

Notice is given that an ordinary meeting of the Golden Bay Community Board will be held on:

Date: Tuesday 9 July 2019
Time: 9.30am
Meeting Room: Takaka Office, 78 Commercial Street,
Venue: Takaka

Golden Bay Community Board

AGENDA

MEMBERSHIP

Chairperson	A Langford
Deputy Chairperson	G Knowles
Members	D Gowland
	A Grant
	Cr S R Brown
	Cr P F Sangster

(Quorum 3 members)

Contact Telephone: 03 525 0054
Email: emma.gee@tasman.govt.nz
Website: www.tasman.govt.nz

AGENDA

1 OPENING, WELCOME

2 APOLOGIES AND LEAVE OF ABSENCE

Recommendation

That apologies be accepted.

3 PUBLIC FORUM

4 DECLARATIONS OF INTEREST

5 CONFIRMATION OF MINUTES

That the minutes of the Golden Bay Community Board meeting held on Tuesday, 11 June 2019, be confirmed as a true and correct record of the meeting.

6 PRESENTATIONS

6.1 Engineering Projects in Golden Bay..... 5

6.2 Takaka Police Station Review..... 7

7 REPORTS

7.1 Chairs Report..... 9

7.2 Discretionary Fund Applications..... 13

7.3 Reserve Financial Contributions 19

7.4 Amendment of Golden Bay Community Board Standing Orders to enable
Manawhenua ki Mohua representative attendance at meetings..... 27

7.5 Financial Report..... 109

7.6 Action Sheet 113

8 CORRESPONDENCE

8.1 Correspondence 117

9 CONFIDENTIAL SESSION

Nil

6 PRESENTATIONS

6.1 ENGINEERING PROJECTS IN GOLDEN BAY

Information Only - No Decision Required

Report To: Golden Bay Community Board
Meeting Date: 9 July 2019
Report Author: Emma Gee, Customer Services Officer
Report Number: RGBCB19-07-1

PRESENTATION

Graham Rimmer, Project Manager, will make a presentation to the Golden Bay Community Board on Engineering Projects in Golden Bay.

Appendices

Nil

6.2 TAKAKA POLICE STATION REVIEW

Information Only - No Decision Required

Report To: Golden Bay Community Board
Meeting Date: 9 July 2019
Report Author: Emma Gee, Customer Services Officer
Report Number: RGBCB19-07-2

Item 6.2

PRESENTATION

Senior Sergeant Martin Tunley will make a presentation to the Golden Bay Community Board on a review of the Takaka Police Station.

Appendices

Nil

7 REPORTS

RGBCB19-07-3

CHAIRS REPORT

Information Only - No Decision Required

Report To: Golden Bay Community Board
Meeting Date: 9 July 2019
Report Author: Emma Gee, Customer Services Officer
Report Number: RGBCB19-07-3

1 Summary

1.1 The Chair's report is included in the agenda.

2 Draft Resolution

That the Golden Bay Community Board receives the Chairs Report RGBCB19-07-3

3 Public Forum

3.1 The Board will discuss issues raised in Public Forum.

4 Standing Orders

4.1 I have received a letter of complaint regarding our meetings which says that I am not adhering to Standing Orders as there are interruptions, several people speaking at once, and members being disrespectful to one another. We all have a responsibility to understand and uphold the Standing Orders. The following includes some parts of the Standing Orders and are provided as a reminder:-

14.4 No resolutions

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

19.2 Disrespect

No member may act in a manner which is disrespectful of other members or inconsistent with the local authority's Code of Conduct at any meeting.

25 Points of Order

25.1 Members may raise points of order

Any member may raise a point of order when they believe that 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).

25.2 Subjects for Points of Order

- a) disorder - bringing disorder to the attention of the Chairperson
- b) language - use of disrespectful, offensive or malicious language
- c) irrelevance - the topic being discussed is not the matter currently before the meeting
- d) misrepresentation - misrepresentation of any statement made by a member or by an officer or council employee
- e) breach of standing order - the breach of any standing order while also specifying which standing order is subject to the breach
- f) request the recording of words, such a request that the minutes record words that have been the subject of an objection.

5 Reilly Street

5.1 Cr Sangster would like to discuss moving the gate at Reilly Street to the end of the Drummond land.

6 Skate Park and Pump Track - Youth Council

- 6.1 The Youth Council have been approached by users of the Skate Park requesting an upgrade and somewhere that they can have a mountain bike skills track. Takaka Primary School are currently fundraising for a community pump track so the Youth Council are planning to approach the committee and see if they are able to work together. They are also going to be holding consultations with the skate park users to talk about future development. Lynne Hall, Horticultural Officer, will be supporting them with this process.

7 Community Board Discretionary Fund

- 7.1 This is the current application information.

The aim of the fund is to provide low level funding to towards projects, events, and initiatives in the Golden Bay Community Board area that the Board considers to be of a high priority for the Golden Bay Ward but are not high enough in relation to district-wide priorities to gain direct Council funding.

- *There is a \$500 maximum for applications for non-Golden Bay Community Board initiated projects.*
- *Applications should be made three weeks before the Golden Bay Community Board meeting or applications will be considered at the next Board meeting.*
- *Applicants may be given less funding than they apply for.*
- *Projects must be completed within nine months of receiving funding.*
- *Successful applicants report back to the Golden Bay Community Board on the project and how the funding was used within nine months of receiving funding. Community Board support staff follow up with each organisation who has been provided funding.*
- *Exceptional and unique circumstances will be considered.*
- *An accountability form will need to be returned.*

We have had several applications that we have declined recently as it was felt that they did not fit the criteria or that funding could be secured from elsewhere.

The criteria for the special projects funding is a lot more specific than the discretionary fund, and to be fair and transparent as a Community Board I feel that we need to have similar criteria for the discretionary fund.

8 Attachments

Nil

RGBCB19-07-4

DISCRETIONARY FUND APPLICATIONS

Decision Required

Report To: Golden Bay Community Board

Meeting Date: 9 July 2019

Report Author: Emma Gee, Customer Services Officer

Report Number: RGBCB19-07-4

Item 7.2

1 Summary

- 1.1 The applications received for the July 2019 round of discretionary funding are as follows:-
Golden Bay Shared Recreational Facility - \$500.00
Takaka Drama Society - \$475.00
- The applications comply with Board guidelines and the full applications are attached for the Boards reference.
- 1.2 The Board has three options:-
Option 1 - The Board can approve the applications in full.
Option 2 – The Board can approve an amount less than the applications.
Option 3 – The Board can decline the applications. In declining the applications, the Board should communicate the reason for the decision to the applicants.
- 1.3 If the application is approved in full or part, payment will be made to the applicant by direct credit within ten working days of receiving their bank account details.

2 Draft Resolution

That the Golden Bay Community Board;

- a) receives the Discretionary Fund Applications Report RGBCB19-07-4; and**
- b) grants the application from the Golden Bay Shared Recreational Facility for - \$ 500.00 ;**
or
- c) declines the application from the Golden Bay Shared Recreational Facility on the grounds that**
- d) grants the application from the Takaka Drama Society for - \$ 475.00; or**
- e) declines the application from the Takaka Drama Society on the grounds that**

3 Attachments

- | | | |
|----------------------|---|----|
| 1. ↓ | Golden Bay Shared Recreational Facility | 15 |
| 2. ↓ | Takaka Drama Society | 17 |

Emma Gee

From: website@tasman.govt.nz
Sent: Tuesday, 11 June 2019 11:21 a.m.
To: Emma Gee
Subject: Application - Golden Bay Community Board Discretionary Fund

Follow Up Flag: Follow up
Flag Status: Flagged

A new application has been received.

Name of organisation*

Golden Bay Shared Recreational Facility

Address

2032 Takaka Valley Highway

Contact person*

Laura Webster

Contact phone*

0275259233

Email address*

info@recparkcentre.co.nz

What is the purpose of your organisation?

Sport and Recreation facility

Amount applied for - up to \$500

\$500

Details of the project to be funded

We would like to increase the amount that the facility recycles. Currently we rely on volunteers to wheel the black/yellow bins to the road for us fortnightly and other volunteers take the glass to the transfer station and separate out into different colours. When those volunteers are not available, a lot of recycling gets put in the general rubbish. Smart Environmental will not come up the hill to collect the recycling and we sometimes fill all the recycle bins within a week. Golden Bay Rubbish have said that they will collect all our recycling every Monday and this costs is \$20-\$50 per pick up depending on how much there is. As we are a not for profit organisation, it will help us greatly if we could get some help towards this cost.

Benefits - Who or what will benefit from the project in the Golden Bay community?

The environment as there will be a significant amount of recycling not going to landfill.

Describe any voluntary time and any other funding contributions received for this project

we have not received any funding for this but currently rely on volunteers each week to help out.

Who else have you asked for funding for this project?

no-one

Bank account number

03-1354-0345692-00

You can upload a file to support your application



**Golden Bay Community Board
Discretionary Fund Application Form**

Name of organisation:	Takaka Drama Society
Address:	The Playhouse, Park Avenue, Takaka 7110
Contact Person:	Sally Gaffney
Phone:	03 525 8086
Email:	panand sally gaffneys.co.nz
Purpose of organisation:	To foster the performing arts in Golden Bay. To maintain + equip The Playhouse Theatre for this purpose.
Amount applied for: (up to \$500)	\$475
Details of project to be funded:	To print + post monthly newsletters to 55+ members over the next year. \$234 for postage, \$216 for printing, \$26 for envelopes.
Who/What will benefit from the project in the Golden Bay community?	Members and new members to the Drama Society who will then be kept in touch with all club proceedings. We have found that snail mail newsletters are much more effective means than email. The more members we have, the bigger pool of talent from which to put on plays to the general public.
Describe any voluntary time and any other funding contributions received for this project	1/2 price postage stamps from GB Genealogy Group. Very reasonable printing costs from GB Museum over half the newsletters are delivered by hand
Who else have you asked for funding for this project?	None
Bank Account Number	NBS Takaka 03 1354 04000 81 00

7.3 RESERVE FINANCIAL CONTRIBUTIONS**Decision Required**

Report To:	Golden Bay Community Board
Meeting Date:	9 July 2019
Report Author:	Richard Hollier, Reserves and Facilities Manager
Report Number:	RGBCB19-07-5

1 Summary

1.1 This report provides an update on:

- the current status of the Golden Bay Ward's Reserve Financial Contribution (RFC) accounts; and
- the projects proposed for the 2019/2020 financial year.

1.2 The Special Purpose Committee capital project and maintenance requests for the 2019/2020 financial year.

1.3 The RFC accounts are made up of funds received from subdivision levies and large resource consent levies.

1.4 The funds received in the Golden Bay Ward stay in the Ward for the purchase of land for reserves and capital improvements to reserves and facilities.

2 Draft Resolution

That the Golden Bay Community Board

- 1. receives the Reserve Financial Contributions report RGBCB19-07-5; and**
- 2. recommends to Council the proposed carry forward in the 2018/2019 budgets for the following projects:**
 - **\$10,000 from the picnic areas general budget;**
 - **\$9,000 from the gardens general budget;**
 - **\$107,062 from the community projects budget;**
 - **\$36,417 from the sports fields budget;**
 - **\$49,260 from the walkways/esplanade budget;**
 - **\$14,462 from the picnic areas/gardens general budget;**
 - **\$17,500 from the cemeteries budget;**
 - **\$29,759 from the coastcare budget; and**

3. approves the capital projects to be undertaken in the 2019/2020 financial year; and

Account	Total Budget
Expense	
Valuation Fees	2,606
Transfer to District Wide	3,533
Interest earned	-5,319
Picnic Areas General Takaka Memorial Reserve fencing	10,000
Gardens General Planting Lake Killarney	9,000
Art Works Community Group Project	21,000
East Takaka walkway Community Project	6,062
Small Wharf rebuild Community Project	40,000
Takaka Drama Society Community Project	40,000
Total Expense	126,882
Capital	
Land Purchases	0
Sports fields - Pohara tennis courts surfacing - GB Rec Park footpath	40,000
Walkways/Esplanades - Excellence St – coast walkway - Lake Killarney – access road surfacing	59,000
Picnic Area/Gardens General - Bydder Reserve develop extension - Ruataniwha Reserve development	14,462
Cemeteries - Collingwood berm & signs - Rotatai berm & signs	17,500
Coastcare	50,000
Total Capital	180,962

4. approves the Special Purpose Committee project spend of \$8,000 for minor works at the Bainham, Collingwood and Kotinga Halls, as follows:

Project	Scope	Amount Requested
Kotinga Hall	Form and gravel extra parking area	5,000
Collingwood Hall	New urinal	2,000
Bainham Hall	New cupboards under sink	1,000

3 Purpose of the Report

- 3.1 This report provides an update on the status of the Golden Bay Ward Reserve Financial Contribution (RFC) accounts, the project activity for the 2018/19 financial year and projects for the 2019/2020 financial year.
- 3.2 The report also provides the Board with the Special Purpose Committee requests for capital project and maintenance requests for the 2019/2020 financial year.

4 Background and Discussion

Reserve Financial Contributions Account

- 4.1 The Reserve Financial Contributions Budget for the Golden Bay Ward as included in the Long Term Plan 2018-2028 for the 2018/2019 year plus the next two years is shown in Table 1 below.

Account	Budget LTP 2018/2019	Budget LTP 2019/2020	Budget LTP 2020/2021
Income			
Development & financial contributions	-246,558	-252,476	-258,788
Total Income	-246,558	-252,476	-258,788
Expense (Operating Costs)			
Professional fees (Valuation)	2,550	2,606	2,663
General operating costs (Transfer to District-wide)	3,457	3,533	3,610
Interest earned	-5,165	-5,319	-5,902
Total Expense	842	820	372
Capital			
Capital projects	257,552	259,742	261,300
Total Capital	257,552	259,742	261,300
Equity			
Reserve Transfers	-11,836	-8,086	-2,914
Total Equity	-11,836	-8,086	-2,914
Liability			
Opening Balance	256,942	245,106	237,020
Total Liability	256,942	245,106	237,020

Table 1

- 4.2 The RFC account income is largely derived from land subdivision and is difficult to accurately predict. Table 2 below shows that the budgeted income for the 2018/2019 year was \$246,558 whereas the actual income was \$48,301. Due to the difficulty of projecting the budgets, the RFC income earned in one year is allocated to capital projects in the following year.

- 4.3 This means that there is a shortfall between the actual income for the 2018/2019 financial year and the proposed expenditure in the 2019/2020 year. I propose that this be offset by a carry forward of unspent budget from the 2018/2019 financial year.
- 4.4 The actual expenditure against budget is shown in Table 2 below together with the amount proposed to be carried forward into the 2019/2020 year for projects in progress at 30 June 2019.

Account	Total Budget 2018/2019	YTD Actual 2018/2019	Proposed carry forward 2019/2020
Income			
RFC Income – Golden Bay	-246,558	-48,301	
Total Income	-246,558	-48,301	
Expense (Operating Costs)			
Valuation Fees	2,550	20,457	
Transfer to District Wide	3,457	3,457	
Interest earned	-5,165	-7,679	
Picnic Areas General Takaka Memorial Reserve fencing	21,961	6,343	10,000
Gardens General Planting Lake Killarney	24,262	0	9,000
Art Works Community Group Project	21,000	0	21,000
East Takaka walkway Community Project	6,062	0	6,062
Small Wharf rebuild Community Project	40,000	0	40,000
Takaka Drama Society Community Project	40,000	0	40,000
Total Expense	154,127	22,578	126,062
Capital			
Land Purchases	158000	20,405	0
Sports fields	43,452	7,035	36,417
Walkways/Esplanades	49,260	0	49,260
Community Projects		231	
Picnic Area/Gardens General	14,462	0	14,462
Cemeteries	23,893	0	17,500
Coastcare	43,739	13,983	29,759
Playgrounds		19,678	
Transfer to Reserves	-11,836	-11,836	
Total Capital	320,970	49,496	147,398

Table 2

- 4.5 The capital projects funded from RFC funds that we propose to be undertake in the 2019/2020 year are set out in Table 3 together with projects still in progress as at the 30 June 2019. I seek the Board's endorsement of these projects.
- 4.6 There are a number of community projects included in the list which have had funding carried forward for several years. I am seeking the Board's input as to whether this funding is still required. These projects are highlighted in red in Table 3.

Account	Revised Budget 2019/2020	Proposed Carry Forward	Total Budget
Income			
RFC Income – Golden Bay	-252,476		-252,476
Total Income	-252,476		-252,476
Expense			
Valuation Fees	2,606		2,606
Transfer to District Wide	3,533		3,533
Interest earned	-5,319		-5,319
Picnic Areas General Takaka Memorial Reserve fencing	0	10,000	10,000
Gardens General Planting Lake Killarney		9,000	9,000
Art Works		21,000	21,000
Community Group Project			
East Takaka walkway Community Project		6,062	6,062
Small Wharf rebuild Community Project	0	40,000	40,000
Takaka Drama Society Community Project	0	40,000	40,000
Total Expense	820	126,062	126,882
Capital			
Land Purchases	0	0	0
Sports fields - Pohara tennis courts surfacing - GB Rec Park footpath	3,583	36,417	40,000
Walkways/Esplanades - Excellence St – coast walkway - Lake Killarney – access road surfacing	9,740	49,260	59,000
Picnic Area/Gardens General - Bydder Reserve develop extension - Ruataniwha Reserve development	0	14,462	14,462
Cemeteries - Collingwood berm & signs - Rotatai berm & signs	0	17,500	17,500
Coastcare	20,241	29,759	50,000
Total Capital	33,564	147,398	180,962

Table 3

- 4.7 We make a budgetary provision each year for land purchase. This provides funding for purchase of additional land for reserves in areas where levels of service are not being met, or address a funding shortfall for reserve purchase in a subdivision where there is a need to take additional land over and above that generated from RFC's in that subdivision. This is difficult to forecast and often results in funding being carried forward. It is generally a reasonably significant amount and can distort reporting on the progress of the capital programme.

Special Purpose Committees

- 4.8 The Special Purpose Committees are the Volunteer Management Committees that look after the local Halls and Recreation Reserves. Each year they ask for funds to carry out capital works and major maintenance projects on the Halls and Reserves e.g. painting, new furniture, new roof, etc. These projects shown in Table 4 are funded from an operating account not RFC's and funding is available for these projects.

Project	Scope	Amount Requested
Kotinga Hall	Form and gravel extra parking area	5,000
Collingwood Hall	New urinal	2,000
Bainham Hall	New cupboards under sink	1,000

Table 4

5 Options

Reserve Financial Contributions

- 5.1 The options for the RFC's account in the 2019/2020 financial year are:
- 5.2 **Option One** - Agree to the proposed carry forwards and to the proposed projects for the 2019/2020 financial year as outlined in Table 3 unchanged. This is the recommended option.
- 5.3 **Option Two** – Recommend changes to the proposed carry forward capital budgets and to the projects proposed to be undertaken in 2019/2020.

Special Purpose Committee requests

- 5.4 **Option one** - Agree to the proposed project list for the 2019/2020 financial year. This is the recommended option.
- 5.5 **Option Two** –Decline one or more of the proposed projects for the 2019/2020 financial year.

6 Strategy and Risks

- 6.1 There is a risk that all the project work will not be able to be undertaken due to lack of staff capacity to complete all the projects.
- 6.2 The work plan aligns with the Council's strategic direction in terms of the provision of high quality customer services and some projects involve strong partnerships and relationships with other organisations.

7 Policy / Legal Requirements / Plan

- 7.1 Strict criteria apply to the use of RFC's with use being in the main restricted to:
- land purchase for reserves;
 - capital improvements to reserves; and
 - other capital works for recreation activities.

8 Consideration of Financial or Budgetary Implications

- 8.1 Due to the difficulty of predicting the future income for the RFC's accounts from proposed subdivisions, the income in the year it is received, is retained and allocated to capital projects in the following year. We are then allocating a known amount of funding and not anticipating funding before it is received.

9 Significance and Engagement

- 9.1 The decision I am asking the Board to make is to review the budget to align it to the income received. My view is that the decision is of medium/low significance, given that it is likely to have low public interest and that there is sufficient funding carried forward from the 2018/2019 financial year to enable the proposed capital projects to be completed.

10 Conclusion

- 10.1 The RFC accounts are used to provide capital funding for Reserves and Facilities for the community. The income can be variable depending on what development is happening in the Golden Bay Ward. It is hard to predict the income as the timing of developments are driven by the demand for development and the economy.
- 10.2 The RFC income received by Council in the 2018/2019 financial year is used to fund budgeted projects in the 2019/2020 financial year.
- 10.3 The Special Purpose Committee projects are funded from the operating accounts and any proposed work needs to fit within the budget. The proposed projects fit within that budget.

11 Next Steps / Timeline

- 11.1 Work will continue on the RFC projects already approved and we will work with the Board to progress the projects, identified for the 2019/2020 financial year. Staff will work with Special Purpose Committees to enable them to carry out their projects.

12 Attachments

Nil

RGBCB19-07-6 AMENDMENT OF GOLDEN BAY COMMUNITY BOARD STANDING ORDERS TO ENABLE MANAWHENUA KI MOHUA REPRESENTATIVE ATTENDANCE AT MEETINGS

Decision Required

Report To: Golden Bay Community Board

Meeting Date: 9 July 2019

Report Author: Dennis Bush-King

Report Number: RGBCB19-07-6

Item 7.4

1 Summary

- 1.1 This report seeks the Board's agreement to amending its standing orders to enable the attendance of Makere Chapman from Manawhenua ki Mohua at Board meetings as an advisor and to provide her with speaking rights at the meetings.
- 1.2 The Golden Bay Community Board has signaled that it would like to provide a representative from Manawhenua ki Mohua with the opportunity to attend and speak at Board meetings.
- 1.3 At its meeting on 8 August 2017, the Board adopted the "Standing Orders Golden Bay Community Board" document (Attachment 1). I recommend that the Board amends its standing orders to make provision for Makere's attendance at its meetings in an advisory role. The specific amendments I am recommending include:
 - 1.3.1 adding to standing order **2. Definitions**, a new definition for the Manawhenua ki Mohua Advisor;
 - 1.3.2 adding to standing order **3.3. Members must obey standing orders**, the requirement for the Manawhenua ki Mohua Advisor to also obey standing orders; and
 - 1.3.3 adding a new standing order **12.1A. Manawhenua ki Mohua Advisor attendance at meetings**.
- 1.4 The Board has the following options:
 - 1.4.1 **Option 1:** amending its standing orders to make specific provision for Makere Chapman, a Manawhenua ki Mohua representative to attend and speak at its meetings; or
 - 1.4.2 **Option 2.** it could decide not to amend the standing orders and to make a decision at each meetings on the matter.
- 1.5 By amending its standing orders, the Board can provide certainty to Makere Chapman about the opportunity being provided represent iwi.

2 Draft Resolution

That the Golden Bay Community Board

- 1. receives the Amendment of Golden Bay Community Board Standing Orders to enable Manawhenua ki Mohua representative attendance at meetings report RGBCB19-07-6; and**
- 2. agrees to make the following amendments to the document “Standing Orders Golden Bay Community Board” adopted by the Board at its meeting on 8 August 2017:**
 - 2.1 add to standing order 2. Definitions, a new definition for Manawhenua ki Mohua Advisor as follows:**

“Manawhenua ki Mohua Advisor means a representative who has been nominated by Council staff to attend and to act in an advisory capacity, at specific Golden Bay Community Board meetings.”
 - 2.2 amend standing order 3.3. Members must obey standing orders to read as follows:**

“All members of the community board and its committees and subcommittees must obey these standing orders.

For the avoidance of doubt, the Manawhenua ki Mohua Advisor must also obey standing orders while present at Golden Bay Community Board meetings.

cl. 16(1) Schedule 7, LGA 2002.”
 - 2.3 Add a new standing order 12.1A. Manawhenua ki Mohua Advisor attendance at meetings, as follows:**

“12.1A. Manawhenua ki Mohua Advisor attendance at meetings

The Manawhenua ki Mohua Advisor has the right to attend Golden Bay Community Board meetings where they have been nominated to do so by Manawhenua ki Mohua.

The Manawhenua ki Mohua Advisor is to attend meetings in an advisory capacity and is not a member of the Board. They have the right to speak at meetings but does not have voting rights.

The Manawhenua ki Mohua Advisors may change from meeting to meeting. The Manawhenua ki Mohua Advisor does not constitute part of the quorum for Board meetings.

The Manawhenua ki Mohua Advisor must abide by these standing orders during Board meetings.

The Manawhenua ki Mohua will not be paid for their attendance at Board meetings.”; and
- 3. asks staff to update the Standing Orders Golden Bay Community Board document in accordance with part 2 of the resolution above.**

3 Purpose of this report

- 3.1 The purpose of this report is to seek the Board's agreement to amending its standing orders to enable the attendance of Makere Chapman, a Manawhenua ki Mohua representative, at Board meetings as an advisor and to provide her with speaking rights at the meetings.

4 Background and Discussion

- 4.1 The Golden Bay Community Board has signaled that it would like to provide Makere Chapman with the opportunity to attend and speak at Board meetings.
- 4.2 At its meeting on 8 August 2017, the Board adopted the "Standing Orders Golden Bay Community Board" document. The standing orders do not specifically provide for Manawhenua ki Mohua representative to attend and speak at Board meetings. I consider that it is wise to amend the Board's standing orders to make specific provision to enable a Manawhenua ki Mohua representative to attend and speak at Board meetings. I have drafted suggested changes to the Board's standing orders for your consideration.
- 4.3 Clause 27(3) of Schedule 7 of the Local Government Act 2002 provides that the adoption of standing orders and any amendment to standing orders must be made through a vote of not less than 75 percent of the members present.
- 4.4 I am recommending four amendments to the Board's standing orders as follows:
- 4.4.1 Add to standing order **2. Definitions**, a new definition for a Manawhenua ki Mohua Advisor as follows:
- "Manawhenua ki Mohua Advisor** means a member of Manawhenua ki Mohua who has been nominated by Council staff to attend and to act in an advisory capacity, at specific Golden Bay Community Board meetings."
- 4.4.2 Add to standing order **3.3. Members must obey standing orders**, the requirement for the Manawhenua ki Mohua Advisor to also obey standing orders. The new standing order would read as follows:
- "All members of the community board and its committees and subcommittees must obey these standing orders.
- For the avoidance of doubt, the Manawhenua ki Mohua Advisor must also obey standing orders while present at Golden Bay Community Board meetings.
- cl. 16(1) Schedule 7, LGA 2002.*"
- 4.4.3 Add a new standing order **12.1A. Manawhenua ki Mohua Advisor's attendance at meetings**, as follows:
- "12.1A. Manawhenua ki Mohua Advisor's attendance at meetings**
- The Manawhenua ki Mohua Advisor has the right to attend specific Golden Bay Community Board meetings where they have been nominated to do so by Council staff.

The Manawhenua ki Mohua Advisor is to attend meetings in an advisory capacity and is not a member of the Board. They have the right to speak at meetings but does not have voting rights.

The Manawhenua ki Mohua Advisor may change from meeting to meeting. The Manawhenua ki Mohua Advisor does not constitute part of the quorum for Board meetings.

The Manawhenua ki Mohua Advisor must abide by these standing orders during Board meetings.

The Manawhenua ki Mohua Advisor will not be paid for their attendance at Board meetings.”

5 Options

5.1 The Board has the following options:

5.1.1 **Option 1:** amending its standing orders to make specific provision for a Manawhenua ki Mohua representative to attend and speak at its meetings; or

5.1.2 **Option 2.** it could decide not to amend the standing orders and to make a decision at each meeting on the matter.

5.2 I recommend that you amend the standing orders to provide certainty for the Manawhenua ki Mohua representative that if they attend Board meetings they will be permitted to speak. The amendments also provide some context on the Manawhenua ki Mohua Advisor role.

5.3 Option 2 has the risk that the Manawhenua ki Mohua will not wish to attend meetings on the off chance that they may be permitted to contribute and have speaking rights. Under this option there would be less clarity of what their role is and of how standing orders apply to them.

6 Strategy and Risks

6.1 The proposal contained in this report aligns well with Council’s strategic pillars, in particular the “Quality Partnerships and Relationships” pillar.

6.2 The risks of the Board allowing Makere as an advisor are relatively low, given that she is only an advisor and does not have voting rights. She is also required to abide by the Board’s standing orders while attending meetings. Board members will be able to support her on her role at meetings.

7 Policy / Legal Requirements / Plan

7.1 The proposals contained in this report comply with the Board’s legal responsibilities.

7.2 Clause 27(3) of Schedule 7 of the Local Government Act 2002 provides that the adoption of standing orders and any amendment to standing orders must be made through a vote of not less than 75 percent of the members present.

8 Consideration of Financial or Budgetary Implications

There are no financial or budgetary implications of this decision.

9 Significance and Engagement

9.1 I consider that the decisions sought through this report are of low significance and that the Board does not need to consult prior to making the decisions. The standing orders under consideration apply to the Board's own meeting procedures and therefore I consider that they do not need to be consulted on with the public.

Issue	Level of Significance	Explanation of Assessment
Is there a high level of public interest, or is decision likely to be controversial?	low	The standing orders apply to the Board's own processes and are unlikely to be of general public interest.
Is there a significant impact arising from duration of the effects from the decision?	low	The Board can agree to change standing orders back at any time in the future.
Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	No	
Does the decision create a substantial change in the level of service provided by Council?	No	The decision does not affect any of Council's stated levels of service in its Long Term Plan 2018-2028.
Does the proposal or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	No	There are no financial implications of this decision.
Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?	No	
Does the proposal or decision involve entry into a private sector partnership or contract to carry out the deliver on any Council group of activities?	No	The decision does not relate to delivery of any Council group of activities.
Does the decision involve Council exiting from or entering into a group of activities?	No	

10 Conclusion

- 10.1 There is value to both the Board and to Manawhenua ki Mohua of allowing them to attend Board meetings as advisors and to have speaking rights at the meetings. By amending its standing orders, the Board can provide certainty to Manawhenua ki Mohua about the opportunity to contribute to Board affairs. I recommend that the Board make the amendments to its standing orders proposed in the draft resolution.

11 Next Steps / Timeline

- 11.1 If the Board agrees with the draft resolution, staff will amend the standing orders in line with the resolution.

2 Attachments

1. [↓](#) Golden Bay Standing Orders

33



Standing Orders

Golden Bay Community Board

8 August 2017



Preface

These standing orders have been designed specifically for community boards and meet the requirements of the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 and are recommended for the use of community boards by the Community Board Executive.

Community boards are required under cl. 27 Schedule 7 the Local Government Act 2002 (LGA 2002) to adopt a set of standing orders for the conduct of their meetings and those of its committees and subcommittees.

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

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

For clarification whenever a question about the interpretation or application of these standing orders arises, particularly if the matter is not provided for in the standing orders, it is the responsibility of the Chairperson to make a ruling.

All members of a community board must abide by these standing orders.

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Contents

1. Introduction	9
1.1 Principles	9
1.2 Statutory references	9
1.3 Acronyms	10
1.4 Application	10
2. Definitions	10
General matters	15
3. Standing orders	15
3.1 Obligation to adopt standing orders	15
3.2 Process for adoption and alteration of standing orders	15
3.3 Members must obey standing orders	15
3.4 Application of standing orders	15
3.5 Temporary Suspension of standing orders	15
3.6 Quasi-judicial proceedings	16
3.7 Physical address of members	16
4. Meetings	16
4.1 Legal requirement to hold meetings	16
4.2 Meeting duration	16
4.3 Language	16
4.4 Webcasting meetings	17
4.5 First meeting (inaugural)	17
4.6 Requirements for the first meeting	17
5. Appointments and elections	<u>1918</u>
5.1 Elections of Chairpersons and deputy Chairpersons	<u>1918</u>
5.2 Voting system for Chairperson and deputy Chairperson	<u>1948</u>
6. Delegations	<u>1918</u>
6.1 Community boards may delegate	<u>1948</u>
6.2 Use of delegated powers	<u>2019</u>
6.3 Decisions made under delegated authority cannot be rescinded or amended	<u>2049</u>
7. Committees	<u>2019</u>
7.1 Appointment of committees and subcommittees	<u>2019</u>
7.2 Discharge or reconstitution of committees and subcommittees	<u>2049</u>
7.3 Appointment or discharge of committee and subcommittee members	<u>2120</u>
7.4 Elected members on committees and subcommittees	<u>2120</u>
7.5 Community board may replace members if committee not discharged	<u>2120</u>
7.6 Decision not invalid despite irregularity in membership	<u>2120</u>



Pre-meeting	2224
8. Giving notice	2224
8.1 Public notice – ordinary meetings	2224
8.2 Notice to members - ordinary meetings	2224
8.3 Extraordinary meeting may be called	2224
8.4 Notice to members - extraordinary meetings	2224
8.5 Public notice - extraordinary meetings	2322
8.6 Process for calling an extraordinary meeting at an earlier time	2322
8.7 Notification of extraordinary meetings held at an earlier time	2322
8.8 Chief executive may make other arrangements	2322
8.9 Meetings not invalid	2322
8.10 Resolutions passed at an extraordinary meeting	2423
8.11 Meeting schedules	2423
8.12 Non-receipt of notice to members	2423
8.13 Meeting cancellations	2423
9. Meeting agenda	2524
9.1 Preparation of the agenda	2524
9.2 Process for raising matters for a decision	2524
9.3 Chief executive may delay or refuse request	2524
9.4 Order of business	2524
9.5 Chairperson's recommendation	2524
9.6 Chairperson's report	2524
9.7 Public availability of the agenda	2625
9.8 Public inspection of agenda	2625
9.9 Withdrawal of agenda items	2625
9.10 Distribution of the agenda	2625
9.11 Status of agenda	2625
9.12 Items of business not on the agenda which cannot be delayed	2726
9.13 Discussion of minor matters not on the agenda	2726
9.14 Public excluded business on the agenda	2726
9.15 Qualified privilege relating to agenda and minutes	2826
Meeting Procedures	2827
10. Quorum	2827
10.1 Councils	2827
10.2 Committees and subcommittees	2827
10.3 Joint Committees	2827
10.4 Requirement for a quorum	3028
10.5 Meeting lapses where no quorum	3028
10.6 Business from lapsed meetings	3028



11. Public access and recording	3028
11.1 Meetings open to the public	3028
11.2 Grounds for removing the public	3028
11.3 Community board may record meetings	3028
11.4 Public may record meetings	3129
12. Attendance	3129
12.1 Members right to attend meetings	3129
12.2 Attendance when a committee is performing judicial or quasi-judicial functions	3230
12.3 Leave of absence	3230
12.4 Apologies	3330
12.5 Recording apologies	3330
12.6 Absence without leave	3330
12.7 Right to attend by audio or audio visual link	3330
12.8 Member's status: quorum	3334
12.9 Member's status: voting	3334
12.10 Chairperson's duties	3334
12.11 Conditions for attending by audio or audio visual link	3434
12.12 Request to attend by audio or audio visual link	3434
12.13 Chairperson may terminate link	3432
12.14 Giving or showing a document	3432
12.15 Link failure	3532
12.16 Confidentiality	3532
13. Chairperson's role in meetings	3532
13.1 Community board	3532
13.2 Committees	3533
13.3 Addressing the Chairperson	3533
13.4 Chairperson's rulings	3633
13.5 Chairperson standing	3633
13.6 Member's right to speak	3633
13.7 Chairperson may prioritise speakers	3633
14. Public Forums	3634
14.1 Time limits	3634
14.2 Restrictions	3734
14.3 Questions at public forums	3734
14.4 No resolutions	3734
15. Deputations	3734
15.1 Time limits	3735
15.2 Restrictions	3735



15.3	Questions of a deputation	3835
15.4	Resolutions	3835
16.	Petitions	3835
16.1	Form of petitions	3835
16.2	Petition presented by petitioner	3836
16.3	Petition presented by member	3836
17.	Exclusion of public	3936
17.1	Motions and resolutions to exclude the public	3936
17.2	Specified people may remain	3936
17.3	Public excluded items	3937
17.4	Non-disclosure of information	4037
17.5	Release of information from public excluded session	4037
18.	Voting	4037
18.1	Decisions by majority vote	4038
18.2	Open voting	4038
18.3	Chairperson has a casting vote	4038
18.4	Method of voting	4138
18.5	Calling for a division	4138
18.6	Request to have votes recorded	4139
18.7	Members may abstain	4139
19.	Conduct	4139
19.1	Calling to order	4139
19.2	Disrespect	4139
19.3	Retractions and apologies	4239
19.4	Disorderly conduct	4239
19.5	Contempt	4239
19.6	Removal from meeting	4240
19.7	Financial conflicts of interests	4240
19.8	Non-financial conflicts of interests	4340
19.9	Qualified privilege for meeting proceedings	4340
19.10	Qualified privilege additional to any other provisions	4344
19.11	Electronic devices at meetings	4344
20.	General rules of debate	4344
20.1	Chairperson may exercise discretion	4444
20.2	Time limits on speakers	4444
20.3	Questions to staff	4444
20.4	Questions of clarification	4444
20.5	Members may speak only once	4442
20.6	Limits on number of speakers	4442



20.7	Seconded may reserve speech	4442
20.8	Speaking only to relevant matters	4542
20.9	Restating motion	4542
20.10	Criticism of resolutions	4542
20.11	Objecting to words	4542
20.12	Right of reply	4542
20.13	No other member may speak	4543
20.14	Adjournment motions	4643
20.15	Chairperson's acceptance of closure motions	4643
21.	General procedures for speaking and moving motions	4643
21.1	Options for speaking and moving	4643
21.2	Option A	4644
21.3	Option B	4744
21.4	Option C	4744
21.5	Procedure if no resolution is reached	4745
22.	Motions and amendments	4745
22.1	Proposing and seconding motions	4745
22.2	Motions in writing	4745
22.3	Motions expressed in parts	4845
22.4	Substituted motion	4845
22.5	Amendments to be relevant and not direct negatives	4845
22.6	Foreshadowed amendments	4845
22.7	Lost amendments	4846
22.8	Carried amendments	4846
22.9	Where a motion is lost	4846
22.10	Withdrawal of motions and amendments	4846
22.11	No speakers after reply or motion has been put	4946
23.	Revocation or alteration of resolutions	4946
23.1	Member may move revocation of a decision	4946
23.2	Revocation must be made by body responsible for the decision	4947
23.3	Requirement to give notice	4947
23.4	Restrictions on actions under the affected resolution	5047
23.5	Revocation or alteration by resolution at same meeting	5047
23.6	Revocation or alteration by recommendation in report	5048
24.	Procedural motions	5048
24.1	Procedural motions must be taken immediately	5048
24.2	Procedural motions to close or adjourn a debate	5048
24.3	Voting on procedural motions	5148
24.4	Debate on adjourned items	5148



24.5	Remaining business at adjourned meetings	5149
24.6	Business referred to a committee	5149
24.7	Other types of procedural motions	5149
25.	Points of order	5149
25.1	Members may raise points of order	5149
25.2	Subjects for points of order	5249
25.3	Contradictions	5249
25.4	Point of order during division	5250
25.5	Chairperson's decision on points of order	5250
26.	Notices of motion	5250
26.1	Notice of intended motion to be in writing	5250
26.2	Refusal of notice of motion	5350
26.3	Mover of notice of motion	5354
26.4	Alteration of notice of motion	5354
26.5	When notices of motion lapses	5354
26.6	Referral of notices of motion	5354
26.7	Repeat notices of motion	5454
27.	Minutes	5552
27.1	Minutes to be evidence of proceedings	5552
27.2	Matters recorded in minutes	5552
27.3	No discussion on minutes	5552
27.4	Minutes of last meeting before election	5653
28.	Minute books	5653
28.1	Inspection	5653
28.2	Inspection of public excluded matters	5653
	Referenced documents	5653
	Appendix 1: Grounds to exclude the public	5754
	Appendix 2: Sample resolution to exclude the public	5956
	Appendix 3: Motions and amendments	6259
	Appendix 4: Table of procedural motions	6360
	Appendix 5: Webcasting protocols	6562
	Appendix 6: Powers of a Chairperson	6663
	Appendix 7: Process for removing a Chairperson or deputy Chairperson	7168
	Appendix 8: Workshops	7269
	Appendix 9: Sample order of business	7370
	Appendix 10: Process for raising matters for a decision	7474



1. Introduction

These Standing Orders have been prepared to enable the orderly conduct of community board 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.

Following Part 3 the Appendices provide templates and additional guidance for implementing provisions within the Standing Orders. Please note, the Appendix is an attachment to the standing orders and is not part of the standing orders as adopted by the community board.

In addition, the Standing Orders Guide provides advice and good practice tips for Chairpersons and staff on the implementation of the standing orders.

1.1 Principles

Standing orders are part of the framework of processes and procedures designed to ensure that our system of local democracy and in particular local government is transparent and accountable. Standing orders give effect to the principles which underpin good governance. Key principles are that a local authority and consequently a community board should:

- conduct its business in an open, transparent and democratically accountable manner;
- give effect to its identified priorities and desired outcomes in an efficient and effective manner;
- make itself aware of, and have regard to, the views of all of its communities;
- take account, when making decisions, of the diversity of the community, its interests and the interests of future communities as well;
- ensure that any decisions made under these standing orders comply with the decision-making provisions of Part 6 of the LGA; and
- ensure that decision-making procedures and practices meet the standards of natural justice.

In addition, the LGA 2002 requires that all local authorities act so that "governance structures and processes are effective, open and transparent" (s. 39 LGA 2002).

1.2 Statutory references

The Standing orders combine statutory provisions with guidance on their application. 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 may have been modernised or amended to ensure consistency with more recently enacted statutes. Original versions of each statutory provision are included in the Standing Orders' Guidelines, the companion document.

It is important to note that during a meeting any statutory references in the standing orders apply throughout the period of the meeting, regardless of whether or not parts or all of the Standing Orders have been suspended. These provisions must also be carried through into any amendment of the standing orders that might be made.

Please note, where it is employed the word 'must', unless otherwise stated, identifies a mandatory legislative requirement.

1.3 Acronyms

LGA 2002 Local Government Act 2002

LGOIMA Local Government Official Information Act 1987

LAMIA Local Authority (Elected) Members' Interests Act 1968

1.4 Application

For the removal of any doubt these standing orders do not apply to workshops or meetings of working parties and advisory groups.

2. Definitions

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

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

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

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

Audio link means facilities that enable 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 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 presiding at a meeting – the presiding member.

Chief Executive means the chief executive of a territorial or regional authority appointed under section 42 of the LGA 2002, and includes for the purposes of these standing orders, any other officer authorized by the local authority.

Clear working days means the number of working days (business hours) prescribed in these standing orders for the giving of 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 clause 30A of Schedule 7 of the LGA 2002; and
- (d) Any subcommittee of a committee described in (a), (b) and (c) of this definition.

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

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

Council means, in the context of these standing orders, the governing body of a local authority.

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

Electronic link means both an audio and audio visual link.

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

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

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

Karakia timatanga means an opening prayer.

Karakia whakamutunga means a closing prayer.

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



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, or extraordinary 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 community board.

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

Minutes means the record of the proceedings of any meeting of the community board.

Motion means a formal proposal to a meeting.

Mover means the member who initiates a motion.

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

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

Open voting means voting that is conducted openly and in a transparent manner 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 or community board publicly notified in accordance with sections 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.

Presiding member means the person chairing a meeting.

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



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

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

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

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

Publicly notified means notified to members of the public by 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 refers to a meeting that involves 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 Schedule 7 LGA 2002.

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

Right of Reply means the right of the mover of a motion to sum up the debate and reply to those who have spoken against the motion. (The right can also apply to an amendment.

Seconder means the member who seconds a motion.

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

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



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 may be 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 any day of the week other than:

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

Should a local authority or community board wish to meet between the 25th of December and the 15th day of January in 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 or community board to achieve a specific objective that is not a committee or subcommittee and to which these standing orders do not apply.

Workshop, also described as a briefing, 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 do not apply. Workshops may include non-elected members. See definition of "advisory group".

Youth Council Advisor means a member of the Golden Bay Youth Council who has been nominated by Council staff to attend and to act in an advisory capacity, at specific Golden Bay Community Board meetings.

Manawhenua ki Mohua Advisor means a member of Manawhenua ki Mouha who has been nominated by Council staff to attend and to act in an advisory capacity, at specific Golden Bay Community Board meetings.

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General matters

3. Standing orders

3.1 Obligation to adopt standing orders

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

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

3.2 Process for adoption and alteration of standing orders

The adoption of standing orders and any amendment to standing orders must be made by the community board through a vote of not less than 75 % of the members present. Any amendments also require a vote of not less than 75% of the members of the community board.

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

3.3 Members must obey standing orders

All members of the community board and its committees and subcommittees must obey these standing orders.

For the avoidance of doubt, Youth Council Advisors must also obey standing orders while present at Golden Bay Community Board meetings.

[For the avoidance of doubt, the Manawhenua ki Mohua Advisor must also obey standing orders while present at Golden Bay Community Board meetings.](#)

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

3.4 Application of standing orders

These standing orders apply to all meetings of the community board and its committees and subcommittees. This includes meetings and sessions that the public are excluded from.

3.5 Temporary Suspension of standing orders

Any member of a community board may move a motion to suspend standing orders. Any such motion must 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 vote in favour of the suspension if it is to pass.

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



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

3.6 Quasi-judicial proceedings

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

3.7 Physical address of members

Every member of a 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 community board 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.

4. Meetings

4.1 Legal requirement to hold meetings

A community board must hold meetings for the good government of its community. Meetings must be called and conducted in accordance with:

- (a) Schedule 7 of the LGA 2002;
- (b) Part 7 of LGMOIA; and
- (c) These standing orders.

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

4.2 Meeting duration

A meeting cannot continue more than six hours from when it starts (including any adjournments) or after 10.30pm, unless the meeting resolves to continue. If there is no such resolution 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 three hours continuously without a break of at least ten minutes unless the meeting resolves to extend the time before a break.

4.3 Language

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



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

4.4 Webcasting meetings

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

4.5 First meeting (inaugural)

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

cl. 21(1) - (4), Schedule 7, LGA

4.6 Requirements for the first meeting

The chief executive (or, in the absence of the chief executive, their nominee) must chair the meeting until the Chairperson has made an oral declaration and attested the declaration (as set out in cl. 21(4), Schedule 7, (LGA 2002)).

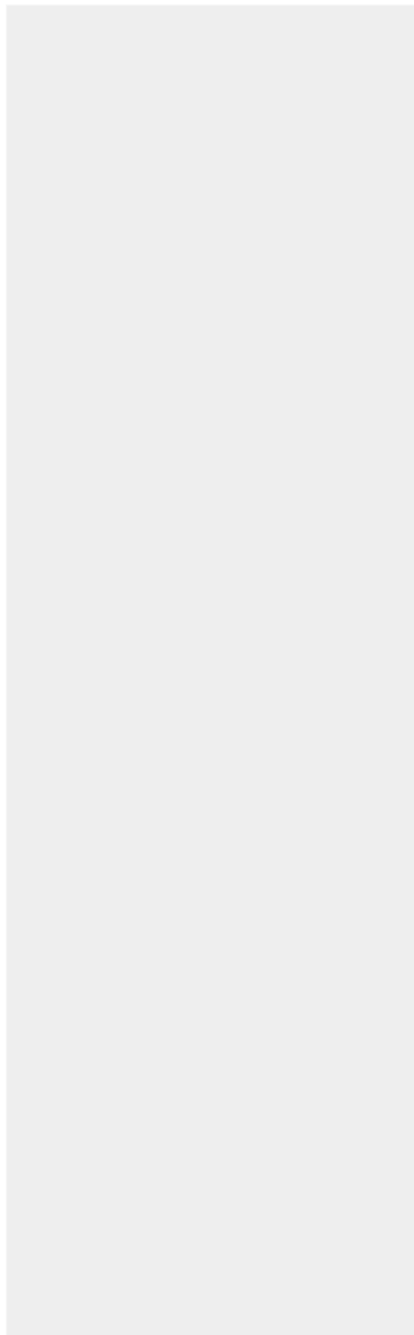
The business to be conducted at the first meeting following a general election must include the following:

- (a) The making and attesting of the declarations required of members under cl.14, Schedule7 (LGA 2002), and
- (b) The election of the Chairperson (if any) and the making and attesting of the declaration required of the Chairperson under cl.14 Schedule7 (LGA 2002), and
- (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 sections 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 Chairperson in accordance with cl.17 Schedule7 (LGA 2002).

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



In addition, a community board will normally adopt its standing orders at the first meeting, although this is not a requirement (unless amendments are made at the meeting) as standing orders remain in force after each triennial election.





5. Appointments and elections

5.1 Elections of Chairpersons and deputy Chairpersons

When electing a Chairperson or deputy Chairperson the community board (or a committee making the appointment) must decide by resolution to use one of two voting systems set out in Standing Order 5.2.

5.2 Voting system for Chairperson and deputy Chairperson

When electing a Chairperson or deputy Chairperson the community board 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.

cl. 25 Schedule 7, LGA 2002.

6. Delegations

6.1 Community boards may delegate

A community board may delegate any of its responsibilities, duties, or powers to a subcommittee or person, subject to any conditions, limitations, or prohibitions imposed by the council.

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



6.2 Use of delegated powers

A committee, subcommittee, member or officer to which or to whom any responsibilities, powers, duties are delegated may, without confirmation by the community board, exercise or perform them in the like manner and with the same effect as the community board itself could have exercised or performed them.

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

6.3 Decisions made under delegated authority cannot be rescinded or amended

Nothing in these standing orders allows a community board to rescind or amend a lawfully made decision of a committee, subcommittee or person carried out under a delegation authorising the making of that decision.

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

7. Committees

7.1 Appointment of committees and subcommittees

A community board may appoint the committees and subcommittees that it considers appropriate. A committee may appoint the subcommittees that it considers appropriate, unless it is prohibited from doing so by the community board.

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

7.2 Discharge or reconstitution of committees and subcommittees

Unless expressly provided otherwise in legislation or regulation:

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

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

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

Please note: s.12 (2) of the Civil Defence and Emergency Management Act 2002 states that the Civil Defence and Emergency Management Group are not deemed to be discharged following a triennial election.



7.3 Appointment or discharge of committee and subcommittee members

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

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

7.4 Elected members on committees and subcommittees

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

At least one member of a committee must be an elected member of the community board. A staff member of the local authority, in the course of their employment, can be a member of a subcommittee but not a committee.

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

7.5 Community board may replace members if committee not discharged

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

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

7.6 Decision not invalid despite irregularity in membership

For the purpose of these standing orders a decision of a community board is not invalidated if:

1. there is a vacancy in the membership of the community board at the time of the decision; or
2. following the decision some defect in the election or appointment process is discovered and/or that a person on the community board at the time is found to have been ineligible of being a member.

cl. 29, Schedule 7, LGA 2002.



Pre-meeting

8. Giving notice

8.1 Public notice – ordinary meetings

All meetings scheduled for the following month must be publicly notified not more than 14 days and not less than 5 days before the end of every month, together with the dates on which and the times and places 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 must be given not more than 10, nor less than 5, working days before the day on which the meeting is to be held.

s. 46, LGOIMA

8.2 Notice to members - ordinary meetings

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

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

8.3 Extraordinary meeting may be called

An extraordinary council meeting may be called by:

- (a) resolution of the community board, or
- (b) a requisition in writing delivered to the chief executive which is signed by:
 - i. the Chairperson, or
 - ii. no less than one third of the total membership of the community board (including vacancies).

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

8.4 Notice to members - extraordinary meetings

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

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



8.5 Public notice - extraordinary meetings

Where an extraordinary meeting of a community board was called and notice of that meeting was inconsistent with these standing orders the community board must, as soon as practicable following the meeting, give public notice stating that

- (a) the meeting has occurred;
- (b) the general nature of business transacted; and
- (c) the reasons why it was not correctly notified.

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

8.6 Process for calling an extraordinary meeting at an earlier time

If the business to be dealt with requires a meeting to be held at a time earlier than is allowed by the notice requirements specified in standing order 8.4, a meeting may be called by the Chairperson, or if the Chairperson is not available, the chief executive.

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

8.7 Notification of extraordinary meetings held at an earlier time

Notice of the time and place of a meeting called under Standing Orders 8.6, and of the matters for which the meeting is being called, must be given by the person calling the meeting, or by another person on that person's behalf, to each member of the community board and the chief executive by whatever means is reasonable in the circumstances at least 24 hours before the time appointed for the meeting.

cl. 22(4), Schedule 7 LGA 2002.

8.8 Chief executive may make other arrangements

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

s. 46(5) LGOIMA.

8.9 Meetings not invalid

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

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

s. 46(6), LGOIMA.



8.10 Resolutions passed at an extraordinary meeting

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

- (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.

s. 51A, LGOIMA.

8.11 Meeting schedules

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

cl. 19 (6) Schedule 7 LGA 2002.

8.12 Non-receipt of notice to members

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

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

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

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

8.13 Meeting cancellations

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

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



9. Meeting agenda

9.1 Preparation of the agenda

It is the chief executive's responsibility 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.

The chief executive should consult the Chairperson on any business items being prepared for the agenda.

9.2 Process for raising matters for a decision

Requests for reports may be made by a resolution of the community board and must also fall within the scope of the board's delegations. A process for requesting reports is described in Appendix 10.

9.3 Chief executive may delay or refuse request

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

If a member makes a direct request to a chief executive that a report is prepared the chief executive may refuse. In such cases an explanation must be provided to the member.

9.4 Order of business

At the meeting the business is to be dealt with in the order in which it stands on the agenda unless the Chairperson or the meeting decides otherwise. An example of a default order of business is set out in Appendix 9.

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

9.5 Chairperson's recommendation

A Chairperson, either prior to the start of the meeting and/or at the meeting itself, may include a recommendation regarding any item on the agenda brought before the meeting. Where a Chairperson's recommendation varies significantly from an officer's recommendation the reason for the variation must be explained.

9.6 Chairperson's report

The Chairperson of a meeting has the right, through a report, to direct the attention of a meeting to any matter which is on the agenda or which falls within the responsibilities of that meeting.



9.7 Public availability of the agenda

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

s. 5 & 46A, LGOIMA

9.8 Public inspection of agenda

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

- (a) must be available for inspection at the public offices of the local authority (including service delivery 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.

s. 46A (1), LGOIMA

9.9 Withdrawal of agenda items

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

9.10 Distribution of the agenda

The chief executive must send the agenda to every member of the community board at least two clear working days before the day of the meeting, except in the case of an extraordinary meeting (see Standing Order 8.4).

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

9.11 Status of agenda

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



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

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

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

s. 46A (7), LGOIMA

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, LGA 2002.

9.13 Discussion of minor matters not on the agenda

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

s. 46A (7A), LGOIMA.

9.14 Public excluded business on the agenda

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

For the avoidance of doubt, Youth Council Advisors are to be excluded from the meeting during discussion on any public excluded matters, unless standing order 17.2 of these standing orders applies.

[For the avoidance of doubt, the Manawhenua ki Mohua Advisor is to be excluded from the meeting during discussion on any public excluded matters, unless standing order 17.2 of these standing orders applies.](#)

s. 46A (9), LGOIMA.



9.15 Qualified privilege relating to agenda and minutes

Where any meeting of the community board 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, unless the publication is proved to have been made with ill will or taking improper advantage of the publication.

s. 52, LGO/IMA.

Meeting Procedures

Opening and closing

At the start of a meeting a community board may 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.

10. Quorum

10.1 Community Board

The quorum for a meeting of the community board is:

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

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

10.2 Committees and subcommittees

A community board sets the quorum for its committees and subcommittees, either by resolution or by stating the quorum in the terms of reference. The quorum of a committee shall be at least two elected members. Committees may set the quorums for their subcommittees by resolution provided that it is not less than two members - in the case of subcommittees if a quorum is not stated then the quorum will be two members.

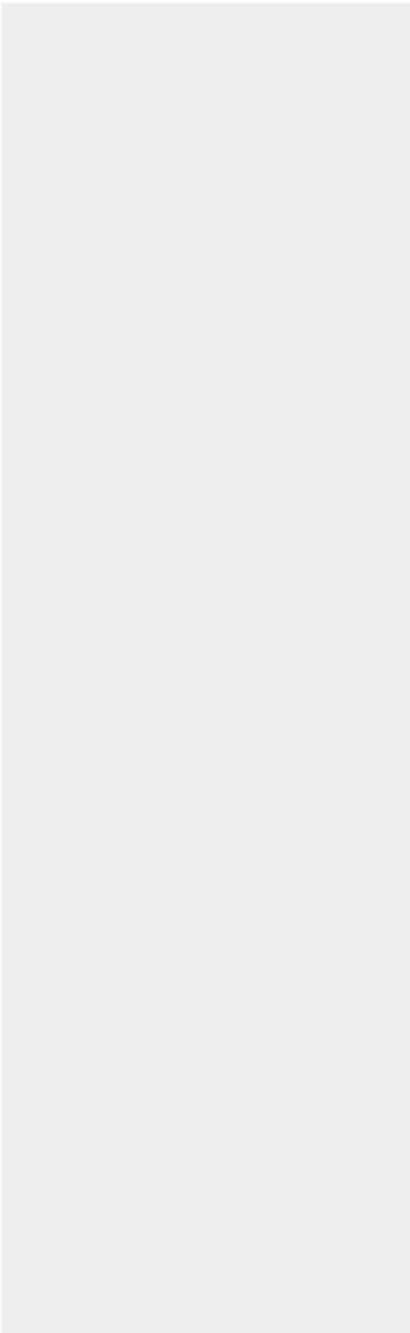
cl. 23 (3)(b) Schedule 7, LGA 2002.

10.3 Joint Committees

The quorum at a meeting of a joint committee must be consistent with Standing Order 10.1. Local authorities participating in the joint committee may decide, by agreement, whether or not the quorum includes one or more members appointed by each community board or any party.



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



Golden Bay Community Board Standing Orders 2017 - Page | 29



10.4 Requirement for a quorum

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

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

10.5 Meeting lapses where no quorum

A meeting must lapse, and the Chairperson vacates the chair, if a quorum is not present within 30 minutes of the advertised start of the meeting. The Chairperson has discretion to wait for a quorum for a longer period in situations where members are known to be travelling to the meeting, but are delayed due to extraordinary circumstances.

No business may be conducted while waiting for the quorum to be reached. Where a meeting lapses because there is no quorum, this will be recorded in the minutes, along with the names of the members who attended.

10.6 Business from lapsed meetings

Where a meeting lapses the remaining business will be adjourned to be the first items on the agenda for the next ordinary meeting, unless the Chairperson sets an earlier meeting and this is notified by the chief executive.

11. Public access and recording

11.1 Meetings open to the public

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

s.47 & 49(a), LGOIMA.

11.2 Grounds for removing the public

The Chairperson may require any member of the public whose conduct is disorderly, or who is creating a disturbance, to be removed from the meeting.

11.3 Community board may record meetings

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



11.4 Public may record meetings

Members of the public may record meetings which are open to the public. Any recording of meetings must 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 stop the recording for a period of time.

12. Attendance

12.1 Members right to attend meetings

A member of a community board has, unless lawfully excluded, the right to attend any meeting of any committees or subcommittees established by the board. They may, with the leave of the Chairperson, take part in the meeting's discussions, however, if the member of the community board is not an appointed member of the committee they may not vote on any matter before the committee.

A community board member attending a meeting of a committee or subcommittee of which they are not an appointed member is not a member of the public for the purpose of s.48 LGOIMA. If the community board resolves to exclude the public any members who are not appointed to those bodies may remain unless they are lawfully excluded.

12.1 A Youth Council Advisors attendance at meetings

Youth Council Advisors have the right to attend specific Golden Bay Community Board meetings where they have been nominated to do so by Council staff.

Youth Council advisors are to attend meetings in an advisory capacity and are not members of the Board. They have the right to speak at meetings but do not have voting rights.

There may be up to two Youth Council Advisors at any given meeting. The Youth Council advisors may change from meeting to meeting. Youth Council Advisors do not constitute part of the quorum for Board meetings.

Youth Council Advisors must abide by these standing orders during Board meetings.

Youth Council Advisors are to be excluded from meetings during discussion on any public excluded matters, unless standing order 17.2 of these standing orders applies.

Youth Council Advisors will not be paid for their attendance at Board meetings.



12.1 B Manawhenua ki Mohua attendance at meetings

A Manawhenua ki Mohua Advisor has the right to attend specific Golden Bay Community Board meetings where they have been nominated to do so by Council staff.

The Manawhenua ki Mohua Advisor is to attend meetings in an advisory capacity and are not members of the Board. They have the right to speak at meetings but do not have voting rights.

There may be up to two Manawhenua ki Mohua Advisors at any given meeting. The Manawhenua Advisors may change from meeting to meeting. The Manawhenua ki Mohua Advisor does not constitute part of the quorum for Board meetings.

The Manawhenua ki Mohua Advisor must abide by these standing orders during Board meetings.

The Manawhenua ki Mohua Advisor is to be excluded from meetings during discussion on any public excluded matters, unless standing order 17.2 of these standing orders applies.

The Manawhenua ki Mohua Advisor will not be paid for their attendance at Board meetings.

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

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

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

12.3 Leave of absence

The community board may grant a member leave of absence. Members must apply for such leave.

The community board may delegate the power to grant leave of absence to the Chairperson in order to protect a members' privacy. The Chairperson will advise all community board members whenever a member has leave of absence granted under delegated authority. Meeting minutes will record that a member has leave of absence as an apology for that meeting.



12.4 Apologies

A member who does not have leave of absence may tender an apology should they be absent from all or part of a meeting. The Chairperson must invite apologies at the beginning of each meeting, including apologies for lateness and early departure. The meeting may accept or decline any apologies. For clarification, the acceptance of a member's apology constitutes a grant of leave of absence for that meeting.

12.5 Recording apologies

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

12.6 Absence without leave

Where a member is absent, without leave of absence from the community board, from four consecutive meetings (other than extraordinary meetings) then the office held by the member will become vacant. A vacancy created in this way is treated as an extraordinary vacancy.

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

12.7 Right to attend by audio or audio visual link

Provided the conditions in these standing orders are met members of the community board have the right to attend meetings by means of an electronic link, unless they have been lawfully excluded.

12.8 Member's status: quorum

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

12.9 Member's status: voting

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

12.10 Chairperson's duties

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;
- (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.

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.

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

12.11 Conditions for attending by audio or audio visual link

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

12.12 Request to attend by audio or audio visual 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 audio visual link. Should, due to illness or emergency, this not be 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 audio-visual 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 community board or its committees.

12.13 Chairperson may terminate link

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

- (a) use of the link is increasing, or may unreasonably increase, the length of the meeting;
- (b) the behaviour of the members using the link warrants termination, including the style, degree and extent of interaction between members;
- (c) it is distracting to the members who are physically present at the meeting; and
- (d) the quality of the link is no longer suitable.

12.14 Giving or showing a document

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

- (a) transmitting it electronically;



- (b) using the audio-visual link; and
- (c) any other manner that the Chairperson thinks fit.

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

12.15 Link failure

Where an audio or audio visual 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.

12.16 Confidentiality

A member who is attending a meeting by audio or audio-visual link must ensure that the meeting's proceedings remain confidential during any times that the public are excluded. At such times, the Chairperson may require the member to confirm that no unauthorised people are able to view or hear the proceedings.

13. Chairperson's role in meetings

13.1 Community board

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

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

13.2 Committees

The appointed Chairperson of a community board must preside at all committee meetings unless they vacate the chair for a particular meeting 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 at that meeting who may exercise the meeting responsibilities, duties and powers of the Chairperson

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

13.3 Addressing the Chairperson

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



13.4 Chairperson's rulings

The Chairperson will decide all procedural questions where no or insufficient provision is made by these standing orders and with regard to all points of order. Any refusal to obey a Chairperson's ruling or order constitutes contempt.

13.5 Chairperson standing

Whenever the Chairperson stands during a debate members are required to sit down and be silent so that they can hear the Chairperson without interruption.

13.6 Member's right to speak

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

13.7 Chairperson may prioritise speakers

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

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

14. Public Forums

Public forums are a defined period of time, usually at the start of a meeting, which is put aside for the purpose of public input. Public forums are designed to enable members of the public to bring matters to the attention of the community board. Any issue, proposal or matter raised in a public forum must also fall within the terms of reference of that meeting.

14.1 Time limits

A period of up to 30 minutes, or such longer time as the community board may determine, will be available for the public forum at each scheduled community board meeting. Requests must be made to the meeting secretary at least one clear day before the meeting; however, this requirement may be waived by the Chairperson.

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



14.2 Restrictions

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

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

14.3 Questions at public forums

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

14.4 No resolutions

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

15. Deputations

The purpose of a deputation is to enable a person, group or organisation to make a presentation to a meeting on a matter or matters covered by that meeting's terms of reference. Deputations are approved by the Chairperson or an official with delegated authority.

15.1 Time limits

Speakers can speak for up to 5 minutes. No more than two speakers can speak on behalf of an organisation's deputation.

15.2 Restrictions

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

- a speaker is repeating views presented by an earlier speaker at the meeting;
- the speaker is criticising elected members and/or staff;
- the speaker is being repetitious, disrespectful or offensive;
- the speaker has previously spoken on the same issue;



- the matter is subject to legal proceedings;
- the matter is subject to a hearing, including the hearing of submissions where the community board or committee sits in a quasi-judicial capacity.

15.3 Questions of a deputation

At the conclusion of the deputation, 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 the deputation.

15.4 Resolutions

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

16. Petitions

16.1 Form of petitions

Petitions may be presented to the community board. Petitions must contain at least 20 signatures and consist of fewer than 150 words (not including signatories). They must be received by the chief executive at least 5 working days before the date of the meeting at which they will be presented.

Petitions must not be disrespectful, use offensive language or include malicious statements (see standing order 19.9 qualified privilege). They may be written in English or te reo Māori. Petitioners planning to make a petition in te reo Māori or sign language should advise the relevant Chairperson at least two working days before the meeting to enable the petition to be translated and reprinted, if necessary.

16.2 Petition presented by petitioner

A petitioner, who presents a petition to the community board, may speak for 5 minutes (excluding questions) about the petition, unless the meeting resolves otherwise. The 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.

16.3 Petition presented by member

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

- the petition;



- (b) the petitioners' statement; and
- (c) the number of signatures.

17. Exclusion of public

17.1 Motions and resolutions to exclude the public

Members taking part in a meeting may resolve to exclude the public from that meeting. The grounds for exclusion are those specified in section 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 made available to any member of the public who is present. If the motion is passed the resolution to exclude the public must be in the form set out in schedule 2A of LGOIMA (see Appendix 2). The resolution must state:

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

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

s. 48 LGOIMA.

17.2 Specified people may remain

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

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

s.48 (6) LGOIMA.

17.3 Public excluded items

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

s.46A (8) LGOIMA



17.4 Non-disclosure of information

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

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

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

17.5 Release of information from public excluded session

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

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

18. Voting

18.1 Decisions by majority vote

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

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

18.2 Open voting

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

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

18.3 Chairperson has a casting vote

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

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



18.4 Method of voting

The method of voting must be as follows:

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

18.5 Calling for a division

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

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

18.6 Request to have votes recorded

If, immediately following a vote a member requests it, the minutes must record the member's vote or abstention.

18.7 Members may abstain

Any member may abstain from voting.

19. Conduct

19.1 Calling to order

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

19.2 Disrespect

No member may speak or act in a manner which is disrespectful of other members or inconsistent with the community board's Code of Conduct at any meeting.



19.3 Retractions and apologies

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

19.4 Disorderly conduct

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

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

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

19.5 Contempt

Where a member is subject to repeated cautions for disorderly conduct by the Chairperson, 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.

19.6 Removal from meeting

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

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

19.7 Financial conflicts of interests

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

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

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



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

s. 6 & 7 LAMIA.

19.8 Non-financial conflicts of interests

Non-financial interests always involve questions of judgement and degree about whether the responsibility of a member of a community board could be affected by some other separate interest or duty of that member in relation to a particular matter. If a member considers that they have a non-financial conflict of interest in a matter they must not take part in the discussions about that matter or any subsequent vote.

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

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

19.9 Qualified privilege for meeting proceedings

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

s. 53, LGOIMA.

19.10 Qualified privilege additional to any other provisions

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

s. 53, LGOIMA.

19.11 Electronic devices at meetings

Electronic devices and phones can only be used to advance the business of a meeting. Personal use may only occur at the discretion of the chair. A Chairperson may require that an electronic device is switched off if its use is likely to distract a meeting from achieving its business or a member is found to be receiving information or advice from sources not present at the meeting which may affect the integrity of the proceedings.

20. General rules of debate



20.1 Chairperson may exercise discretion

The application of any procedural matters in this section of the Standing Orders, such as the number of times a member may speak, is subject to the discretion of the Chairperson.

20.2 Time limits on speakers

The following time limits apply to members speaking at meetings:

- (a) movers of motions when speaking to the motion – not more than 10 minutes;
- (b) movers of motions when exercising their right of reply – not more than 5 minutes;
- (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.

20.3 Questions to staff

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

20.4 Questions of clarification

At any point of 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 the particular stage the debate has reached.

20.5 Members may speak only once

A member may not speak more than once to a motion at a meeting of a community board except with permission of the Chairperson.

20.6 Limits on number of speakers

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

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

20.7 Seconder may reserve speech

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



20.8 Speaking only to relevant matters

Members may speak to any matter before the meeting; a motion or amendment which they propose; and to raise a point of order arising out of debate, but not otherwise. 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.

20.9 Restating motion

A member, at any time during a debate for their information, may ask that the Chairperson restate a motion and any amendments, but not so as to interrupt a speaker.

20.10 Criticism of resolutions

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

20.11 Objecting to words

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

20.12 Right of reply

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

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

However, the original mover may reserve their right of reply and speak once to an original motion and once to each amendment without losing that right of reply. If a closure motion is carried the mover of the motion has the right of reply before the motion or amendment is put to the vote.

20.13 No other member may speak

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

- (a) after the mover has started their reply;
- (b) after the mover has indicated that they want to forego this right;
- (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.



20.14 Adjournment motions

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

20.15 Chairperson's acceptance of closure motions

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

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

21. General procedures for speaking and moving motions

21.1 Options for speaking and moving

This subsection provides three options for speaking and moving motions and amendments at a meeting of a community board. 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 Option B or Option C for the meeting generally, or for any specified items on the agenda.

21.2 Option A

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



21.3 Option B

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

21.4 Option C

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

21.5 Procedure if no resolution is reached

If no resolution is reached the Chair may accept a new motion to progress the matter under discussion.

22. Motions and amendments

22.1 Proposing and seconding motions

All motions and amendments moved during a debate must be seconded (including notices of motion). The Chairperson may then state the motion and propose it for discussion.

Amendments and motions that are not seconded are not in order and are not entered in the minutes.

22.2 Motions in writing

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



22.3 Motions expressed in parts

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

22.4 Substituted motion

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

22.5 Amendments to be relevant and not direct negatives

Every proposed amendment must be relevant to the motion under discussion. Proposed amendments cannot be similar to an amendment that has already been lost. Any amendment which, if carried, would have the effect of defeating a previous motion that was carried is a direct negative and is therefore not allowed.

22.6 Foreshadowed amendments

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

22.7 Lost amendments

Where an amendment is lost, the meeting will resume the debate on the original or substituted motion. Any member who has not spoken to that motion may speak to it, and may move or second a further amendment.

22.8 Carried amendments

Where an amendment is carried the meeting will resume the debate on the original motion as amended. This will now be referred to as the substantive motion. Members who have not spoken to the original motion may speak to the substantive motion, and may move or second a further amendment to it.

22.9 Where a motion is lost

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

22.10 Withdrawal of motions and amendments

Once a motion or amendment which has been seconded has been put to the meeting by the Chairperson the mover cannot withdraw it without the consent of the majority of the members who are present and voting.



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

22.11 No speakers after reply or motion has been put

A member may not speak to any motion once:

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

23. Revocation or alteration of resolutions

23.1 Member may move revocation of a decision

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

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

23.2 Revocation must be made by body responsible for the decision

If a resolution is made under delegated authority by a committee 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.

23.3 Requirement to give notice

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



23.4 Restrictions on actions under the affected resolution

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

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

23.5 Revocation or alteration by resolution at same meeting

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

23.6 Revocation or alteration by recommendation in report

A community board may, on a recommendation in a report by the Chairperson or chief executive, or the report of any committee or subcommittee, 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 such a revocation or alteration recommendation.

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

24. Procedural motions

24.1 Procedural motions must be taken immediately

A procedural motion to close or adjourn a debate will take precedence over other business, other than 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.

24.2 Procedural motions to close or adjourn a debate

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

- (a) that the meeting be adjourned to the next ordinary meeting (unless the member states an alternative time and place);
- (b) that the motion under debate should now be put (a closure motion);



- (c) that the item being discussed should be adjourned to a specified time and place and not be further discussed at the meeting;
- (d) that the item of business being discussed should lie on the table and not be further discussed at this meeting;
- (e) that the item being discussed should be referred (or referred back) to the relevant committee.

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

24.3 Voting on procedural motions

Procedural motions to close or adjourn 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.

24.4 Debate on adjourned items

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

24.5 Remaining business at adjourned meetings

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

24.6 Business referred to a committee

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

24.7 Other types of procedural motions

The Chairperson has discretion about whether to allow any other procedural motion that is not contained in these standing orders.

25. Points of order

25.1 Members may raise points of order

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



25.2 Subjects for points of order

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

- (a) disorder – bringing disorder to the attention of the Chairperson;
- (b) language – use of disrespectful, offensive or malicious language;
- (c) irrelevance – the topic being discussed is not the matter currently before the meeting;
- (d) misrepresentation – misrepresentation of any statement made by a member or by an officer or council employee;
- (e) breach of standing order – the breach of any standing order while also specifying which standing order is subject to the breach;
- (f) request the recording of words, such as a request that the minutes record words that have been the subject of an objection.

25.3 Contradictions

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

25.4 Point of order during division

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

25.5 Chairperson's decision on points of order

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

26. Notices of motion

26.1 Notice of intended motion to be in writing

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

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



26.2 Refusal of notice of motion

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

- (a) is disrespectful or which contains offensive language or statements made with malice; or
- (b) is not related to the role or functions of the community board or meeting concerned; or
- (c) contains an ambiguity or a statement of fact or opinion which cannot properly form part of an effective resolution, and where the mover has declined to comply with such requirements as the chief executive officer may make; or
- (d) is concerned with matters which are already the subject of reports or recommendations from a committee to the meeting concerned
- (e) fails to include sufficient information as to satisfy the decision-making provisions of s.77-82 of the LGA 2002; or
- (f) concerns a matter where decision-making authority has been delegated to a committee or subcommittee.

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.

26.3 Mover of notice of motion

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

26.4 Alteration of notice of motion

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

26.5 When notices of motion lapse

Notices of motion that are not put when called by the Chairperson must lapse.

26.6 Referral of notices of motion

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

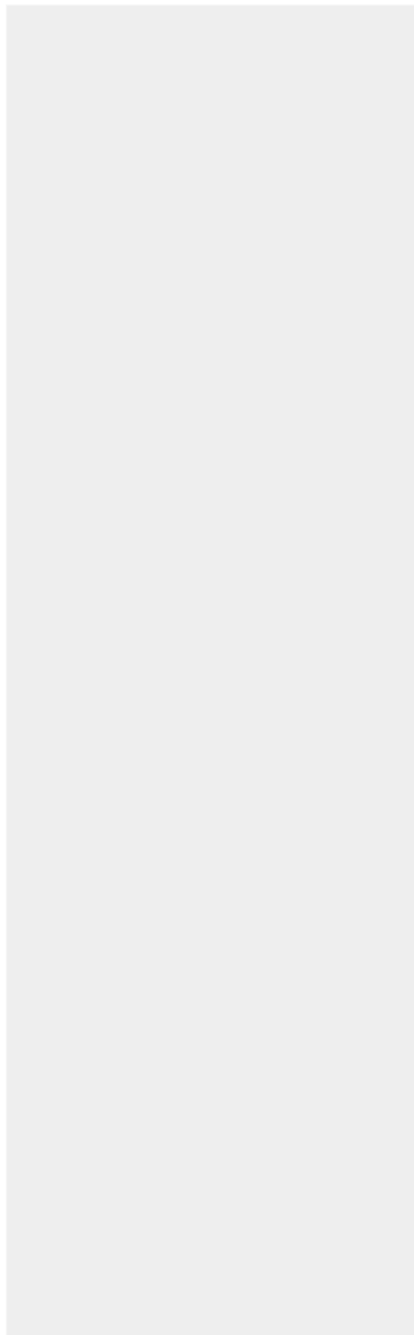
Where notices are referred the proposer of the intended motion, if not a member of that committee, must have the right to move that motion and have the right of reply, as if a committee member.



26.7 Repeat notices of motion

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





27. Minutes

27.1 Minutes to be evidence of proceedings

The community board and any committees and subcommittees must keep minutes of their proceedings. These minutes must be kept in hard copy, signed and included in the council's minute book and, when confirmed by resolution at a subsequent meeting and signed by the Chairperson, will be prima facie evidence of the proceedings they relate to.

cl. 28 Schedule 7, LGA 2002.

27.2 Matters recorded in minutes

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

- (a) the date, time and venue of the meeting
- (b) the names of the members present
- (c) the Chairperson
- (d) any apologies or leaves of absences
- (e) the arrival and departure times of members
- (f) any failure of a quorum
- (g) a list of any external speakers and the topics they addressed
- (h) a list of the items considered
- (i) 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
- (j) the names of all movers, and seconders
- (k) any objections made to words used
- (l) all divisions taken and, if taken, a record of each members' vote
- (m) the names of any members requesting that votes or abstentions be recorded
- (n) any declarations of financial interest or conflicts of interest
- (o) the contempt, censure and removal of any members
- (p) any resolutions to exclude members of the public
- (q) the time at which the meeting concludes or adjourns
- (r) the names of people permitted to stay in public excluded.

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

27.3 No discussion on minutes

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



27.4 Minutes of last meeting before election

The chief executive and the relevant Chairpersons must sign the minutes of the last meeting of the community board and its committees or subcommittees before the next election of members.

28. Minute books

28.1 Inspection

A hard copy of the community board's minute books must be kept by the chief executive and be open for inspection by the public. This does not preclude the complementary use of electronic minutes in accordance with the Electronics Transactions Act.

s. 51 LGOIMA.

28.2 Inspection of public excluded matters

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

Referenced documents

- Commissions of Inquiry Act 1908
- Control and Sale of Alcohol Act 2012
- Crimes Act 1961
- 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
- Resource Management Act 1991 (RMA)
- Secret Commissions Act 1910
- Securities Act 1978.



Appendix 1: Grounds to exclude the public

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

- A1** That good reason exists for excluding the public from the whole or any part of the proceedings of any meeting as the public disclosure of information would be likely:
- (a) to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; or
 - (b) to endanger the safety of any person.
- A2** That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:
- (a) Protect the privacy of natural persons, including that of deceased natural persons; or
 - (b) Protect information where the making available of the information would:
 - i. disclose a trade secret; or
 - ii. be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information; or,
 - (c) 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 Maori, or to avoid the disclosure of the location of waahi tapu; or
 - (d) 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; or
 - (e) Avoid prejudice to measures protecting the health or safety of members of the public; or
 - (f) Avoid prejudice to measures that prevent or mitigate material loss to members of the public; or
 - (g) Maintain the effective conduct of public affairs through –the protection of such members, officers, employees, and persons from improper pressure or harassment; or
 - (h) Maintain legal professional privilege; or
 - (i) Enable any Council holding the information to carry out, without prejudice or disadvantage, commercial activities; or
 - (j) Enable any Council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or

Golden Bay Community Board Standing Orders 2017 - Page | 57



- (k) Prevent the disclosure or use of official information for improper gain or improper advantage.

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

- A3** That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information, the public disclosure of which would:
- (a) Be contrary to the provisions of a specified enactment; or
 - (b) Constitute contempt of Court or of the House of Representatives.
- A4** That the purpose of the whole or the relevant part of the proceedings of the meeting is to consider a recommendation made to 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; or
 - 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
 - (b) Any proceedings of a Council in relation to any application or objection under the Marine Farming Act 1971.



Appendix 2: Sample resolution to exclude the public

THAT the public be excluded from the following parts of the proceedings of this meeting, namely:

- *Name of report(s)*

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

	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
1	<i>Put in name of report</i>	Good reason to withhold exists under Section 7.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
2		Good reason to withhold exists under Section 7.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
3		Good reason to withhold exists under Section 7.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)



4	<p><i>Hearings Committee</i></p> <p>To enable the Committee to consider the application and submissions.</p> <p>OR</p> <p>To enable the Committee to consider the objection to fees and charges.</p> <p>OR</p> <p>To enable the Committee to.</p>	<p>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/Committee to deliberate in private on its decision or recommendation in any proceedings where :</p> <p>i) a right of appeal lies to any Court or tribunal against the final decision of the Council/Committee in those proceedings; or</p> <p>ii) the community board is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings.</p> <p>Use (i) for the RMA hearings and (ii) for hearings under LGA such as objections to Development Contributions or hearings under the Dog Control Act s. 48(1)(d).</p>
---	---	--

This resolution is made in reliance on sections 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 7 of that Act, which would be prejudiced by the holding of the relevant part of the proceedings of the meeting in public are as follows:

Item No	Interest
	Enable any community board holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (Schedule 7(2)(i))
	Protect the privacy of natural persons, including that of deceased natural persons (Schedule 7(2)(a))
	Maintain legal professional privilege (Schedule 7(2)(g))



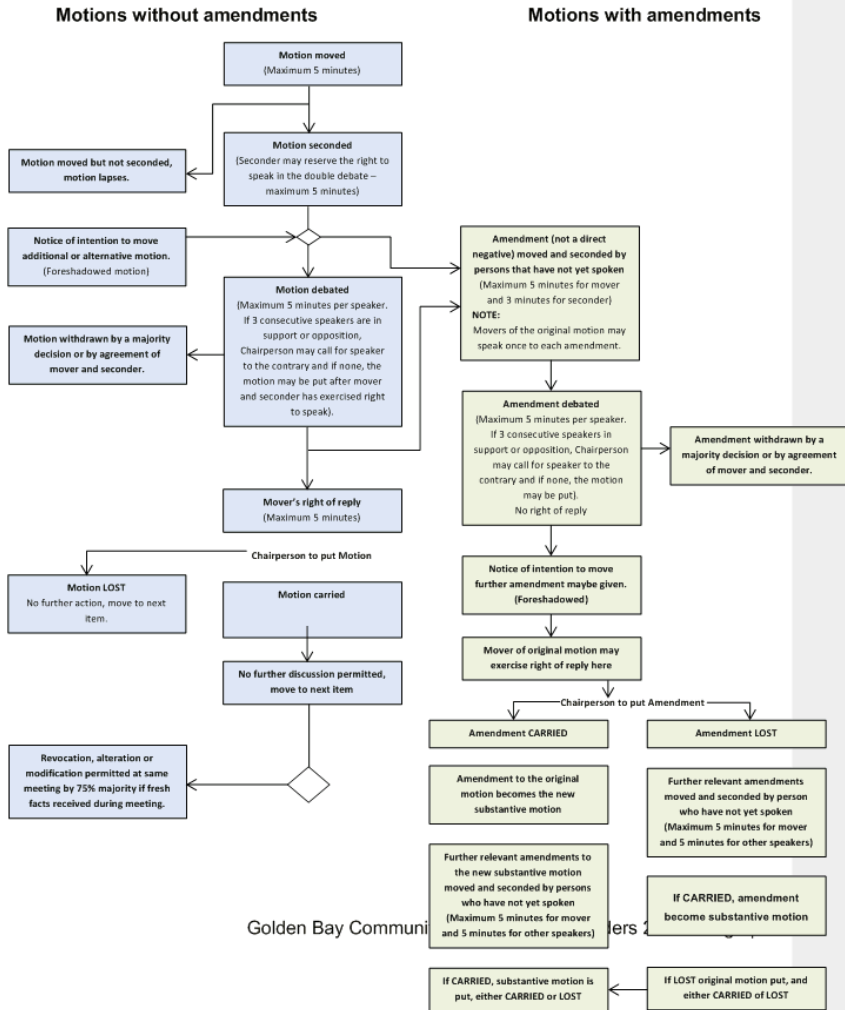
Item No	Interest
	Prevent the disclosure or use of official information for improper gain or improper advantage (Schedule 7(2)(j))
	Protect information where the making available of the information (i) would disclose a trade secret; or (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information (Schedule 7(2)(b))
	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 (Schedule 7(2)(ba))
	Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information - (i) would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or (ii) would be likely otherwise to damage the public interest (Schedule 7(2)(c))
	Avoid prejudice to measures protecting the health or safety of members of the public (Schedule 7(2)(d))
	Avoid prejudice to measures that prevent or mitigate material loss to members of the public (Schedule 7(2)(e))
	Maintain the effective conduct of public affairs through the protection of members or officers or employees of the Council, and persons to whom Section 2(5) of the Local Government Official Information and Meetings Act 1987 applies in the course of their duty, from improper pressure or harassment (Schedule 7(2)(f)(ii)).
	Enable any community board holding the information to carry out, without prejudice or disadvantage, commercial activities (Schedule 7(2)(h))

THAT XXXX be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of XXXX. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because XXXX.

Golden Bay Community Board Standing Orders 2016 - Page | 61



Appendix 3: Motions and amendments



Golden Bay Community Board Members



Appendix 4: Table of procedural motions

Motion	Has the Chair discretion to refuse this Motion?	Is seconder required?	Is discussion in order?	Are amendments in order?	Is mover of procedural motion entitled	Are previous participants in debate entitled to move this	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	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 community board or to the relevant committee"	No	Yes	No	As to committee, time for reporting back etc only	No	No	No	Yes – 15 minutes	If carried, the original motion and all amendments are referred to the committee	If carried, the procedural motion is deemed disposed of	
(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 5: Webcasting protocols

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

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



Appendix 6: Powers of a Chairperson

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

Chairperson to decide all questions

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

Chairperson to decide points of order

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

Major items not on the agenda may be dealt with at that meeting if so resolved by the community board 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 community board 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

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

Chairperson's recommendation

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

Chairperson's voting

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**

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

Motion in parts

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

Notice of motion

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

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

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

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

Action on previous resolutions

If, in the opinion of the Chairperson the practical effect of a delay in taking action on a resolution which is subject to a notice of motion, 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

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 community board, 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 community board, including vacancies.

Revocation or alteration of previous resolution

Golden Bay Community Board Standing Orders 2016 - Page | 67



A Chairperson may recommend in a report to the community board the revocation or alteration of all or part of any resolution previously passed. In responding to the Chairperson's recommendation the meeting must act in accordance with 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 meeting;
- (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

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

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

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

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

Priority of speakers

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

**Minutes**

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

Questions of speakers

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

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

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

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

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 community board may, at the Chairperson's request, remove or exclude that person from the meeting.

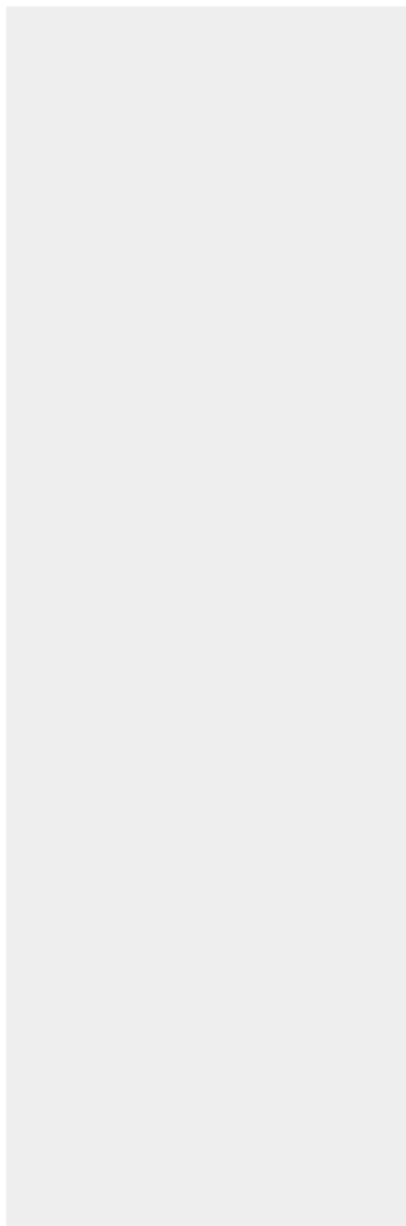


Audio or audio visual attendance

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
- (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
 - iv. the requirements in these standing orders are met.

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





Appendix 7: Process for removing a Chairperson or deputy Chairperson

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

cl. 18 Schedule 7, LGA 2002.



Appendix 8: Workshops

Definition of workshop

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

Application of standing orders to workshops

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

Calling a workshop

Workshops, briefings and working parties may be called by:

- (a) a resolution of the community board
- (b) the community board Chairperson or
- (c) the chief executive.

Process for calling workshops

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

- (a) state that the meeting is a workshop
- (b) advise the date, time and place
- (c) confirm that the meeting is primarily for the provision of information and discussion, and will not make any decisions or pass any resolutions.

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



Appendix 9: Sample order of business

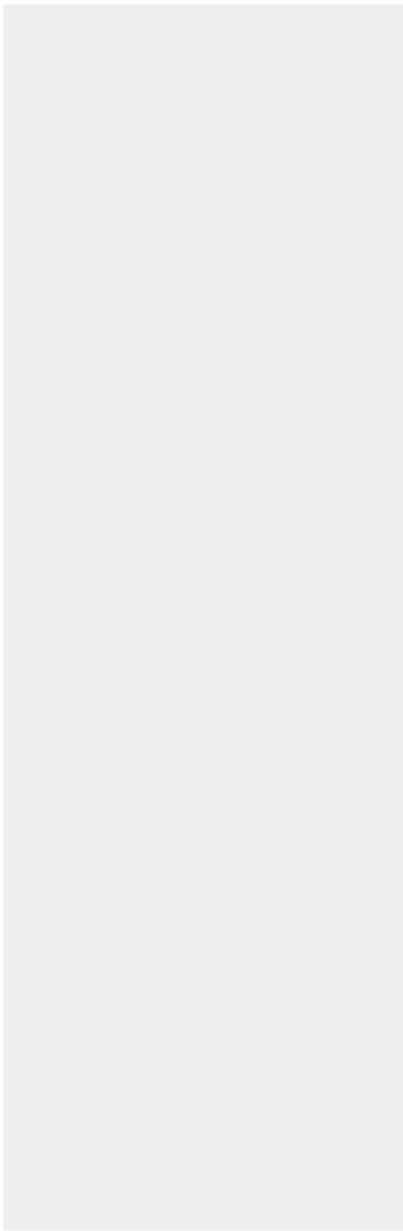
Open section

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

Public excluded section

- (n) Reports of committees
- (o) Reports of the chief executive and staff
- (p) Chairperson and elected members' reports (for information)

Golden Bay Community Board Standing Orders 2016 - Page | 73





Appendix 10: Process for raising matters for a decision

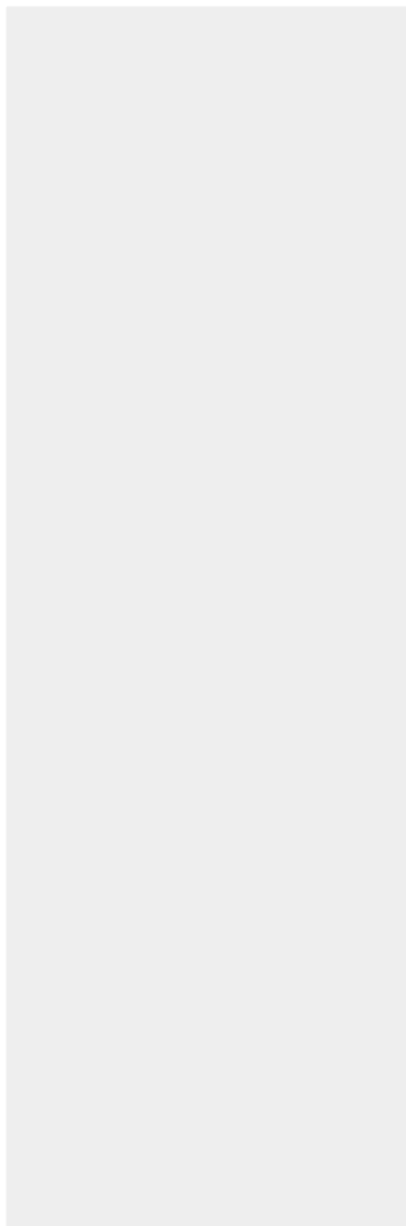
Matters requiring a decision may be placed on an agenda of a meeting by a:

- report of chief executive
- report of a Chairperson
- report of a committee
- notice of motion from a member.

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

- report of chief executive
- report of 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 meeting chair.



RGBCB19-07-7

FINANCIAL REPORT

Information Only - No Decision Required

Item 7.5

Report To:	Golden Bay Community Board
Meeting Date:	9 July 2019
Report Author:	Liz Cameron, Assistant Management Accountant
Report Number:	RGBCB09-07-7

1 Summary

- 1.1 The financial report for the period ending 31 May 2019 is attached (Attachment 1).
- 1.2 The net financial position for the year-to-date is a surplus of \$11,036.
- 1.3 Overall expenditure for the year was 74% of the budget, which is slightly behind the year-to-date budget spend (being 92% through the financial year). This is mainly due to the community board discretionary fund for the year to date being only 35% of the full year budget.
- 1.4 Closed account interest earned on the Golden Bay Community Board opening surplus is \$657 (YTD).
- 1.5 YTD income from the Saturday Market totals \$2,085.
- 1.6 The net position for the Community Board's overall funds, as at 31 May 2019, is a surplus balance of \$47,842.

2 Draft Resolution

That the Golden Bay Community Board receives the Financial Report RGBCB19-07-7

3 Attachments

1. [Financial Summary May 2019](#)

111

TASMAN DISTRICT COUNCIL
Golden Bay Community Board
May 2019

	Month Actual	Month Budget	Month Budget%	YTD Actual	Annual Budget	Annual Budget %
Charges						
Remuneration						
Chairperson Monthly Salary	1,087	1,071	101%	11,941	12,852	93%
Members (3)	1,589	1,622	98%	17,458	19,467	90%
Community Board Members Reimbursements	96	655	15%	6,194	7,854	79%
Miscellaneous						
	<i>pages</i>	<i>rate</i>				
Photocopying	0	0.1				
Community Board discretionary fund	960	1,105	87%	4,603	13,260	35%
Community Board Expenses	34	197	17%	2,015	2,366	85%
Contingency allowance	-	68	0%	-	816	0%
Cost of Elections	-	20	0%	245	245	100%
Total Charges	3,766	4,777	79%	42,455	57,319	74%
Less						
CCB rate	4,614	4,605	100%	50,749	55,259	92%
Golden Bay Market	191	128	149%	2,085	1,535	136%
Closed Account Interest	54	44	123%	657	525	125%
Net Charges	1,093	9,553		11,036	-	

Equity

Opening Surplus/(Deficit) Balance 1 July 2018	36,807
Net Income Surplus/(Deficit) May 2019	11,036
Closing Surplus/(Deficit) Balance 31 May 2019	<u>\$47,842</u>

Discretionary Fund

Paint for Banners	139
Frames for Banners	2,373
Golden Bay High School prizegiving	100
Collingwood Area School prizegiving	100
Street Tinsel	431
Donation Santa Parade & Carols	500
The Village Theatre Society - film hire	500
GB Grand Stand Community Trust	460

\$ 4,603

RGBCB19-07-8

ACTION SHEET

Information Only - No Decision Required

Report To: Golden Bay Community Board
Meeting Date: 9 July 2019
Report Author: Emma Gee, Customer Services Officer
Report Number: RGBCB19-07-8

Item 7.6

1 Summary

1.1 The Action sheet is attached to this report.

2 Draft Resolution

That the Golden Bay Community Board receives the Action Sheet RGCB19-07-8

3 Attachments

1. [↓](#) Action Sheet

115

Action Sheet – Golden Bay Community Board

Item	Action Required	Responsibility	Completion Date/Status
Meeting Date: 10 July 2018			
Takaka Playground Opening	The Board to support an opening Whale	Board Abbie	11/09-ongoing 09/10-ongoing 13/11-ongoing 11/12-still awaiting the whale to be added to the playground 09/04-ongoing 14/05-ongoing 11/6-ongoing 11/6- Abbie to request an installation date for the whale from Richard Hollier 16/06-email sent to Glenn Thorn 19/6-Glenn agreed to provide a timeframe from the contractor, if not satisfactory he will seek another contractor
Meeting Date: 12 March 2019			
Manawhenua Ki Mohua	Resend the offer to sit at the table with the Board, speaking rights, no voting rights.	Emma Gee	28/03-emailed letter 09/04-awaiting response 08/04-Chris Hill would like clarification on the role 20/05- second letter emailed to reiterate offer 11/6-offer still open 13/6-Makere Chapman confirmed as MKM representative
Meeting Date: 14 May 2019			

Item	Action Required	Responsibility	Completion Date/Status
Bus bay at Willow Street Carpark	Abbie and Paul to work with the GB Promotions Assoc and Robert Deck	Abbie & Paul	11/6-ongoing
Third crossing on Commercial Street	Abbie to email NZTA the request	Abbie	20/5- contact form completed vis NZTA website 21/5-response from NZTA, passed to NZTA Wellington office, contact to be made within 5-10 days 11/6-ongoing, Abbie to follow up
Meeting Date: 11 June 2019			
Takaka Police	Abbie to invite senior officers to the next meeting to discuss proposed staffing changes Abbie to discuss the perceived attitude at the recent meeting held in Pakawau	Abbie Abbie	18/6-email invitation sent to Paul Borrell 19/6-Senior Sergeant Martin Tulley will attend the July meeting and make a presentation to the Board
Gibbs Road	Emma to notify Robert Deck that the asphalt requires urgent repair	Emma	13/6-email sent to Robert Deck 19/6- Robert advised that a telecommunications cable has been damaged and repairs to the asphalt will be made soon
Coba Holdings Subdivision	Dennis to look into and feedback to the Board	Dennis	
Mussel Farming	Dennis to request staff provide an update to inform the community on mussel farm expansion in GB	Dennis	
Playground Fence	Abbie to provide feedback to staff Lynne Hall and Robert Deck from the meeting	Abbie	16/06-email sent to Lynne Hall
Dangerous Kitchen Fence	Abbie to feedback to Robert that the fence be tidied up, rot to be monitored, and signs installed to warn users not to sit on the table top	Abbie	16/06-email sent to Robert Deck

8 CORRESPONDENCE

RGBCB19-07-9

CORRESPONDENCE

Information Only - No Decision Required

Report To: Golden Bay Community Board
Meeting Date: 9 July 2019
Report Author: Emma Gee, Customer Services Officer
Report Number: RGBCB19-07-9

Item 8.1

1 Summary

- 1.1 A list of the inwards and outwards correspondence for June 2019 is included in this report. A copy of the correspondence is available on Council's website, along with this agenda. A copy may also be viewed at the Takaka Service Centre.

2 Draft Resolution

That the Golden Bay Community Board receives the Correspondence Report RGBCB19-07-9

3 Incoming Correspondence

Date	Name	Subject
23/05/2019	GBSRF	Room Hire Invoice
24/06/2019	L Healy	Golden Bay Local Board
07/06/2019	C Gray	Takaka Playground Fence
10/06/2019	R Kempthorne & J Dowding	Golden Bay Local Board Proposal
11/06/2019	P Griffith	Public Access to Beach – Collingwood
11/06/2019	J Pearson	Decision Making
11/06/2019	DOC	Improving Whitebait Management
17/06/2019	F Wafer	Scandinavian Sailors & Plaque at Rototai Cemetery
17/06/2019	A Gerraty	Local Elections 2019
18/06/2019	NZ Biosecurity Awards 2019	NZ Biosecurity Awards 2019
10/07/2019	Fonterra	Takaka Annual Community Meeting
18/06/2019	C McConville	Complaint
28/06/2019	L Hall	Tree Removal

4 Outgoing Correspondence

Date	Name	Subject
19/06/2019	C McConville	Complaint response from A Langford

5 Attachments

Nil