. LGNZ are currently finalising their guidance on the LGNZ Standing Orders which will be updated to reflect the template changes. This guidance provides assistance and examples for applying Standing Orders, but does not require formal council adoption.

**3. Local Government Act 2002 – Section 10**

Under section 10 of the Local Government Act 2002, the Council's purpose is to “enable democratic local decision making by and on behalf of communities; as well as promoting the social, economic, environmental, and cultural well-being of communities now and into the future”			
Does the recommended option meet the purpose of the Local Government 4 well-beings? And which:			Yes
<b>Social</b>	<b>Economic</b>	<b>Environmental</b>	<b>Cultural</b>
✓	✓	✓	✓

Democracy supports good quality decision making for all of the above services.

**4. Background**

4.1 The updated Standing Orders template is attached as Appendix 1. Because the language and formatting of the entire document has changed there is no track changes version available.

4.2 The substantive changes to the template includes a re-write in plain English, strengthening of the principles underpinning the Standing Orders and amendments to incorporate recent legislative change. There are other minor changes, such as the inclusion of new definitions (e.g. deliberative vote, item, non-elected member). These minor administrative changes have not been detailed in this report.

4.3 *Plain English*  
As the Standing Orders reflect the requirements of several pieces of legislation (Particularly the Local Government Act 2002 (LGA) and the Local Government Act Official Information and Meetings Act 1976 (LGOIMA)) the language was heavily legislatively written. This has created barriers in terms of accessing and interpreting the content for both elected members and staff. Redrafting into plain English and reformatting the document has removed some of these barriers.

4.4 *Principles*  
Strengthening the principles section provides a greater understanding of the intent of the rules to provide support to Mayors and Committee Chairs when ruling on points of order.

4.5 *Legislative Changes*

- a) The LGA allows members to take part in meetings via audio or audio-visual link, the current standing orders allow attendance by audio-visual means but require a member to be physically present to be included in the quorum calculations. As a result of the Covid-19 pandemic and severe weather events such as Cyclone Gabrielle there were several emergency legislative changes regarding meeting attendance via audio-visual link allowing for those attending via audio-visual to be counted in the quorum numbers. On 1 October 2024, the LGA was amended to state that a member attending a meeting by audio-visual link is counted as present when calculating the quorum.
- b) Legislative change in 2023 reintroduced “Urgent Meetings” (in addition to Ordinary, Extraordinary and Emergency meetings). Urgent meetings only arise if, following a triennial election:
  - a. An application for a recount has been made following the election; and
  - b. The Chief Executive determines that an event has occurred which requires an urgent Council decision; and
  - c. The first meeting of the local authority has not yet been called.



**5. Consultative Process**

**5.1 Public Consultation - Section 82**

This does not require public consultation.

**5.2 Māori Consultation - Section 81**

No separate Māori consultation is required.

**6. Risk Analysis**

**6.1 Risk 1 Legislation Changes – IF changes to legislation or case law occur and are not implemented by staff, THEN council may be acting illegally and in breach of legislation.**

The last changes to the LGA through the Severe Weather Emergency Legislation Bill was enacted on 21 March 2023 and expired on 1 April 2024, the changes to the LGA allow members to count towards the quorum when attending via audio-visual link however the current Standing Orders do not. The update incorporates all legislative changes.

**6.2 Risk 72 Reputational and Conduct – Elected Members Decision Making**

Council's must adopt Standing orders for the orderly conduct of their meetings. Good local governance requires council to ensure that the way in which it undertakes public decision-making is open, transparent, and fair. The use of plain English means that council's decision-making processes will be more accessible for all meeting participants and observers.

**7. Sustainability Consideration**

**7.1 As an administrative tool reflecting current legislation there is no sustainability consideration required.**

**8. Decision Making Process – Section 79**

**8.1 Direction**

	Explain
Is there a strong link to Council's strategic direction, Long Term Plan/District Plan?	Yes
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	Standing Orders and the Code of Conduct are key governance requirements which are critical to the good governance of Council and decisions that affect communities' needs.

**8.2 Data**

- Do we have complete data, and relevant statistics, on the proposal(s)?
- Do we have reasonably reliable data on the proposals?
- What assumptions have had to be built in?

The relevant provisions in the LGA are:

**Clause 27**

**STANDING ORDERS**

- (1) A local authority must adopt a set of Standing Orders for the conduct of its meetings and those of its committees.

- (2) The Standing Orders of a local authority must not contravene this Act, the [Local Government Official Information and Meetings Act 1987](#), or any other Act.
- (3) After the adoption of the first Standing Orders of the local authority, an amendment of the Standing Orders or the adoption of a new set of Standing Orders requires, in every case, a vote of not less than 75% of the members present.
- (4) A local authority or committee may temporarily suspend Standing Orders during a meeting by a vote of not less than 75% of the members present and voting, and the reason for the suspension must be stated in the resolution of suspension.
- (5) Where a local authority wishes to permit the use of audio link or audio visual link for the purposes of [clause 25A\(1\)\(a\)](#), the local authority—
  - (a) must first provide for this matter in its Standing Orders; and
  - (b) may include in its Standing Orders matters concerning the use of audio links or audio visual links at meetings, including, without limitation,—
    - (i) specifying the type or types of meeting at which members may participate by way of audio link or audio visual link; and
    - (ii) attendance requirements; and
    - (iii) prescribing any method or technology of audio links and audio visual links; and
    - (iv) any other requirements that the local authority considers are appropriate to maintain public confidence in the transparency and integrity of decision-making processes and the conduct of members during these processes; and
    - (v) specifying that any person wishing to participate in this manner must make prior arrangement with the local authority.

8.3 **Significance**

	Yes/No	Explain
Is the proposal significant according to the Significance Policy in the Long Term Plan?	No	
Is it:	No	
• considered a strategic asset; or	No	
• above the financial thresholds in the Significance Policy; or	No	
• impacting on a CCO stakeholding; or	No	
• a change in level of service; or	No	
• creating a high level of controversy; or	No	
• possible that it could have a high impact on the community?	No	

In terms of the Council's Significance Policy, is this proposal of high, medium, or low significance?		
High	Medium	Low
		✓

#### 8.4 Options

An assessment of costs and benefits for each option must be completed. Use the criteria below in your assessment.

1. What options are available?
2. For **each** option:
  - explain what the costs and benefits of each option are in terms of the present and future needs of the district;
  - outline if there are any sustainability issues; and
  - explain if the outcomes meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions?
3. After completing these, consider which option you wish to recommend to Council, and explain:
  - how this option is the most cost effective option for households and businesses;
  - if there are any trade-offs; and
  - what interdependencies exist.

##### **Option 1**

The 2025 Local Government New Zealand Standing Orders be adopted as tabled

This is the recommended option due to the legislative changes reflected in the updated version.

##### **Option 2**

Council declines to adopt the 2025 Local Government Standing Orders, the 2022 Standing Orders will remain in place.

#### 7.5 Financial

- Is there an impact on funding and debt levels?
- Will work be undertaken within the current budget?
- What budget has expenditure come from?
- How will the proposal be funded? eg. rates, reserves, grants etc.

There is no financial impact.

#### 7.6 Prioritisation & Trade-off

- Have you taken into consideration the:
- Council's capacity to deliver;
  - contractor's capacity to deliver; and
  - consequence of deferral?

There is no trade-off or prioritisation issues .

#### 7.7 Legal Issues

- Is there a legal opinion needed?
- Are there legal issues?

No legal opinion is required unless council chooses to deviate from the LGNZ Standing Orders template.

7.8 **Policy Issues - Section 80**

- |   |
|---|
| <ul style="list-style-type: none"><li>• Are there any policy issues?</li><li>• Does your recommendation conflict with Council Policies?</li></ul> |
|---|

There are no policy issues.

**Attachments**

- Appendix 1** 2022 LGNZ Standing Orders (current)  
**Appendix 2** 2025 LGNZ Standing Orders



Erin Bishop  
**Committee Advisor and Executive Assistant**



[Approved by]  
Sven Hanne  
**Chief Executive**

**Date** 4 March 2025

## APPENDIX 1



TE KAUNIHERA Ā ROHE O  
**WHAKAAHURANGI**  

---

**STRATFORD**  
DISTRICT COUNCIL

Territorial Authority

Mana ā-rohe

### Standing Orders

### Ngā Tikanga Whakahaere Hui

LGNZ Template 2022

## *Adopted Tuesday 8 November 2022*

### **Kupu whakapuaki/Preface**

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

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

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

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

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

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

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.

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## 1. Introduction/Kupu Whakataki

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

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

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

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

### 1.1 Principles/Ngā Mātāpono

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

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

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



## 1.2 Statutory references/Ngā tohutoro ā-ture

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

It is important to note that statutory references in the Standing Orders apply throughout the period of a meeting, regardless of whether parts or all of the Standing Orders have been suspended. These provisions must also be carried through into any amendment of the Standing Orders that might be made. Please note, where it is employed the word 'must', unless otherwise stated, identifies a mandatory legislative requirement.

## 1.3 Acronyms Ngā/kupu rāpoto

LGA 2002      Local Government Act 2002

LGOIMA      Local Government Official Information and Meetings Act 1987

LAMIA      Local Authorities (Members' Interests) Act 1968

## 1.4 Application/Te hāngaitanga

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/Ngā whakamārama

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Electronic link** means both an audio and audiovisual link.

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

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

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

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

**Item** means a substantive matter for discussion at a meeting.

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

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

**Karakia timatanga** means an opening prayer.

**Karakia whakamutunga** means a closing prayer.

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

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

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

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

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

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

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

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

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

**Motion** means a formal proposal to a meeting.

**Mover** means the member who initiates a motion.

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

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

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

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

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

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

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

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

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

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

**Presiding member** means the 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 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 20<sup>th</sup> of December and the 10<sup>th</sup> 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. Workshops may also be described as briefings..

## General matters/Ngā take whānui

### 3. Standing orders/Ngā tikanga whakahaere hui

#### 3.1 Obligation to adopt standing orders/Te kawenga ki te whakatū tikanga whakahaere hui

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 Te tukanga mō te whakatū me te whakahou i ngā tikanga whakahaere hui

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/Me whai ngā mema i ngā tikanga whakahaere hui

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

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

#### 3.4 Application of standing orders/Te whakahāngai i ngā tikanga whakahaere hui

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

#### 3.5 Temporary suspension of standing orders/Te tārewa taupua i ngā tikanga whakahaere hui

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 Ngā whakawā a te Kaunihera/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/Ngā wāhi noho o ngā mema**

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. Ngā hui/ Meetings**

### **4.1 Legal requirement to hold meetings/Te tikanga ā-ture ki te whakahaere hui**

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/Te roa o ngā hui**

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

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

### **4.3 Language/Te reo**

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

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

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

#### **4.4 Webcasting meetings/Te pāho mataora i ngā hui**

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

#### **4.5 First meeting (inaugural)/Te hui tuatahi**

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

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

#### **4.6 Requirements for the first meeting/Ngā tikanga mō te hui tuatahi**

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

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

- (a) The making and attesting of the declarations required of the mayor (if any) and members under LGA 2002, sch 7, cl14;
- (b) The election of the chairperson (if any) and the making and attesting of the declaration required of the chairperson under LGA 2002, sch 7, cl 14;
- (c) A general explanation, given or arranged by the chief executive, of:
  - i. LGOIMA; and
  - ii. Other laws affecting members, including the appropriate provisions of the Local Authorities (Members Interests) Act 1968; and ss 99, 105, and 105A of the Crimes Act 1961; and the Secret Commissions Act 1910; and the Financial Markets Conduct Act 2013.
- (d) The fixing of the date and time of the first meeting of the local authority, or the adoption of a schedule of meetings; and
- (e) The election of the deputy Mayor or deputy chairperson in accordance with the LGA 2002, sch7, cl 17.

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

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

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



## 5. Appointments and elections/Ngā kopounga me ngā pōtitanga

### 5.1 Mayoral appointment of deputy Mayor, committee chairs and members/Te kopounga a te Koromatua i te Koromatua tuarua, ngā ūpoko o ngā komiti me ngā mema

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/Te whakakore a te Kaunihera i tētahi tūranga i kopoua e te Koromatua

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

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

*LGA 2002, sch 7, cl 31.*

### 5.3 Establishment of committees by the Mayor/Te whakatū a te koromatua i ngā komiti

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/Te pōti i ngā ūpoko ā-rohe, ngā Koromatua tuarua me ngā ūpoko tuarua

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/Te whakakore i te tūranga a tētahi Koromatua tuarua**

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/Te pūnaha pōti mō ngā ūpoko, ngā Koromatua tuarua me ngā ūpoko komiti**

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/Te tuku mana**

### **6.1 Duty to consider delegations to community boards/Te haepapa ki te whakaaroaro ki te tukunga mana ki ngā poari hapori**

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

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

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

## **6.2 Limits on delegations/Ngā tepenga o te tuku mana**

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/Ka taea e ngā komiti te tuku mana**

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/Te whakamahi i ngā mana tuku**

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/E kore e taea te whakakore, te whakahou rānei i ngā whakatau i raro i te mana tuku**

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/Kei raro ngā komiti me ngā komiti āpiti i te mana a te mana ā-rohe**

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/Ngā komiti**

### **7.1 Appointment of committees and subcommittees/Te kopounga o ngā komiti me ngā komiti āpiti**

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/Te whakakore, te whakahou rānei i ngā komiti me ngā komiti āpiti**

Unless expressly provided otherwise in legislation or regulation:

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

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

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

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

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

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/Te tū a ngā mema pōti ki ngā komiti me ngā komiti āpiti**

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/Ka āhei te mana ā-rohe ki te whakakapi i ngā mema mēnā kāore i whakakorehia te komiti**

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/Te mematanga a te Koromatua**

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/Kāore e noho manakore tētahi whakatau ahakoa i rangirua te mematanga**

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/Te kopounga o ngā komiti hono**

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/Te tūnga o ngā komiti hono**

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/Te mana ki te kopou me te whakakore i ngā mema takitahi o tētahi komiti hono**

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/I mua i te hui

### 8. Giving notice/Te tuku pānui

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

#### 8.1 Public notice – ordinary meetings/Te pānui tūmatanui – ngā hui noa

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

*LGOIMA, s 46.*

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

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/Ka āhei ki te karanga hui Motuhake

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/Te pānui ki ngā mema – ngā hui Motuhake

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

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

### **8.5 Emergency meetings may be called/Ka āhei ki te karanga hui ohotata**

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/Te pūnaha mō te karanga hui ohotata**

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 meeting/Te pānui tūmatanui – ngā hui ohotata me te Motuhake**

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/Kāore e manakore ngā hui**

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/Ngā tatūnga i whakamanahia i te hui Motuhake**

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/Ngā hōtaka hui**

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

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

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

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/Te whakakore hui**

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/Te rārangi take o ngā hui**

### **9.1 Preparation of the agenda/Te whakarite i te rārangi take**

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/Te pūnaha mō te whakatakoto take hei whakatau**

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/Ka āhei te tumu whakarae ki te whakaroa, whakakore rānei i tētahi tono**

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

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

## **9.4 Order of business/Te raupapatanga o ngā mahi**

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/Te marohi a te ūpoko**

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/Te pūrongo a te ūpoko**

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/Te wātea o te rārangi take ki te marea**

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/Te tiroiro a te marea i te rārangi take**

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/Te tango take i te rārangi take**

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/Te tuari i te rārangi take**

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/Te tūnga o te rārangi take**

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/Ngā take kāore i runga i te rārangi take e kore e taea te whakaroa**

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/Te kōrerorero i ngā take iti kāore i runga i te rārangi take**

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/Ngā take o te rārangi take kāore e whārikihia ki te marea**

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/Te maru whāiti e pā ana ki te rārangi take me ngā meneti**

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/Ngā Tikanga Hui/**

### **10. Opening and closing/Te whakatuwhera me te whakakapi**

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/Kōrama**

#### **11.1 Council meetings/Ngā hui Kaunihera**

The quorum for a meeting of the council is:

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

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

### **11.2 Committees and subcommittee meetings/Ngā hui komiti me te komiti āpiti**

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/Ngā komiti hono**

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/Te herenga mō te kōrama**

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/Ka tārewa te hui mēnā karekau he kōrama**

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/Ngā take mai i ngā hui tārewa**

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/Te urunga a te marea me te hopunga**

### **12.1 Meetings open to the public/E tuwhera ana ngā hui ki te marea**

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/Ngā take e panaia ai te marea**

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/Ka āhei te mana ā-rohe ki te hopu i ngā hui**

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/Ka āhei te marea ki te hopu i ngā hui**

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/Te taenga**

### **13.1 Members right to attend meetings/Te mōtika a ngā mema ki te tae ki ngā hui**

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/Te tae ki ngā hui ina whakahaere whakawā te komiti**

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/Te tuku tamōtanga**

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/Ngā whakapāh**

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/Te hopu whakapāha**

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/Te tamōtanga kāore i whakaaetia**

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

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/Te tūnga a te mema: kōrama**

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

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

### **13.9 Member's status: voting/Te tūnga a te mema: te pōti**

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

### **13.10 Chairperson's duties/Ngā mahi a te ūpoko**

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/Ngā tikanga mō te taenga mā te hononga ā-oro, ataata-rongo rānei**

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

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

### **13.12 Te tono kia tae mā te hononga ā-oro, ataata-rongo rānei/Request to attend by audio or audiovisual link**

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

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

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

### **13.13 Chairperson may terminate link/Ka āhei te ūpoko ki te whakakore i te hononga**

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/Te tuku, te whakaatu rānei i tētahi tuhinga**

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

- (f) Transmitting it electronically;



- (g) Using the audio visual link; or
- (h) Any other manner that the chairperson thinks fit.

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

### **13.15 Link failure/Ina mūhore te hononga**

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/Te matatapu**

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/Te mahi a te ūpoko i roto i ngā hui**

### **14.1 Council meetings/Ngā hui kaunihera**

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/Ētahi atu hui**

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/Me pēhea te whakaingoa i te ūpoko**

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

### **14.4 Chairperson's rulings/Ngā whakataunga a te ūpoko**

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/Ina tū te ūpoko**

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/Te mōtika a te mema ki te korero**

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/Ka āhei te ūpoko ki te whakaraupapa i ngā kaikōrero**

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/Ngā Matapakinga a te Marea**

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/Ngā tepenga wā**

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/Ngā Herenga**

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

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

### **15.3 Questions at public forums/Ngā pātai i ngā matapakinga a te marea**

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/Kāore he tatūnga**

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

## **16. Deputations/Ngā Teputeihana**

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/Ngā tepenga wā**

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/Ngā Herenga**

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

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

### **16.3 Questions of a deputation/Te pātai i ngā teputeihana**

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/Ngā tatūnga**

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/Ngā Petihana**

### **17.1 Form of petitions/Te āhua o ngā petihana**

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/Te petihana ka whakatakotohia e te kaipetihana**

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/Te petihana ka whakatakotohia e tētahi mema**

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/Te aukati i te marea**

### **18.1 Motions and resolutions to exclude the public/Ngā mōtini me ngā tatūnga ki te aukati i te marea**

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/Ka āhei ngā tāngata ka tohua ki te noho mai**

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/Ngā take e aukatihia ana ki te marea**

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/Te kore e whāki i ngā mōhiohio**

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/Te tuku i ngā mōhiohio nō te nohoanga aukati ki te marea**

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/Te pōti

### 19.1 Decisions by majority vote/Mā te nuinga e whakataū

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/Te pōti tuwhera

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/Kei te ūpoko te pōti whakataū

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

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

### 19.4 Method of voting/Te tikanga pōti

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/Te tono i te wehenga

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/Te tono kia tuhi i ngā pōti

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**

**19.8 Members may abstain/Ka āhei ngā mema ki te noho puku**

Any member may abstain from voting.

**20. Conduct/Ngā whanonga**

**20.1 Calling to order/Te tono kia tau ngā mema**

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/Ngā whanonga e hāngai ana ki te Tikanga Whakahaere**

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/Te tango kōrero me te whakapāha**

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/Ngā whanonga kino**

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/Te whakahāwea**

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/Te pana i te tangata i te hui**

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/Ngā take taharua ahumoni**

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/Ngā take taharua ahumoni-kore**

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/Te maru whāiti mō ngā whakaritenga hui**

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/He āpiti hanga te maru whāiti ki ētahi atu whakaritenga**

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

*LGOIMA, s 53.*

### **20.11 Electronic devices at meetings/Ngā pūrere hiko i ngā hui**

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/Ngā tikanga whānui mō te tautohetohe

### 21.1 Chairperson may exercise discretion/Kei te ūpoko te tikanga

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/Te tepenga wā mā ngā kaikōrero

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/Ngā pātai ki ngā kaimahi

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/Ngā pātai whakamārama

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/Kotahi noa iho te wā e āhei ai te mema ki te korero

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/Ngā tepenga mō te maha o ngā kaikōrero

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 Secondar may reserve speech/Ka āhei te kaitautoko ki te whakatārewa i tana korero**

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/Me hāngai ngā kōrero ki ngā take whai panga**

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/Te whakahua anō i te mōtini**

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/Te whakahē i ngā tatūnga**

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/Te whakahē kupu**

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/Te mōtika ki te whakautu**

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/E kore e āhei tētahi atu mema ki te korero**

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/Ngā mōtini hei hiki i te hui**

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/Te whakaae a te ūpoko ki ngā mōtini whakakapi**

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/Ngā tikanga whānui mō te kōrero me te mōtini**

### **22.1 Options for speaking and moving/Ngā kōwhiringa mō te kōrero me te mōtini**

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/Kōwhiringa 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/Kōwhiringa B**

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

### **22.4 Kōwhiringa C/Option C (*Default Option*)**

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

## **23. Motions and amendments/Ngā mōtini me ngā whakahoutanga**

### **23.1 Proposing and seconding motions/Te whakatakoto me te tautoko mōtini**

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/Te tuhi i ngā mōtini**

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

### **23.3 Motions expressed in parts/Ngā mōtini i whakawehea**

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/Te whakakapi mōtini**

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/Me hāngai ngā whakahoutanga me kaua e whakahē i te mōtini**

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/Ngā whakahoutanga kua kōrerotia kētia**

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/Ngā whakahoutanga i whakaaetia**

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

### **23.8 Lost amendments/Ngā whakahoutanga i whakahēngia**

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

### **23.9 Where a motion is lost/Ina whakahēngia tētahi mōtini**

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/Te tango i ngā mōtini me ngā whakahoutanga**

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/Kāore e āhei he kaikōrero i muri i te whakautu a te kaimōtini, i te tono rānei i te pōti**

A member may not speak to any motion once:

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

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

### **24.1 Member may move revocation of a decision/Ka āhei tētahi mema ki te mōtini ki te whakakore i tētahi whakataunga**

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

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

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

### **24.2 Revocation must be made by the body responsible for the decision/Mā te rōpū nāna te whakatau e whakakore**

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/Te herenga ki te tuku pānui**

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

### **24.4 Restrictions on actions under the affected resolution/Ngā herenga mō ngā mahi i raro i te tatūnga whai pānga**

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

Exceptions apply where, in the opinion of the chairperson:

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

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

### **24.5 Revocation or alteration by resolution at same meeting/Te whakakore, te whakahou rānei mā te tatūnga i taua hui tonu**

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/Te whakakore, te whakahou rānei mā te marohi ki rō Pūrongo**

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/Ngā mōtini whakahaere**

### **25.1 Procedural motions must be taken immediately/Me pōti ngā mōtini whakahaere i taua wā tonu**

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/Ngā mōtini whakahaere ki te whakakapi, whakatārewa rānei i tētahi tautohetohe**

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/Te pōti mō ngā mōtini whakahaere**

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/Te tautohetohe i ngā take i whakatārewatia**

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/Ngā take e toe ana i ngā hui i whakatārewatia**

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/Ngā take e tukuna ana ki te kaunihera, komiti, poari hapori rānei**

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/Etahi atu momo mōtini whakahaere**

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



## **26. Points of order/Te tono ki te whakatika hapa**

### **26.1 Members may raise points of order/Ka āhei ngā mema ki te tono ki te whakatika hapa**

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/Ngā kaupapa mō te whakatika hapa**

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/Ngā whakahē**

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/Te tono whakatika hapa i te wā o te wehenga**

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/Te whakatau a te ūpoko mō ngā tono whakatika hapa**

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/Te pānui i ngā mōtini**

### **27.1 Notice of intended motion to be in writing/Me tuhi te pānui mō te mōtini e takune ana**

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/Te whakahē i te pānui mōtini**

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/Te kaimōtini o te pānui mōtini**

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/Te whakarerekē i te pānui mōtini**

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/Ka tārewa te pānui mōtini**

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

### **27.6 Referral of notices of motion/Te tuku i ngā pānui mōtini**

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/Ngā pānui mōtini tārua**

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/Ngā meneti**

### **28.1 Minutes to be evidence of proceedings/Ka noho ngā meneti hei taunakitanga mō te hui**

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/Ngā take ka tuhi ki ngā meneti**

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/Kāore e āhei te whakawhiti kōrero mō ngā meneti**

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/Ngā meneti o te hui whakamutunga i mua i te pōtitanga**

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/Te whakarite mauhanga

### 29.1 Maintaining accurate records/Te whakarite i ngā mauhanga tika

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/Te tikanga mō te tiaki i ngā mauhanga

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/Te tiroiro

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/Te tiroiro i ngā take aukati marea

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/Ngā tohutoro tuhinga

- 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/Āpitianga 1: Ngā take e aukatihia ai te marea

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/Āpitihianga 2: He taurira mō te tatūnga ki te aukati i te marea/

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

- 1 that the public is excluded from:
- The whole of the proceedings of this meeting; *(deleted if not applicable)*
  - The following parts of the proceedings of this meeting, namely; *(delete if not applicable)*

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

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

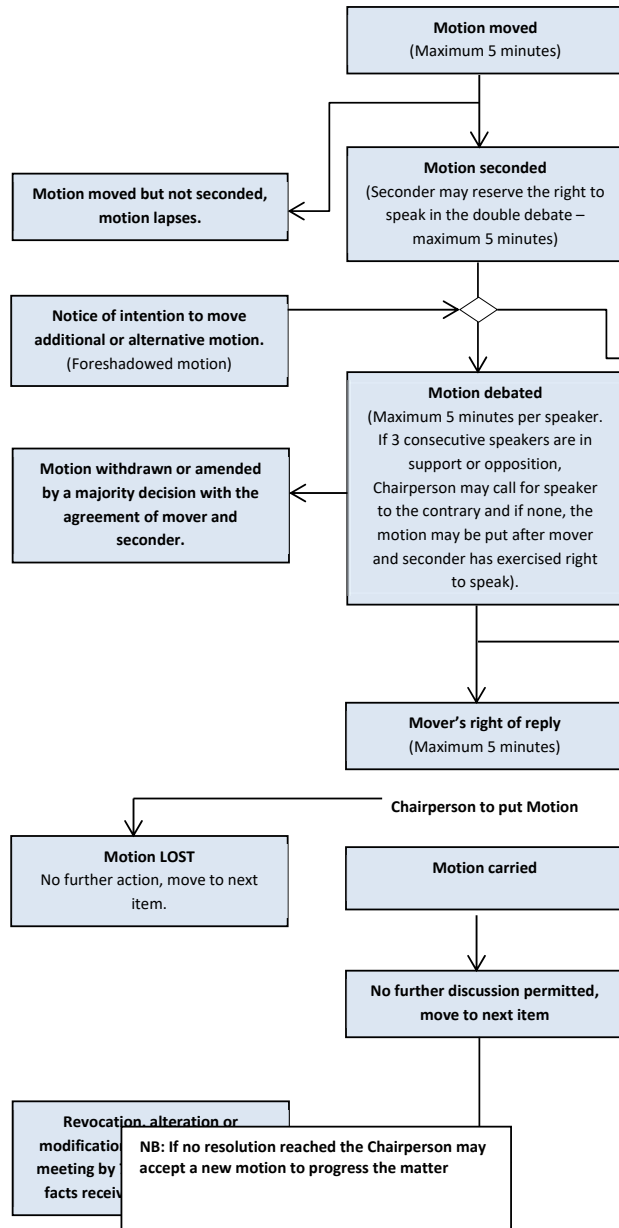
		To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).
		To protect the privacy of natural persons, including that of deceased natural persons (s 7(2)(a)).
		To maintain legal professional privilege (s 7(2)(g)).
		To prevent the disclosure or use of official information for improper gain or advantage (s. 7(2)(j)).
		To protect information which if public would; <ol style="list-style-type: none"> <li>i. disclose a trade secret; or</li> <li>ii. unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information (s 7(2)(b)).</li> </ol>
		To avoid serious offence to Tikanga Māori, or the disclosure of the location of waahi tapu in relation to an application under the RMA 1991 for; <ul style="list-style-type: none"> <li>• a resource consent, or</li> <li>• a water conservation order, or</li> <li>• a requirement for a designation or</li> <li>• an heritage order,</li> </ul> (s 7(2)(ba)).
		To protect information which is subject to an obligation of confidence where the making available of the information would be likely to: <ol style="list-style-type: none"> <li>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</li> <li>ii. would be likely otherwise to damage the public interest (s 7(2)(c)).</li> </ol>
		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)).

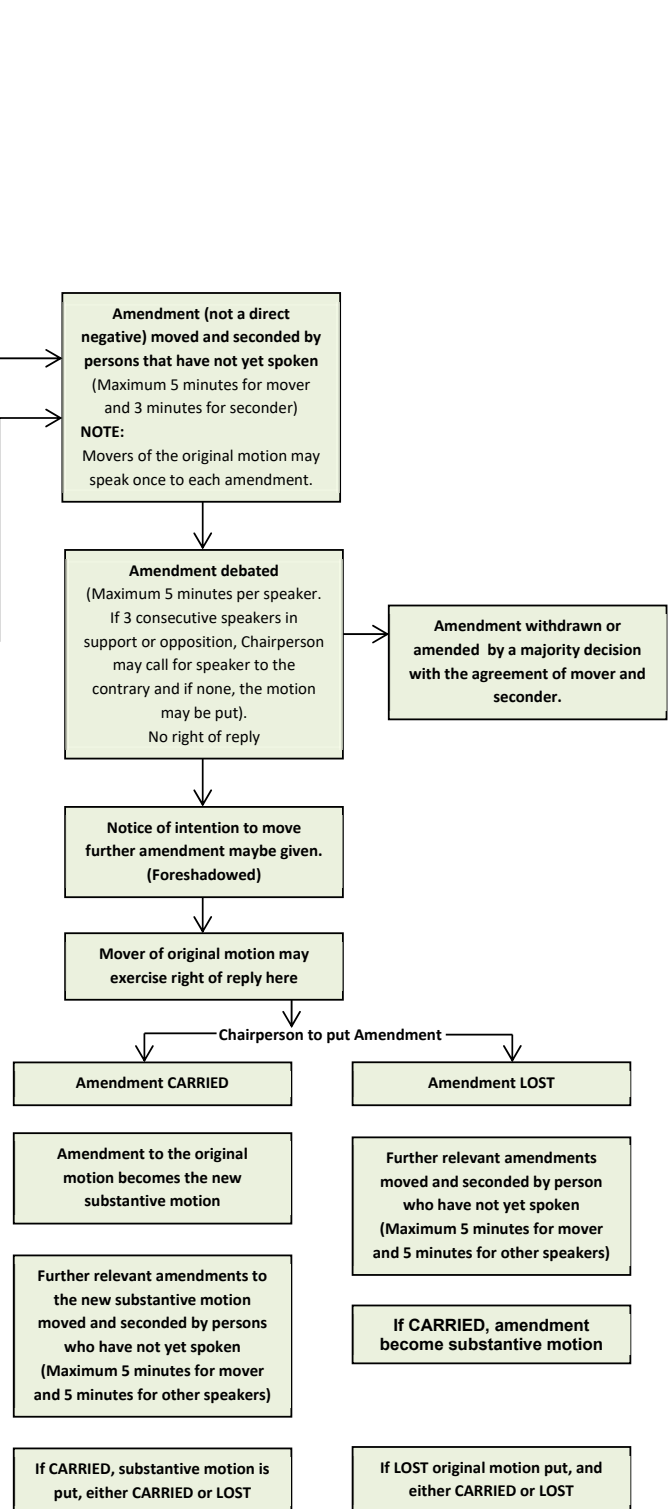
2. That *(name of person(s))* is permitted to remain at this meeting after the public has been excluded because of their knowledge of *(specify topic under discussion)*. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because *(specify)*.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

## Appendix 3: Motions and amendments (Option A)/Āpiti hanga 3: Ngā mōtini me ngā whakahoutanga (Kōwhiringa A)

### Motions without amendments

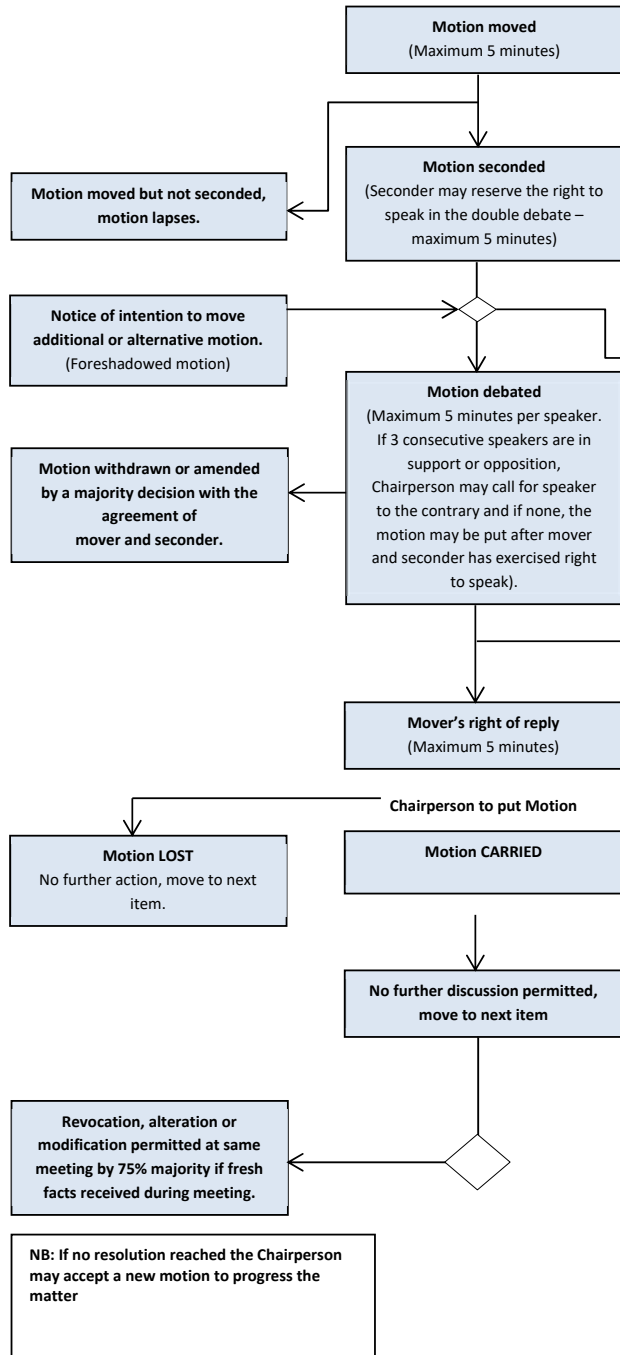


### Motions with amendments

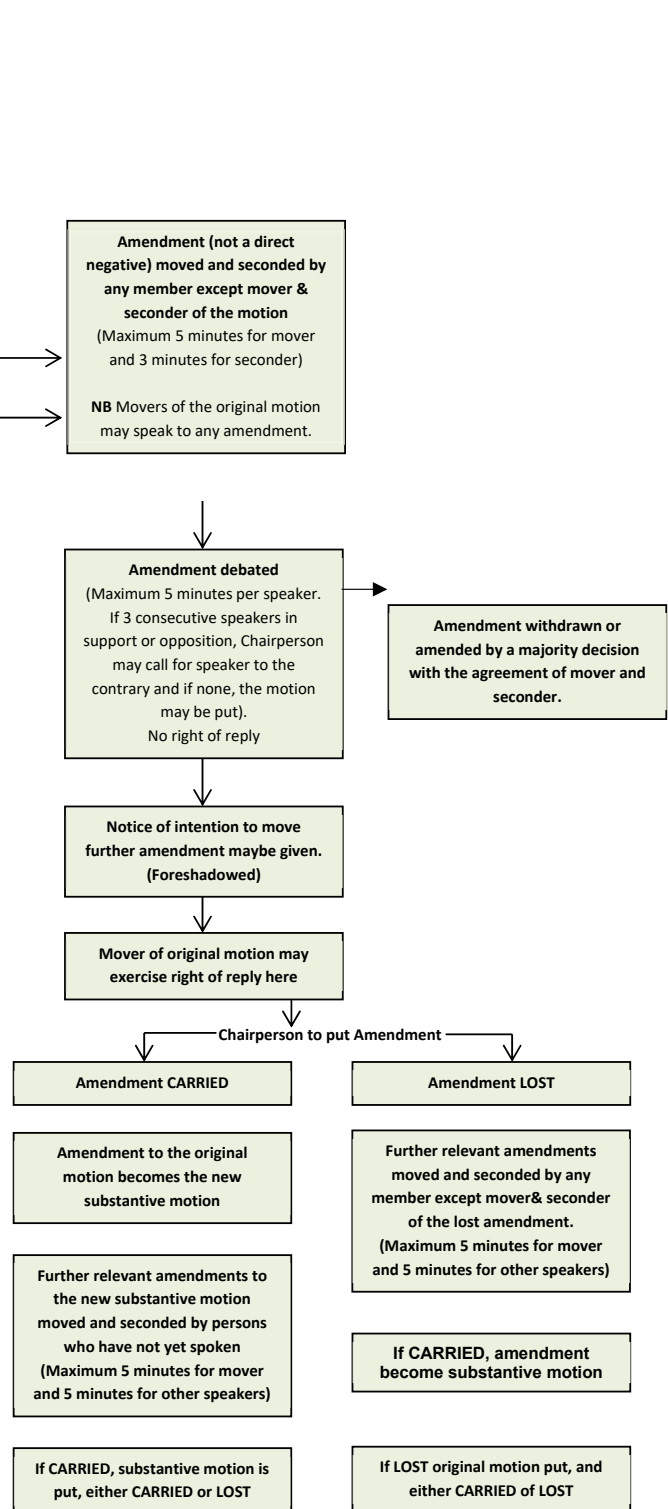


## Appendix 4: Motions and amendments (Option B)/Āpitihanga 4: Ngā mōtini me ngā whakahoutanga (Kōwhiringa B)

### Motions without amendments



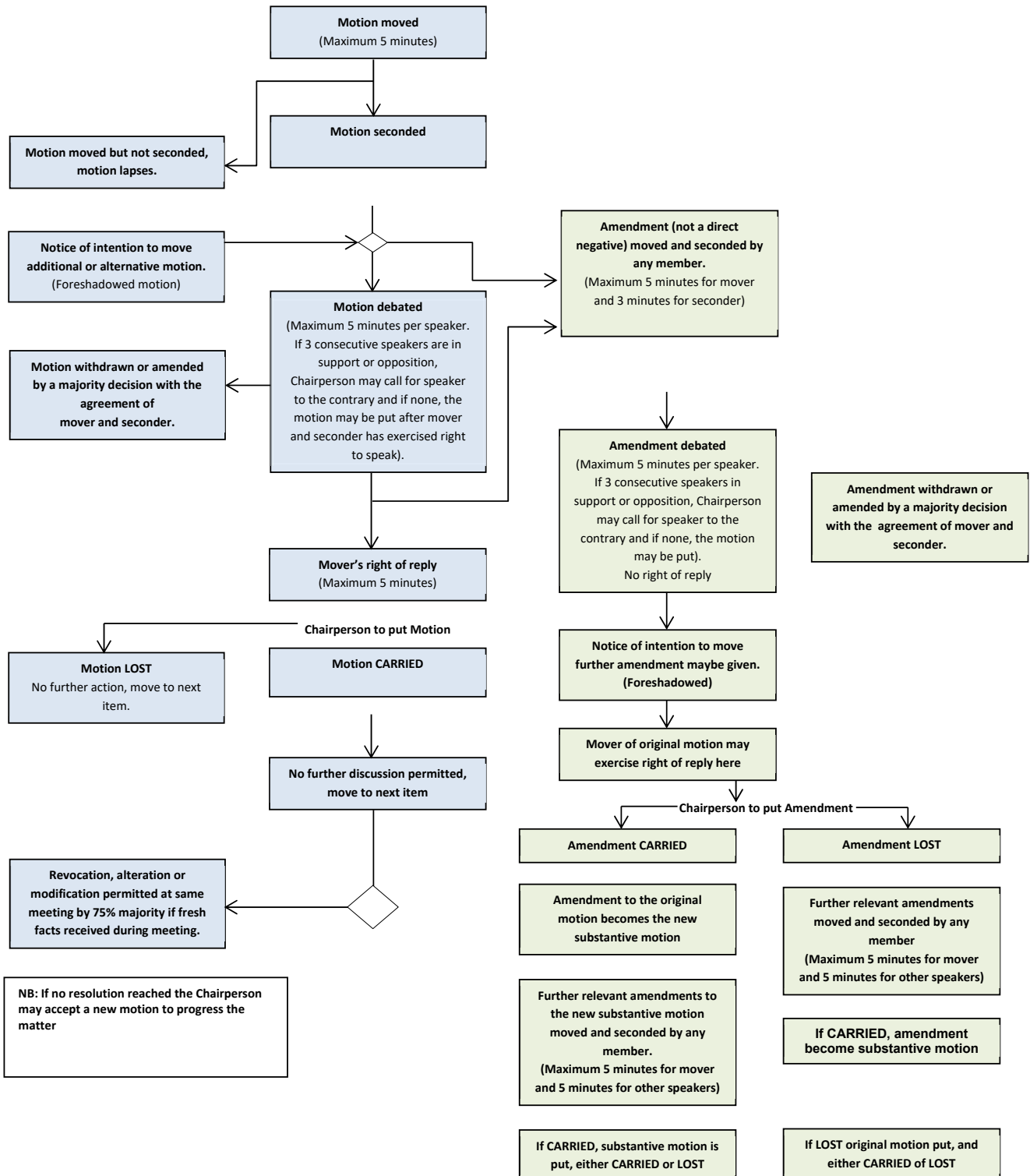
### Motions with amendments



## Appendix 5: Motions and amendments (Option C) / Āpiti hanga 5: Ngā mōtini me ngā whakahoutanga (Kōwhiringa C)

### Motions without amendments

### Motions with amendments



## Appendix 6: Table of procedural motions/Āpitiwhanga 6: Tūtohi mō ngā mōtini whakahaere

<i>Motion</i>	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) <i>“That the meeting be adjourned to the next ordinary meeting, or to a stated time and place”</i>	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) <i>“That the motion under debate be now put (closure motion)”</i>	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) <i>“That the item of business being discussed be adjourned to a stated time and place”</i>	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	

<i>Motion</i>	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) <i>“That the item of business being discussed does lie on the table and not be discussed at this meeting”</i>	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) <i>“That the item of business being discussed be referred (or referred back) to the local authority or to the relevant committee”</i>	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) <i>“Points of order”</i>	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/Āpitihanga 7: Ngā tikanga mō te pāhotanga mataora

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/Āpiti hanga 8: Ngā Mana Whakahaere a te Ūpoko

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

### **Chairperson to decide all questions**

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

### **Chairperson to decide points of order (SO. 26.5)**

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

### **Items not on the agenda (SO.9.12)**

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

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

### **Chairperson's report (SO.9.6)**

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

### **Chairperson's recommendation (SO.9.5)**

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

### **Chairperson's voting (SO.19.3)**

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

### **Motion in writing (SO.23.2)**

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

### **Motion in parts (SO.23.3)**

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

### **Notice of motion (SO.27.2)**

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

- (a) Is disrespectful or which contains offensive language or statements made with malice; or
- (b) Is not within the scope of the role or functions of the local authority; or

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

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

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

**Action on previous resolutions (SO.**

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

**Repeat notice of motion (SO.27.7)**

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

**Revocation or alteration of previous resolution**

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

**Chairperson may call a meeting**

The chairperson:

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

**Irrelevant matter and needless repetition (SO.21.8)**

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

**Taking down words (SO.21.11)**

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

**Explanations**

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

**Chairperson rising (SO.14.5)**

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

**Members may leave places (SO.14.6)**

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

**Priority of speakers (SO.14.7)**

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

**Minutes (SO.28.1)**

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

**Questions of speakers (SO.16.3)**

The chairperson may permit members to ask questions of speakers under public 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/Āpitihanga 9: Te pūnaha mō te whakakore i te tūranga a te ūpoko, te Koromatua tuarua rānei

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/Āpitihanga 10: He taurira mō te whakaraupapatanga o ngā take

### 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/Āpitihanga 11: Te pūnaha mō te whakatakoto take hei whakatau

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.



## APPENDIX 2



TE KAUNIHERA Ā ROHE O  
**WHAKAAHURANGI**  

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**STRATFORD**  
DISTRICT COUNCIL

Stratford District Council

# Standing Orders

The LGNZ Template 2025

*Date of adoption*

## Preface

### Kupu whakapuaki

Standing orders help council meetings run smoothly, supporting efficient decision-making and helping communities trust councils. LGNZ and Taituarā have together reviewed the standing orders and developed new templates.

Our review aimed to:

- Put the standing orders into plain English, so that everyone can understand them.
- Incorporate recent legislative changes,
- Make the design more user friendly,
- Strengthen the principles underpinning the standing orders and give them more prominence,
- Make it easier to navigate the templates by shifting non-essential matters to the Standing Orders' Guide,
- Provide guidance, through the updated Guide, on frequently asked questions (such as whether committee chairs can stand aside to allow others to gain chairing experience, and how to have co-chairs of committees).

There are three templates, for city and district councils, regional councils, and community boards. These are free for all councils to use and adapt. We have also updated the Guide to standing orders to address questions you've raised over the past three years.

These templates enable councils to exercise their decision-making responsibilities in a transparent, inclusive, lawful and efficient manner. Used well, they help build confidence in our decision-making processes. We hope you find them useful.

Susan Freeman Greene

Suzanne Boyd



Chief Executive

Chief Executive

LGNZ

Taituarā

## **Introduction<sup>1</sup>**

### **Kupu whakataki**

These standing orders contain rules for the conduct of meetings of councils, committees, subcommittees, and subordinate decision-making bodies. They meet the requirements of the Local Government Act 2002 (LGA 2002) and the Local Government Official Information and Meetings Act 1987 (LGOIMA) in relation to the conduct of meetings.

The application of standing orders contributes to greater public confidence in the quality of local governance and democracy in general. Different standing order versions are available for regional councils, community boards and local boards. These standing orders can also be adapted for use by other local authorities that are subject to the requirements in Part 7 of LGOIMA.

Although it is mandatory that councils adopt standing orders for the conduct of their meetings, it is not necessary that they are adopted every triennium. However, we recommend that standing orders are reviewed within the first six months after an election. This is to ensure that they meet the needs of relevant bodies for running 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 is not 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.

## **Principles**

### **Ngā mātāpono**

The LGNZ Standing Orders provide rules for local authorities to use when making decisions. Underpinning the standing orders are several principles, the most important being that councils and their members:

- Conduct their business in a transparent manner through public notice of meetings, provision of access to information, publicly open discussions, and meetings that are open to the public.
- Respect confidentiality, in accordance with relevant legislation, when making decisions that contain sensitive information.
- Represent their community when making decisions by taking account of the diversity of its communities, their views and interests, and the interests of communities in the future.

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<sup>1</sup> LGNZ has made every reasonable effort to provide accurate information in this document, however it is not legal advice, although it has been legally reviewed, and we do not accept any responsibility for actions taken that may be based on reading it.

- Acknowledge, and, as appropriate, make provision for Te Ao Māori and local tikanga in meeting processes.
- Ensure that decision-making procedures and practices meet the standards of natural justice, in particular, that decision-makers are seen to have open minds.
- Have a high standard of behaviour which fosters the participation of all members, including the expression of their views and opinions, without intimidation, bullying, or personal criticism.
- Act with professionalism by ensuring their conduct is consistent with the principles of good governance and the behaviours outlined in the Council's Code of Conduct.

In addition, application of these standing orders must comply, as appropriate, with the decision-making provisions of Part 6, LGA 2002, and be consistent with section 39, LGA 2002, that "governance structures and processes are effective, open, and transparent" (LGA 2002, s 39).

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## **1. Introduction**

### **Kupu whakataki**

These standing orders have been prepared to enable the orderly conduct of council meetings. They incorporate both legislative provisions relating to meetings, decision making, and transparency. The standing orders also provide practical guidance on the operation of meetings to ensure compliance with statutory provisions and meet the spirit of the legislation.

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

- Part 1 general items.
- Part 2 pre-meeting procedures.
- Part 3 meeting procedures.

The Appendices, which follow Part 3, provide templates and additional guidance for implementing provisions within the Standing Orders. The Appendices are an attachment to the Standing Orders and not part of the Standing Orders themselves. Amendments to the Appendices do not require the agreement of 75 per cent of those present.

The 'Guide to Standing Orders' provides additional advice on the application of the Standing Orders and is not part of the Standing Orders.

### **1.1 Statutory references**

#### **Ngā tohutoro ā-ture**

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

These standing orders have been rewritten in plain English. 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.

### **1.2 Acronyms**

#### **Ngā kupu rāpoto**

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**

#### **Te whakamahinga**

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**

### **Ngā whakamārama**

#### **Adjournment**

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

#### **Advisory group**

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

#### **Agenda**

A document listing the items for consideration at a meeting, together with associated 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**

Any change or proposed change to an original or substantive motion.

#### **Appointed member**

A member of a committee, subcommittee, or subordinate decision-making body of a council who is not elected.

#### **Audio link**

Technology that enables audio communication between participants at a meeting when one or more of them is not physically present at the place of the meeting.

#### **Audiovisual link**

Technology that enables 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**

A second vote exercised by a chairperson to break a tied vote.

#### **Chairperson**

The person with authority to lead a meeting or other gathering.

**Chief executive**

The chief executive of a city or district council appointed under s 42 of the LGA 2002. For the purposes of these Standing Orders, references to chief executive includes any other officer authorised to act as the chief executive.

**Clear working days**

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

**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**

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.

**Contempt**

Being disobedient to, or disrespectful of, the meeting chairperson, members, officers, or the public, or otherwise not complying with these standing orders

**Council**

In the context of these Standing Orders, the governing body of a city or district council.

**Debate**

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

**Deliberative vote**

The ordinary vote of a member (as compared to the casting vote of a chairperson).

**Deputation**

A request from any person or group to make a presentation to the council which is approved by the chairperson. A deputation may be made in English, te reo Māori or New Zealand Sign Language.

**Division**

A formal vote at a meeting where the names of those members present, including the chairperson, are formally recorded as voting either for or against. This includes a vote where the names and votes are recorded electronically.

**Electronic link**

Both an audio and audiovisual link.

**Emergency meeting**

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

**Extraordinary meeting**

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

**Foreshadowed motion**

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

**Internet site**

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

**Joint committee**

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

**Karakia timatanga**

An opening prayer or blessing.

**Karakia whakamutunga**

A closing prayer or blessing.

**Lawfully excluded**

A member of a local authority who has been removed from a meeting due to behaviour that a chairperson has ruled to be contempt.

**Leave of absence**

A pre-approved absence for a specified period of time consistent with any council policy.

**Local authority**

The territorial authority named in these Standing Orders, and, if the context requires, any community boards, local boards, committees or subordinate decision-making bodies established by the territorial authority.

**Mayor**

The Mayor of a city or district council elected under the Local Electoral Act 2001.

**Meeting**

Any first, inaugural, ordinary, extraordinary, emergency or urgent meeting of a local authority convened under the provisions of LGOIMA.

**Member**

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**

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

**Minutes**

The record of the proceedings of any meeting.

**Motion**

A formal proposal to a meeting.

**Mover**

The member who initiates a motion.

**Newspaper**

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

**Non-elected member**

See Appointed Member.

**Notice of motion**

A motion given in writing by a member in advance of a meeting in accordance with these Standing Orders.

**Officer**

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



**Open voting**

Voting which is conducted openly and transparently (i.e. enables an observer to identify how a member has voted on an issue) and may be conducted electronically. The result of the vote must be announced immediately after it has concluded. Secret ballots are specifically excluded.

**Ordinary meeting**

Any meeting, other than the first meeting, of a council 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**

A request to a council which contains at least 20 signatures.

**Pōwhiri**

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

**Present at the meeting**

Present at the meeting to constitute a quorum means the member is to be either physically present in the room or attending the meeting by audio/visual link, if allowed by these standing orders.

**Procedural motion**

A motion 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 or proposed to be considered with the public excluded. It includes:

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

**Public excluded session**

Refers to those meetings or parts of meetings from which the public is excluded by the council as provided for in LGOIMA. Also referred to as confidential or in-committee session.

**Public forum**

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

**Public notice/publicly notified**

A notice or notification to members of the public that is made publicly available until any opportunity for review or appeal in relation to the matter notified has lapsed, on the council's website. The notice/notification must be published in at least one daily newspaper circulating in the region or district of the council, 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.

**Qualified privilege**

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

**Quasi-judicial**

A meeting involving the consideration of issues requiring the evaluation of evidence, the assessment of legal argument and/or the application of legal principles.

**Quorum**

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

**Resolution**

A motion or amendment that has been adopted by the meeting.

**Right of reply**

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

**Seconder**

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**

A decision-making body appointed by a local authority which is required by the local authority to follow these standing orders. For clarity local boards, community boards and joint committees are not subordinate decision-making bodies.

**Substantive motion**

An original motion which has been amended by the meeting.

**Subcommittee**

A body appointed by a council, or a committee of a council, local board or community board. See definition of “committee”.

**Urgent meeting**

has the same meaning as defined in cl 21A of sch 7 of the LGA 2002.

**Working day**

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

**Working party**

A group set up by a council to achieve a specific objective that is not a committee or subcommittee and to which these Standing Orders do not apply.

**Workshop**

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

## **General matters**

### **Ngā take arowhānui**

#### **3. Standing orders**

##### **Ngā tikanga whakahaere hui**

##### **3.1 Obligation to adopt standing orders**

Te takohanga ki te whai i ngā tikanga whakahaere hui

- 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.

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

##### **3.2 Process for adoption and alteration of standing orders**

Te tukanga mō te whai me te whakarerekē i ngā tikanga whakahaere hui

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.

*LGA 2002, Sch. 7, cl 27(3).*

##### **3.3 Members must comply with standing orders**

Me ū ngā mema ki ngā tikanga whakahaere hui

All members 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**

Te whakamahinga o ngā tikanga whakahaere hui

These Standing Orders apply to all meetings. This includes meetings of committees, subcommittees and any other subordinate decision-making body.

Standing Orders apply to any meeting (or part meeting) where the public have been excluded.

### **3.5 Temporary suspension of standing orders**

Te whakatārewa taupua i ngā tikanga whakahaere hui

A meeting can temporarily suspend a standing order(s), provided the suspension does not contravene any legislative requirement.

The meeting must suspend standing order(s) by resolution.

The meeting's motion to suspend a standing order(s), must include:

- a) The reason for suspending the standing order(s).
- b) The standing order(s) being suspended.

A motion to suspend standing order(s) can be taken before or during a debate.

Once seconded, the meeting chairperson must put the motion without debate.

To be carried, at least 75 per cent of members present and voting must support the motion.

*LGA 2002, Sch. 7, cl 27(4).*

### **3.6 Quasi-judicial proceedings**

Ngā whakawākanga ā-kaunihera

A meeting which is undertaking quasi-judicial proceedings may set their own meeting procedures.

Quasi-judicial proceedings are held for the purpose of conducting hearings and/or considering disputes.

Some committees may have additional powers under the Commissions of Inquiry Act 1908.

### **3.7 Physical address of members**

#### **Te wāhi noho o ngā mema**

Every member, whether elected or appointed, must provide the chief executive with an electronic address where meeting notices and information may be sent.

Where a member does not have an electronic address, they must provide the Chief executive with a physical address within the district or region, where material can be sent.

It is preferable for all members to provide both an electronic and physical address.

Members should inform the chief executive which contact information can be made publicly available.

Personal information provided by a member is subject to the Privacy Act 2020.

## **4. Meetings**

### **Ngā hui**

#### **4.1 Legal requirement to hold meetings**

##### **Te herenga ā-ture kia whakatū hui**

The council must hold the meetings necessary for the good government of its city or district.

The calling of meetings, and their conduct must be in accordance with:

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

Meetings must be held at the times and places set by the council.

*LGA 2002, Sch. 7, cl 19(1) & (3) & (4)*

#### **4.2 Meeting duration**

##### **Te roa o ngā hui**

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**

##### **Reo**

A member may address a meeting in English, te reo Māori, or New Zealand Sign Language.

The chairperson may require that a speech is translated and printed in English or te reo Māori.

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

A member intending to address the meeting in English when the normal business of the meeting is conducted in te reo Māori must advise the chairperson not less than two 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**

##### **Ngā hui kauhaurangi**

Webcast meetings should be provided in accordance with the protocols contained in the LGNZ Guide to Standing Orders.

#### **4.5 First meeting (inaugural)**

##### **Hui tuatahi (ōkawa)**

The chief executive calls the first meeting following a triennial general election.

The meeting must be called as soon as practicable after election results are known.

Unless an emergency exists, the chief executive must give elected members not less than seven days' notice of the first meeting.

In the case of an emergency, the chief executive may give elected members notice of the meeting as soon as practicable.

*LGA 2002, Sch. 7, cl 21(1) - (3).*

#### **4.6 Requirements for the first meeting**

##### **Ngā herenga mō te hui tuatahi**

The chief executive or their nominee must chair the first meeting until the Mayor has made their oral and written declarations.

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

*LGA 2002, Sch. 7, cl 21(4)*

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

- a) The oral and written declarations of both the Mayor and members (*LGA 2002, Sch. 7, cl14*);
- b) A general explanation of:
  - i. LGOIMA; and
  - ii. Other laws affecting members, including the appropriate provisions of the LAMIA; 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 next meeting, 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

The general explanation of Acts can also include the LGA provisions relating to the Register of members' pecuniary interests (ss 54A – 54I).

If an Urgent Meeting has been held (LGA 2002, sch 7, cl21A), the business that must be conducted at the first meeting will not include any business dealt with at that Urgent Meeting.

*LGA 2002, Sch. 7, cl 21(5), LGA 2002, Sch.7, cl 20(6), LGA 2002, s 41A(3)*



## **5. Appointments and elections**

Ngā kopounga me ngā pōtitanga

### **5.1 Mayoral appointment of deputy Mayor, committee chairs, and members**

Ngā kopounga a te Kahika o te Kahika tuarua, ngā Upoko kōmiti, me ngā mema

A Mayor may appoint:

- a) the Deputy Mayor,
- b) the chairperson and the members of each committee.

*LGA 2002, s 41A(3).*

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

### **5.2 Council Discharge of a Mayoral Appointment**

Te Whakakorenga o te Kopounga a te Kahika e te Kaunihera

Nothing limits or prevents a council from discharging either a chairperson or a member of a committee appointed by the Mayor.

*LGA 2002, Sch. 7, cl 31.*

### **5.3 Establishment of committees by the Mayor**

Te Whakatūnga o ngā komiti e te Kahika

The Mayor may establish the council's committees and appoint their chairpersons.

Where a Mayor exercises this right, the council must adopt the committee's terms of reference by resolution at the next appropriate meeting of the council.

Should the Mayor decline to establish committees a council decision to establish committees must follow the processes set out in these Standing Orders.

Nothing limits or prevents a council 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.

The 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 Deputy Mayors and deputy chairpersons**

Te pōti i te Kahika Tuarua me ngā Upoko tuarua

When electing the following positions, the council must resolve to use one of two voting systems (see Standing Order 5.6):

- a) The Deputy Mayor;
- b) The chairperson of a committee
- c) A deputy chairperson of a committee; and/or
- d) A representative of a council.

This provision does not apply where a mayor has appointed a Deputy Mayor or committee chairs under LGA 2002, s 41A.

*LGA 2002, Sch. 7, cl 25.*

*See the LGNZ Guide to Standing Orders for more information.*

#### **5.5 Removal of a Deputy Mayor**

Te whakakorenga o te Kahika Tuarua

A council can remove a Deputy Mayor.

It does not matter whether the Deputy Mayor has been appointed by the Mayor, or appointed by the council itself.

A council removing a Deputy Mayor must use the process set out in cl 18, sch 7, of the LGA 2002. (See Appendix 9)

*LGA 2002, Sch. 7, cl 18.*

#### **5.6 Voting system for Deputy Mayors and committee chairs**

Pūnaha pōti mā ngā Kahika Tuarua me ngā Upoko komiti

The council must use one of the following two voting systems for electing:

- a) A Deputy Mayor; and/or
- b) A committee chair.

##### **System A**

The successful candidate must receive a majority of the votes of members present and voting.

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.

*Round One*

- There is one round of voting.
- If a candidate receives the majority of votes they are elected.
- If no candidate receives the majority of votes, the candidate receiving the fewest votes in the first round is excluded and a further round of voting occurs.

*Round Two (if required)*

- There is a second round of voting.
- If a candidate receives the majority of votes they are elected.
- If no candidate receives the majority of votes, the candidate receiving the fewest votes in the second round is excluded and a further round of voting occurs.

*Subsequent rounds (if required)*

- There is a further round of voting.
- If a candidate receives the majority of votes they are elected.
- If no candidate receives the majority of votes, the candidate receiving the fewest votes is excluded and a further round of voting occurs.

**System B**

- The successful candidate must receive more votes than any other candidate.
- There is only one round of voting.
- If two or more candidates tie for the most votes, the tie is resolved by lot.

*LGA 2002, Sch. 7, cl 25.*

## **6. Delegations<sup>2</sup>**

Te tuku mana

### **6.1 Only the holder of a delegated authority can rescind or amend a previous decision**

Ka taea anake e te kaipupuri o te mana tuku te whakakore, te whakarerekē rānei i tētahi whakatau o mua

Where a council or a committee has delegated authority to another body, member or officer, they cannot rescind or amend a decision made under that delegated authority.

*LGA 2002, Sch. 7, cl 30 (6)*

However, the current holder of the delegated authority may rescind or amend a previous decision made under the same authority.

*Refer to Standing Orders Guide for scenarios on delegation practice.*

### **6.2 Duty to consider delegations to community boards**

Te haepapa ki te whai whakaaro ki te tuku mana ki ngā poari hapori

A council which has community board(s) 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).*

### **6.3 Limits on delegations**

Ngā tepenga o te tuku mana

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 council, 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;

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<sup>2</sup> 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 Officer's declaration until the new council is sworn in. See the LGNZ Guide to Standing Orders for further information.

- 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) The power to adopt a remuneration and employment policy.

*LGA 2002, Sch. 7, cl 32 (1).*

#### **6.4 Committees may delegate**

Ka āhei ngā komiti ki te tuku mana

A committee, subcommittee, subordinate decision-making body, local board, community board, member, or officer of the council, may delegate any of its responsibilities, duties, or powers to a subcommittee or person.

A sub-delegation is subject to any conditions, limitations, or prohibitions imposed by the body that made the original delegation.

*LGA 2002, Sch. 7, cl (2) & (3).*

#### **6.5 Use of delegated powers**

Te whakamahi i te mana tuku

The body, member or officer of the council who has been delegated authority to act may exercise those responsibilities, powers or duties:

- a) without confirmation by the body that delegated the authority; and
- b) in a like manner and with the same effect as the council or committee could have exercised or performed them.

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

#### **6.6 Bodies are subject to the direction of the council**

E herea ana ngā rōpū e ngā tohutohu a te kaunihera

A committee, subcommittee or other subordinate decision-making body is subject in all things to the control of the local authority, or committee that appointed the subcommittee.

A committee, subcommittee or other subordinate decision-making body must carry out all general and special directions given to them by the local authority or committee.

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

## **7. Committees**

Ngā komiti

### **7.1 Appointment of committees and subcommittees**

Te kopou i ngā komiti me ngā komiti iti

A council may appoint the decision-making bodies that it considers appropriate. This includes committees, subcommittees and any other subordinate decision-making body.

Unless the council prohibits it, a committee can appoint subcommittees.

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

### **7.2 Discharge or reconstitution of committees and subcommittees**

Te whakakore, te whakahou rānei i ngā komiti me ngā komiti iti

Unless legislation or regulation prevents it:

- a) a council can discharge or reconstitute a sub-ordinate decision-making body;
- b) a committee may discharge or reconstitute a subcommittee it has established;
- c) every subordinate decision-making body is discharged following a triennial general election.

*LGA 2002, Sch. 7, cl 30(5) (7)*

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

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

Te kopou, te whakakore rānei i ngā mema komiti me ngā mema komiti iti

A council may appoint or discharge any member of a committee, or subcommittee.

Committees may appoint or discharge members of the subcommittees they have established unless the council directs otherwise.

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

#### **7.4 Membership of committees and subcommittees**

Te memātanga o ngā komiti me ngā komiti iti

- A council or committee may appoint non-elected members (appointed members) to a committee or subcommittee.
- At least one member of a committee must be an elected member.
- An appointed member on a committee or subcommittee must, in the opinion of the council or the committee, have the skills, attributes or knowledge to assist the committee or subcommittee.
- A staff member of the council, in the course of their employment, can be a subcommittee member, but not a committee member.

*LGA 2002, Sch. 7, cl 31(4).*

#### **7.5 Council may replace members if committee not discharged**

Ka āhei te kaunihera ki te whakakapi mema mēnā kaore i whakakorehia te komiti

- A council may resolve that a committee or subcommittee is not to be discharged following a triennial general election.
- Where a committee has not been disestablished at a triennial general election, the council may replace the members after that election.

*LGA 2002, Sch. 7, cl 31(5) & cl 30(7)*

#### **7.6 Membership of the Mayor**

Te memātanga o te Kahika

The Mayor is a member of every committee of the council unless specific legislation provides otherwise (e.g. 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**

Ka whai mana tonu te whakatau ahakoa te rangirua o te memātanga

A decision of a council or committee is not invalidated if:

- a) there is a vacancy in the membership of the council or committee at the time of the decision; or
- b) following the decision some defect in the election or appointment process is discovered and/or that the membership of a person on the committee at the time is found to have been ineligible.

*LGA 2002, Sch. 7, cl 29.*

## **7.8 Appointment of joint committees**

### **Te kōupounga o ngā komiti taihono**

A council may appoint a joint committee with another council or other public body if it has reached prior agreement with each council or public body.

The agreement must specify:

- a) the number of members each party may appoint;
- b) how the chairperson and deputy chairperson will be appointed;
- c) the committee's terms of reference ;
- 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) - (3).*

**NB** A Mayor who is a member of a joint committee by virtue of s 41A(5), is not counted as part of the quorum of that joint committee.

*LGA 2002, Sch.7, cl 30A(6A)*

## **7.9 Status of joint committees**

### **Te mana o ngā komiti taihono**

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

*LGA 2002, Sch. 7, cl 30A(5).*

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

### **Te mana ki te kopou, ki te whakakore rānei i tētahi mema o te komiti taihono**

Individual members of a joint committee may only be discharged or appointed by the council or public body that made the original appointment.

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



## Pre-meeting

### Hui tōmua

#### 8. Giving notice

##### Te tuku pānui

##### 8.1 Public notice – ordinary meetings

###### Pānui tūmatanui – ngā hui noa

The council must publicly notify all upcoming meetings:

- a) Every month:
  - i. by publishing a list of meetings scheduled for the following month;
  - ii. the list must be publicly notified not more than 14 and not less than 5 days before the end of the preceding month; and
  - iii. the public notice must include the dates, times and places of each meeting.
- b) Alternatively, where a meeting is scheduled to be held after the 21st day of any month:
  - i. the council can publicly notify the meeting(s) no more than 10 (and not less than 5) **working** days before the day on which the meeting is to be held.

*LGA 2002 s.5, LGOIMA, s.2 & s 46*

##### 8.2 Public notice/publicly notified means:

Ko te tikanga o te pānui tūmatanui/te tuku pānui ki te hunga tūmatanui ko:

- a) publicly available on the council's internet site; and
- b) published in at least:
  - i. 1 daily newspaper which circulates in the region or district of the council; or
  - ii. 1 or more other newspapers that have a combined circulation equivalent to the newspaper in i) above.

*LGA 2002 s.5, LGOIMA, s.2 & s 46, (see LGNZ Guide to Standing Orders for more information).*

### **8.3 Notice to members - ordinary meetings**

Te tuku pānui ki ngā mema – ngā hui noa

- The chief executive must advise every member of the time and place of every meeting.
- That advice must be given in writing.
- If the council has adopted a schedule of meetings, the advice must be given not less than 14 days before the first meeting of the schedule.
- If the council has not adopted a schedule of meetings, the advice must be given not less than 14 days before the meeting.

*LGA 2002, Sch. 7, cl 19(5).*

### **8.4 Extraordinary meeting may be called**

Ka āhei ki te karanga hui motuhake

An extraordinary council meeting may be called by:

- a) council resolution; or
- b) a written requisition delivered to the chief executive. The requisition must be signed by:
  - i. the Mayor or chairperson; or
  - ii. not less than one third of the total membership of the council (including vacancies).

*LGA 2002, Sch. 7, cl 22(1).*

### **8.5 Notice to members - extraordinary meetings**

Te tuku pānui ki ngā mema – ngā hui motuhake

The chief executive must give written notice to members advising them of the time and place of an extraordinary meeting (called under Standing Order 8.3).

The notice must:

- a) include the general nature of the business to be considered; and
- b) be provided to each member of the council at least three working days before the meeting day.

If the meeting is called by resolution, the chief executive can provide the notice in a lesser period (as specified in the resolution) provided it is not less than 24 hours.

*LGA 2002, Sch. 7, cl 22(2).*

## **8.6 Emergency meetings may be called**

### **Ka āhei te karanga hui ohore**

In some instances, the council must deal with business urgently.

An Emergency Meeting may be called:

- a) when the notice requirements for an extraordinary meeting cannot be met; and
- b) it is not practicable to call the meeting by resolution.

An Emergency Meeting may be called by:

- a) the Mayor or chairperson; or
- b) the chief executive (if the Mayor or chairperson is unavailable).

*LGA 2002, Sch. 7, cl 22A(1).*

## **8.7 Process for calling an emergency meeting**

### **Te tukanga mō te karanga hui ohore**

Given the need for an emergency meeting, the person calling the meeting (or another person on their behalf) must give notice of the time and place of the meeting by whatever means is reasonable in the circumstances, at least 24 hours before the meeting.

Notice must be given to each member of the council and the chief executive.

*LGA 2002, Sch. 7, cl 22A(2).*

## **8.8 Public notice – emergency and extraordinary meetings**

### **Pānui tūmatanui – ngā hui ohore me ngā hui motuhake**

Where an emergency or extraordinary meeting is called and the public notice requirements of LGOIMA and/or these Standing Orders cannot be met, the council must still publicly notify the meeting.

The public notice must also include the general nature of the items being discussed at the meeting.

The public notice must

- a) be publicly notified as soon as practicable before the meeting; or
- b) if it is not practicable to publish in newspapers before the meeting, it must be notified:
  - i. as soon as practicable on the council's website; and
  - ii. in any other manner which is reasonable in the circumstances.

*LGOIMA, s 46(3).*

### **8.9 An urgent meeting may be called**

Ka āhei ki te karanga hui wawe

The chief executive may call an urgent meeting of the council before candidates to be declared elected after a recount are known if:

- a) an application for a recount has been made following a triennial general election; and
- b) an event occurs that, in the chief executive's opinion, requires the council to deal with a matter urgently; and
- c) the first meeting of the council has not yet been called.

*LGA 2002, Sch. 7, cl 21A (1 & 2)*

### **8.10 Process for calling an urgent meeting**

Te tukanga mō te karanga hui wawe

If the chief executive calls an urgent meeting, the chief executive must give notice of that meeting as soon as practicable to every person who:

- a) is not an affected candidate; and
- b) has been declared to be elected to the council.

Notice must be given to each of those persons:

- a) by whatever means is reasonable in the circumstances; and
- b) at least 24 hours before the meeting commences.

The notice must specify:

- a) the time and place of the urgent meeting; and
- b) the matter for determination at the urgent meeting.

*LGA 2002, Sch.7, cl 21A (3(a) & 5), Sch.7, cl 21A (3)(b)*

### **8.11 Public notice – urgent meetings**

Pānui tūmatanui – ngā hui wawe

Where an urgent meeting is called and the public notice requirements of LGOIMA and/or these Standing Orders cannot be met, the council must still publicly notify the meeting.

The public notice must include the general nature of the matter being discussed at the meeting and must:

- a) be publicly notified as soon as practicable before the meeting; or
- b) if it is not practicable to publish in newspapers before the meeting, it must be notified:
  - i. as soon as practicable on the council's website; and
  - ii. in any other manner which is reasonable in accordance.

*LGA 2002, Sch.7, cl 21A(4) & LGOIMA, s 46(3).*

## **8.12 Conduct of urgent meetings**

### **Ngā whakahaere o ngā hui wawe**

The council may only conduct the following business at an urgent meeting:

- a) in respect of the persons described in LGA 2002, sch7, cl21A(3)(a), the oral and written declarations of the mayor (if any) and members (under clause 14);
- b) a general explanation of LGOIMA and other laws affecting members, including the appropriate provisions of LAMIA; ss 99, 105, and 105A of the Crimes Act 1961; the Secret Commissions Act 1910; the Financial Markets Conduct Act 2013, and the LGA2002 provisions relating to the register of members' pecuniary interests (ss54A – 54I);
- c) The matter in respect of which the urgent meeting has been called.
- d) The election of a member to preside at the urgent meeting (if required).

Councils cannot consider any items other than those specified above.

If multiple urgent meetings are required, the items outlined in a) and b) (above) may be omitted from the business to be conducted if they have previously been dealt with.

The chief executive (or their nominee in the chief executive's absence) must chair the urgent meeting until:

- a) the mayor (if any) has made their oral and written declarations; or
- b) the members that are present have:
  - i. made their oral and written declarations; and
  - ii. elected one of their number to preside at the urgent meeting.

An affected candidate cannot participate in the meeting but may attend the meeting if it is open to the public.

*LGA 2002, Sch. 7 Cl21B*

### **8.13 Meetings not invalid**

#### **Ngā hui e whai mana tonu ana**

Failing to publicly notify a meeting does not, of itself, invalidate a meeting.

Where a council becomes aware that a meeting has not been properly notified, it must, as soon as possible, give public notice that the meeting has been held.

The public notice must state:

- a) the meeting has occurred without proper notice;
- b) the general nature of the items discussed; and
- c) the reasons why the meeting was not notified.

*LGOIMA, s 46(5) & (6).*

### **8.14 Resolutions passed at an extraordinary meeting**

#### **Ngā tatūnga i ngā hui motuhake**

A council must, as soon as practicable, publicly notify any resolution passed at an extraordinary meeting of the council 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 five working days before the day on which the meeting was held.

*LGOIMA, s 51A.*

### **8.15 Meeting schedules**

#### **Ngā hōtaka hui**

A council may adopt a schedule of meetings. The schedule may cover any period of time that the council considers appropriate.

The council can amend the schedule at any time.

- Notifying the schedule to members is considered to be notification of every meeting on the schedule.
- Notifying members of an amendment to the schedule is notification of the amended meeting.

Nothing in this clause replaces the council's obligations under the LGOIMA for public notification of meetings.

*LGA 2002, Sch. 7, cl 19(6).*

### **8.16 Non-receipt of notice to members**

Te kore e whiwhi i te pānui ki ngā mema

A meeting of a council is not invalid if an elected member does not receive (or does not receive in time) notice of the meeting unless:

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

A member may waive the need to be given notice of meetings.

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

### **8.17 Meeting cancellations**

Te whakakorenga o ngā hui

- The chairperson of a scheduled meeting may cancel the meeting if, in consultation with the chief executive, they consider this is necessary.
- Reasons for cancellation may 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**

Rārangi take o te hui

### **9.1 Preparation of the agenda – for members**

Te whakarite i te rārangi take – mā ngā mema

At least two working days prior to a meeting the chief executive must prepare an agenda for the meeting, to be circulated to all members attending the meeting.

Even though the agenda is the chief executive's responsibility, where practicable, the chief executive should consult the chairperson for the meeting about the agenda.

The agenda must:

- a) list the items to be brought before the meeting;
- b) include the reports and other attachments associated with the list of items in the agenda; and
- c) indicate which items are expected to be discussed with the public excluded. (see also standing order 9.14.).

*LGOIMA, s 46A.*

## **9.2 Process for raising items for a decision**

Te tukanga hei whakaara take kia whakatauhia ai

Council, committees, local boards and/or community boards and subordinate decision-making bodies may, by resolution, request reports on matters they determine.

For all decision-making bodies other than the council, requests for reports must fall within the scope of their terms of reference.

## **9.3 Chief executive may delay or refuse request**

Ka āhei te tumu whakarae ki te whakaroa, te whakakore rānei i tētahi tono

The chief executive may delay commissioning, or not produce, reports that involve significant cost, unless agreed by the council, or are beyond the scope of the body that made the request.

Where the chief executive refuses a request to prepare a report, they will:

- a) discuss options for meeting the request with the respective chairperson;
- b) report back to a subsequent meeting:
  - i. with an estimate of the resourcing and/or cost involved; and
  - ii. 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.

## **9.4 Order of business**

Te raupapatanga o ngā take

At the meeting, the items are to be dealt with in the order in which they are listed on the agenda unless the chairperson, or the meeting (by resolution), decides otherwise.

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**

Te tūtohunga a te Upoko

A chairperson may provide a recommendation on an agenda item.

- The chairperson's recommendation can be provided before or during the meeting.



- Where a chairperson's recommendation varies significantly from an officer's recommendation, the chairperson must provide the reasons for the recommendation.
- The recommendation, and reasons, must comply with the decision-making requirements of Part 6 of the LGA 2002.

#### **9.6 Chairperson may prepare report**

Ka āhei te Upoko ki te whakarite pūrongo

The chairperson of a meeting may prepare a report to be included in the agenda provided the matter falls within the terms of reference for the meeting.

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

#### **9.7 Public availability of the agenda**

Te noho wātea o te rārangi take ki te hunga tūmatanui

The meeting information provided to members must be publicly available unless the information relates to a matter reasonably expected to be discussed with the public excluded.

*LGOIMA, s. 5 & 46A.*

#### **9.8 Public inspection of agenda**

Te tirotirohanga a te hunga tūmatanui i te rārangi take

A member of the public is entitled to inspect, during normal office hours, the agendas including associated reports provided to members.

The agendas must be available for viewing at the public offices of the council (including service delivery centres) and the public libraries under the council's control.

Agendas must be accompanied by

- a) the associated reports; or
- b) a notice advising where the reports can be inspected.

While the documents must be available for viewing at least two working days before a meeting, they should be made available with as much notice as possible before the meeting date.

It is sufficient for the documents to be available for electronic inspection.

No charge can be imposed for the inspection of the agendas (including reports).

*LGOIMA, s 46A(1) - (3).*

### **9.9 Withdrawal of agenda items**

Te tango take i te rārangi take

The chief executive may withdraw an item from an agenda.

The chief executive should inform the chairperson of the reason(s) for the withdrawal.

### **9.10 Distribution of the agenda to members**

Te tohatoha i te rārangi take ki ngā mema

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.

In the case of extraordinary, emergency, or urgent meeting, the agenda must be made available as soon as is reasonable in the circumstances.

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**

Te tūnga o te rārangi take

No matter included on a meeting agenda, including any recommendations in associated reports, has been decided as final until it has been the subject of a formal resolution of the meeting.

### **9.12 Items not on the agenda – decision cannot be delayed**

Ngā mea kāore i runga i te rārangi take – kāore e taea te whakatōmuri i te whakatau

A meeting may deal with an item 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 discussion of the item cannot be delayed until a subsequent meeting.

*LGOIMA, s 46A(7).*

Items not included on an agenda may be considered at a meeting if included in a report from the chief executive or the chairperson.

Nothing in this standing order removes the requirement to meet the provisions of Part 6 of the LGA 2002.

### **9.13 Items not on the agenda – minor issues for discussion only**

Ngā mea kāore i runga i te rārangi take – ko ngā take iti hei kaupapa kōrero anake

A meeting can discuss minor items which are not on an agenda if:

- a) the matter relates to council business; and
- b) at the start of the public part of the meeting, the chairperson explains that the matter will be discussed.

The meeting cannot make a resolution, decision, or recommendation on any minor matter that was not on the agenda for that meeting.

The meeting can, however, refer the matter to a subsequent meeting for further discussion.

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

### **9.14 Public excluded business on the agenda**

Ngā take tūmataiti o te rārangi take

The chief executive may exclude a report, or part of a report, from an agenda where they expect it to be discussed once the public has been excluded (by resolution) from the meeting.

Where reports, or parts of reports, are withheld, the agenda and proposed recommendation must clearly indicate:

- a) the matter is expected to be discussed with the public excluded;
- b) the general subject of any items to be considered while the public is excluded;
- c) the reasons for passing a resolution (with reference to the particular provision relied on for each matter); and
- d) the actual ground in section 48(1) relied on to exclude the public.

*LGOIMA, s. 46A(8)-(9) and 48(3)*

**Note:** The Ombudsman advises that the reason for passing a resolution should contain specific details about the harm the Council is trying to avoid, rather than simply reciting the clause from section 6 or section 7(2) as it is written in the LGOIMA.

### 9.15 Qualified privilege relating to agenda and minutes

Te whakaaetanga motuhake e pā ana ki te rārangi take me ngā meneti

Where a meeting is open to the public and:

- a) a member of the public is given a copy of the agenda or further statements;  
or
- b) a member of the public is given a copy of the minutes;

The publication of any defamatory matter included in the agenda or minutes is privileged, unless it is proved (through defamation proceedings) that the defendant:

- a) was motivated by ill will toward the plaintiff, or
- b) took improper advantage of the publication.

*LGOIMA, s 52.*

## Meeting Procedures

### Ngā tikanga o ngā hui

#### 10. Opening and closing

Te whakatuwhera me te whakakapi

The chairperson, or any person authorised by the chairperson, may make a statement or prayer, or similar, to open/close a meeting.

Appropriate karakia timitanga and mihi whakatau, or pōwhiri, may also be considered to open, and karakia whakamutunga to close, a meeting where appropriate.

#### 11. Quorum

Kōrama

**Note:** A meeting is constituted if a quorum is present, regardless of whether all of the members are voting or entitled to vote (*LGA 2002, Sch. 7, cl 23(1)*).

No business may be conducted if a quorum of members is not present for the whole time the business is being considered.

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

##### 11.1 Council meetings

Ngā hui kaunihera

The quorum for a meeting of the council is:

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

*LGA 2002, Sch. 7, cl 23(3)(a).*

## **11.2 Committee and subcommittee meetings**

Ngā hui komiti me ngā hui komiti iti

- A council sets the quorum for its committees and subcommittees, either by resolution or by stating the quorum in the body's terms of reference.
- A committee may set the quorum for any subcommittees it establishes.
- The minimum quorum for a committee or subcommittee is two members.
- The quorum of a committee (but not a subcommittee) must include at least one member of the council.

*LGA 2002, Sch. 7, cl 23(3)(b).*

## **11.3 Joint Committees**

Ngā Komiti Taihono

The quorum for a meeting of a Joint Committee is:

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

A Joint Committee Agreement may vary the quorum requirement above to provide that a quorum must include 1 or more members appointed by each party.

*LGA 2002, Sch. 7, cl 30A(6)(b) &(c).*

## **11.4 Mayor as member of a joint committee**

Te kahika hei mema o tētahi komiti taihono

A Mayor is a member of all Joint Committees.

If the Mayor is a member solely due to s 41A(5), the Mayor is not counted as a member of the committee for determining:

- a) The number of members required to constitute a quorum; or
- b) Whether a quorum exists at a meeting.

*LGA 2002, s 41A(5), Sch. 7, cl30A(6A)*

### **11.5 Meeting lapses where no quorum**

Te tārewatanga o ngā hui mēnā karekau he kōrama

A meeting lapses, and the chairperson must vacate the chair, if a quorum is not present within 30 minutes of the advertised start of the meeting.

- The chairperson has the discretion to wait for a longer period if members are known to be travelling to the meeting but have been delayed.
- If a quorum is lost during a meeting, the meeting lapses if the quorum is not present within 15 minutes.
- No business may be conducted while waiting for the quorum to be reached.

Minutes must record when a meeting lapses due to a lack of a quorum, along with the names of the members who attended and left, causing the quorum to lapse.

### **11.6 Business from lapsed meetings**

Ngā take o ngā hui tārewa

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 or refers the matter to another body with appropriate decision-making authority, and this is notified by the chief executive.

## **12. Public access and recording**

Te āheinga a te hunga tūmatanui me ngā hopunga

### **12.1 Meetings open to the public**

E tuwhera ana ngā hui ki te hunga tūmatanui

Every meeting of the council (including its committees) must be open to the public unless the public has been excluded.

Members of the news media are considered to be members of the public.

*LGOIMA, s 47, 48 & 49(a).*

### **12.2 Grounds for removing the public**

Ngā take e panaia ai te hunga tūmatanui

The chairperson may require a 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 Council may record meetings**

Ka āhei te kaunihera ki te hopu i ngā hui

Where the council intends to record a meeting(s), the venue should contain clear signage indicating that proceedings may be recorded.

### **12.4 Public may record meetings**

Ka āhei te hunga tūmatanui ki te hopu i ngā hui

- 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.
- The process of recording must not distract the meeting from conducting its business.
- Where circumstances require, the chairperson may direct the recording to stop for a specified period of time.

## **13. Attendance**

Taetaenga

### **13.1 Members right to attend meetings**

Te mōtika a ngā mema ki te tae ki ngā hui

A member of a council, or of a council committee, has the right to attend any meeting of the council or a committee unless they have been lawfully excluded.

*LGA 2002, Sch. 7, cl 19(2).*

If a member of a council is not an appointed member of the meeting which they are attending, they:

- a) may not vote on any matter at that meeting; but
- b) may, with the permission of the chair, take part in the meeting's discussions (subject to standing order 13.2).

A member attending a meeting of which they are not an appointed member is not a member of the public for the purpose of s 48 of LGOIMA. Consequently, if the meeting resolves to exclude the public, any members present may remain, unless they are lawfully excluded.

**Note:** this section does not confer any rights to appointed members on council committees.

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

Te tae atu i te wā e whakahaere whakawākanga ana tētahi komiti

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

### **13.3 Leave of absence**

Tamōtanga ōkawa

A council may grant a member leave of absence following an application from that member (including the Mayor).

To protect members' privacy the council may delegate authority to the Mayor to grant a leave of absence to a member. In the absence of the Mayor, the Deputy Mayor may exercise that authority.

The Mayor, or Deputy Mayor, will inform 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 a leave of absence as an apology for that meeting.

### **13.4 Apologies**

Ngā whakapāha

A member who does not have leave of absence may tender an apology if they intend being absent from all or part of a meeting.

The chairperson must invite apologies at the beginning of each meeting, including apologies for lateness and early departure. The meeting may accept or decline any apology.

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**

Te tuhi i ngā whakapāha

The minutes must record:

- a) any apologies tendered before or during the meeting, including whether they were accepted or declined; and
- b) the time of arrival and departure of all members.



### **13.6 Absent without leave**

Tamōtanga ōpaki

Members who miss four consecutive meetings of the council (the governing body), without a leave of absence or apology having been accepted, will create an extraordinary vacancy.

This standing order doesn't apply to extraordinary meetings.

*LGA 2002, Sch. 7, cl 5(d).*

### **13.7 Right to attend by audio or audiovisual link**

Te mōtika kia tae atu mā te hononga oro, ataata rongō rānei

Provided the conditions in Standing Orders 13.11 and 13.12 are met:

- a) Members of the council and its committees have the right to attend meetings by electronic link unless they have been lawfully excluded.
- b) Members of the public, for the purpose of a deputation or public forum, approved by the chairperson, have the right to attend meetings by electronic link, unless they have been lawfully excluded.

### **13.8 Member's status: quorum**

Te tūnga a te mema: kōrama

Where these standing orders provide for members attendance by electronic link, members who attend meetings by electronic link are counted as present for the purposes of the quorum.

*LGA 2002, Sch. 7 cl 25A(4)*

### **13.9 Member's status: voting**

Te tūnga a te mema: te pōti

Where a meeting has a quorum, the members attending by electronic link can vote on any items raised at the meeting.

### **13.10 Chairperson's duties**

Ngā haepapa a te Upoko

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
- iii. the requirements in these Standing Orders are met.

*LGA 2002, Sch. 7, cl 25A(3)*

### **13.11 Conditions for attending by audio or audiovisual link**

Ngā here o te tae atu mā te hononga oro, ataata-rongo rānei

Noting Standing Order 13.7, the chairperson may give approval for a member to attend meetings by electronic link, either generally or for a specific meeting.

Examples of situations where approval can be given include:

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

### **13.12 Request to attend by audio or audiovisual link**

Te tono kia tae atu mā te hononga oro, ataata-rongo rānei

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

Where 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 council or its committees.

### **13.13 Chairperson may terminate link**

Ka āhei te Upoko ki te momotu i te hononga

The chairperson may direct that an electronic link 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; or
- e) information classified as confidential may be compromised (see also SO 13.16).

### **13.14 Giving or showing a document**

Te hoatu, te whakaatu tuhinga rānei

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 25A(6).*

### **13.15 Link failure**

Mūhoretanga o te hononga

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**

Te matatapu

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.

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**

Te mahi a te Upoko i ngā hui

### **14.1 Council meetings**

Ngā hui kaunihera

- The Mayor must chair all council meetings unless they vacate the chair. The Mayor may vacate the chair for an entire meeting or part of a meeting.
- The Deputy Mayor must chair the council meeting if the Mayor is absent from a meeting or vacates the chair.

- The members present must elect an acting chairperson if the Mayor and Deputy Mayor are not present and/or have vacated the chair.
- The Deputy Mayor or the acting chairperson has all the responsibilities, duties and powers of the chairperson for the duration of the meeting.

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

#### **14.2 Other meetings**

##### **Ētahi atu hui**

The chairperson of a committee or subcommittee must chair each meeting unless they vacate the chair for all or part of a meeting.

The deputy chairperson (if any) must chair the meeting if the chairperson is absent or has vacated the chair.

The committee members present must elect an acting chairperson if the deputy chairperson is absent or has not been appointed.

The deputy chairperson or the acting chairperson has all the responsibilities, duties and powers of the chairperson for the meeting.

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

#### **14.3 Addressing the chairperson**

##### **Te kōrero ki te Upoko**

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

#### **14.4 Chairperson's rulings**

##### **Ngā whakatau a te Upoko**

The chairperson will decide all procedural questions, including those where insufficient provision is made by the Standing Orders.

Where a point of order questions the chairperson's ruling, the deputy chairperson will decide.

Refusal to obey a chairperson's ruling or direction constitutes contempt (see Standing Order 20.5).

#### **14.5 Chairperson standing**

##### **Te mana o te Upoko**

When 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**

Te mōtika o te mema ki te kōrero

Members are entitled to speak in accordance with these Standing Orders.

Members should address the chairperson when speaking.

Members may not leave their place while speaking unless they have the leave of the chairperson.

#### **14.7 Chairperson may prioritise speakers**

Ka āhei te Upoko ki te whakaraupapa i ngā kaikōrero

When two or more members want to speak the chairperson will determine the speaking order and name the member who may speak first.

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 chairperson to permit the member a special request.

### **15. Public Forums**

Ngā Wānanga Tūmatanui

Public forums are a defined period of time, put aside for the purpose of public input.

Public forums enable members of the public to bring items of their choice, not on the meeting's agenda, to the attention of the council.

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

#### **15.1 Time limits**

Ngā tepenga wā

A period of up to 30 minutes will be available for the public forum at each scheduled council meeting.

Speakers can speak for up to five minutes (excluding questions).

Requests to speak at a public forum must be:

- a) made to the chief executive (or their delegate);
- b) made at least one clear day before the meeting; and

- c) must outline the items that will be addressed by the speaker(s).

The chairperson has discretion to:

- a) extend a speaker's allocated speaking time;
- b) where there are more than six speakers presenting in the public forum, restrict one or more speakers allocated speaking time, or
- c) waive the time requirement for requesting permission to speak in the public forum.

## **15.2 Restrictions**

### **Ngā aukatinga**

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

- a) a speaker is repeating views presented by an earlier speaker at the same public forum;
- b) more than two speakers have requested to speak on the same matter at the same meeting;
- c) the speaker is criticising elected members and/or staff;
- d) the speaker is being repetitious, disrespectful or offensive;
- e) the speaker has previously spoken on the same issue;
- f) the speaker has caused disruption at multiple previous committee and/or council meetings;
- g) the matter is subject to legal proceedings;
- h) the matter is subject to a hearing, including the hearing of submissions where the council or committee sits in a quasi-judicial capacity; and/or
- i) decision-making authority on the matter rests with another body or individual.

## **15.3 Questions at public forums**

### **Ngā pātai i ngā wānanga tūmatanui**

With the chairperson's permission, members may ask questions of speakers at the conclusion of their presentation.

Questions are to be confined to obtaining information or clarification on matters raised by a speaker.

The speaker may not ask questions of either members or staff.

#### **15.4 No resolutions**

##### **Kāore he tatūnga**

No debate or decisions can be made at the meeting on issues raised during the public forum.

#### **16. Deputations**

##### **Ngā whakaaturanga ōkawa**

The purpose of a deputation is to enable a person, group, or organisation, to make a presentation about an item(s) on a meeting agenda.

Deputations may be heard at the commencement of the meeting, or at the time that the relevant agenda item is being considered.

Requests to make a deputation must be:

- a) made to the chief executive (or their delegate);
- b) made at least five clear days before the meeting; and
- c) must outline the items that will be addressed by the speaker(s).

Any documents to be included in the deputation must be received at least two days in advance to allow time for translation

The chairperson has the discretion to waive the time requirement for requesting permission to make a deputation.

Members of the public may not question either members or staff.

#### **16.1 Time limits**

##### **Ngā tepenga wā**

Unless the chairperson has restricted the speaking time under Standing Order 16.2:

- a) speakers can speak for up to five minutes (excluding questions); and
- b) no more than two speakers can speak on behalf of a deputation.

The chairperson has discretion to extend a speaker's speaking time.

#### **16.2 Restrictions**

##### **Ngā aukatinga**

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

- a) a speaker is repeating views presented by an earlier speaker at the meeting;
- b) the speaker is criticising elected members and/or staff;

- c) the speaker is being repetitious, disrespectful or offensive;
- d) the speaker has previously spoken on the same issue;
- e) the matter is subject to legal proceedings;
- f) the matter is subject to a hearing, including the hearing of submissions where the council or committee sits in a quasi-judicial capacity and/or
- g) where a member of the public has previously caused a disruption at multiple meetings, the chairperson may decline a deputation request and require the individual to provide their views in writing.

### **16.3 Questions of a deputation**

#### **Ngā pātai o te whakaaturanga ōkawa**

With the permission of the chairperson, members may ask questions of any speakers at the conclusion of the deputation.

Questions are to be confined to obtaining information or clarification on items raised by the deputation.

Those making the deputation may not ask questions of either members or staff.

### **16.4 Resolutions**

#### **Ngā tatūnga**

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

## **17. Petitions**

### **Ngā petihana**

#### **17.1 Form of petitions**

##### **Te āhua o ngā petihana**

Petitions may be presented to a council or committee meeting provided the subject matter falls within the terms of reference of the intended meeting.

Petitions must:



- a) contain at least 20 signatures and consist of fewer than 150 words (not including signatories);
- b) be received by the chief executive at least five working days before the meeting at which they will be presented; and
- c) must not be disrespectful, use offensive language or include malicious, inaccurate, or misleading statements (see Standing Order 20.9 on qualified privilege); and
- d) May be written in English, te reo Māori, or given in sign language. Petitioners should inform the chief executive in sufficient time to allow translation services to be arranged.

The chairperson may waive the requirement that petitions are required five working days before the meeting.

### **17.2 Petition presented by petitioner**

Petihana i whakaaturia e te kaipetihana

A petitioner who presents a petition to the council or a committee may speak for five minutes (excluding questions) about the petition unless the meeting resolves otherwise.

The chairperson must terminate the presentation if they believe the petitioner is being disrespectful, offensive, or making malicious statements.

### **17.3 Petition presented by member**

Petihana i whakaaturia e tētahi mema

A member may present a petition on behalf of a petitioner. In doing so the member must confine themselves to presenting:

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

## **18. Exclusion of public**

Te aukati i te hunga tūmatanui

### **18.1 Motions and resolutions to exclude the public**

Ngā mōtini me ngā tatūnga ki te aukati i te hunga tūmatanui

Members of a meeting may resolve to exclude the public from the whole meeting or part of the 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 with copies of the motion made available to any member of the public who is present.

A resolution to exclude the public must be in the form set out in schedule 2A of LGOIMA (see Appendix 2). The council must:

- a) include the general subject for each matter to be excluded;
- b) describe the grounds in section 48 for excluding the public;
- c) have considered whether the public interest in the matter weighs against excluding the public;
- d) provide reason(s), should the resolution pass, set out in plain English and including sufficient detail.

The resolution forms part of the meeting's minutes.

**Note:** Section 7(2)(f)(i) (free and frank expression) cannot be used as a ground to exclude the public from meetings.

*LGOIMA, s 48.*

### **18.2 Specified individuals may remain**

Ka āhei ētahi tāngata ka tautuhia ki te noho atu

A resolution to exclude the public may provide for specified individuals to remain if the meeting believes they have knowledge that will assist the meeting.

If it is proposed that specified individuals should stay, the resolution must state how their knowledge is relevant and will be of assistance.

No resolution is needed for people entitled to be at the meeting (such as relevant staff and officials contracted to the council for advice on the matter).

*LGOIMA, s 48(6).*

### **18.3 Public excluded items**

Ngā take tūmataiti

The chief executive must indicate, on the agenda, any matter they expect the meeting to consider with the public excluded.

The chief executive may exclude reports, the content or items from reports, expected to be discussed with the public excluded.

*LGOIMA, s 46A(8) & (9).*

### **18.4 Non-disclosure of information**

Te kore e whāki mōhiohio

Members and officers may only discuss the information relating to public excluded agenda items and reports with another member, an officer, or a person authorised by the chief executive.

This restriction does not apply where a meeting has resolved, or the chief executive has decided, to make the information publicly available because:

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

### **18.5 Release of information from public excluded session**

Te tuku i ngā mōhiohio o tētahi hui tūmataiti

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

The chief executive may release information which has been considered at a public excluded session when it is determined that the grounds to withhold the information no longer exist.

## **19. Voting**

Te pōti

### **19.1 Decisions by majority vote**

Ngā whakatau mā ngā pōti a te tokomaha

Unless the LGA 2002 or council's standing orders provide otherwise, council and committees must decide all items before a meeting by:

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

*LGA 2002, Sch. 7, cl 24(1) & (4).*

### **19.2 Open voting**

Te pōti tuwhera

All items must be determined by open voting.

Everyone present at a meeting must be able to see (or hear) how each individual councillor votes.

*LGA 2002, Sch. 7, cl 24(3).*

### **19.3 Chairperson has a casting vote**

Mā te Upoko te pōti whakatau

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

*LGA 2002, Sch. 7, cl 24(2).*

#### **19.4 Method of voting**

##### **Tikanga pōti**

The method of voting must be as follows:

- a) The chairperson, in putting the motion, must:
  - i. call for an expression of opinion on the voices; or
  - ii. take a show of hands; and
  - iii. announce the result.
- b) The chairperson's announcement is conclusive unless it is questioned immediately by a member, in which event the chairperson will call a division.
- c) The chairperson, or a member, may call for a division instead of, or immediately after, voting by voice and/or taking a show of hands.

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

#### **19.5 Calling for a division**

##### **Te karanga wehewehenga**

When a division is called, the chief executive must:

- a) record the names of the members voting for and against the motion
- b) record the names of members abstaining
- c) provide the outcome to the chairperson to declare the result.

The result of the division including members' names and the way in which they voted must be entered into the minutes.

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

#### **19.6 Request to have votes recorded**

##### **Te tono kia tuhia ngā pōti**

- A member may request their vote, or abstention is recorded in the minutes.
- The request must be received immediately after the vote is taken.

- The minutes must record the member's vote or abstention.
- Recording any other items, such as a members' reason for their vote or abstention, is not permitted.

### **19.7 Members may abstain**

Ka āhei ngā mema ki te noho puku

- A member may abstain from voting.
- A member does not need to provide a reason for their abstention.

## **20. Conduct**

Whanonga

### **20.1 Calling to order**

Te whakatuwhera i te hui

When the chairperson calls members to order they must be seated and stop speaking.

If a member fails to stop speaking and take their seat, the chairperson may direct the member to leave the meeting immediately.

The chairperson may also adjourn the meeting:

- a) if other people cause disorder; or
- b) in the event of an emergency.

### **20.2 Behaviour consistent with Code of Conduct**

Me ū ngā whanonga ki te Tikanga Whanonga

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**

Ngā whakakahoretanga me ngā whakapāha

The chairperson may require a member, or speaker, to apologise and/or withdraw offending comments where the individual:

- a) has been disrespectful of another member, staff or the public; or
- b) contravened the council's Code of Conduct.

If the member refuses to comply with the chairperson's instruction, the chairperson may:

- a) direct that the individual leave the meeting for a specified time and/or
- b) make a complaint under the Code of Conduct.

#### **20.4 Disorderly conduct – members and public**

Whanonga kino – ngā mema me te hunga tūmatanui

A member whose behaviour is disorderly or is creating a disturbance, may be asked by the chairperson to leave the room immediately.

The chairperson must specify whether the member is required to leave for:

- a) the remainder of the meeting; or
- b) a lesser period.

The chairperson may also adjourn the meeting:

- a) if other people cause disorder; or
- b) in the event of an emergency.

If the disorder continues the chairperson may adjourn the meeting for a specified time.

#### **20.5 Contempt**

Te whakahāwea

Where the chairperson has repeatedly cautioned a member for disorderly conduct the meeting may resolve that the member is in contempt.

The 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**

Te pana tangata i te hui

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:

- a) the member has refused or failed to do so; or
- b) has left the meeting and attempted to re-enter it without the chairperson's permission.

## **20.7 Financial conflicts of interests**

### **Ngā pānga taharua ahumoni**

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

The nature of the interest does not need to be disclosed.

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:

- a) an exception set out in s 6 of the LAMIA applies to them, or
- b) the Auditor-General has granted an exemption or declaration under s 6(4), 3(a) or 3(aa) of the LAMIA.

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.

The chairperson, chief executive and/or the meeting cannot 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 members' abstention from any discussion and voting on the matter.

*LAMIA, ss 3, 6 & 7.*

## **20.8 Non-financial conflicts of interests**

### **Ngā pānga taharua ahumoni**

- Non-financial interests involve questions about whether the judgement of a member 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 that may influence their judgement, 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.
- The chairperson, chief executive and/or the meeting cannot rule on whether a member has a non-financial interest in the matter being discussed.

## **20.9 Qualified privilege for meeting proceedings**

### **Te whakaaetanga motuhake i roto i ngā tuhinga hui**

Any oral statement made at any meeting of the council in accordance with the rules adopted by the council 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**

He āpitianga te whakaaetanga motuhake ki ētahi atu whakaritenga

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 council.

*LGOIMA, s 53.*

#### **20.11 Electronic devices at meetings**

Ngā pūrere hiko i ngā hui

Electronic devices and phones should only be used to advance the business of a meeting.

### **21. General rules of debate**

Ngā tikanga ahuwhānui o te tautohetohe

#### **21.1 Chairperson may exercise discretion**

Ka āhei te Upoko ki te whakarite i tāna ake whakatau

The chairperson has discretion to apply any procedural items in this section of Standing Orders as they see fit.

#### **21.2 Time limits on speakers**

Ngā tepenga wā mō ngā kaikōrero

The following time limits apply to members speaking at meetings:

- a) movers of motions when speaking to the motion – five minutes;
- b) movers of motions when exercising their right of reply – five minutes; and
- c) other members – five minutes.

Time limits can be extended by:

- a) resolution, or
- b) at the chairperson's discretion.



### **21.3 Questions to staff**

Ngā pātai ki ngā kaimahi

The chairperson has discretion to decide whether questions can be put to staff once the debate has begun.

The chairperson has discretion to determine:

- a) how the question is to be dealt with; or
- b) whether the question needs to be answered or not.

### **21.4 Questions of clarification during debate**

Ngā pātai whakamārama i te wā o te tautohetohe

At any point in a debate a member may ask the chairperson:

- a) for clarification about the nature and content of the motion; and/or
- b) the particular stage the debate has reached.

### **21.5 Members may speak only once**

Kotahi anake te wā e kōrero ai ngā mema

A member, depending on the choice of options for speaking and moving set out in Standing Orders 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**

Te tepenga o te nui o ngā kaikōrero

If three speakers have spoken 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 Mover and seconder may reserve speech**

Ka āhei te kaimōtini me te kaitautoko ki te tārewa i ā rāua kōrero

A member may move or 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 items**

Te kōrero mō ngā take hāngai anake

Members may only speak to:

- a) a matter on the meeting agenda;
- b) a motion or amendment which they propose; or
- c) to raise a point of order.

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

The chairperson's rulings on these items are final and not open to challenge.

### **21.9 Restating motions**

Te whakapuaki anō i ngā mōtini

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

### **21.10 Criticism of resolutions**

Te whakahē tatūnga

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.

### **21.11 Objecting to words**

Te whakahē kupu

A member may object to words used by another member in debate and ask that the objection be recorded in the minutes.

The objection must be lodged at the time 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 prevent 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**

Mōtika whakautu kōrero

The mover of a motion has a right of reply.

The mover of an amendment to the motion does not.

In their reply, the mover must confine themselves to answering previous speakers and not introduce any new items.

A mover has only one right of reply. The mover can exercise their right of reply either at the end of the debate on the motion (whether original, substituted or substantive) 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 their 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.

### **21.13 No other member may speak**

Kāore tētahi atu mema e āhei ki te kōrero

No member may speak:

- a) after the mover has started their reply;
- b) after the mover has indicated that they want to forego their reply; or
- c) 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**

Ngā mōtini whakatārewa

The carrying of any motion to adjourn a meeting supersedes other business, including business yet to be resolved.

Any adjourned business must be considered at the next meeting.

Business referred to, or referred back to, another decision-making body must be considered at the next ordinary meeting of that body, unless otherwise specified.

### **21.15 Chairperson's acceptance of closure motions**

Te whakaae a te Upoko ki ngā mōtini whakakapi

The chairperson may only accept a closure motion where:

- a) there have been at least two speakers for and two speakers against the motion proposed to be closed; or
- b) 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 (unless the mover has already exercised that right) after which the chairperson puts the motion or amendment to the vote.

## **22. General procedures for speaking and moving motions**

Ngā tukanga mō te kōrero me te whakatau mōtini

### **22.1 Options for speaking and moving**

Kōwhiringa ki te kōrero me te mōtini

This subsection provides three options for speaking and moving motions and amendments at a meeting of council and its committees.

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**

Kōwhiringa A

- 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 a matter in the report. In this case the original mover or seconder may also move or second the amendment).
- b) Only members who have not spoken to the motion (whether original, substituted or substantive) motion may move or second an amendment to it.
- c) A member may only move or second one amendment in a debate. It does not matter whether the amendment is carried (and becomes the substantive motion) or lost.
- d) Members can speak to any amendment. The meeting may reword a motion provided that:
  - i. the mover and seconder agree to the rewording; and
  - ii. the majority of members agree to the rewording.

### **22.3 Option B**

Kōwhiringa B

- 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 move or second the amendment).
- b) Any members, regardless of whether they have spoken to the motion (whether original, substituted or substantive), may move or second an amendment to it.

- c) The mover or seconder of an amendment that is carried can move or second a subsequent amendment.
- d) A mover or seconder of an amendment which is lost cannot move or second a subsequent amendment.
- e) Members can speak to any amendment.
- f) The meeting may reword a motion provided that:
  - i. the mover and seconder agree to the rewording; and
  - ii. the majority of members agree to the rewording.

#### **22.4 Option C** Kōwhiringa C

- a) The mover and seconder of a motion can move or second an amendment.
- b) Any members, regardless of whether they have spoken to the motion (whether original, substituted or substantive), may move or second an amendment to it.
- c) The mover or seconder of an amendment (whether it is carried or lost) can move or second further amendments.
- d) Members can speak to any amendment.
- e) The meeting may reword a motion provided that:
  - i. the mover and seconder agree to the rewording; and
  - ii. the majority of members agree to the rewording.

### **23. Motions and amendments** Ngā mōtini me ngā menemana

#### **23.1 Proposing and seconding motions** Te whakatakoto me te tautoko mōtini

- All motions, and amendments to motions 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.
- Any motion, including substituted motions and amendments, that are not seconded are not valid and should not be entered in the minutes.

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

### **23.2 Motions in writing**

Ngā mōtini ā-tuhi

The chairperson may require movers of motions, including substituted motions and amendments, to provide them in writing.

### **23.3 Motions expressed in parts**

Ngā mōtini i whakatakotohia ki ngā wāhanga

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**

Ngā mōtini whakakapi

The meeting may replace a motion with a substitute provided that:

- a) the substituted motion has been moved and seconded; and
- b) the mover and seconder of the original motion agree to its replacement.

All members may speak to the substituted motion.

### **23.5 Amendments to motions**

Ngā menemana ki ngā mōtini

Subject to standing order 23.6, the meeting may amend a motion provided that:

- a) the motion has been moved and seconded; and
- b) the mover and seconder of the original motion agree to its amendment.

All members may speak to the amendment.

### **23.6 Amendments must be relevant and not direct negatives**

Me hāngai ngā menemana, otirā kia kua e whakakahore

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.

Amendments must comply with the decision-making provisions of Part 6 of the LGA 2002.

Reasons for not accepting an amendment 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) being in conflict with a motion referred to the governing body by that meeting; or
- f) direct negative.

### **23.7 Foreshadowed amendments**

Ngā menemana i tūtohua

Only one amendment can be debated at a time.

The meeting must dispose of a proposed or existing amendment before a new amendment can be moved.

Members may foreshadow, to the chairperson, an intention to move further amendments and may advise the nature of those amendments.

### **23.8 Lost amendments**

Ngā menemana mūhore

Where a proposed amendment is lost, the meeting will resume the debate on the motion (whether original, substituted or substantive).

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 Carried amendments**

Ngā menemana i mana

Where an amendment is carried;

- a) The motion, incorporating the amendment, becomes the substantive motion.
- b) the meeting will resume the debate on 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.

### **23.10 Where a motion is lost**

Ina hinga tētahi mōtini

Where a motion that recommends a course of action is lost, a new motion, with the consent of the chairperson, may be proposed to provide an alternative course of action.

### **23.11 Withdrawal of motions and amendments**

Te tango mōtini, menemana hoki

The meeting owns a motion or amendment once it has been moved, seconded and put to the meeting for discussion.

The mover cannot withdraw a motion or amendment without the agreement of the majority of members who are present and voting.

The mover of an original motion cannot withdraw the motion if an amendment has been moved, seconded and put to the meeting for discussion unless the amendment has been lost, or withdrawn .by agreement

Refer to Standing Order 23.4.

### **23.12 No speakers after reply or motion has been put**

Kāore e āhei te kōrero i muri i te whakatakoto whakautu, mōtini rānei

No member may speak to a motion once:

- a) the mover has started their right of reply; or
- b) the chairperson has started putting the motion.

## **24. Revocation or alteration of resolutions**

Te whakakore, te whakarerekē rānei i ngā tatūnga

### **24.1 Member may move revocation of a decision by notice of motion**

Ka āhei te mema ki te whakakore i tētahi whakataunga mā te whakatakoto mōtini

A member of a decision-making body may give the chief executive a notice of motion for the revocation or alteration of all or part of a previous resolution of the same decision-making body.

The notice of motion must set out:

- a) the resolution or part of the resolution which the member proposes to revoke or alter;
- b) the decision-maker and 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 sufficient information, or the decision is likely to be deemed a significant decision, the notice of motion should recommend that the proposal is referred to the chief executive for consideration and report.

## **24.2 Revocation must be made by the body responsible for the decision** **Mā te rōpū nā rātou te whakatau e whakakore**

Where a committee, subcommittee, joint committee, other subordinate decision-making body has made a resolution under delegated authority, only that body may revoke or amend the resolution (assuming the resolution has been legally made).

This provision does not prevent the body that delegated authority from removing or amending a delegation.

*LGA 2002, Sch. 7, cl 30(6).*

*Refer also to Part 6 (Delegations) of these Standing Orders*

## **24.3 Requirement to give notice** **Te herenga ki te whakamōhio atu**

A notice of motion to revoke, or alter, a previous resolution must:

- a) be in writing;
- b) be signed by not less than one third of the members of the council or body that made the resolution (including vacancies); and
- c) be delivered to the chief executive at least five clear working days before the proposed meeting.

The mover can send the notice of intended motion via email including the scanned electronic signatures of members.

If the notice of motion is lost, the chief executive cannot accept a similar notice of motion which is substantially the same in purpose and effect within the next twelve months.

## **24.4 Restrictions on actions under the affected resolution** **Ngā herenga o ngā mahi i raro i te tatūnga whai pānga**

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; or
- b) by reason of repetitive notices, the effect of the notice is an attempt by a minority to frustrate the will of the council or the committee that made the previous resolution.

In both 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**

Te whakakore, te whakarerekē rānei mā te tatūnga i taua hui tonu

A meeting may revoke or alter a previous resolution made at the same meeting where:

- a) the meeting has received fresh facts or information concerning the resolution during the course of the meeting; and
- b) 75 per cent of the members present and voting have agreed, by resolution, to the revocation or alteration.

#### **24.6 Revocation or alteration by recommendation in report**

Te whakakore, te whakarerekē rānei mā te tūtohunga i roto pūrongo

The council, on a recommendation in a report by the chairperson, chief executive, a committee or subcommittee, a subordinate decision-making body or a 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**

Ngā mōtini ā-hātepe

#### **25.1 Procedural motions must be taken immediately**

Me wawe tonu te pōti mō ngā mōtini ā-hātepe

A procedural motion to close or adjourn a debate takes precedence over other business, except points of order and rights of reply.

If a procedural motion is seconded the chairperson must put it to the vote immediately, without discussion or debate.

The chairperson must accept a procedural motion to close or adjourn debate:

- a) after two speakers have spoken for the motion and two have spoken against the motion; or

- b) in the chairperson's opinion it is reasonable to accept the closure.

## **25.2 Procedural motions to close or adjourn a debate**

Ngā mōtini ā-hātepe hei whakakapi, hei whakatārewa rānei i tētahi tautohetohe

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 now be put (a closure motion);
- c) that the matter being discussed be adjourned to a specified time and place and not be further discussed at the meeting;
- d) that the matter of business being discussed 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 matter being discussed 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**

Te pōti mō ngā mōtini ā-hātepe

A majority of members present, and voting, must decide any procedural motion to close or adjourn a debate.

If a procedural 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**

Ngā tautohetohe mō ngā take kua whakatārewatia

When debate resumes on items that have been previously adjourned all members can speak on the items.

## **25.5 Remaining business at adjourned meetings**

Ngā take e toe tonu ana i ngā hui kua whakatārewatia

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

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

Ngā take i tohua ki te kaunihera, komiti, poari ā-rohe, hapori rānei

Where a matter is referred to, or referred back to, a committee or a local or community board, the committee or board will consider the matter at its next meeting unless the meeting resolves otherwise.

**25.7 Other types of procedural motions**

Ētahi atu momo mōtini ā-hatepe

The chairperson has the discretion to allow any other procedural motion not contained in these Standing Orders.

**26. Points of order**

Ngā ui tikanga

**26.1 Members may raise points of order**

Ka āhei ngā mema ki te tuku ui tikanga

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 speaking must stop speaking and sit down (if standing).

**26.2 Subjects for points of order**

Ngā kaupapa hei tuku ui tikanga

A member raising a point of order must state precisely what its subject is.

Points of order may be raised for the following subjects:

a.	Disorder	Bringing disorder to the attention of the chairperson.
b.	Language	Highlighting use of disrespectful, offensive or malicious language.
c.	Irrelevance	Informing the chairperson that the topic being discussed is not the matter currently before the meeting.
d.	Misrepresentation	Alerting the chairperson of a misrepresentation in a statement made by a member, an officer or a council employee.
e.	Breach of standing order	Highlighting a possible breach of a standing order which must specify which standing order is subject to the breach.
f.	Recording of words	Requesting that the minutes record any words that have been the subject of an objection.

### **26.3 Contradictions**

Ngā whakahorihori

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**

Ngā ui tikanga i te wā o te wehewehenga

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**

Te whakatau a te Upoko i ngā ui tikanga

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.

Where a point of order concerns the performance of the chairperson, the chairperson will:

- a) refer the point of order to the deputy chairperson; or
- b) if there is no deputy chairperson, another member to hear arguments and make a ruling.

## **27. Notice of motion**

Te pānui mōtini

### **27.1 Notice of intended motion to be in writing**

Me tuhi te pānui mōtini

A notice of intended motion must:

- a) be in writing;
- b) be signed by the mover;
- c) state the meeting at which it is proposed the motion be considered; and
- d) be delivered to the chief executive at least five clear working days before the proposed meeting.

The mover can send the notice of an intended motion via email and include a scanned electronic signature of the mover.

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

## **27.2 Refusal of notice of motion**

Te whakakāhore i te pānui mōtini

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;
- b) is not related to the role or functions of the council or the meeting concerned;
- 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;
- d) is concerned with matters which are already the subject of reports or recommendations to the meeting concerned;
- 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 recommend that the proposal is referred to the chief executive for consideration and report; or
- f) concerns a matter where council has delegated decision-making authority to a subordinate body or a local or community board.

Where the refusal is due to f), the chief executive must refer the notice of motion to the appropriate body or board.

The chief executive should provide reasons for refusing a notice of motion to the mover.

## **27.3 Mover of notice of motion**

Te kaimōtini o te pānui mōtini

A meeting may not consider a notice of motion in the absence of the mover unless the mover has provided written authorisation for another member to move the motion.

## **27.4 Alteration of notice of motion**

Te whakarerekē i te pānui mōtini

Only the mover may alter a proposed notice of motion.

Any alteration requires the agreement of a majority of those present at the meeting and must be made at the time the motion is moved.

Once moved and seconded no amendments may be made to a notice of motion.

### **27.5 When notices of motion lapse**

Āhea mōnehu ai te pānui mōtini

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

### **27.6 Referral of notices of motion**

Te tuari i te pānui mōtini ki rōpū kē

Where a notice of motion refers to a matter ordinarily dealt with by a committee of the council or a local or community board, the chief executive must refer the notice of motion to that committee or board.

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

### **27.7 Repeat notices of motion**

Ngā pānui mōtini tārua

When a motion has been considered and rejected by the council or a committee:

- a) 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.
- b) No other notice which, in the chairperson's opinion, has the same effect, may be put while the original motion stands.

## **28. Minutes**

Meneti

### **28.1 Minutes to be evidence of proceedings**

Ko ngā meneti te taunakitanga o ngā hui

The council, its committees and subcommittees must authorise and keep minutes of their proceedings.

When confirmed by resolution at a subsequent meeting, or following authorisation by the chairperson (by manual or electronic signature) the minutes will be authenticated and stored in hard or electronic copy.

Once authorised, the minutes are the *prima facie* evidence of the proceedings they relate to.

*LGA 2002, Sch.. 7, cl 28.*

## **28.2 Items recorded in minutes**

Ngā take i tuhia ki ngā meneti

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) members absent without apology or leave of absence;
- f) members 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 matter considered;
- k) matter 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.

**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**

Kāore e kōrerorerotia ngā take kei ngā meneti

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**

Ngā meneti o te hui whakamutunga i mua tonu i te pōtitanga

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 council before the next election of members.

## **29. Keeping a record**

Te pupuri mauhanga

### **29.1 Maintaining accurate records**

Te pupuri mauhanga tika

A council 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.

A council must maintain all public records that are in its control in an accessible form, to be able to be used for subsequent reference.

*Public Records Act 2002, s 17.*

### **29.2 Method for maintaining records**

Te tikanga pupuri mauhanga

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**

Tirotirohanga

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 items**

##### Tirotirohanga o ngā take tūmataiti

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**

##### Ngā tuhinga i kōrerotia

1. Commissions of Inquiry Act 1908
  2. Crimes Act 1961
  3. Contract and Law Act 2017
  4. Financial Markets Conduct Act 2013
  5. Local Authorities (Members' Interests) Act 1968 (LAMIA)
  6. Local Electoral Act 2001 (LEA)
  7. Local Government Act 1974 and 2002 (LGA)
  8. Local Government Official Information and Meetings Act 1987 (LGOIMA)
  9. Public Records Act 2005
  10. Resource Management Act 1991 (RMA)
  11. Sale and Supply of Alcohol Act 2012
  12. Secret Commissions Act 1910
  13. Securities Act 1978
-

## **Appendix 1: Grounds to exclude the public**

### **Āpitianga 1: Ngā take e aukatihia ai te hunga tūmatanui**

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 is not excluded.*

- A3** That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information, the public disclosure of which would:
  - (a) Be contrary to the provisions of a specified enactment; or
  - (b) Constitute contempt of Court or of the House of Representatives.
- A4** That the purpose of the whole or the relevant part of the proceedings of the meeting is to consider a recommendation made to that 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

### Āpitiḡanga 2: Tauira o te tatūnga aukati i te hunga tūmatanui

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— <ol style="list-style-type: none"> <li>i. be contrary to the provisions of a specified enactment; or</li> <li>ii. constitute contempt of court or of the House of Representatives (s.48(1)(b)).</li> </ol>
		To consider a recommendation made by an Ombudsman (s. 48(1)(c)).
		To deliberate on matters relating to proceedings where: <ol style="list-style-type: none"> <li>i. a right of appeal lies to a court or tribunal against the final decision of the councils in those proceedings; or</li> <li>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)).</li> </ol>
		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; <ol style="list-style-type: none"> <li>i. disclose a trade secret; or</li> <li>ii. unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information (s 7(2)(b)).</li> </ol>
		To avoid serious offence to Tikanga Māori, or the disclosure of the location of waahi tapu in relation to an application under the RMA 1991 for; <ul style="list-style-type: none"> <li>• a resource consent, or</li> <li>• a water conservation order, or</li> <li>• a requirement for a designation or</li> <li>• an heritage order,</li> </ul> (s 7(2)(ba)).
		To protect information which is subject to an obligation of confidence where the making available of the information would be likely to: <ol style="list-style-type: none"> <li>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</li> <li>ii. would be likely otherwise to damage the public interest (s 7(2)(c)).</li> </ol>
		To avoid prejudice to measures protecting the health or safety of members of the public (s 7(2)(d)).

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public
		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)).

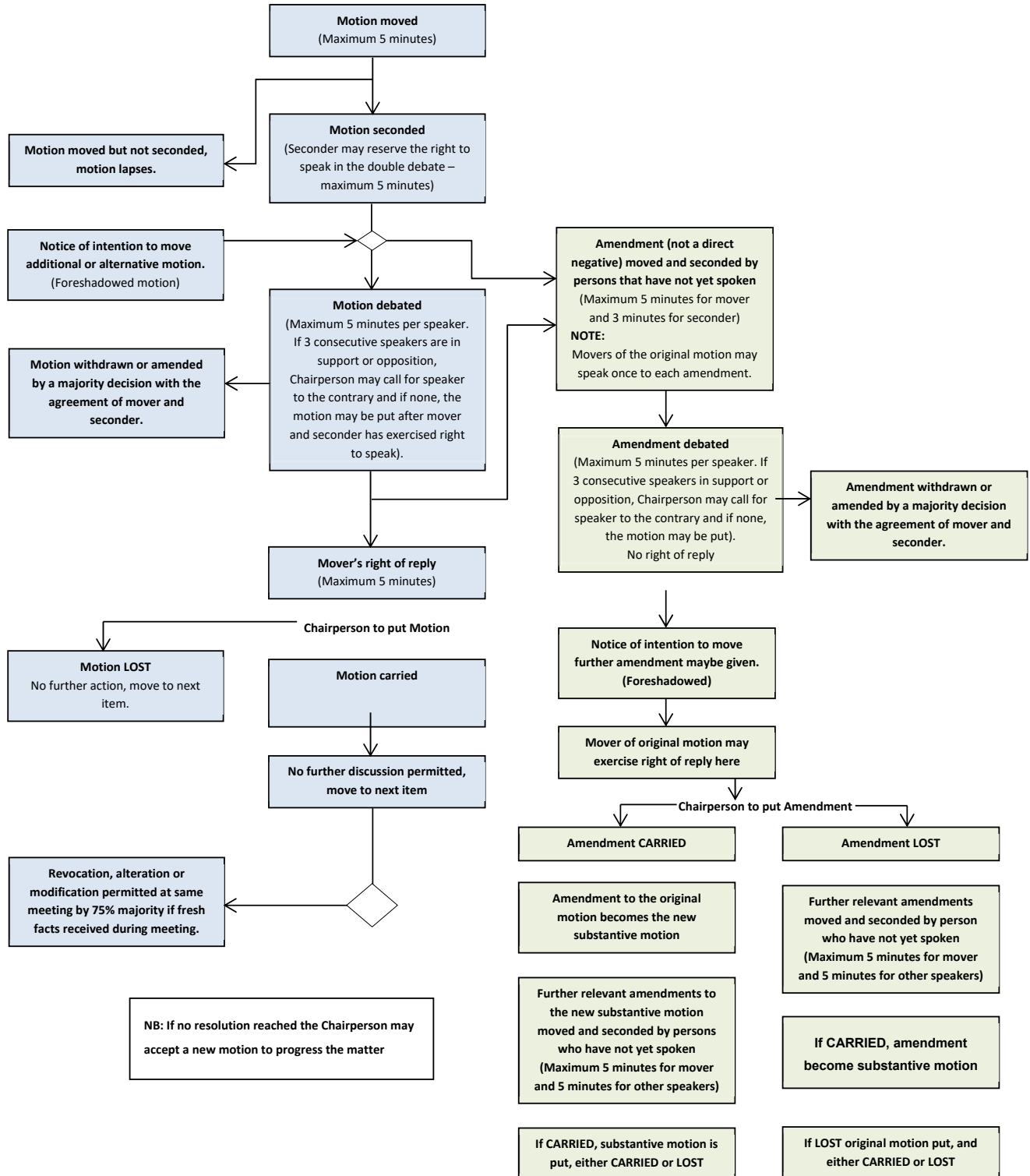
2. That (name of person(s)) is permitted to remain at this meeting after the public has been excluded because of their knowledge of (specify topic under discussion). This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because (specify). (Delete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

### Appendix 3: Motions and amendments (Option A)

#### Āpitihangā 3: Ngā mōtini me ngā menemana (Kōwhiringa A)

#### Motions without amendments

#### Motions with amendments

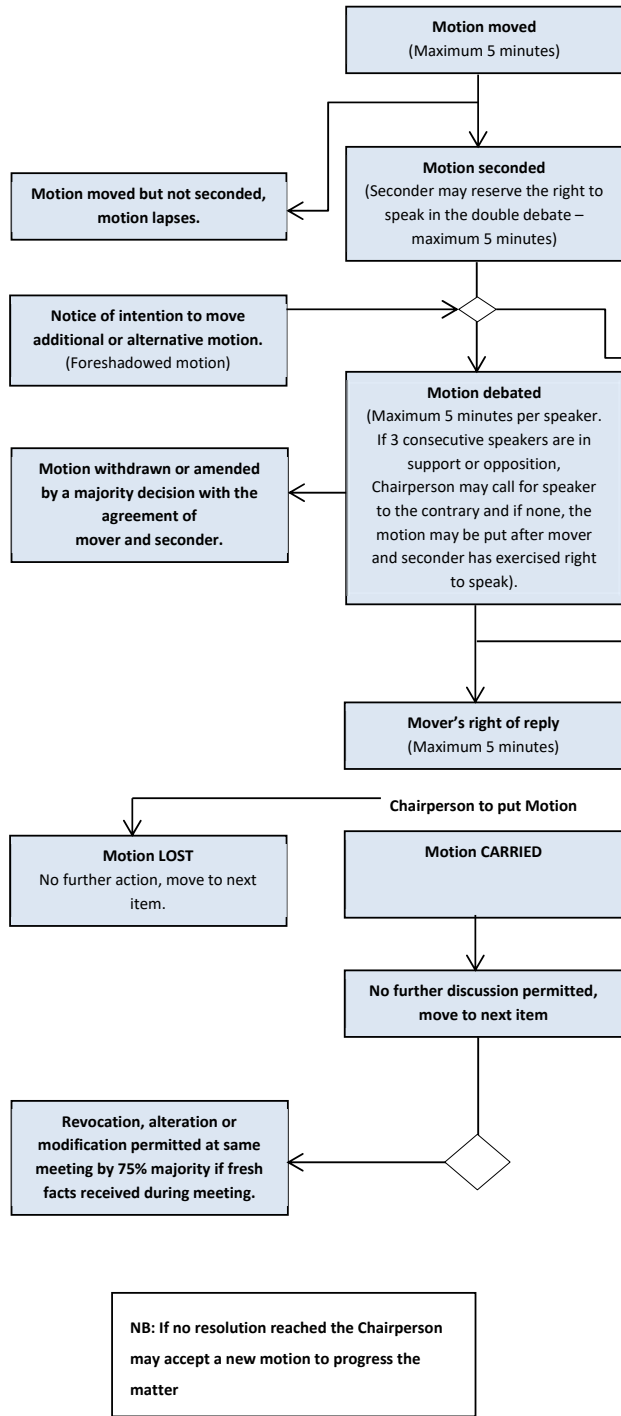




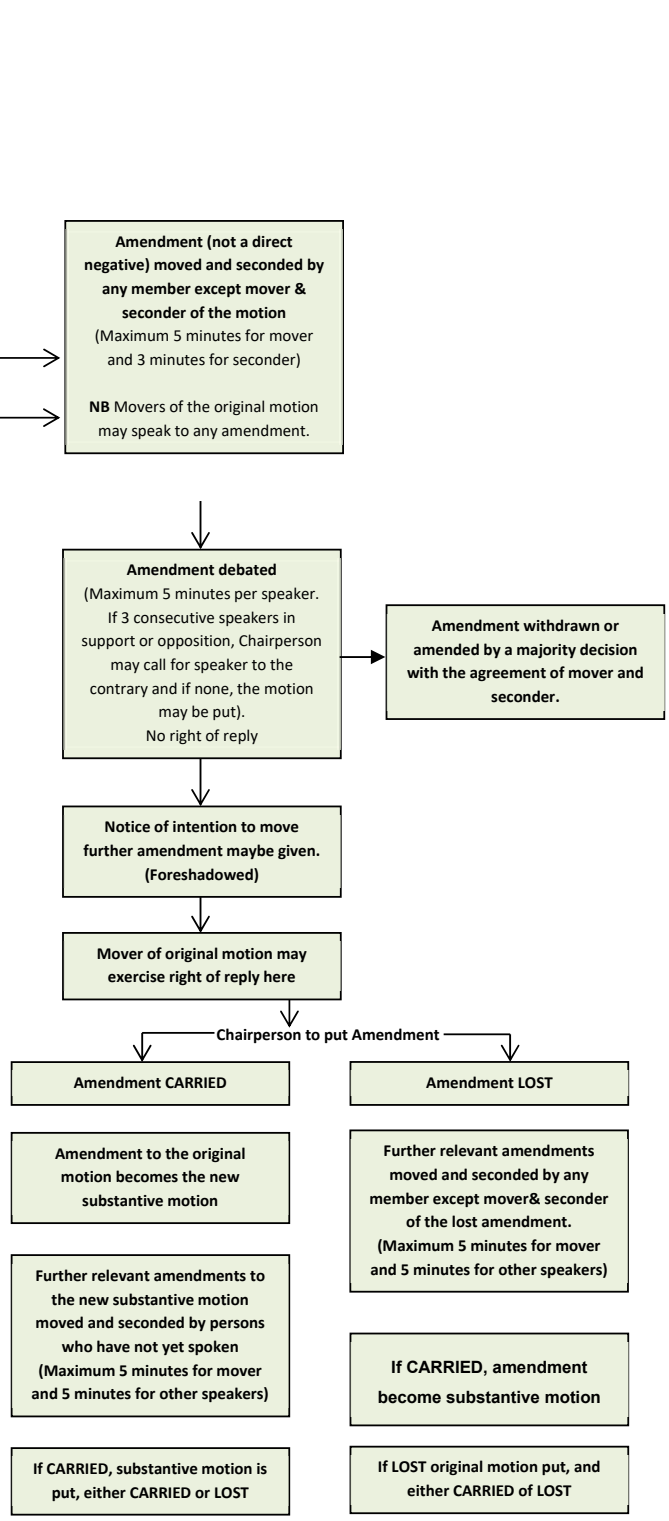
### Appendix 4: Motions and amendments (Option B)

#### Āpitianga 4: Ngā mōtini me ngā menemana (Kōwhiringa B)

##### Motions without amendments



##### Motions with amendments

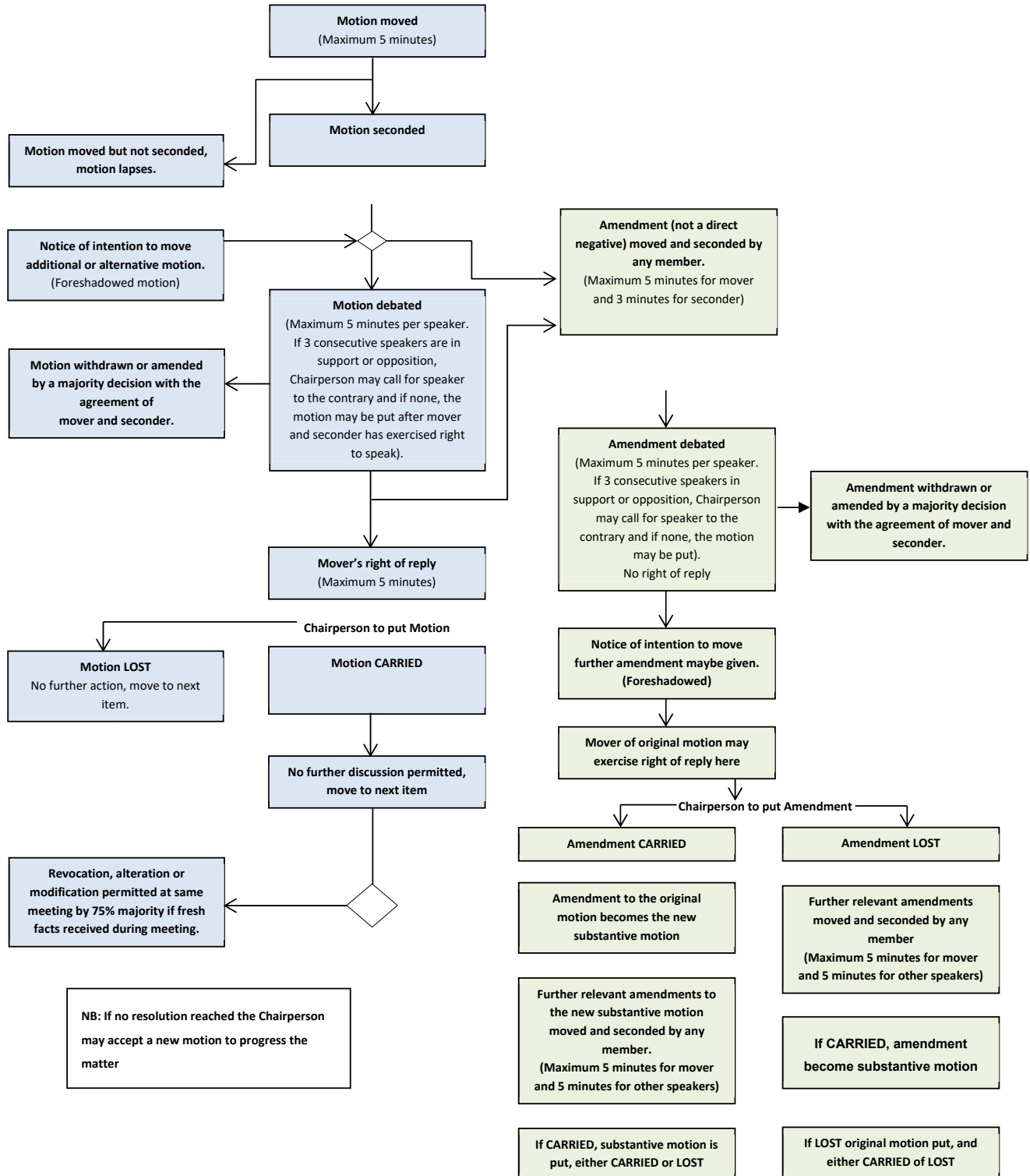


### Appendix 5: Motions and amendments (Option C)

#### Āpitianga 5: Ngā mōtini me ngā menemana (Kōwhiringa C)

#### Motions without amendments

#### Motions with amendments



**Appendix 6: Table of procedural motions**

Āpitihanga 6: Tūtohi o ngā mōtini ā-hātepe

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

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: Powers of a Chairperson**

### **Āpitianga 7: Ngā mana a te Upoko**

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

#### **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 may call a meeting (SO. 11.6)**

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.

#### **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.

**Chairperson to decide all questions (SO. 14.4)**

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'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.

**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.

**Explanations (SO. 14.6)**

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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**Revocation or alteration of previous resolution (SO 24.6)**

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 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.

**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.

**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.

**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.





**Our reference**  
F19/13/03-D21/40748

### **Karakia**

Kia uruuru mai  
Ā hauora  
Ā haukaha  
Ā haumāia  
Ki runga, Ki raro  
Ki roto, Ki waho  
Rire rire hau Paimārire

I draw in (to my being)  
The reviving essence  
The strengthening essence  
The essence of courage  
Above, Below  
Within, Around  
Let there be peace.