TE KAUNIHERA Ā-ROHE O ŌTOROHANGA DISTRICT COUNCIL

Open Agenda

ŌTOROHANGA DISTRICT COUNCIL

25 November 2025

Notice is hereby given that an ordinary meeting of the Ōtorohanga District Council will be held in Waikōwhitiwhiti (Council Chambers), Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Tuesday, 25 November 2025 commencing at 10.00am.

Tanya Winter, Chief Executive 17 November 2025

OPEN TO THE PUBLIC AGENDA

Ōtorohanga District Council membership

Chairperson	Mayor Rodney Dow
Deputy Chairperson/Ōtorohanga Councillor	Deputy Mayor Katrina Christison
Kāwhia Tihiroa Councillor	Jo Butcher
Kāwhia Tihiroa Councillor	Kit Jeffries
Kio Kio Korakonui Councillor	Andrew Barker
Ōtorohanga Councillor	Tayla Barclay
Rangiātea Councillor	Tennille Kete
Rangiātea Councillor	Jaimee Tamaki
Waipā Councillor	Michael Woodward
Wharepūhunga Councillor	Shane Carr

All attendees at this meeting are advised that the meeting will be electronically recorded (audio and video) for the purpose of webcasting to the ŌDC's YouTube channel. Every care will be taken to maintain individuals' privacy however attendees are advised they may be recorded as part of the general meeting proceedings.

This Open Agenda was prepared by Manager Governance, Kaia King and approved for distribution by Chief Executive, Tanya Winter on 17 November 2025.

Commencement of meeting — Te tīmatanga o te hui

The Chairperson will confirm the livestream to YouTube is active then declare the meeting open.

Opening prayer/reflection/words of wisdom — Karakia/huitao/whakataukī

The Chairperson will invite a member to provide opening words and/or prayer/karakia.

Apologies — Ngā hōnea

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 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 specific meeting(s).

Should an apology be received, the following is recommended: *That Ōtorohanga District Council receive and accept the apology from … for … (non-attendance, early departure, late arrival).*

Making and attesting of declarations of Councillor-elect

The Local Government Act 2002 (schedule 7 clause 14) states that a person cannot act as a member of a local authority until that have made an oral and written declaration in the form set out in the Act.

Mayor Dow will invite the Councillor-elect Michael Woodward to make his declaration.

Public forum — Hui tūmatanui

Public forums are designed to enable members of the public to bring matters, not necessarily on the meeting's agenda, to the attention of Council. Requests to attend the public forum must be made to on the form available on ŌDC's website: otodc.govt.nz/about-council/meetings/speak-at-public-forum. Alternatively, please call 07 873 4000.

Speakers can speak for up to five (5) minutes. No more than two speakers can speak on behalf of an organisation during a public forum. At the conclusion of the presentation, elected members may ask questions of speakers. Questions are to be confined to obtaining information or clarification on matters raised by a speaker. Following the public forum, no debated or decisions will be made during the meeting on issues raised in the forum unless related to items already on the agenda.

No members of the public have requested to speak.

Late items Ngā take tōmuri

Items not on the agenda for the meeting require a resolution under section 46A of the Local Government Official Information and Meetings Act 1987 stating the reasons why the item was not on the agenda and why it cannot be dealt with at a subsequent meeting on the basis of a full agenda item. It is important to note that late items can only be dealt with when special circumstances exist and not as a means of avoiding or frustrating the requirements in the Act relating to notice, agendas, agenda format and content.

Should a late item be raised, the following recommendation is made: *That Ōtorohanga District Council accept the late item .... due to .... to be heard ....*

Declaration of conflict of interest Te whakapuakanga pānga taharua

Members are reminded to stand aside from decision making when a conflict arises between their role as an elected member and any private or external interest they may have.

A conflict can exist where:

- The interest or relationship means you are biased; and/or
- Someone looking in from the outside could have reasonable grounds to think you might be biased.

Should any conflicts be declared, the following recommendation is made: *That Ōtorohanga District Council receive the declaration of a conflict of interest from .... for item ... and direct the conflict to be recorded in Ōtorohanga District Council's Conflicts of Interest Register.*

Confirmation of minutes Te whakaū i ngā meneti

The unconfirmed Minutes of the previous ordinary meeting are on the following pages.

Staff recommendation

That Ōtorohanga District Council confirm as a true and correct record, the open Minutes of the meeting held on 4 November 2025.

TE KAUNIHERA Ā-ROHE O ŌTOROHANGA DISTRICT COUNCIL

Open Minutes

ŌTOROHANGA DISTRICT COUNCIL

4 November 2025

Open Minutes of the Inaugural meeting of the Ōtorohanga District Council held in Waikōwhitiwhiti (Council Chambers), Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Tuesday, 4 November 2025 commencing at 11.00am.

Tanya Winter, Chief Executive 6 November 2025

Ōtorohanga District Council attendance register

Chairperson	Mayor Rodney Dow	Attended
Deputy Chairperson/Ōtorohanga Councillor	Deputy Mayor Katrina Christison	Attended
Kāwhia Tihiroa Councillor	Jo Butcher	Attended
Kāwhia Tihiroa Councillor	Kit Jeffries	Attended
Kio Kio Korakonui Councillor	Andrew Barker	Attended
Ōtorohanga Councillor	Tayla Barclay	Attended
Rangiātea Councillor	Tennille Kete	Attended
Rangiātea Councillor	Jaimee Tamaki	Attended
Waipā Councillor	Michael Woodward	Apology
Wharepūhunga Councillor	Shane Carr	Attended

Senior staff in attendance

Chief Executive	Tanya Winter	Attended
Group Manager Business Enablement	Graham Bunn	Attended
Group Manager Engineering & Assets	Mark Lewis	Attended
Group Manager Regulatory & Growth	Tony Quickfall	Attended
Group Manager Strategy & Community	Nardia Gower	Attended

These Open Minutes prepared by Manager Governance, Kaia King and approved for distribution by Chief Executive, Tanya Winter on 6 November 2025.

Commencement of meeting — Te tīmatanga o te hui

ŌDC's Chief Executive, Tanya Winter declared the meeting open at 11.25am. Ms Winter provided a welcome speech to all elected members, friends and family present.

Opening prayer/reflection/words of wisdom — Karakia/huitao/whakataukī

Ms Winter recited the opening karakia as provided in the agenda.

Apologies — Ngā hōnea

Ms Winter noted that Councillor-elect Michael Woodward had tendered an apology.

Making and attesting of declaration of Mayor-elect

The Chief Executive witnessed the Mayor Elect Rodney Dow make his Declaration. Following the Declaration and ceremonial placing of the Mayoral Chains, Mayor Dow made an opening speech.

Making and attesting of declarations of Councillors-elect

Mayor Dow invited the Councillors-elect to make their declarations individually commencing with Deputy Mayor Christison followed by Councillors in alphabetical order.

Mayor Dow adjourned the meeting at 11.40am to allow family to depart and reconvened the meeting at 12.11pm.

Decision reports — Ngā pūrongo whakatau

Item 1 - Fixing of a date and time for the first meeting

ŌDC's Chief Executive, Tanya Winter advised Mayor Dow had discussed the date and time with Councillors as provided in the staff recommendation.

Resolved C1: That Ōtorohanga District Council:

a) **CONFIRMS** the first ordinary meeting of the Council for the 2025–28 Triennium is to be held on Tuesday, 25 November 2025, commencing at 10.00am; and,

b) **NOTES** this decision will satisfy statutory requirements and enable the effective initiation of Council business.

Councillor Jeffries | Councillor Tamaki

Item 2 - Appointment of Deputy Mayor

ŌDC's Chief Executive, Tanya Winter confirmed Mayor Dow had exercised his power to appoint a Deputy Mayor and he had appointed Councillor Katrina Christison to the role.

Resolved C2: That Ōtorohanga District Council

a) **ACKNOWLEDGES** the appointment of Councillor Katrina Christison as Deputy Mayor pursuant to section 41A(3)(a) of the Local Government Act 2002; and,

b) **NOTES** this appointment complies with statutory requirements, ensures immediate continuity of leadership and supports effective governance.

Councillor Tamaki | Councillor Butcher

Item 3 - Appointment of councillors to community boards

ŌDC's Chief Executive, Tanya Winter spoke to the staff report noting there were two Ōtorohanga ward councillors and two vacancies on the Ōtorohanga Community Board. She noted there were two Kāwhia-Tihiroa ward councillors but only one vacancy on the Kāwhia Community Board. She advised Mayor Dow had liaised with the two councillors who had agreed to split the Triennium.

Resolved C3: That Ōtorohanga District Council, pursuant to section 50(b) of the Local Government Act 2002 and section 19(f) of the Local Electoral Act 2001, makes the following appointments to the Community Boards for the 2025–2028 triennium:

a) **Ōtorohanga Community Board**: Councillor Katrina Christison and Councillor Tayla Barclay; and,

b) **Kāwhia Community Board**: Councillor Kit Jeffries from 4 November 2025 to 25 April 2027 and Councillor Jo Butcher from 26 April 2027 to the 2028 Local Government Election.

Mayor Dow | Deputy Mayor Christison

Information only reports Ngā pūrongo mōhiohio anake

Item 4 - General explanation of laws affecting elected members

ŌDC's Chief Executive, Tanya Winter spoke to a PowerPoint presentation[1] outlining the key legislation. Councillor Jeffries spoke on the importance of speaking to the Chief Executive if any Member has questions or queries. Deputy Mayor Christison queried the conflict of interest declaration and Ms Winter spoke on the declaration process. Mayor Dow spoke on the importance of declaring to ensure transparency.

Resolved C4: That Ōtorohanga District Council

a) **RECEIVES** the report titled 'General explanation of laws affecting elected members' by Tanya Winter, Chief Executive; and,

b) **NOTES** Elected Members will receive further advice from staff as part of their induction and on a case-by-case basis to ensure they understand their legal obligations when making decisions.

Mayor Dow | Deputy Mayor Christison

Public excluded Take matatapu

There were no reports.

Closing prayer/reflection/words of wisdom Karakia/huritao/whakataukī

Mayor Dow led the meeting in a recitation of the karakia provided in the agenda, first in Māori and again in English.

Meeting closure Katinga o te hui

Mayor Dow declared the meeting closed at 12.33pm.

Confirmed by Resolution ____________ Chairperson's signature ____________

[1] Available upon request.

Receipt of Minutes

Te rironga o ngā meneti

The unconfirmed Minutes of the meetings of the Ōtorohanga Community Board and the Kāwhia Community Board are attached on the following pages.

Staff recommendation

That Ōtorohanga District Council receive the unconfirmed Minutes of the:

a) Ōtorohanga Community Board meeting held on 4 November 2025; and,

b) Kāwhia Community Board meeting held on 6 November 2025.

TE KAUNIHERA Ā-ROHE O ŌTOROHANGA DISTRICT COUNCIL

Open Minutes

ŌTOROHANGA COMMUNITY BOARD

4 November 2025

Ōtorohanga Community Board

Open Minutes of the Inaugural meeting of the Ōtorohanga Community Board held in Waikōwhitiwhiti (Council Chambers), Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Tuesday, 4 November 2025 commencing at 4.00pm.

Tanya Winter, Chief Executive 7 November 2025

Ōtorohanga Community Board attendance

Board Member	Leanne Massey	Attended
Board Member	Brendon McNeil	Attended
Board Member	Craig Thomas	Attended
Board Member	Bronwyn Tubman	Attended
Board Member	Tayla Barclay	Attended
Board Member	Katrina Christison	Attended

ŌDC Leadership Team in attendance

Chief Executive	Tanya Winter	Attended
Group Manager Engineering & Assets	Mark Lewis	Attended

Other Elected Members present

Mayor	Rodney Dow	Attended
Deputy Mayor	Katrina Christison	Attended
Kāwhia-Tihiroa Councillor	Jo Butcher	Attended

These Open Minutes were prepared by Manager Governance, Kaia King and approved for distribution by Group Manager Engineering & Assets, Mark Lewis on 7 November 2025.

Commencement of meeting — Te tīmatanga o te hui

Mayor Dow presided as Chairperson. He declared the meeting open at 4.19pm.

Apologies — Ngā hōnea

There were no apologies as all Members were present.

Making and attesting of declaration of Board Member-elects

Mayor Dow invited each Board Member-elect to make their Declaration in alphabetical order.

Opening prayer/reflection/words of wisdom — Karakia/huitao/whakataukī

Mayor Dow led the meeting in a recitation of the karakia provided in the agenda.

Decision reports — Ngā pūrongo whakatau

Item 1 - Voting system used to appoint Chairperson

ŌDC's Chief Executive, Tanya Winter outlined why staff have recommended System B. In response to a query from Deputy Mayor Christison, ŌDC's Manager Governance, Kaia King provided an explanation of the two systems.

Resolved O1: That the Ōtorohanga Community Board:

a) ADOPTS System B as the method for electing the chairperson,

b) NOTES this adoption is in accordance with Schedule 7, Clause 25 of the Local Government Act 2002.

Mayor Dow | Councillor Barclay

Item 2 - Appointment of Chairperson

ŌDC's Chief Executive, Tanya Winter called for nominations. Two nominations were received however one was not seconded. Mayor Dow declared Board Member Bronwyn Tubman as the Chairperson.

Resolved O2: That the Ōtorohanga Community Board

a) **APPOINTS** Bronwyn Tubman as the Chairperson for the 2025-28 Triennium.

b) **NOTES** this appointment is made in accordance with Clause 37(1) of Schedule 7 to the Local Government Act 2002.

Deputy Mayor Christison | Councillor Barclay

Item 3 - Appointment of Deputy Chairperson

ŌDC's Chief Executive, Tanya Winter explained that it is not required under legislation to have a Deputy Chair however staff recommend the appointment to ensure leadership continuity. Two nominations were received and accepted. A secret ballot vote was undertaken and resulted in a tie. The two name were placed into a container and Mayor Dow pulled one name out. He then declared Board Member Craig Thomas as the Deputy Chair.

Resolved O3: That the Ōtorohanga Community Board

a) **APPOINTS** Craig Thomas as the Deputy Chairperson for the 2025-28 Triennium.

b) **NOTES** this appointment is made in accordance with Clause 37(1) of Schedule 7 to the Local Government Act 2002.

Deputy Mayor Christison | Councillor Barclay

Item 4 - Fixing of a date and time for the first meeting

ŌDC's Chief Executive, Tanya Winter spoke to the staff report.

Resolved O4: That Ōtorohanga Community Board:

a) **CONFIRMS** the first ordinary meeting of the Board for the 2025–28 Triennium is to be held on Monday, 1 December 2025, commencing at 4.00pm; and,

b) **NOTES** this decision will satisfy statutory requirements and enable the effective initiation of the Board's business.

Board Member Massey | Board Member McNeil

Information only reports — Ngā pūrongo mōhiohio anake

Item 5 - General explanation of laws affecting elected members

ŌDC's Chief Executive, Tanya Winter spoke to a PowerPoint presentation[1] outlining the key legislation.

Resolved O5: That the Ōtorohanga Community Board:

a) **RECEIVES** the report titled 'General explanation of laws affecting elected members' by Tanya Winter, Chief Executive; and,

b) **NOTES** Board Members will receive further advice from staff as part of their induction and on a case-by-case basis to ensure they understand their legal obligations when making decisions.

Deputy Mayor Christison | Deputy Chairperson Thomas

Public excluded — Take matatapu

There were no reports.

Closing prayer/reflection/words of wisdom — Karakia/huritao/whakataukī

ŌDC's Chief Executive, Tanya Winter led the meeting in a recitation of the karakia provided in the agenda.

Meeting closure — Katinga o te hui

Chairperson Tubman declared the meeting closed at 4.57pm.

Confirmed by Resolution ____________ Chairperson's signature ____________

[1] Available upon request.

TE KAUNIHERA Ā-ROHE O ŌTOROHANGA DISTRICT COUNCIL

Open Minutes

KĀWHIA COMMUNITY BOARD

6 November 2025

Kāwhia Community Board

Open Minutes of the Inaugural meeting of the Kāwhia Community Board held in the Kāwhia Community Centre,27 Jervois Street, Kāwhia on Thursday, 6 November 2025 commencing at 4.00pm.

Tanya Winter, Chief Executive 14 November 2025

Kāwhia Community Board attendance

Board Member	Geoff Good	Attended
Board Member	Richard Harpur	Attended
Board Member	Kit Jeffries	Attended
Board Member	Annie Mahara	Attended
Board Member	Hinga Whiu	Attended

ŌDC Leadership Team in attendance

Chief Executive	Tanya Winter	Attended
Group Manager Regulatory & Growth	Tony Quickfall	Attended

Other Elected Members present

Mayor	Rodney Dow	Attended
Deputy Mayor	Katrina Christison	Attended
Kāwhia-Tihiroa Councillor	Jo Butcher	Attended

These Open Minutes were prepared by Manager Governance, Kaia King and approved for distribution by Group Manager Regulatory and Growth, Tony Quickfall on 14 November 2025.

Commencement of meeting — Te tīmatanga o te hui

Mayor Dow declared the meeting open at 4.40pm.

Opening prayer/reflection/words of wisdom — Karakia/huitao/whakataukī

Board Member Whiu provided an opening karakia.

Apologies — Ngā hōnea

There were no apologies.

Making and attesting of declaration of Board Member-elects

Mayor Dow invited each Board Member-elect to make their Declaration in alphabetical order.

Decision reports — Ngā pūrongo whakatau

Item 1 - Voting system used to appoint Chairperson

ŌDC's Chief Executive, Tanya Winter outlined the two options for consideration.

Resolved K1: That the Kāwhia Community Board:

a) **ADOPTS** System B as the method for electing the chairperson,

b) **NOTES** this adoption is in accordance with Schedule 7, Clause 25 of the Local Government Act 2002.

Councillor Jeffries | Board Member Good

Item 2 - Appointment of Chairperson

Mayor Dow called for nominations and one nomination was received.

Resolved K2: That the Kāwhia Community Board

a) **APPOINTS** Geoff Good as the Chairperson for the 2025-28 Triennium.

b) **NOTES** this appointment is made in accordance with Clause 37(1) of Schedule 7 to the Local Government Act 2002.

Board Member Harpur | Board Member Mahara

Chairperson Geoff Good assumed the Chairperson role.

Item 3 - Appointment of Deputy Chairperson

Chairperson Good called for nominations and one nomination was received.

Resolved K3: That the Kāwhia Community Board

a) **APPOINTS** Hinga Whiu as the Deputy Chairperson for the 2025-28 Triennium.

b) **NOTES** this appointment is made in accordance with Clause 37(1) of Schedule 7 to the Local Government Act 2002.

Board Member Harpur | Board Member Mahara

Item 4 - Fixing of a date and time for the first meeting

ŌDC's Chief Executive, Tanya Winter advised a decision on the date and time of the first ordinary meeting of the Kāwhia Community Board was required at the Inaugural meeting under legislation.

Resolved K4: That Kāwhia Community Board:

a) **CONFIRMS** the first ordinary meeting of the Board for the 2025–28 Triennium is to be held on Thursday, 4 December 2025, commencing at 4.00pm; and,

b) **NOTES** this decision will satisfy statutory requirements and enable the effective initiation of the Board's business.

Councillor Jeffries | Board Member Mahara

Information only reports — Ngā pūrongo mōhiohio anake

Item 5 - General explanation of laws affecting elected members

ŌDC's Chief Executive, Tanya Winter spoke to a PowerPoint presentation[1] outlining the key legislation.

[1] Available upon request.

Resolved K5: That the Kāwhia Community Board:

a) **RECEIVES** the report titled 'General explanation of laws affecting elected members' by Tanya Winter, Chief Executive; and,

b) **NOTES** Board Members will receive further advice from staff as part of their induction and on a case-by-case basis to ensure they understand their legal obligations when making decisions.

Board Member Mahara | Board Member Harpur

Public excluded — Take matatapu

There were no reports.

Closing prayer/reflection/words of wisdom — Karakia/huritao/whakataukī

Deputy Chairperson Whiu provided a closing karakia.

Meeting closure — Katinga o te hui

Chairperson Good declared the meeting closed at 5.09pm.

Mayor Dow's verbal report — Te pūrongo ā-waha a te kahika

Mayor Dow will provide a verbal update at the meeting on his activities as Mayor since the last meeting.

Staff recommendation

That Ōtorohanga District Council receive the verbal update from Mayor Rodney Dow.

Decision reports — Ngā pūrongo whakatau

DISCLAIMER: The reports attached to this Open Agenda set out recommendations and suggested resolutions only. Those recommendations and suggested resolutions DO NOT represent Ōtorohanga District Council policy until such time as they might be adopted by formal resolution. This Open Agenda may be subject to amendment either by the addition or withdrawal of items contained therein.

Item 5 Committees, appointments and delegations

To Ōtorohanga District Council

From Tanya Winter, Chief Executive

Type **DECISION REPORT**

Date 25 November 2025

1. Purpose | Te kaupapa

1.1. To present the committee appointments made by Mayor Dow and to seek Ōtorohanga District Council's (ŌDC) approval for delegations to those committees.

2. Executive summary | Whakarāpopoto matua

2.1. Section 41A of the Local Government Act 2002 empowers the Mayor to establish Council committees and appoint their members. The Mayor has exercised this power, and the committee structure is outlined in the Mayor's memorandum (Appendix 1).

2.2. While the Mayor may establish committees and appoint chairpersons, delegations to those committees must be made by ŌDC. This report seeks ŌDC's approval for the recommended delegations.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That Ōtorohanga District Council:

a) **NOTES** Mayor Dow's decision to establish Council committees and appoint their members pursuant to Section 41A of the Local Government Act 2002 as follows:

Committee	Appointments
Risk and Assurance Committee	Purpose: To assist and advise ŌDC in its responsibility and ownership for risk management, control and compliance framework, and its external accountability and responsibilities. Independent Chairperson: To be confirmed Deputy Chairperson: Councillor Kit Jeffries Membership: Councillors Andrew Barker, Jo Butcher and Shane Carr. Ex-officio: Mayor Rodney Dow

Chief Executive Review Committee	Purpose: To ensure that ŌDC carries out its statutory and contractual responsibilities as employer of the Chief Executive and, in consultation with the Chief Executive, to determine Key Performance Indicators and review the Chief Executive's performance against these on an annual basis. Chairperson: Mayor Rodney Dow Deputy Chairperson: Deputy Mayor Katrina Christison Membership: Councillors Jaimee Tamaki and Michael Woodward.
Grants and Awards Committee	Purpose: To determine all matters pertaining to the allocation of funding from Sport NZ Rural Travel Fund, the Ōtorohanga Community Grants Fund, and any other grants or awards that Ōtorohanga District Council may establish or administer on behalf of other organisations. Chairperson: Deputy Mayor Katrina Christison Deputy Chairperson: Councillor Jo Butcher Membership: Councillors Tayla Barclay and Jaimee Tamaki, and one mana whenua representative. Ex-officio: Mayor Rodney Dow.

b) **DELEGATES**, pursuant to Clause 32 of Schedule 7 of the Local Government Act 2002, to each committee established under a) above as follows:

Committee	Delegation
Risk and Assurance Committee	Power to act: • Receive and consider audit reports. • Receive and consider staff reports on audit, internal control, and risk management related matters. • Approve the Auditors engagement and arrangement letters. • Provide oversight of the audit management letter recommendations and implementation. • Review and approve any internal policies as required. • Deal with any other matter requested of the Committee by ŌDC or any of its other Committees. Power to recommend: • Make recommendations to ŌDC on financial, internal control, and risk management policy and procedure matters as appropriate. • Make recommendations to ŌDC on any Long Term Plan, Annual Plan or Annual Report as required.
Chief Executive Review Committee	Power to act: • Decide all matters arising under Section 42 and Clauses 33, 34, 35, and 36 of Schedule 7 of the Local Government Act 2002 and all matters arising from ŌDC's employment agreement with the Chief Executive, except for: − The appointment of a Chief Executive; − The re-appointment of a Chief Executive for a second term under Clause 34 of Schedule 7 of the Local Government Act 2002; − The termination of employment of the Chief Executive.

	• Lead the annual review of the Chief Executive's performance in accordance with the process set out in the Chief Executive's employment contract, ensuring involvement of the full ŌDC. • Decide whether to use an external consultant for the purpose of fulfilling these delegations, and, if so, the selection of an external consultant (in consultation with the Chief Executive). • Handle all routine Chief Executive contract/employment matters not dealt with by the Mayor. Power to recommend: • Make recommendations to ŌDC on the initial employment, re-employment, remuneration, resignation, or dismissal of the Chief Executive. • In association with the annual performance review, undertake a review of the Chief Executive's remuneration package and make recommendations to ŌDC on an annual basis. • Recommend to ŌDC any professional/personal development opportunities for the Chief Executive.
Grants and Awards Committee	Power to act: • Determine all matters pertaining to the allocation of funding from the Sport NZ Rural Travel Fund, Creative Communities NZ Scheme, and any other grants or awards that ŌDC establishes. • Co-opt iwi and/or community representatives as necessary to ensure compliance with the terms of externally funded schemes. • Co-opt community representatives if required for any other grants or awards that ŌDC establishes. • Monitor the effectiveness and outcomes of grant allocations and report to ŌDC as required. • Establish sub-committees as necessary to address specific funding streams or representation requirements, subject to ŌDC policy. Power to recommend: • Recommend to ŌDC the criteria and allocation process for any new Council grants or awards. • Advise ŌDC on improvements to grant administration, community engagement, and reporting processes. • Recommend changes to the structure or focus of ŌDC's grants and awards programmes to better align with community needs and strategic objectives.

4. Context | Horopaki

4.1. Section 41A of the Local Government Act 2002 grants the Mayor the authority to establish committees of Council and appoint their members. Mayor Dow has exercised this power for the current triennium, and the resulting committee structure and appointments are outlined in the Mayor's memorandum (refer Appendix 1).

4.2. While the Mayor may establish committees and appoint chairpersons, the delegation of responsibilities and powers to those committees must be made by resolution of ŌDC, in accordance with clause 32 of

Schedule 7 to the Local Government Act 2002. The Mayor is a member of every committee of ŌDC (ex-officio) unless specific legislation provides otherwise.

4.3. ŌDC retains the ability to discharge or reconstitute any committee established by the Mayor, appoint additional committees, or discharge the appointment of chairpersons, subject to the processes set out in the Act.

4.4. The recommended delegations have been reviewed to ensure they remain appropriate and effective for the current governance term, and minor amendments have been made where necessary to reflect operational requirements and statutory obligations.

5. Discussion | He kōrerorero

5.1. The establishment of Council committees and the delegation of responsibilities are essential for effective governance and efficient decision-making. Committees enable ŌDC to distribute workload, focus on specific areas, and ensure that subject matter expertise informs decision-making. Delegating responsibilities to committees supports timely and robust governance processes, while retaining ŌDC's oversight of key matters.

5.2. The Mayor's memorandum outlines the proposed committee structure, appointments, and purposes. The recommended delegations have been reviewed and updated to ensure they remain appropriate and effective for the current triennium.

6. Strategic Considerations | Ngā whai whakaarotanga

Significance and engagement

6.1. Staff have assessed the matters addressed in this report in accordance with ŌDC's Significance and Engagement Policy. The establishment of Council committees, appointments, and delegations is considered to have a low level of significance, as these decisions do not materially affect levels of service, strategic assets, or the community at large. The proposed structure and delegations are administrative in nature and are consistent with established governance practices.

6.2. Given the low level of significance, formal consultation or engagement with the wider community is not required. However, ŌDC remains committed to transparency and will make information about committee structures and appointments publicly available through ŌDC's agendas and minutes.

Mana whenua / Māori

6.3. Staff have assessed the matters addressed in this report and consider that the establishment of Council committees, appointments, and delegations does not have a direct impact on cultural wellbeing, sites of significance, or waterways. The proposed governance arrangements are administrative in nature and do not alter existing commitments to partnership or engagement with mana whenua.

6.4. ŌDC remains committed to upholding the principles of partnership and participation with iwi and hapū, as outlined in its Māori Engagement Framework. Should any future committee decisions or delegations have implications for Māori interests or taonga, appropriate engagement will be undertaken in accordance with ŌDC's policy.

Strategic alignment

6.5. The establishment of Council committees, appointments, and delegations directly supports the delivery of ŌDC's Long Term Plan and the achievement of its community outcomes: Responsible, Connected, and Engaged.

6.6. By delegating responsibilities to appropriately structured committees, ŌDC ensures that governance processes are efficient, transparent, and responsive to the needs of the district.

6.7. Committees such as the Risk and Assurance Committee, Chief Executive Review Committee, and Grants and Awards Committee enable focused oversight of key areas including risk management, organisational performance, and community support. This structure allows ŌDC to address statutory obligations, promote good governance, and foster community participation in decision-making.

6.8. The recommended approach aligns with ŌDC's policy framework and supports the principles of effective local government by distributing workload, leveraging expertise, and maintaining accountability for outcomes.

Legal

6.9. Staff confirm that the recommendations in this report comply with all relevant legal requirements under the Local Government Act 2002. Specifically, section 41A empowers the Mayor to establish committees and appoint their Chairs and Deputy Chairs, while clause 32 of Schedule 7 requires that any delegations to those committees must be made by ŌDC resolution.

6.10. The proposed committee structure and delegations have been reviewed to ensure alignment with statutory obligations and ŌDC's Standing Orders. No legal issues have been identified in relation to the proposed decisions.

Financial

6.11. The costs associated with ŌDC's governance structure, including the establishment and operation of committees, are provided for within existing budgets. No additional or unbudgeted financial implications are anticipated as a result of the recommendations in this report. Staff confirm that the proposed committee structure and delegations can be implemented within current financial resources.

Risk analysis

6.12. Staff have reviewed the potential risks associated with the establishment of Council committees, appointments, and delegations. There are no known significant risks arising from the recommendations in this report.

6.13. Delegating responsibilities to committees is a standard governance practice that supports efficient decision-making and mitigates the risk of bottlenecks at the full Council level. This approach reduces the likelihood of delays, excessive workloads for elected members, and missed opportunities for timely public input. The recommended structure also ensures that statutory and policy requirements are met, further reducing legal and operational risks.

6.14. Should ŌDC choose not to delegate responsibilities, there is a risk that decision-making processes would become less efficient, with larger agendas and increased administrative burden. This could discourage public engagement and reduce the effectiveness of ŌDC's governance arrangements.

6.15. Overall, the proposed committee structure and delegations are consistent with good governance principles and do not introduce any material risks to ŌDC operations.

7. Options analysis | Tātari Kōwhiringa

	Option 1: Make no delegations to committees	**Option 2: Delegate responsibilities to committees as recommended**
Summary	ŌDC retains all decision-making at the full ŌDC level.	ŌDC delegates responsibilities to committees as outlined in the recommendations.
Advantages	Ensures all elected members are involved in every decision.	Enables efficient and timely decision-making at the appropriate governance level. Reduces workload for full ŌDC and allows for focused consideration of specialist matters.
Disadvantages	Creates a bottleneck at ŌDC, slowing down decision-making. Results in larger agendas and increased workload for all elected members. May discourage public engagement due to lengthy meetings and missed opportunities for input.	Some decisions are made by smaller groups rather than the full ŌDC, which may reduce direct involvement of all elected members in every matter.

	Option 3: Delegate to selected committees only	**Option 4: Defer decision on delegations**
Summary	ŌDC delegates responsibilities to a limited number of committees only.	ŌDC defers making a decision on delegations at this time.
Advantages	Allows ŌDC to retain decision-making on key matters while delegating others. Provides some efficiency gains.	Provides additional time for further consideration or consultation if required.
Disadvantages	May not achieve the full efficiency and focus benefits of a comprehensive committee structure. Could result in ambiguity regarding responsibilities.	Delays the implementation of an effective governance structure, potentially impacting ŌDC's ability to operate efficiently.

Recommended option and rationale

7.1. Option 2: Delegate responsibilities to committees as included in the recommendations.

7.2. This approach provides for the efficient and effective operation of ŌDC's governance structure, enabling timely decision-making, focused consideration of specialist matters, and appropriate distribution of workload. The recommended delegations have been reviewed to ensure they are fit for purpose and align with ŌDC's statutory obligations and strategic objectives.

8. Appendices | Ngā āpitihanga

Number	Title
1	Memo from Mayor Dow.

Date: 24 October 2025

To: Ōtorohanga District Council

From: Mayor Rodney Dow

Subject: **COMMITTEE STRUCTURE AND APPOINTMENTS**

Section 41A of the Local Government Act 2002 gives Mayors the power to establish committees of the Council and appoint their Chairs and Deputy Chairs. I have exercised this power and the committee structure, and appointments, are outlined below:

Committee	Appointments
Risk and Assurance Committee	Purpose: To assist and advise ŌDC in its responsibility and ownership for risk management, control and compliance framework, and its external accountability and responsibilities. Independent Chairperson: To be confirmed Deputy Chairperson: Councillor Kit Jeffries Membership: Councillors Andrew Barker, Jo Butcher and Shane Carr. Ex-officio: Mayor Rodney Dow.
Chief Executive Review Committee	Purpose: To ensure that ŌDC carries out its statutory and contractual responsibilities as employer of the Chief Executive and, in consultation with the Chief Executive, to determine Key Performance Indicators and review the Chief Executive's performance against these on an annual basis. Chairperson: Mayor Rodney Dow Deputy Chairperson: Deputy Mayor Katrina Christison Membership: Councillors Jaimee Tamaki and Michael Woodward.
Grants and Awards Committee	Purpose: To determine all matters pertaining to the allocation of funding from Sport NZ Rural Travel Fund, the Ōtorohanga Community Grants Fund, and any other grants or awards that Ōtorohanga District Council may establish or administer on behalf of other organisations. Chairperson: Deputy Mayor Katrina Christison Deputy Chairperson: Councillor Jo Butcher Membership: Councillors Tayla Barclay and Jaimee Tamaki, and one mana whenua representative. Ex-officio: Mayor Rodney Dow.

Rodney Dow

Mayor of Ōtorohanga District

Item 6	Appointments to external organisations
To	Ōtorohanga District Council
From	Tanya Winter, Chief Executive
Type	**DECISION REPORT**
Date	25 November 2025

1. Purpose | Te kaupapa

1.1. To appoint elected members to external organisations, committees, and groups for the Triennium.

2. Executive summary | Whakarāpopoto matua

2.1. Ōtorohanga District Council (ŌDC) is required by constitution or legislation to appoint members to several organisations, committees, or groups. Additionally, some organisations have requested ŌDC representation, which ŌDC may provide at its discretion. This report recommends appointments for both categories, ensuring compliance with statutory obligations and supporting effective governance and community engagement.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That Ōtorohanga District Council:

a) **APPOINTS** the following members to organisations, committees, or groups requiring Council representation by constitution or legislation:

Organisation/Committee/Group	Appointee	Alternate
Ngā Wai o Maniapoto (Waipā River) Co-Governance Forum	Councillor Jaimee Tamaki	Mayor Rodney Dow
Te Nehenehenui Joint Management Committee	Councillor Jaimee Tamaki	Councillor Tennille Kete
Raukawa Charitable Trust and Ōtorohanga District Council Joint Management Committee	Councillor Jaimee Tamaki	Councillor Shane Carr
Waikato Regional Transport Committee	Mayor Rodney Dow	Councillor Andrew Barker
North King Country Development Trust	Councillor Michael Woodward	Councillor Tayla Barclay

b) **APPOINTS** the following members to act on behalf of the Mayor if the Mayor is absent pursuant to the Civil Defence Emergency Management Act 2002, Section 25(5):

Waikato Region Civil Defence Emergency Management Group Joint Committee	Councillor Tennille Kete	Councillor Kit Jeffries

c) **APPOINTS** the following members to other organisations, committees, or groups who have requested Council representation:

Organisation/Committee/Group	Appointee
If established, Waikato Regional Council passenger transport committee (Regional Connections Committee)	Councillor Jo Butcher
If established, Waikato Regional Council west coast zone	Councillor Kit Jeffries
Waikeria Liaison Group	Councillor Shane Carr
Waikeria Community Impact Forum	Councillor Shane Carr
Ōtorohanga District Development Board (Elevate)	Deputy Mayor Katrina Christison
Tihiroa Rural Water Supply Scheme Committee	Councillor Kit Jeffries
Arohena Rural Water Supply Scheme Committee	Councillor Shane Carr
Ranginui Rural Water Supply Scheme Committee	Councillor Shane Carr
Waipā Rural Water Supply Scheme Committee	Councillor Michael Woodward

4. Context | Horopaki

4.1. ŌDC's appointments are required under various statutes, including the Local Government Act 2002, the Ngā Wai o Maniapoto (Waipā River) Act 2012, the Maniapoto Claims Settlement Act 2022, the Raukawa Claims Settlement Act, the Land Transport Management Act 2003, the Electricity Act 1991, and the Civil Defence Emergency Management Act 2002.

4.2. Additional appointments are made at ŌDC's discretion to support community engagement and effective governance.

5. Discussion | He kōrerorero

5.1. The process of appointing representatives is both a statutory requirement and a strategic opportunity. ŌDC's participation in these external forums ensures that the district's interests are actively promoted and protected. In particular:

a) **Statutory appointments** (e.g., co-governance forums, joint committees) are essential for fulfilling Treaty settlement obligations and statutory mandates.

b) **Discretionary appointments** (e.g., community boards, liaison groups) enable ŌDC to respond flexibly to emerging needs and requests from the community or sector partners.

5.2. The selection of appointees should consider relevant skills, experience, and the need for continuity or renewal. Regular reporting from appointees is provided for in each ŌDC agenda to ensure accountability and alignment with ŌDC's strategic direction.

5.3. The legislative context (including the Local Government Act 2002, Local Government Official Information and Meetings Act 1987, and Privacy Act 2020) requires that appointments are made transparently, with due regard to privacy and public interest.

6. Strategic Considerations | Ngā whai whakaarotanga

Significance and engagement

6.1. The matters addressed in this report have been assessed in accordance with ŌDC's Significance and Engagement Policy. The decision to appoint elected members to external organisations, committees, and groups is considered to have a low level of significance, as it does not materially affect levels of service, strategic assets, or ŌDC's ability to deliver its core functions. Engagement has been undertaken as appropriate, and further consultation is not required for these appointments.

Mana whenua / Māori

6.2. The appointments recommended in this report have direct implications for ŌDC's relationships with mana whenua and Māori, particularly in relation to co-governance and joint management arrangements. ŌDC's Māori Engagement Framework has been considered, and appointments to forums such as the Ngā Wai o Waipā Co-Governance Forum, Te Nehenehenui Joint Committee, and Raukawa Charitable Trust and Ōtorohanga District Council Joint Management Committee are essential for upholding Treaty settlement obligations and supporting partnership with iwi.

Strategic alignment

6.3. The recommended appointments align with ŌDC's Long Term Plan and strategic objectives, including the promotion of connected, supportive, and empowered communities. Representation on external bodies ensures that ŌDC's vision and priorities are advanced in regional and sectoral forums, and that local interests are reflected in broader decision-making.

Legal

6.4. The appointments are required to ensure compliance with a range of statutory obligations, including but not limited to the Local Government Act 2002, Ngā Wai o Maniapoto (Waipā River) Act 2012, Maniapoto Claims Settlement Act, Raukawa Claims Settlement Act, Land Transport Management Act 2003, Electricity Act 1991, and Civil Defence Emergency Management Act 2002.

6.5. The process also complies with the Local Government Official Information and Meetings Act 1987 and the Privacy Act 2020.

Financial

6.6. The cost of ŌDC's governance structure, including elected member representation on external organisations, committees, and groups, is provided for in existing budgets. There are no additional financial implications arising from the recommendations in this report.

Risk analysis

6.7. There are no known significant risks associated with the decisions required for this matter. The appointments recommended in this report support ŌDC's risk management objectives by ensuring statutory compliance, maintaining effective relationships with key partners, and supporting the achievement of ŌDC's strategic outcomes.

7. Options analysis | Tātari Kōwhiringa

Options summary of considerations

	Option 1: Appoint only as required by legislation	Option 2: Appoint to both required and requested organisations, committees, or groups
Summary	ŌDC appoints representatives solely to those organisations, committees, or groups where representation is mandated by statute or constitutional requirement.	ŌDC appoints representatives not only to organisations, committees, or groups where representation is mandated by statute or constitutional requirement, but also to those where representation is requested or strategically beneficial. This approach reflects a proactive governance stance and supports ŌDC's broader strategic objectives.
Advantages	Ensures strict compliance with statutory obligations. Minimises administrative and governance workload. Reduces financial and resource commitments.	Maximises ŌDC's strategic influence and advocacy. Strengthens relationships with iwi, regional partners, and community organisations. Supports achievement of community outcomes and strategic objectives. Provides a conduit for two-way communication and partnership.
Disadvantages	Limits ŌDC's influence and engagement with key partners. Missed opportunities for advocacy and partnership. May be perceived as a lack of support for community-led initiatives. Reduces ŌDC's ability to align external activities with strategic objectives.	Increases governance workload and administrative complexity. Requires ongoing monitoring and reporting. May stretch ŌDC resources if not managed effectively.

	Option 3: Defer some or all appointments pending further consultation or review	Option 4: Appoint on a temporary or interim basis, with a review scheduled within six months
Summary	ŌDC postpones decisions on appointments to certain organisations, committees, or groups to allow for further consultation with stakeholders, assessment of strategic alignment, or review of governance priorities.	ŌDC proceeds with interim appointments to selected organisations, committees, or groups, subject to a scheduled review within six months to confirm ongoing relevance and effectiveness.
Advantages	Enables a more informed and inclusive decision-making process. Allows time to assess alignment with Council's strategic objectives and community outcomes. Reduces risk of premature or misaligned appointments. Supports transparency and accountability under the Local Government Act 2002.	Facilitates immediate engagement and representation while maintaining flexibility. Provides a mechanism for early influence and relationship-building. Allows ŌDC to respond to evolving strategic priorities. Supports adaptive governance practices consistent with the principles of the Local Government Official Information and Meetings Act 1987.
Disadvantages	May delay engagement with key partners and stakeholders. Could be perceived as indecision or lack of commitment. Potentially limits ŌDC's immediate influence and advocacy opportunities. May impact the timeliness of representation in external forums.	Requires clear review mechanisms and resourcing for follow-up. May create uncertainty for external partners regarding long-term commitment. Could result in duplication of effort if appointments are later revised or rescinded. Adds complexity to governance planning and reporting.

Recommended option and rationale

7.1. Option 2 is recommended as it best supports ŌDC's strategic objectives, community outcomes, and partnership commitments. By appointing representatives to both legislatively required and requested entities, ŌDC maximises its influence, fosters collaborative relationships, and ensures a proactive governance approach.

7.2. This option aligns with the principles of transparency, responsiveness, and community engagement under the Local Government Act 2002, while also recognising the importance of strategic advocacy and partnership development. The associated governance workload and resource implications are acknowledged and can be managed through appropriate planning and review mechanisms.

8. Appendices | Ngā āpitihanga

Number	Title
There are no appendices.	

Item 7 Adoption of Ōtorohanga District Council meeting schedule

To Ōtorohanga District Council

From Tanya Winter, Chief Executive

Type **DECISION REPORT**

Date 25 November 2025

1. Purpose | Te kaupapa

1.1. To adopt a schedule of Ōtorohanga District Council (ŌDC) meetings from February 2026.

2. Executive summary | Whakarāpopoto matua

2.1. ŌDC must hold meetings for the good governance of the Ōtorohanga District. Every meeting of ŌDC and its committees must be open to the public. Meetings must be called and conducted in accordance with legislation. Additional meetings may be held as required.

2.2. The staff recommendation seeks to bring certainty for staff, elected members and the Ōtorohanga community of the meeting dates and allow for the required public notices to be lodged in the local newspaper.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That Ōtorohanga District Council **APPROVE** the following meeting schedule to provide both elected members and members of the public with confirmation of dates:

2025	**2026**	**2027**	**2028**
• 9 December	• 24-February	• 23-February	• 29-February
	• 31-March	• 30-March	• 28-March
	• 28-April	• 27-April	• 25-April
	• 26-May	• 25-May	• 30-May
	• 30-June	• 29-June	• 27-June
	• 28-July	• 27-July	• 25-July
	• 25-August	• 31-August	• 29-August
	• 29-September	• 28-September	• 26-September
	• 27-October	• 26-October	
	• 24-November	• 30-November	

4. Context | Horopaki

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

4.2. Where ŌDC adopts a meeting schedule it may cover any period considered 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.

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

5. Discussion | He kōrerorero

5.1. The adoption of a meeting schedule is a standard governance practice that supports transparency, accountability, and effective planning. It provides elected members, staff, and the public with clarity regarding the timing and frequency of ŌDC's meetings.

5.2. A confirmed schedule enables better coordination of reporting timelines, facilitates public participation, and ensures compliance with statutory notification requirements under the Local Government Act 2002.

5.3. ŌDC has the discretion to adopt a schedule for any period it deems appropriate. This flexibility allows for alignment with electoral cycles, strategic planning horizons, or operational needs.

5.4. Four options are presented for consideration:

a) Option 1 proposes adopting the full meeting schedule as presented, offering the highest level of certainty and administrative efficiency.

b) Option 2 limits the schedule to the 2026 calendar year, providing short-term certainty while allowing for future adjustments.

c) Option 3 allows for an amended schedule, enabling ŌDC to tailor meeting frequency and timing to specific needs.

d) Option 4 proposes not adopting a schedule, which would require individual meeting notifications and may reduce transparency and increase administrative workload.

5.5. Each option presents varying degrees of certainty, flexibility, and administrative impact. The preferred approach will depend on ŌDC's priorities regarding governance efficiency, public engagement, and operational planning.

6. Strategic Considerations | Ngā whai whakaarotanga

Significance and engagement

6.1. Staff have assessed the significance of this decision in accordance with the Significance and Engagement Policy and determined it to be low, as it does not materially affect levels of service, strategic assets, or the community. The meeting dates will be advertised on ŌDC's website and promoted via ŌDC's social media.

Mana whenua / Māori

6.2. The adoption of a meeting schedule provides a foundation for consistent and transparent governance, which supports the principles of partnership and participation outlined in ŌDC's Māori Engagement Framework. By adopting a schedule, ŌDC demonstrates its commitment to enhancing Māori participation in decision-making and upholding the values of rangatiratanga, mana tangata, and whakamana as outlined in the Framework.

6.3. A confirmed schedule enables early and meaningful engagement with mana whenua by providing visibility of key decision-making timelines. This supports the ability of iwi and hapū to plan for participation, contribute to kaupapa of shared interest, and uphold their role as kaitiaki and Treaty partners. The schedule also assists in aligning project planning with the timeframes required for effective Māori engagement, as identified in the Framework and its implementation plan. This includes allowing sufficient time for kanohi ki te kanohi (face to face) engagement, incorporating feedback, and ensuring cultural considerations are embedded in governance processes.

Strategic alignment

6.4. The adoption of a meeting schedule supports the delivery of ŌDC's Long Term Plan (LTP) by enabling effective governance and decision-making. It aligns with ŌDC's strategic priority of Trusted Leadership and Relationships, ensuring transparency, accountability, and timely engagement with the community.

6.5. A confirmed schedule contributes to the Community Outcomes of:

- People – by promoting inclusive participation and enabling residents to engage with Council processes.
- Place – by supporting the efficient operation of Council, which underpins the delivery of services and infrastructure.
- Partnerships – by fostering trust and collaboration between elected members, staff, and the community through predictable and accessible governance processes.

Legal

6.6. Provision for a schedule of meetings is outlined in the Local Government Act 2002, Schedule 7, part 19.

Financial

6.7. The cost of ŌDC's governance structure is provided for in existing budgets. There are no unbudgeted financial implications.

Risk analysis

6.8. The adoption of a meeting schedule mitigates several operational and reputational risks. A confirmed schedule ensures compliance with statutory notification requirements under the Local Government Act 2002 and supports transparent and timely decision-making. It reduces the risk of administrative oversight, such as missed notifications or scheduling conflicts, which could otherwise impact governance effectiveness and public trust.

6.9. Failure to adopt a schedule may result in increased administrative burden, reduced visibility of ŌDC's activities, and potential disengagement from the public due to inconsistent or late meeting notifications. This could also lead to reputational risk if stakeholders perceive a lack of transparency or accessibility in ŌDC processes.

6.10. The proposed approach aligns with the principles of good governance and supports the objectives of the Risk Management Framework by promoting predictability, accountability, and effective planning.

7. Options analysis | Tātari Kōwhiringa

Options summary of considerations

7.1. The following table summarises the key considerations for each option available to ŌDC:

	Option 1: Adopt schedule as presented	Option 2: Adopt a schedule for 2026 only
Summary	Adopt the meeting schedule for ŌDC as presented for consideration.	Adopt a meeting schedule for 2026 only.
Advantages	This option provides staff, elected members and members of the public with confirmation of dates.	A schedule of meetings provides certainty to elected members, staff and members of the public.
Disadvantages	May limit flexibility if changes are needed later in the triennium; however, the schedule can be amended by ŌDC resolution if required.	Does not provide long-term certainty beyond 2026, requiring future scheduling decisions.

	Option 3: Adopt an amended schedule	Option 4: Do not adopt a schedule
Summary	ŌDC could adopt a schedule for a timeframe of its choosing.	Do not adopt a meeting schedule.
Advantages	Allows flexibility to tailor the meeting schedule to specific needs or priorities within a defined period.	Provides maximum flexibility to schedule meetings as needed throughout the year.
Disadvantages	May result in insufficient opportunities for timely decision-making or public engagement.	To not adopt a meeting schedule provides a monthly administrative burden to send the notification and may cause members of the public to be unaware of any specific meeting.

Recommended option and rationale

7.2. Option 1: Adopting the meeting schedule allows the Ōtorohanga District community certainty of the timing to engage and provide input into the matters contained in the agendas.

8. Appendices | Ngā āpitihanga

Number	Title	Magiq number
There are no appendices.		

Item 8	Adoption of workshop schedule
To	Ōtorohanga District Council
From	Kaia King, Manager Governance
Type	**DECISION REPORT**
Date	25 November 2025

1. Purpose | Te kaupapa

1.1. To adopt a workshop schedule for the Triennium, ensuring alignment with the Local Government Act 2002 and best practice for transparent governance.

2. Executive summary | Whakarāpopoto matua

2.1. Workshops are an essential component of Ōtorohanga District Council's (ŌDC) governance framework, providing opportunities for elected members to discuss strategic issues, receive briefings, and engage in collaborative planning outside of formal decision-making meetings. The adoption of a forward-looking workshop schedule supports effective governance, transparency, and organisational planning.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That Ōtorohanga District Council **APPROVE** the following meeting schedule to provide both elected members and members of the public with confirmation of dates:

2026	**2027**	**2028**
• 10 February	• 9 February	• 8 February
• 10 March	• 9 March	• 14 March
• 14 April	• 13 April	• 11 April
• 12 May	• 11 May	• 9 May
• 9 June	• 8 June	• 13 June
• 14 July	• 13 July	• 11 July
• 11 August	• 10 August	• 8 August
• 8 September	• 14 September	• 12 September
• 13 October	• 12 October	
• 10 November	• 9 November	

4. Context | Horopaki

4.1. The adoption of a forward workshop schedule is consistent with the principles of open and transparent governance as articulated by the Ombudsman of New Zealand. The Ombudsman's recommendations emphasise that councils should adopt a principle of "openness by default" for all workshops, briefings, and forums, including a commitment to record a clear basis for closure where justified, on a case-by-case basis. The Ombudsman further recommends that the time, dates, venues, and subject matter of all workshops be publicised in advance, along with the rationale for closing them where applicable.

4.2. ŌDC's approach to scheduling and publicising workshops aligns with these recommendations by providing advance notice of all workshop dates for the years 2026–2028. This supports public awareness, facilitates participation, and reinforces ŌDC's commitment to conducting business in a manner that is open, transparent, and accountable. The Ombudsman also encourages councils to maintain clear records of workshop proceedings, ensure accessibility of information, and formalise processes for considering the release of information from closed workshops. ŌDC's workshop schedule and associated practices are designed to meet these expectations and to promote best practice in local government governance noting workshops dates can be amended by ŌDC resolution if required.

5. Discussion | He kōrerorero

5.1. The proposed schedule provides for monthly workshops, generally held on the second Tuesday of each month, with adjustments to avoid public holidays and ensure even distribution throughout the year. This approach is consistent with the principles of good governance and transparency under the Local Government Act 2002 and supports the effective delivery of ŌDC's Long-Term Plan and strategic objectives.

5.2. Workshops are not decision-making forums but are critical for information sharing, early engagement on policy matters, and building collective understanding among elected members. Adoption of a published schedule enhances transparency for the public and staff and enables better planning and resource allocation.

5.3. No workshop dates for these years coincide with any statutory or regional holidays. This ensures that all scheduled workshops avoid conflicts with public and regional holidays, supporting maximum attendance and organisational efficiency.

6. Strategic Considerations | Ngā whai whakaarotanga

Significance and engagement

6.1. The adoption of a workshop schedule is assessed as having low significance under the ŌDC Significance and Engagement Policy. No formal engagement is required, but the schedule will be published for public information.

Mana whenua / Māori

6.2. The schedule does not directly impact Māori interests or sites of significance. ŌDC remains committed to ongoing engagement with iwi and Māori stakeholders on matters of strategic importance.

Strategic alignment

6.3. The workshop schedule supports the achievement of community outcomes and the delivery of ŌDC's strategic priorities by enabling informed and collaborative governance.

Legal

6.4. The adoption of a workshop schedule is consistent with the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987. Workshops will be conducted in accordance with relevant legislative requirements.

Financial

6.5. There are no additional financial implications arising from the adoption of the workshop schedule. Workshops will be managed within existing governance budgets.

Risk analysis

6.6. Adoption of a forward schedule mitigates risks associated with ad hoc planning and supports organisational resilience and preparedness.

7. Options analysis | Tātari Kōwhiringa

	Option 1: Do not adopt a forward workshop schedule	**Option 2: Adopt the proposed workshop schedule for 2026–2028 (Recommended)**
Summary	ŌDC does not adopt a formal schedule for workshops, instead scheduling workshops on an ad hoc basis throughout the year.	ŌDC adopts the published schedule of workshops for 2026, 2027, and 2028, with dates set in advance and publicised accordingly.
Advantages	Provides maximum flexibility to respond to emerging issues. Reduces the risk of scheduling conflicts with unforeseen events. Minimises administrative planning requirements.	Aligns with Ombudsman guidance for openness and transparency. Provides certainty for elected members, staff, and the public. Supports effective planning and resource allocation. Enhances public awareness and opportunities for engagement. Demonstrates commitment to best practice in local government governance.
Disadvantages	Reduces transparency and predictability for elected members, staff, and the public. Contravenes Ombudsman recommendations for openness and advance notice. May result in inconsistent attendance and reduced effectiveness. Limits public awareness and engagement opportunities.	May require rescheduling if unforeseen events arise. Reduces flexibility to respond to urgent or emerging matters outside the published schedule. Requires ongoing administrative oversight to maintain accuracy.

	Option 3: Adopt a schedule for 2026 only	Option 4: Adopt a provisional schedule subject to periodic review
Summary	ŌDC adopts a workshop schedule for the next calendar year only, with future years to be scheduled annually.	ŌDC adopts the proposed schedule for 2026–2028, with a formal review of dates and effectiveness at least annually
Advantages	Balances certainty with flexibility. Allows for annual review and adjustment based on experience. Reduces risk of long-term scheduling conflicts.	Provides certainty while allowing for regular review and adjustment. Supports continuous improvement and responsiveness. Aligns with best practice for adaptive governance.
Disadvantages	Provides less certainty for long-term planning. Requires annual administrative effort to update and adopt schedules. May be perceived as less transparent than a multi-year approach.	Requires additional administrative effort for periodic review. May create uncertainty if frequent changes are made. Could reduce public confidence if dates are changed regularly.

Recommended option and rationale

7.1. Option 2 – Adopt the proposed workshop schedule is recommended as it best aligns with the Ombudsman's guidance for openness, transparency, and advance public notice of council business.

7.2. Adopting a multi-year workshop schedule provides certainty for elected members, staff, and the public, supports effective planning, and demonstrates ŌDC's commitment to best practice in local government governance.

7.3. While acknowledging the need for flexibility, the benefits of transparency, predictability, and enhanced public engagement outweigh the potential disadvantages. Any necessary adjustments can be managed through established administrative processes.

8. Appendices | Ngā āpitihanga

Number	Title
There are no appendices.	

Item 9	Adoption of Standing Orders
To	Ōtorohanga District Council
From	Tanya Winter, Chief Executive
Type	**DECISION REPORT**
Date	25 November 2025

1. Purpose | Te kaupapa

1.1. To confirm the continued application of the 2019 Ōtorohanga District Council Standing Orders and to provide an overview of the legislative changes that will require the adoption of a new national model of standing orders in 2026.

2. Executive summary | Whakarāpopoto matua

2.1. This report recommends the adoption of the 2019 Standing Orders as the procedural framework for all meetings of the Ōtorohanga District Council, its committees, subcommittees, and community boards.

2.2. The 2019 Standing Orders remain compliant with current legislation and provide a robust basis for lawful, transparent, and effective governance. Adoption at this time will ensure procedural certainty and statutory compliance until the national model is introduced.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That Ōtorohanga District Council:

a) **ADOPTS** the 2019 Standing Orders as the governing document for all meetings of the Council, its committees, subcommittees, and community boards; and

b) **NOTES** that these Standing Orders will remain in force until the national model is issued and adopted in accordance with forthcoming legislative requirements.

4. Context | Horopaki

4.1. The 2019 Standing Orders were developed in accordance with clause 27 of Schedule 7 of the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987. These orders have provided the procedural foundation for ŌDC's decision-making since their adoption on 5 November 2019.

4.2. The Local Government System Improvement Bill, currently before Parliament, will require all councils to adopt a national model of standing orders from 2026. Until that time, councils are required to retain and formally adopt their existing standing orders.

5. Discussion | He kōrerorero

Background

5.1. The Local Government System Improvement Bill, published in mid-2025, introduces a significant reform to local governance procedures. Once enacted, the Bill will empower the Secretary for Local Government (Chief Executive of the Department of Internal Affairs) to issue a national Code of Conduct and a national set of Standing Orders, which all councils will be required to adopt.

5.2. Standards New Zealand has been commissioned to develop the new model standing orders, with public consultation open from October to December 2025. The revised standard aims to ensure consistency, transparency, and improved governance across all territorial authorities, regional councils, and community boards.

5.3. Until the national model is formally issued and approved, councils are required to retain their existing standing orders. The anticipated release of the new model is April 2026, although the exact timing remains subject to legislative progress.

Implications for ŌDC

5.4. The mandatory adoption of the national model will necessitate a formal review and replacement of the 2019 Standing Orders. Key considerations for ŌDC include:

a) Ensuring alignment with the new statutory requirements.

b) Undertaking internal training and induction for elected members and staff.

c) Updating governance documentation and meeting procedures.

6. Strategic Considerations | Ngā whai whakaarotanga

Significance and engagement

6.1. The adoption of the national model standing orders is of high significance as it will affect the governance framework and meeting procedures of the Council, its committees, and community boards. Engagement with elected members, staff, and key stakeholders will be essential to ensure a smooth transition. The process will be guided by the ŌDC's Significance and Engagement Policy and relevant guidance for report writers.

Mana whenua / Māori

6.2. The transition to a national model of standing orders presents an opportunity to strengthen engagement with mana whenua and Māori communities by the implementation of one set of rules across all local authorities.

Strategic alignment

6.3. Adoption of Standing Orders aligns with ŌDC's strategic objectives of good governance, transparency, and statutory compliance.

Legal

6.4. The adoption of the 2019 Standing Orders is required to ensure compliance with the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987. ŌDC must remain vigilant to legislative changes and be prepared to transition to the national model in 2026.

Financial

6.5. There are no significant financial implications associated with the adoption of the 2019 Standing Orders. Any minor costs related to training or documentation updates will be met within existing budgets.

Risk analysis

6.6. Risks include potential confusion or non-compliance if the Standing Orders are not formally adopted, and the need for timely transition to the national model in 2026. These risks are mitigated by clear communication, training, and ongoing monitoring.

7. Options analysis | Tātari Kōwhiringa

Options summary of considerations

	Option 1: Adopt 2019 Standing Orders	Option 2: Defer adoption and continue under previous arrangements
Summary	Formally adopt the 2019 Standing Orders	Defer adoption and operate without formal resolution
Advantages	Ensures statutory compliance; provides procedural certainty; supports good governance	Avoids immediate administrative action
Disadvantages	Requires formal resolution; minor administrative effort	Risk of non-compliance; potential for procedural uncertainty.

	Option 3: Develop interim amendments to 2019 Standing Orders	Option 4: Adopt an alternative set of standing orders from another council
Summary	Make interim amendments to address anticipated changes	Adopt a different council's standing orders as an interim measure
Advantages	Allows early adaptation to expected changes; may improve readiness	May introduce best practice elements from other councils; opportunity for benchmarking
Disadvantages	Potential for misalignment with final national model; additional resource requirements	May not align with ŌDC's specific needs; risk of confusion; additional training required

Recommended option and rationale

7.1. It is recommended that ŌDC adopt Option 1: formally adopt the 2019 Standing Orders.

7.2. This option ensures compliance with statutory requirements, provides clarity and certainty for all meeting participants, and positions ŌDC for a smooth transition to the national model in 2026. The other options either introduce unnecessary risk, require additional resources, or may not align with the ŌDC's governance needs.

8. Appendices | Ngā āpitihanga

Number	Title
1	Standing Orders 2019

Otorohanga District Council

Standing Orders

Adopted 5 November 2019

Preface

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

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

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

It is mandatory that councils adopt standing order for the conduct of their meetings and the meetings of any subordinate bodies, such as committees and subcommittees (see cl. 27 Schedule 7 of the Local Government Act 2002).

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

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

Contents

1. Introduction

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

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

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

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

1.1 Principles

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

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

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

1.2 Statutory references

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

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

1.3 Acronyms

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

1.4 Application

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

2. Definitions

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

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

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

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

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

Audio visual 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 authority or regional council appointed under section 42 of the LGA 2002, and includes, for the purposes of these standing orders, any other officer authorized by the chief executive.

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

Committee includes, in relation to a local authority:

(a) A committee comprising all the members of that authority;

(b) A standing committee or special committee appointed by that authority;

(c) A joint committee appointed under 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 disrespectful to any members, officers or the public.

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

Deputation means a request from any person or group to make a presentation to the local authority 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.

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

Extraordinary meeting has the same meaning as defined in cl. 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.

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

Joint committee means a committee in which the members are appointed by more than one local authority 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 local authority who has been removed from a meeting due to behaviour that a Chairperson has ruled to be contempt.

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

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

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

Meeting means any first, inaugural, ordinary, 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 local authority.

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

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

Motion means a formal proposal to a meeting.

Mover means the member who initiates a motion.

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

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

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

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

Ordinary meeting means any meeting, other than the first meeting, of a local authority publicly notified in accordance with 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.

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

Presiding member means the person chairing a meeting.

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

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

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

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

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

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

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

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

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

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

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

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

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

Seconder means the member who seconds a motion.

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

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

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

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

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

Working day means a day of the week other than:

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

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

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

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

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

Workshop, means in the context of these standing orders, a gathering of elected members for the purpose of considering matters of importance to the local authority at which no decisions are made and to which these standing orders do not apply. Workshops may include non-elected members. See definition of "advisory group". Workshops are also described as briefings.

General matters

3. Standing orders

3.1 Obligation to adopt standing orders

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

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

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

3.3 Members must obey standing orders

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

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

3.4 Application of standing orders

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

3.5 Temporary suspension of standing orders

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

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

4. Meetings

4.1 Legal requirement to hold meetings

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

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

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

4.2 Meeting duration

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

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

4.3 Language

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

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

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

4.4 Webcasting meetings

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

4.5 First meeting (inaugural)

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

cl. 21(1) - (4), Schedule 7, LGA 2002.

4.6 Requirements for the first meeting

The chief executive (or, in the absence of the chief executive, their nominee) must chair the first meeting until the Chairperson has made an oral declaration and attested the declaration (see 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 the mayor (if any) and members under cl.14, Schedule7, (LGA 2002);

(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);

(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 Mayor or deputy Chairperson in accordance with cl.17 Schedule7, (LGA 2002).

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

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

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

5. Appointments and elections

5.1 Mayoral appointment of deputy Mayor, committee chairs and members

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

s. 41A (3) LGA 2002.

5.2 Council Discharge of a Mayoral Appointment

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

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

cl. 31, Schedule 7 LGA 2002.

5.3 Establishment of committees by the Mayor

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

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

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

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

5.4 Elections of regional Chairpersons, deputy Mayors and deputy Chairpersons

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

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

Please note, this provision does not apply in situations where a mayor has used their appointment powers under s.41A to appoint a deputy Mayor or committee chairs. See Appendix 9.

cl. 25 Schedule 7, LGA 2002.

5.5 Removal of a deputy Mayor

A deputy Mayor, whether appointed by the Mayor under standing order 5.1 or elected by the council, can only be removed in accordance with cl. 18, Schedule 7, of the LGA 2002. See Appendix 10.

cl. 18, Schedule 7, LGA 2002.

5.6 Voting system for chairs, deputy Mayors and committee chairs

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

System A

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

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

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

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

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

System B

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

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

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

cl. 25 Schedule 7, LGA 2002.

6. Delegations

6.1 Limits on delegations

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

(a) The power to make a rate;

(b) The power to make a bylaw;

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

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

(e) The power to appoint a chief executive;

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

(g) *Repealed*; and

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

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

6.2 Committees may delegate

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

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

6.3 Use of delegated powers

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

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

6.4 Decisions made under delegated authority cannot be rescinded or amended

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

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

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

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

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

6.6 Duty to consider delegations to community boards

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

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

Please note: A council is advised to delegate a range of decision-making responsibilities to its chief executive to cover the period from the day following the Electoral Office’s declaration until the new council is sworn in. See the 2019 Guide to Standing Orders for further information.

7. Committees

7.1 Appointment of committees and subcommittees

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

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

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

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

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

Please note: s.12 (2) of the Civil Defence and Emergency Management Act 2002 states that a Civil Defence and Emergency Management Group is not deemed to be discharged following a triennial election. This may also apply to District Licensing Committees (see SO Guide).

7.3 Appointment or discharge of committee members and subcommittee members

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

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 council or committee may appoint a person who is not a member of the local authority to a committee or subcommittee if, in the opinion of the council or committee, the person has the skills, attributes or knowledge to assist the committee or subcommittee.

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

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

7.5 Local authority may replace members if committee not discharged

If a local authority resolves that a committee, subcommittee or other subordinate decision-making body is not to be discharged under cl. 30 (7) Schedule7, LGA 2002, the local authority may replace the members of that committee, subcommittee or subordinate decision-making body after the next triennial general election of members.

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

7.6 Membership of Mayor

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

s. 41A (5), LGA 2002.

7.7 Decision not invalid despite irregularity in membership

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

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

cl. 29, Schedule 7, LGA 2002.

7.8 Appointment of joint committees

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

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

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

(c) The terms of reference of the committee;

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

(e) How the agreement may be varied.

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

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

7.9 Status of joint committees

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

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

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

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

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

Pre-meeting

8. Giving notice

Please note; the processes described in this section (standing orders 8.1 – 8.13) apply as appropriate to local boards and community boards.

8.1 Public notice – ordinary meetings

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

s. 46, LGOIMA.

8.2 Notice to members - ordinary meetings

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

cl. 19 (5), Schedule7, LGA 2002.

8.3 Extraordinary meeting may be called

An extraordinary council meeting may be called by:

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

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

8.4 Notice to members - extraordinary meetings

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

cl. 22 (3), Schedule7, LGA 2002.

8.5 Emergency meetings may be called

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

(a) The Mayor; or

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

cl. 22A(1), Schedule7 LGA 2002.

8.6 Process for calling an emergency meeting

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

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

cl. 22A (2), Schedule7 LGA 2002.

8.7 Public notice – emergency and extraordinary meetings

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

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

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

s. 46 (3) LGOIMA.

8.8 Meetings not invalid

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

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

s. 46 (6), LGOIMA.

8.9 Resolutions passed at an extraordinary meeting

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

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

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

s. 51A, LGOIMA.

8.10 Meeting schedules

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

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

8.11 Non-receipt of notice to members

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

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

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

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

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

8.12 Meeting cancellations

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

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

9. Meeting agenda

9.1 Preparation of the agenda

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

When preparing business items for an agenda the chief executive should consult the Chairperson.

9.2 Process for raising matters for a decision

Requests for reports may be made by a resolution of the council, committee, subcommittee, subordinate decision-making body, local boards or community board and, in the case of all decision-making bodies other than the council, must also fall within the scope of their specific delegations. A process for requesting reports is described in Appendix 13.

9.3 Chief executive may delay or refuse request

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

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

9.4 Order of business

At the meeting the business is to be dealt with in the order in which it stands on the agenda unless the Chairperson, or the meeting, decides otherwise. An example of a default order of business is set out in Appendix 12.

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, as described in its terms of reference.

9.7 Public availability of the agenda

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

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 and within a period of at least 2 working days before a meeting, all agendas and associated reports circulated to members of the local authority and local and community boards relating to that meeting. The agenda:

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

(b) Must be accompanied by either:

i. The associated reports; or

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

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 a meeting at least two clear working days before the day of the meeting, except in the case of an extraordinary meeting or an emergency meeting (see Standing Orders 8.4 and 8.10).

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

9.11 Status of agenda

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

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

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

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

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

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 with regard to consultation and decision-making.

9.13 Discussion of minor matters not on the agenda

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

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 with the public excluded.

s. 46A (9), LGOIMA.

9.15 Qualified privilege relating to agenda and minutes

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

s. 52, LGOIMA.

Meeting Procedures

10. Opening and closing

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

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

11. Quorum

11.1 Council meetings

The quorum for a meeting of the council is:

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

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

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

11.2 Committees and subcommittee meetings

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

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

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

11.3 Joint Committees

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

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

11.4 Requirement for a quorum

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

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

11.5 Meeting lapses where no quorum

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

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

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

11.6 Business from lapsed meetings

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

12. Public access and recording

12.1 Meetings open to the public

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

s.47 & 49(a), LGOIMA.

12.2 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.

12.3 Local authority may record meetings

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

12.4 Public may record meetings

Members of the public may make electronic or digital recordings of meetings which are open to the public. Any recording of meetings 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.

13. Attendance

13.1 Members right to attend meetings

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

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

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

A member attending a meeting of which they are not an appointed member is not a member of the public for the purpose of s.48 LGOIMA. Consequently, if the meeting resolves to exclude the public any members of the local authority who are present may remain unless they are lawfully excluded.

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

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

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

13.3 Leave of absence

A council may grant a member leave of absence following an application from that member. The council may delegate the power to grant a leave of absence to the Mayor in order to protect a members' privacy.

The Mayor may approve a members' application, and the Council may approve an application from the Mayor. The Mayor will advise all members of the council whenever a member has been granted leave of absence under delegated authority. Meeting minutes will record that a member has leave of absence as an apology for that meeting.

13.4 Apologies

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

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

13.5 Recording apologies

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

13.6 Absent without leave

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

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

13.7 Right to attend by audio or audio visual link

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

13.8 Member's status: quorum

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

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

13.9 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.

13.10 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; and

(b) Procedures for using the technology in the meeting will ensure that:

  i. Everyone participating in the meeting can hear each other;

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

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

  iv. The requirements in these standing orders are met.

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.

13.11 Conditions for attending by audio or audio visual link

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

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

(b) Where a member is unwell; and

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

13.12 Request to attend by audio or 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 is not possible the member may give less notice.

Where such a request is made and the technology is available, the chief executive must take reasonable steps to enable the member to attend by audio or 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 local authority or its committees.

13.13 Chairperson may terminate link

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

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

13.14 Giving or showing a document

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

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

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

13.15 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.

13.16 Confidentiality

A member who is attending a meeting by audio or audio visual link must ensure that the meeting's proceedings remain confidential during any 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.

14. Chairperson's role in meetings

14.1 Council meetings

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

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

14.2 Other meetings

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

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

14.3 Addressing the Chairperson

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

14.4 Chairperson's rulings

The Chairperson will decide all procedural questions where 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 direction constitutes contempt.

14.5 Chairperson standing

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

14.6 Member's right to speak

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

14.7 Chairperson may prioritise speakers

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

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

15. Public Forums

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

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

15.1 Time limits

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

Speakers can speak for up to 5 minutes. 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.

15.2 Restrictions

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

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

15.3 Questions at public forums

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

15.4 No resolutions

Following the public forum no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda. (See the 2019 Guide to Standing Orders for suggestions of good practice in dealing with issues raised during a forum).

16. Deputations

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

16.1 Time limits

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

16.2 Restrictions

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

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

16.3 Questions of a deputation

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

16.4 Resolutions

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

17. Petitions

17.1 Form of petitions

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

Petitions must contain at least 20 signatures and consist of fewer than 150 words (not including signatories). They must be received by the chief executive at least 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 on qualified privilege). They may be written in English or te reo Māori. Petitioners planning to present their petition in te reo or sign language should advise the chief executive in time to allow translation services to be arranged.

17.2 Petition presented by petitioner

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

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

17.3 Petition presented by member

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

(a) The petition;

(b) The petitioners' statement; and

(c) The number of signatures.

18. Exclusion of public

18.1 Motions and resolutions to exclude the public

Members of a meeting may resolve to exclude the public from a meeting. The grounds for exclusion are those specified in 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 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.

18.2 Specified people may remain

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

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

s.48 (6) LGOIMA.

18.3 Public excluded items

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

s.46A (8) LGOIMA.

18.4 Non-disclosure of information

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

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

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

(b) The information is no longer confidential.

18.5 Release of information from public excluded session

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

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

19. Voting

19.1 Decisions by majority vote

Unless otherwise provided for in the LGA 2002, other legislation or standing orders, the acts of and questions before a local authority (or local and community boards) 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.

19.2 Open voting

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

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

19.3 Chairperson has a casting vote

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

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

19.4 Method of voting

The method of voting must be as follows:

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

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

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

19.5 Calling for a division

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

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

19.6 Request to have votes recorded

If requested by a member immediately after a vote the minutes must record the member's vote or abstention. Recording any other matters e.g. reason for the vote or abstention is not permitted.

19.7 Members may abstain

Any member may abstain from voting.

20. Conduct

20.1 Calling to order

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

20.2 Behaviour consistent with Code of Conduct

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

20.3 Retractions and apologies

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

20.4 Disorderly conduct

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

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

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

20.5 Contempt

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

20.6 Removal from meeting

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

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

20.7 Financial conflicts of interests

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

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

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

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

s. 6 & 7 LAMIA.

20.8 Non-financial conflicts of interests

Non-financial interests always involve questions of judgement and degree about whether the responsibility of a member of a local authority (or local or 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.

20.9 Qualified privilege for meeting proceedings

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

s. 53, LGOIMA.

20.10 Qualified privilege additional to any other provisions

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

s. 53, LGOIMA.

20.11 Electronic devices at meetings

Electronic devices and phones can only be used to advance the business of a meeting.

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

21. General rules of debate

21.1 Chairperson may exercise discretion

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

21.2 Time limits on speakers

The following time limits apply to members speaking at meetings:

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

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

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

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

21.3 Questions to staff

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

21.4 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.

21.5 Members may speak only once

A member may not speak more than once to a motion at a meeting of the council, except with permission of the Chairperson. Members can speak more than once to a motion at a committee or subcommittee meeting with the chairperson's permission.

21.6 Limits on number of speakers

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

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

21.7 Seconder may reserve speech

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

21.8 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.

21.9 Restating motions

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

21.10 Criticism of resolutions

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

21.11 Objecting to words

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

21.12 Right of reply

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

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

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

21.13 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; and

(c) Where the mover has spoken to an amendment to the original motion and the Chairperson has indicated that he or she intends to put the motion.

21.14 Adjournment motions

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

21.15 Chairperson's acceptance of closure motions

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

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

22. General procedures for speaking and moving motions

22.1 Options for speaking and moving

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

Option 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.

22.2 Option A

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

22.3 Option B

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

22.4 Option C (Default)

- 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.

22.5 Procedure if no resolution reached

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

23. Motions and amendments

23.1 Proposing and seconding motions

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

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

23.2 Motions in writing

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

23.3 Motions expressed in parts

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

23.4 Substituted motion

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

23.5 Amendments to be relevant and not direct negatives

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

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

23.6 Chairperson may recommend amendment

A Chairperson, when moving the adoption of a recommendation from a committee or sub-committee to the council can include in the motion an amendment to the committee or sub-committee's recommendation.

23.7 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 as well as the nature of the content of those amendments.

23.8 Lost amendments

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

23.9 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.

23.10 Where a motion is lost

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

23.11 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.

23.12 No speakers after reply or motion has been put

A member may not speak to any motion once:

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

(b) The Chairperson has started putting the motion.

24. Revocation or alteration of resolutions

24.1 Member may move revocation of a decision

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

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

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

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

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

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

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

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

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

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

24.3 Requirement to give notice

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

24.4 Restrictions on actions under the affected resolution

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

Exceptions apply where, in the opinion of the Chairperson:

(a) The practical effect of delaying actions under the resolution would be the same as if the resolution had been revoked;

(b) By reason of repetitive notices, the effect of the notice is an attempt by a minority to frustrate the will of the local authority or the committee that made the previous resolution.

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

24.5 Revocation or alteration by resolution at same meeting

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

24.6 Revocation or alteration by recommendation in report

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

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

25. Procedural motions

25.1 Procedural motions must be taken immediately

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

25.2 Procedural motions to close or adjourn a debate

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

(a) That the meeting be adjourned to the next ordinary meeting (unless the member states an alternative time and place);

(b) that the motion under debate should now be put (a closure motion);

(c) That the item being discussed should be adjourned to a specified time and place and not be further discussed at the meeting;

(d) That the item of business being discussed should lie on the table and not be further discussed at this meeting; (items lying on the table at the end of the triennium will be deemed to have expired); and

(e) That the item being discussed should be referred (or referred back) to the relevant committee or local or community board.

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

25.3 Voting on procedural motions

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

25.4 Debate on adjourned items

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

25.5 Remaining business at adjourned meetings

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

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

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

25.7 Other types of procedural motions

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

26. Points of order

26.1 Members may raise points of order

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

26.2 Subjects for points of order

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

(a) Disorder – to bring disorder to the attention of the Chairperson;

(b) Language – to highlight use of disrespectful, offensive or malicious language;

(c) Irrelevance – to inform the chair that the topic being discussed is not the matter currently before the meeting;

(d) Misrepresentation – to alert the chair of a misrepresentation in a statement made by a member, an officer or a council employee;

(e) Breach of standing order – to highlight a possible breach of a standing order while also specifying which standing order is subject to the breach; and

(f) Recording of words – to request that the minutes record any words that have been the subject of an objection.

26.3 Contradictions

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

26.4 Point of order during division

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

26.5 Chairperson's decision on points of order

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

27. Notices of motion

27.1 Notice of intended motion to be in writing

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

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

27.2 Refusal of notice of motion

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

(a) Is disrespectful or which contains offensive language or statements made with malice; or

(b) Is not related to the role or functions of the local authority or meeting concerned; or

(c) Contains an ambiguity or a statement of fact or opinion which cannot properly form part of an effective resolution, and where the mover has declined to comply with such requirements as the chief executive officer may make; or

(d) Is concerned with matters which are already the subject of reports or recommendations from a committee to the meeting concerned; or

(e) Fails to include sufficient information as to satisfy the decision-making provisions of s.77-82 LGA 2002; or

(f) Concerns a matter where decision-making authority has been delegated to a subordinate body or a local or community board.

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

27.3 Mover of notice of motion

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

27.4 Alteration of notice of motion

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

27.5 When notices of motion lapse

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

27.6 Referral of notices of motion

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

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

27.7 Repeat notices of motion

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

28. Minutes

28.1 Minutes to be evidence of proceedings

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

cl. 28 Schedule 7, LGA 2002.

28.2 Matters recorded in minutes

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

(a) The date, time and venue of the meeting;

(b) The names of the members present;

(c) The Chairperson;

(d) Any apologies or leaves of absences;

(e) 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 their vote or abstention be recorded;

(n) Any declarations of financial or non-financial 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; and

(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.

28.3 No discussion on minutes

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

28.4 Minutes of last meeting before election

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

29. Keeping a record

29.1 Maintaining accurate records

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

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

s. 17 Public Records Act 2005.

29.2 Method for maintaining records

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

(a) The provision of a reliable means of assuring the integrity of the information is maintained; and

(b) The information is readily accessible so as to be usable for subsequent reference.

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

29.3 Inspection

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

s. 51 LGOIMA.

29.4 Inspection of public excluded matters

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

Referenced documents

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

Appendix 1: Grounds to exclude the public

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

A1 That good reason exists for excluding the public from the whole or any part of the proceedings of any meeting as the public disclosure of information would be likely:

(a) To prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; or

(b) To endanger the safety of any person.

A2 That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:

(a) Protect the privacy of natural persons, including that of deceased natural persons; or

(b) Protect information where the making available of the information would:

i. Disclose a trade secret; or

ii. Be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.

(ba) In the case only of an application for a resource consent, or water conservation order, or a requirement for a designation or heritage order, under the Resource Management Act 1991, to avoid serious offence to tikanga Māori, or to avoid the disclosure of the location of waahi tapu; or

(c) Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would:

i. Be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or

ii. Be likely otherwise to damage the public interest.

(d) Avoid prejudice to measures protecting the health or safety of members of the public; or

(e) Avoid prejudice to measures that prevent or mitigate material loss to members of the public; or

(f) Maintain the effective conduct of public affairs through –the protection of such members, officers, employees, and persons from improper pressure or harassment; or

(g) Maintain legal professional privilege; or

(h) Enable any Council holding the information to carry out, without prejudice or disadvantage, commercial activities; or

(i) Enable any Council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or

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

See s.7 LGOIMA 1987.

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

A3 That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information, the public disclosure of which would:

(a) Be contrary to the provisions of a specified enactment; or

(b) Constitute contempt of Court or of the House of Representatives.

A4 That the purpose of the whole or the relevant part of the proceedings of the meeting is to consider a recommendation made to that Council by an Ombudsman under section 30(1) or section 38(3) of this Act (in the case of a Council named or specified in Schedule 1 to this Act).

A5 That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the Council to deliberate in private on its decision or recommendation in:

(a) Any proceedings before a Council where:

i. A right of appeal lies to any Court or tribunal against the final decision of the Council in those proceedings;

ii. The Council is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings; and

iii. Proceedings of a local authority exist in relation to any application or objection under the Marine Farming Act 1971.

See s. 48 LGOIMA.

Appendix 2: Sample resolution to exclude the public

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

1 that the public is excluded from:

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

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

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public
		To prevent the disclosure of information which would— i. be contrary to the provisions of a specified enactment; or ii. constitute contempt of court or of the House of Representatives (s.48(1)(b)).
		To consider a recommendation made by an Ombudsman (s. 48(1)(c)).
		To deliberate on matters relating to proceedings where: i. a right of appeal lies to a court or tribunal against the final decision of the councils in those proceedings; or ii. the council is required, by an enactment, to make a recommendation in respect of the matter that is the subject of those proceedings (s.48(1)(d)).
		To deliberate on proceedings in relation to an application or objection under the Marine Farming Act 1971 (s.48(1)(d)).

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public
		To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).
		To protect the privacy of natural persons, including that of deceased natural persons (s 7(2)(a)).
		To maintain legal professional privilege (s 7(2)(g)).
		To prevent the disclosure or use of official information for improper gain or advantage (s. 7(2)(j)).
		To protect information which if public would; i. disclose a trade secret; or ii. unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information (s 7(2)(b)).
		To avoid serious offence to Tikanga Māori, or the disclosure of the location of waahi tapu in relation to an application under the RMA 1991 for; • a resource consent, or • a water conservation order, or • a requirement for a designation or • an heritage order, (s 7(2)(ba)).
		To protect information which is subject to an obligation of confidence where the making available of the information would be likely to: i. prejudice the supply of similar information, or information from the same source, where it is in the public interest that such information should continue to be supplied; or ii. would be likely otherwise to damage the public interest (s 7(2)(c)).
		To avoid prejudice to measures protecting the health or safety of members of the public (s 7(2)(d)).

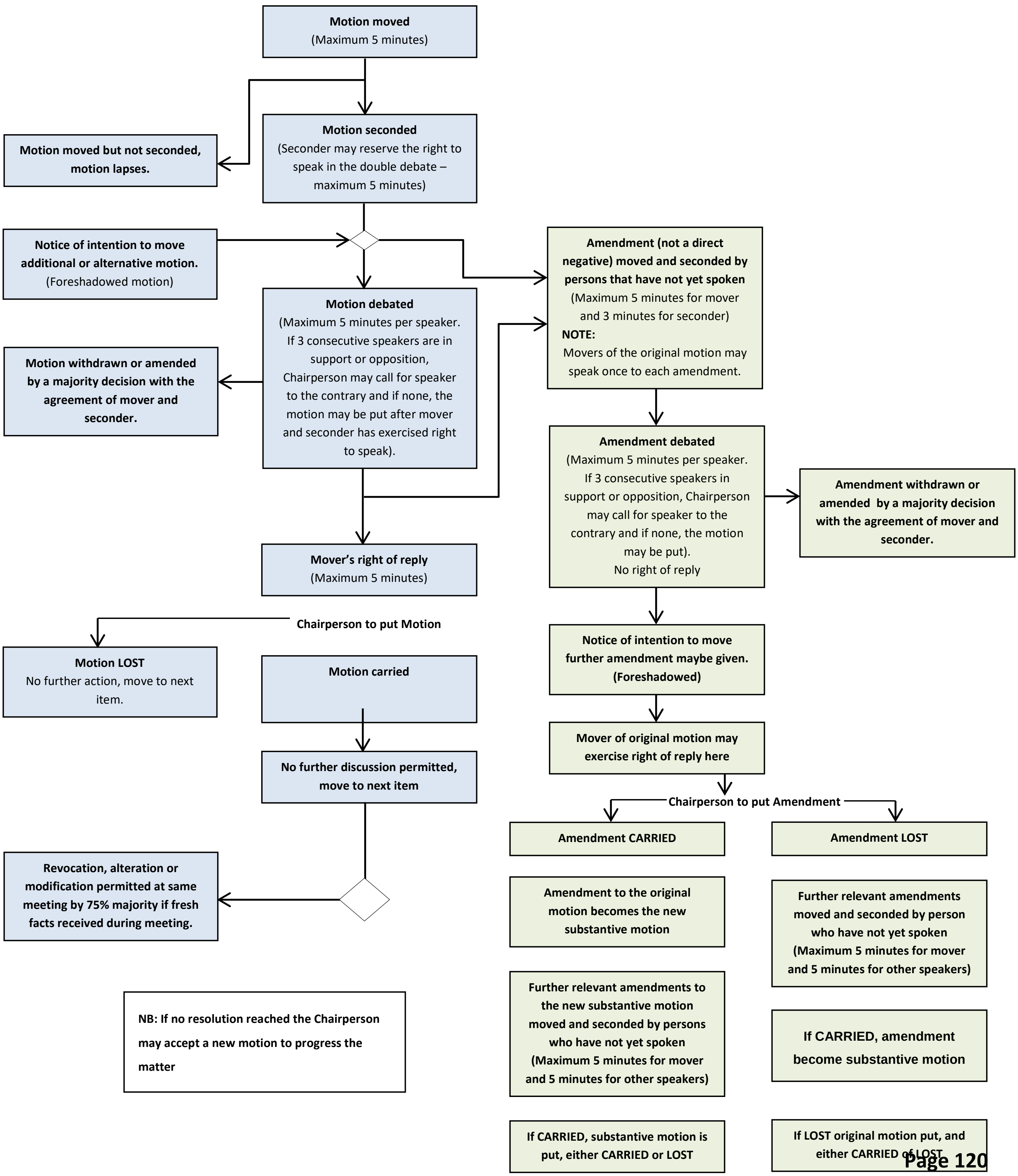
Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public
		To avoid prejudice to measures that prevent or mitigate material loss to members of the public (s 7(2)(e)).
		To maintain the effective conduct of public affairs by protecting members or employees of the Council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

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

Appendix 3: Motions and amendments (Option A)

Motions without amendments

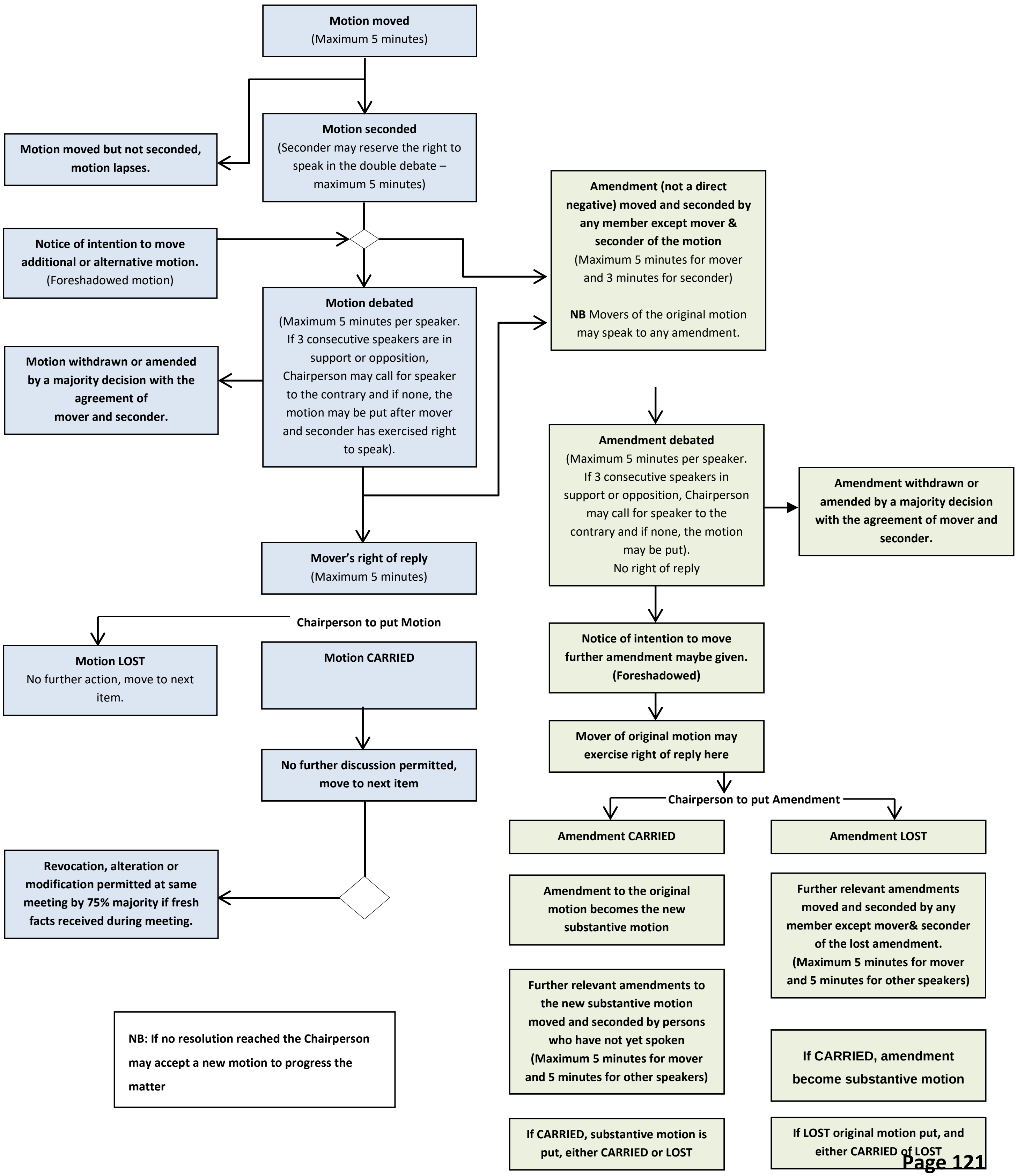
Motions with amendments



Appendix 4: Motions and amendments (Option B)

Motions without amendments

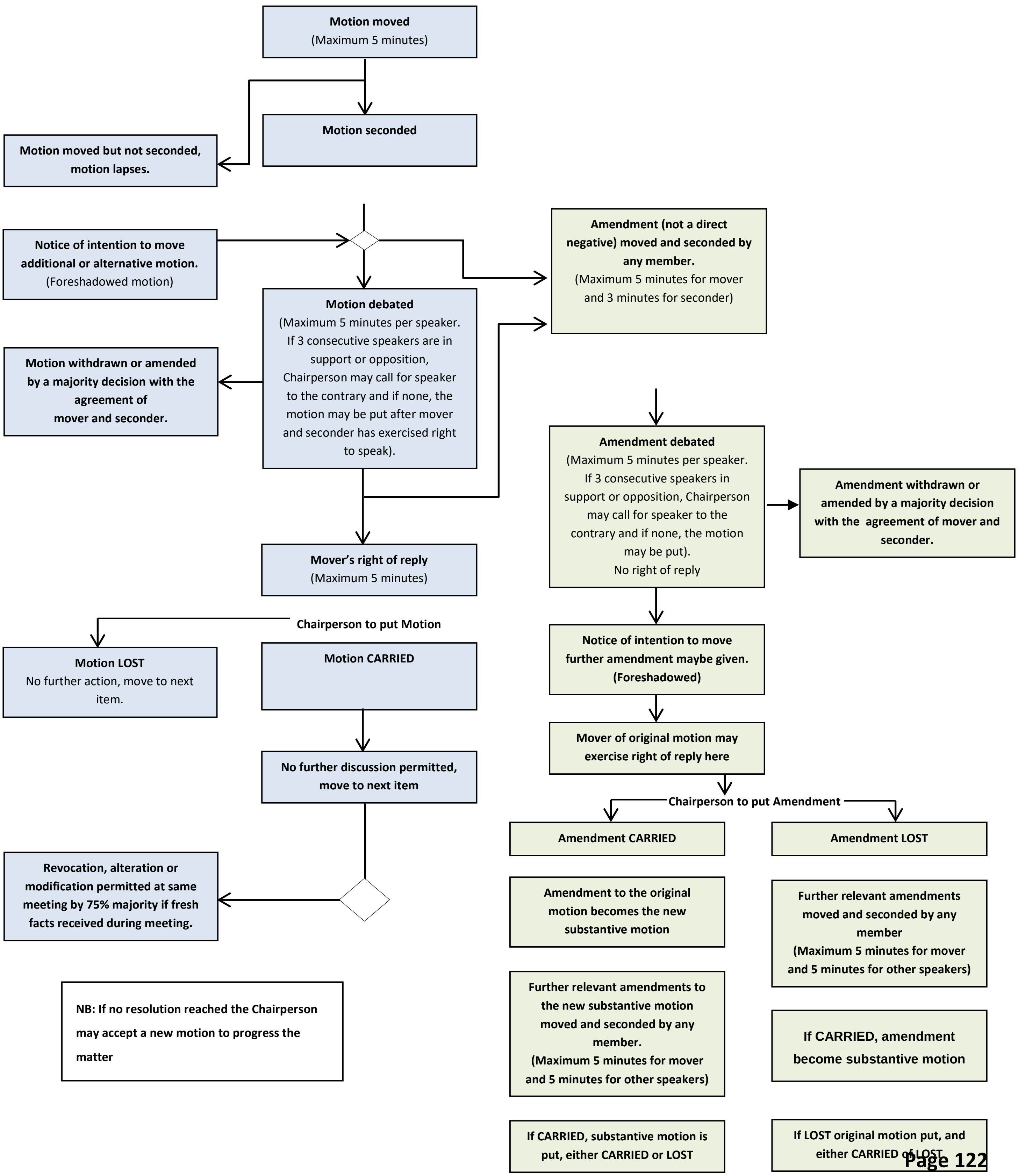
Motions with amendments



Appendix 5: Motions and amendments (Option C)

Motions without amendments

Motions with amendments



Appendix 6: Table of procedural motions

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

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

Appendix 7: Webcasting protocols

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

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

Appendix 8: Powers of a Chairperson

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

Chairperson to decide all questions

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

Chairperson to decide points of order

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 local authority and the Chairperson explains at the meeting at a time when it is open to the public the reason why the item was not listed on the agenda and the reason why discussion of the item cannot be delayed until a subsequent meeting.

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

Chairperson's report

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

Chairperson's recommendation

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 local authority; or

(c) Contains an ambiguity or statement of fact or opinion which cannot properly form part of an effective resolution, and the mover has declined to comply with such requirements as the chief executive may have made; or

(d) Is concerned with matters which are already the subject of reports or recommendations from a committee to the meeting concerned.

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

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

Action on previous resolutions

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 local authority, no such notice of motion may be accepted within six months of consideration of the first notice of motion unless signed by not less than one third of the members of the local authority, including vacancies.

Revocation or alteration of previous resolution

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

Chairperson may call a meeting

The Chairperson:

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

(b) May requisition an extra meeting to be held at a specified time and place, in order to conduct specified business.

Irrelevant matter and needless repetition

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 local authority 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 local authority 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; and

(b) Procedures for using the technology in the meeting will ensure that:

  i. Everyone participating in the meeting can hear each other;

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

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

  iv. The requirements in these standing orders are met.

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

Appendix 9: Mayors' powers to appoint under s.41A

The role of a Mayor is:

(a) To provide leadership to councillors and the people of the city or district.

(b) To lead development of the council's plans (including the long-term and annual plans), policies and budgets for consideration by councillors.

The Mayor has authority to:

(a) Appoint the deputy Mayor.

(b) Establish Council committees, their terms of reference, appoint the Chairperson of each of those committees and the members.

(c) Appoint themselves as the Chairperson of a committee.

(d) Decline to exercise the powers under clause a) and b) above but may not delegate those powers to another person.

The Council retains the ability to:

(a) Remove a deputy Mayor appointed by the Mayor.

(b) Discharge of reconstitute a committee established by the Mayor.

(c) Discharge a committee Chairperson who has been appointed by the Mayor.

The Mayor is a member of each committee of the Council.

Appendix 10: Process for removing a Chairperson or deputy Mayor from office

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

cl. 18 Schedule 7, LGA 2002.

Appendix 11: Workshops

Definition of workshop

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

Application of standing orders to workshops

Standing orders do not apply to workshops and briefings. The 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 local authority or its committees

(b) The Mayor,

(c) A committee Chairperson or

(d) The chief executive.

Process for calling workshops

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

(a) State that the meeting is a workshop;

(b) Advise the date, time and place; and

(c) Confirm that the meeting is primarily for the provision of information and discussion, and will not make any decisions or pass any resolutions.

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

Record of workshop

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

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

Appendix 12: Sample order of business

Open section

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

Public excluded section

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

Appendix 13: 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;
- Report of a community and/or local board; or
- Notice of motion from a member.

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

- Report of chief executive; or
- Report of 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.

Item 10	Elected Members Remuneration
To	Ōtorohanga District Council
From	Graham Bunn, Group Manager Business Enablement
Type	**DECISION REPORT**
Date	25 November 2025

1. Purpose | Te kaupapa

1.1. To seek Ōtorohanga District Council (ŌDC) approval for the allocation of the Governance Pool for elected member remuneration for the 2025–28 Triennium, in accordance with the requirements of the Remuneration Authority and relevant legislation.

2. Executive summary | Whakarāpopoto matua

2.1. The Remuneration Authority has allocated a Governance Pool to ŌDC for the Triennium, to be distributed among elected members for base remuneration and additional responsibilities. ŌDC is required to determine the distribution of this pool, ensuring compliance with statutory obligations and alignment with ŌDC's governance objectives. This report presents options for allocation, analyses the implications, and recommends a distribution model for ŌDC's consideration.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That Ōtorohanga District Council:

a) **APPROVES** the allocation of the Governance Pool for 2025–28 as set out below:

Role	Basis of Calculation	Amount ($)
Councillor with no additional duties (two)	Base Councillor Rate ($26,610.30 each)	$53,220.60
Deputy Mayor, ŌCB Councillor and Grants & Awards Chair	35% of Mayor less Cr Base Rate plus 50% of ŌCB member plus 15% of Base Councillor Rate	$51,328.84
ŌCB Councillor and Grants & Awards Member	50% of ŌCB member plus 10% of Base Councillor Rate	$33,559.32
Grants & Awards Member & Risk & Assurance Member	10% of Base Councillor Rate plus 15% of Base Councillor Rate	$33,262.87
KCB Councillor and Risk & Assurance Deputy Chair	50% of KCB member plus 25% of Base Councillor Rate	$34,461.37
Risk & Assurance Member (two)	15% of Base Councillor ($30,601.84 each)	$61,203.68
Grants & Awards Member	10% of Base Councillor	$29,271.32
	Total	**$ 296,308**

b) **AUTHORISES** staff to forward the adopted resolution to the Remuneration Authority for inclusion in the determination.

c) **NOTES** that the allocation is consistent with the Local Government Act 2002, Local Government Official Information and Meetings Act 1987, and the Privacy Act 2020.

4. Context | Horopaki

4.1. The Remuneration Authority, pursuant to the Local Government Act 2002 (sections 6 and 7), is responsible for setting the remuneration, allowances, and expenses for mayors, councillors, and community board members. The Authority determines a Governance Pool for each council, based on population and expenditure indices, to be allocated at the ŌDC's discretion for roles with additional responsibilities. The Authority issued a pre-Election Determination (appendix 1) and then a post-Election Determination (appendix 2).

5. Discussion | He kōrerorero

5.1. ŌDC's Governance Pool is $296,308 excluding the Mayoral salary and base Community Board salaries. The allocation must be fully utilised, with clear rationale for any remuneration above the base rate. The proposed distribution is as follows:

Role	Basis of Calculation	Amount ($)
Deputy Mayor, ŌCB Councillor and Grants & Awards Chair	35% of Mayor less Cr Base Rate plus 50% of ŌCB member plus 15% of Base Councillor Rate	$51,328.84
ŌCB Councillor and Grants & Awards Member	50% of ŌCB member plus 10% of Base Councillor Rate	$33,559.32
Grants & Awards Member & Risk & Assurance Member	10% of Base Councillor Rate plus 15% of Base Councillor Rate	$33,262.87
KCB Councillor and Risk & Assurance Deputy Chair	50% of KCB member plus 25% of Base Councillor Rate	$34,461.37
Risk & Assurance Member - two	15% of Base Councillor (($30,601.84 each)	$61,203.68
Grants & Awards Member	10% of Base Councillor	$29,271.32
Total		**$243,087.40**

5.2. The remaining pool is allocated to base councillor salaries ($53,220.60 for two councillors at $26,610.30 each). The total pool is fully allocated as required.

Community Board remuneration

5.3. Community Board salaries are set by the Remuneration Authority and are not included in the Governance Pool. Any additional remuneration for councillors serving on community boards must be drawn from the pool. Proposals for additional remuneration must demonstrate that the board's activities exceed the standard role as defined in section 52 of the Local Government Act 2002.

6. Strategic Considerations | Ngā whai whakaarotanga

Significance and engagement

6.1. The decision to allocate the Governance Pool for elected member remuneration is assessed as being of low significance in accordance with ŌDC's Significance and Engagement Policy.

6.2. The allocation process is an administrative function required by the Remuneration Authority and does not materially affect levels of service, strategic assets, or the community's ability to influence ŌDC's decision-making.

6.3. Given the administrative nature of this decision, there is no requirement for formal community engagement under the Local Government Act 2002. The decision does not trigger the thresholds for significance, nor does it impact the rights or interests of Māori under the Act. The process is transparent and subject to public reporting in accordance with the Local Government Official Information and Meetings Act 1987.

6.4. All personal information relating to elected member remuneration will be managed in accordance with the Privacy Act 2020.

Mana whenua / Māori

6.5. This is an administrative function with low significance and no requirement for engagement with iwi. There are no direct impacts on Māori arising from this decision.

Strategic alignment

6.6. The allocation of the Governance Pool should support effective governance, equitable recognition of additional responsibilities, and alignment with community outcomes (sustainable, prosperous, responsible). Transparent and fair remuneration supports the recruitment and retention of capable elected members and underpins public trust in ŌDC's decision-making.

Legal

6.7. Local Government Act 2002: Provides the statutory basis for the Remuneration Authority's determinations and ŌDC's obligations regarding remuneration.

6.8. Local Government Official Information and Meetings Act 1987: Requires transparency and public availability of ŌDC's decisions regarding remuneration.

6.9. Privacy Act 2020: Ensures that personal information relating to remuneration is managed in accordance with privacy principles.

Financial

6.10. The Governance Pool is funded through the Democratic Process Account (district-wide), with Community Board salaries included in the respective community board accounts which are funded 50% district and 50% across the respective communities. The recommended allocation is within the available budget and meets statutory requirements.

Risk analysis

6.11. The risk associated with this decision is low, as the process is governed by statutory requirements and subject to oversight by the Remuneration Authority. Failure to allocate the full pool or to provide adequate rationale may result in non-compliance or reputational risk.

7. Options analysis | Tātari Kōwhiringa

Options summary of considerations

	Option 1: Status Quo Allocation	Option 2: Higher Base Remuneration, Fewer Additional Duties Allocations
Summary	Allocate the Governance Pool as per the current model, recognising existing additional duties and responsibilities.	Allocate a higher base salary to all councillors, with reduced or no additional duties allocations.
Advantages	Recognises current responsibilities. Aligns with Remuneration Authority guidance. Transparent and familiar to members. Fully utilises the pool.	Simpler remuneration structure. May be perceived as more equitable among councillors. Easier administration.
Disadvantages	May not reflect changing priorities or new responsibilities. Less flexibility for future adjustments. Some roles may feel undervalued.	May not adequately recognise additional workload. Could reduce incentives for members to take on extra duties. Potential dissatisfaction among those with higher responsibilities.

	Option 3: Increased Recognition for Committee Roles
Summary	Allocate a greater proportion of the pool to committee chairs and members to incentivise participation.
Advantages	Supports effective governance by incentivising committee participation. Recognises workload of committee roles.
Disadvantages	May reduce base remuneration for other councillors. Potential for perceived inequity. Requires robust justification.

Recommended option and rationale

7.1. It is recommended that ŌDC adopt Option 1: Status Quo Allocation for the 2025-28 triennium.

7.2. This option:

a) Fully utilises the Governance Pool as required by the Remuneration Authority and the Local Government Act 2002.

b) Recognises additional responsibilities in a transparent and consistent manner.

c) Aligns with established practice, providing clarity and predictability for elected members.

d) Ensures compliance with statutory obligations, including the Local Government Official Information and Meetings Act 1987 and the Privacy Act 2020.

e) Provides a clear rationale for all allocations above the base rate, supporting public transparency and accountability.

f) Alternative options may be considered by ŌDC in future years, particularly if there are significant changes to governance structures or strategic priorities.

8. Appendices | Ngā āpitihanga

Number	Title
1	Remuneration Authority **Pre**-Election Determination
2	Remuneration Authority **Post**-Election Determination

Appendix 1: Remuneration Authority Pre-Election Determination

Ōtorohanga District Council

Office	Annual remuneration ($)
Mayor	115,676
Deputy Mayor	40,487
Council Representative on Ōtorohanga Community Board and Risk and Assurance Member	33,397
Council Representative on Ōtorohanga Community Board and Grants and Awards Chair	33,397
Council Representative on Grants and Awards Committee (3)	28,763
Council Representative on Kāwhia Community Board and Risk and Assurance Deputy Chair	33,216
Council Representative on Risk and Assurance Committee	29,432
Councillor with no additional responsibilities	26,757
Councillor (minimum allowable remuneration)	26,580

Guidance note

The governance remuneration pool for the Ōtorohanga District Council is $282,972. *See* the explanatory note to this determination for further information about the Remuneration Authority's methodology when fixing members' remuneration.

Kāwhia Community Board

Office	Annual remuneration ($)
Chairperson	4,609
Member	2,304

Ōtorohanga Community Board

Office	Annual remuneration ($)
Chairperson	16,493
Member	8,246

Appendix 2: Remuneration Authority Post-Election Determination

Ōtorohanga District Council

Office	Annual remuneration ($)
Mayor	122,998
Councillor (minimum allowance remuneration)	26,580

Guidance note

The governance remuneration pool for the Ōtorohanga District Council is $296,308. *See* the explanatory note to this determination for further information about the Remuneration Authority's methodology when fixing members' remuneration.

Kāwhia Community Board

Office	Annual remuneration ($)
Chairperson	4,793
Member	2,397

Ōtorohanga Community Board

Office	Annual remuneration ($)
Chairperson	17,152
Member	8,576

Item 11	Elected Members Allowances and Reimbursement Policy
To	Ōtorohanga District Council
From	Graham Bunn, Group Manager Business Enablement
Type	**DECISION REPORT**
Date	25 November 2025

1. Purpose | Te kaupapa

1.1. To present the updated Elected Member Expenses Policy (2025) for adoption, outlining substantive changes from the previous policy and ensuring compliance with the Local Government Act 2002, Local Government Official Information and Meetings Act 1987, and the Privacy Act 2020.

2. Executive summary | Whakarāpopoto matua

2.1. The Elected Member Expenses Policy (2025) introduces several significant amendments to the previous policy, reflecting updated statutory requirements, expanded allowances, and clarified procedures for reimbursement and approval. Key changes include enhanced provisions for home security, updated travel and accommodation rules, and internet. The policy aligns with the latest Remuneration Authority Determinations and incorporates best practice in governance and financial management.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That Ōtorohanga District Council:

a) **ADOPTS** the Elected Member Expenses Policy 2025 (document number 855879).

b) **NOTES** the substantive changes relating to:

i) enhanced provisions for home security,

ii) updated travel and accommodation rules, and

c) internet.

d) **DIRECTS** the Chief Executive to review the policy in accordance with future Remuneration Authority Determinations and legislative updates.

4. Context | Horopaki

4.1. The Remuneration Authority periodically issues Determinations under the Local Government Act 2002 and Remuneration Authority Act 1977, requiring councils to update their policies on elected member remuneration and expenses. The previous policy, adopted in 2024, is now superseded by the 2025 update, which incorporates legislative changes, audit recommendations, and operational feedback.

5. Discussion | He kōrerorero

5.1. Major changes in the 2025 Policy are summarised and outlined below. The full policy is attached as Appendix 1.

Home security allowance

5.2. Introduction of a specific allowance for installation and monitoring of home security systems for elected members, up to $4,500 for installation and $1,000 per annum for monitoring, callouts, and repairs, subject to a security threat and risk assessment authorised by ŌDC's Chief Executive. Supplementary security expenses may be reimbursed with Remuneration Authority approval.

5.3. This is a new provision that was not present in the previous policy (appendix 2).

Receipt requirements

5.4. All expense claims require full original receipts.

Travel and accommodation

5.5. Updated rules for domestic and international travel, including class of travel, booking procedures, and approval requirements. Economy class is standard for flights up to 8 hours; premium economy or business class requires Chief Executive approval for longer flights.

Meal and incidental expenses

5.6. Meals will be reimbursed on the presentation of itemised receipts. Meal expenses that will be covered should be appropriate and reasonable. Alcohol will not be reimbursed and should be paid for at the time by the elected member.

Information and Communication Technology (ICT)allowances

5.7. Members are entitled to ICT allowances as per Remuneration Authority Determinations where Equipment is not provided for by Council. All members are now supplied with laptop computers with built-in data capability, so no allowance will be provided for use of home internet.

Childcare Allowance

5.8. Clarified eligibility and evidence requirements for claiming childcare expenses, with annual limits as prescribed by the Remuneration Authority.

Audit and Compliance

5.9. The policy mandates annual audit sampling of expense claims and allowances, reinforcing compliance with the Sensitive Expenditure Policy and relevant legislation.

Taxation of Allowances

5.10. All allowances, separate from reimbursement of actual business expenses, are subject to withholding tax.

No Hospitality or Entertainment Allowances

5.11. The policy explicitly states that no hospitality or entertainment expenses are reimbursed.

6. Strategic Considerations | Ngā whai whakaarotanga

Significance and engagement

6.1. The adoption of the Elected Member Expenses Policy (2025) is of importance for Elected Members. It ensures compliance with the Local Government Act 2002, Remuneration Authority Act 1977, and associated Determinations, thereby safeguarding the ŌDC's reputation and legal standing. The policy's clarity and transparency in expense management are critical for maintaining public trust and confidence in ŌDC operations. Engagement with elected members has been undertaken to ensure the policy is fit for purpose and reflects operational realities.

6.2. There is no legal requirement for public engagement.

Mana whenua / Māori

6.3. The policy is neutral in its application and does not introduce provisions that directly impact mana whenua or Māori. However, ŌDC remains committed to ongoing engagement with mana whenua to ensure that any future amendments or cultural impacts are appropriately considered.

Strategic alignment

6.4. The policy aligns with ŌDC's strategic objectives of prudent financial management, transparency, and accountability. It supports the ŌDC's commitment to best practice in governance and risk management and ensures that elected members are appropriately supported to fulfil their roles.

Legal

6.5. The policy has been reviewed for compliance with the Local Government Act 2002, Local Government Official Information and Meetings Act 1987, Privacy Act 2020, and Remuneration Authority Determinations. It provides clear processes for approval, reimbursement, and audit, reducing the risk of non-compliance and legal challenge.

Financial

6.6. The policy ensures that all reimbursements and allowances are subject to budgetary provision and are monitored through ŌDC's annual audit programme. This mitigates the risk of unbudgeted expenditure and supports sound financial stewardship.

Risk analysis

6.7. Key risks addressed by the policy include:

a) Non-compliance with statutory requirements, mitigated by explicit alignment with legislation and Remuneration Authority Determinations.

b) Reputational risk arising from perceived or actual misuse of public funds, mitigated by clear approval processes, audit requirements, and transparency.

c) Operational risk, including ambiguity in claim processes, mitigated by detailed procedural guidance and defined responsibilities.

d) Security risk, addressed through the introduction of a home security allowance subject to risk assessment and approval.

7. Options analysis | Tātari Kōwhiringa

Options summary of considerations

	Option 1: Adopt the updated Elected Member Expenses Policy (2025)	Option 2: Retain the previous policy (2024)
Summary	Implements statutory, operational, and risk management improvements.	No change to current processes or provisions.
Advantages	Ensures full compliance with current legislation and Remuneration Authority Determinations. Enhances transparency and accountability. Provides clear guidance for members and staff. Introduces new security and support provisions. Reduces risk of audit findings or legal challenge.	No immediate resource impact. Familiarity for members and staff.
Disadvantages	May require additional training and communication to ensure understanding and uptake. Potential for increased administrative workload during transition.	High risk of non-compliance with updated statutory requirements. Missed opportunity to address identified gaps and risks. Potential for negative audit findings and reputational harm. Does not provide for new allowances (e.g., home security).

	Option 3: Defer adoption pending further discussions	Option 4: Do not adopt a policy
Summary	Delay decision to allow for additional feedback or review.	Council elects not to have a formal Elected Member Expenses Policy.
Advantages	Provides opportunity for further discussions. May identify additional improvements.	Removes administrative burden associated with policy maintenance and compliance. Allows maximum flexibility for case-by-case decision-making.
Disadvantages	Prolongs period of potential non-compliance. Delays implementation of improved risk controls. May create uncertainty for members and staff.	Results in non-compliance with statutory requirements (Local Government Act 2002, Remuneration Authority Act 1977). Significantly increases legal, financial, and reputational risk. Creates ambiguity and inconsistency in expense management. Reduces transparency and accountability. Potential for negative audit findings and public criticism.

Recommended option and rationale

7.1. Option 1 is recommended. Adoption of the updated policy ensures statutory compliance; addresses identified operational and reputational risks and aligns with best practice in governance and financial management. The policy provides a robust framework for supporting elected members while safeguarding public funds and ŌDC's integrity.

8. Appendices | Ngā āpitihanga

Number	Title
1	Elected Members Expenses Policy (2025)

Elected Member Expenses Policy

ŌTOROHANGA DISTRICT COUNCIL

Approval authority	Ōtorohanga District Council
Administrator	Group Manager Business Enablement
Effective date	To be confirmed
Next review date	To be confirmed

VERSION HISTORY

Date	Changes	By	Date Adopted
November 2025	Policy created	Graham Bunn	To be confirmed

Purpose

This policy establishes the framework for the reimbursement of expenses and payment of allowances to elected members of ŌDC, ensuring that all claims are moderate, appropriate, and serve a justifiable business purpose.

Scope

It applies exclusively to elected members acting in their official capacity and excludes non-elected committee members. The policy sets out detailed processes for approval, audit, and payment of claims, and covers specific allowances including travel, accommodation, professional development, childcare, home security, and Information and Communication Technology (ICT).

Statutory Framework

All reimbursements and allowances are managed in accordance with the Local Government Act 2002, the Remuneration Authority Act 1977, determinations issued by the Remuneration Authority, the Local Government Official Information and Meetings Act 1987, and the Privacy Act 2020.

Summary of provisions

Principles of reimbursement

Expenses must have a justifiable business purpose, be moderate and conservative, and appropriate in all respects. Claims must be supported by original receipts and approved by designated officials.

Vehicles and Travel Allowances

The Mayor may be provided a vehicle, subject to Remuneration Authority limits and remuneration deductions. No other elected member is eligible for an ŌDC-provided vehicle.

Mileage for approved ŌDC business is reimbursed at rates set by the Remuneration Authority, with specific rules for travel originating outside the district.

Travel time allowances are available as per the current Remuneration Authority Determination, with eligibility and calculation rules detailed in the policy.

Travel and Accommodation

All domestic and international travel must be approved in advance:

- **Domestic**: Mayor or Deputy Mayor (or for Mayoral travel, the Deputy Mayor and Chief Executive)
- **International**: ŌDC resolution, or in urgent cases, Mayor and Deputy Mayor (or Chief Executive for Mayoral travel).

Economy class is standard for flights under 8 hours; premium options require Chief Executive approval for longer flights. Accommodation and meals are reimbursed on an actual and reasonable basis, with compliance to the ŌDC's Travel and Accommodation Policy. Itemised receipts are required; certain meal expenses are excluded (e.g., meals provided by airlines or included in conference packages).

Professional Development and Memberships

Registration fees and attendance expenses for approved courses, conferences, and seminars are reimbursed with Mayoral approval (or Deputy Mayor and Councillor for Mayoral requests). No allowances or reimbursements are provided for club or association subscriptions.

Childcare Allowance

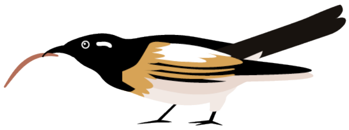
Members may claim childcare expenses for children under 14, provided care is by a non-relative and evidence of payment is supplied. Annual limits are set by the Remuneration Authority.

Home Security Allowance

Members may be reimbursed for home security system installation (up to $4,500) and monitoring (up to $1,000/year) following a Chief Executive-authorised security risk assessment. Supplementary security measures above these limits require Remuneration Authority approval. Claims must be supported by evidence and follow the standard approval process.

Taxation of Allowances

All allowances paid to members are subject to withholding tax and must be reported as taxable income. Tax credits are available for deductions. This does not apply to expense claims.



Expense claim processes

Claiming expenses

Requests for reimbursement of expenses must be made through the Expense Claim Form which is available in Microsoft Teams or by request to the Manager Governance.

Costs for expenses must:

- have a justifiable business purpose, and,
- be moderate and conservative having regard to the circumstances, and,
- appropriate in all respects.

Declaration

The Form must be signed by the elected member to confirm the Expense Claim:

- is for expenses incurred in an official capacity; and,
- excludes hospitality/entertainment and non-elected expenses; and,
- is for actual, reasonable expenses and are supported by full original receipts; and,
- complies with the Sensitive Expenditure Policy.

Lodgement

Expense Claim Forms must be provided to the Manager Governance.

Disclaimer

Expense Claim Forms lodged more than one month from the date of the last entry will not be accepted.

Approval process

Manager Governance review

The Manager Governance will ensure that all claims are for expenses that comply with ŌDC's Sensitive Expenditure Policy and are for meetings attended by the Elected Member in their official capacity.

Approval - Mayor

Expense Claims will be approved by the Deputy Mayor and a Councillor using ŌDC's internal electronic approval software 'Flowingly'. This ensures a clear audit trail is maintained. Where available, the Councillor is to be the Deputy Chairperson of the Risk and Assurance Committee.

Approval – Other Elected Members

Expense Claims will be approved by the Mayor using ŌDC's internal electronic approval software 'Flowingly'. This ensures a clear audit trail is maintained.

Payment of Claims

Once approved, the Expense Claim Form is provided to ŌDC's Finance Team for processing. Cost reimbursements will be made via the payroll system in the next available payment run.

Policy details

1. Vehicles

If required, the Mayor is provided with a vehicle, which is disclosed in the remuneration information provided to the Remuneration Authority. Should the Mayor receive a vehicle, they are required to take a remuneration deduction in accordance with the relevant Determination of the Remuneration Authority. The allowed total purchase price of the vehicle must not exceed the limit prescribed by the Remuneration Authority in the relevant Determination.

Vehicles are not provided to any other elected member.

2. Vehicle-Kilometre Allowance (Mileage)

Mileage for approved ŌDC business by an elected member will be paid up to the maximum rate per kilometre which is included in the current Remuneration Authority Determination.

For travel from outside the district mileage per kilometre can be claimed from the district boundary.

Mileage may be claimed for either a petrol/ Diesel vehicle or an electric vehicle and the applicable rates apply.

The maximum mileage per kilometre payable to a member is for the first 14,000km of eligible travel in the Determination term, the lower payment per kilometre applies.

Mileage will be paid to eligible members on receipt of a completed and signed Expense Claim and approved in accordance with ŌDC's processes.

3. Travel Time

As per the Sensitive Expenditure Policy, elected members are expected to consider the cost implications of travel. The most economical mode of transport, taking into account the cost of travel allowance, should be pursued.

Elected members are entitled to reimbursement for travel time as set out in the current Remuneration Authority Determination.

If a member of a local authority permanently or temporarily resides outside the local authority area and travels to the local authority area on local authority business, the member is only eligible for a travel-time allowance for eligible travel time –

- After the member crosses the boundary of the local authority area; and
- After the first hour of eligible travel time within the local authority area.

Note: for all travel on one day only the first hour is not claimable e.g. not split into two for arrival and departure.

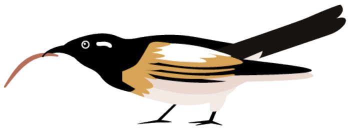
4. Travel And Accommodation

Taxis and other transport

Costs of travelling by taxi, ridesharing or public transport to and from ŌDC-approved external meetings and functions, and for attendance at approved conferences or seminars are reimbursed on production of receipts.

Air Travel Domestic

Domestic air travel is provided for travel to approved conferences/seminars where travel by air is the most cost effective travel option.



Air Travel International

The following rules apply to international air travel (including economy, premium economy and business class, and stopovers):

- All requests for travel overseas (whether for the purpose of training, representing ŌDC, international relations or attending conferences) – and the associated costs (if any) - must be approved by ŌDC Resolution.
- In urgent circumstances, when it is impractical for ŌDC to consider the item on an agenda prior to travel, approval must be sought from:
    - **Mayor**: The Deputy Mayor and Chief Executive.
    - **Deputy Mayor**: The Mayor and Chief Executive.
    - **Other Elected Members**: The Mayor and Deputy Mayor.
- Economy class fares will be booked for flights up to 8 hours.
- Premium Economy and Business class travel must be approved by the Chief Executive for flights over 8 hours.

Travel arrangements

All travel (except Mayoral travel) must be booked through the Manager Governance.

Mayoral travel must be booked through the Mayor's Executive Assistant.

Members can have a stop-over or undertake private travel before, during or at the end of travel paid for by ŌDC provided there is no additional cost to ŌDC. They can also vary their route for private travel at their own expense. They must pay the cost of any private travel before travel is undertaken.

Compliance with ŌDC's Travel and Accommodation Policy is required in all respects.

Airline Clubs / Koru Membership

A Koru membership is provided to the Mayor in recognition of the frequent travel requirements of the role.

No other airline memberships are paid however, if you have private membership such as Airpoints, you can provide the details to the Manager Governance and receive points for your ŌDC paid flights

Accommodation costs whilst attending conferences or seminars

Actual and reasonable costs will be reimbursed.

Designated hotels are to be used where possible.

All accommodation (except for the Mayor) must be booked through the Manager Governance.

Mayoral accommodation must be booked through the Mayor's Executive Assistant.

Compliance in all respects with ŌDC's Travel and Accommodation Policy.

Meals and incidental expenses

Meals will be reimbursed on the presentation of itemised receipts only. Meal expenses that are covered are to be appropriate and reasonable. Reasonable expenses are defined as a main meal for breakfast and lunch, and either a starter and mains, or mains and dessert for dinners.

No alcoholic drinks are permitted to be claimed as part of any claim for meal expenses. Use of a mini-bar facility or purchase of accommodation services, e.g. movies, gym and personal services shall be at the cost of the traveller.

For international travel an appropriate equivalent amount in New Zealand Dollars will be reimbursed. Incidental expenses will only be reimbursed while on international travel.

When can't a meal expense be claimed?

Meal expenses cannot be claimed if:

- A meal is provided by an airline.
- A meal is prepaid through an accommodation package (e.g. hotel breakfast).
- The cost of the meal is included in the cost of a seminar or conference.
- Members are entertained by their hosts.

5. Resource Consent and District Plan Hearing Fees

A member who acts as the Chairperson or member of a panel of a resource consent hearing is entitled to be paid a fee as provided for in the relevant Determination of the Remuneration Authority.

For any period of hearing time and preparation time that is less than one hour, the fee must be apportioned accordingly.

Note: This does not apply to the Mayor or a member who acts as Mayor and is paid the Mayor's remuneration and allowances as outlined in the relevant Determination of the Remuneration Authority.

6. Entertainment and Hospitality

No hospitality or entertainment allowances or any expenses for hospitality are reimbursed.

7. Communications/Information Communications Technology (ICT)

Equipment and technology provided to members

In lieu of an allowance, Elected Members will be provided with laptop computers with built in data capability at the beginning of the triennium for ŌDC-related use.

ICT allowances payable to members

Members are entitled to an ICT allowance for ŌDC-related use of a personal cell phone and home printer as provided for in the relevant Determination of the Remuneration Authority.

8. Professional Development, Clubs and Associations

Professional development courses, conferences and seminars registration fees and associated attendance expenses are paid subject to the approval of the Mayor. If the Mayor is making the request, approval by the Deputy Mayor in consultation with the Chief Executive is required.

No expenses are reimbursed or allowances paid in respect of subscriptions to clubs or associations.

All professional development courses, conferences and seminars registration fees will be arranged by the Manager Governance.

9. Childcare Allowance

Members may claim childcare expenses.

A contribution is made towards expenses incurred by a member for childcare provided while the member is engaged on Council business.

A member is eligible to be paid a childcare allowance in respect of childcare provided for a child if:

- the member is a parent or guardian of the child, or is a person who usually has responsibility for the day-to-day care of the child (other than on a temporary basis); and,
- the child is aged under 14 years of age; and,
- the childcare is provided by a person who:
    - is not a parent of the child or a spouse, civil union partner, or de facto partner of the member; and
    - does not ordinarily reside with the member; and,
    - the member provides evidence satisfactory of the amount paid for childcare.

The amount of childcare allowance claimed by a member each year must not exceed the limits prescribed in the relevant Determination of the Remuneration Authority.

10. Home Security System Allowance

Allowance

Members can be reimbursed expenses of having a home security system installed and monitored up to a maximum of:

- $4,500 for installing the system; and
- $1,000 in any year for monitoring, callouts, and repairs.

Security threat and risk assessment procedure

Members may only be reimbursed for these expenses following a security threat and risk assessment authorised by the Chief Executive, undertaken by a suitably qualified person or organisation. ŌDC will reimburse the cost of a security threat and risk assessment.

Approvals of claims for reimbursement for both the security threat and risk assessment, and expenses related to installation and monitoring, callouts, and repairs of the system are subject to the same approvals process as outlined in this Policy.

Members who have previously claimed this allowance, and who want to claim again, should satisfy the approvers that their primary residence has changed, or that the system previously claimed is out of date and recommended to be replaced by a suitably qualified person or organisation. This must be documented with evidence to the approver's satisfaction.

Supplementary security expenses above allowance limit

A member may also be reimbursed for additional expenses for the provision of supplementary security measures at their primary place of residence within the Ōtorohanga district area if the security threat and risk assessment recommends that those supplementary security measures be provided to the member.

Approval of supplementary security expenses are subject to approval by the Remuneration Authority, on application from ŌDC.

Approval of applications to the Remuneration Authority under this clause are to follow the same process as approval of claims in this Policy.

11. Taxation of Allowances

Any allowances (separate from the reimbursement of actual business expenses) are subject to deduction of withholding tax.

Definitions

"Actual" means as evidenced by the original receipt attached to the claim form.

"Allowances" means payments made to elected members to compensate for costs incurred in the performance of their official duties, where such costs are not reimbursed on an actual and reasonable basis. Allowances are determined by the Remuneration Authority and may include, but are not limited to, vehicle mileage, travel time, communications (ICT), childcare, and home security system allowances. All allowances are subject to withholding tax and must be reported as taxable income.

"Expenses" means actual costs incurred by elected members while undertaking ŌDC business, reimbursed upon submission of original receipts and appropriate approval. Expenses must have a justifiable business purpose, be moderate and conservative, and comply with ŌDC's Sensitive Expenditure Policy and statutory requirements. Examples include travel, accommodation, meals, registration fees for approved professional development, and other costs directly related to official ŌDC duties.

"Reasonable" means that it is within the amount specified by this policy or as deemed reasonable by the Mayor and/or Chief Executive.

"ŌDC business" includes: ŌDC and committee meetings, joint committee meetings, workshops, seminars, statutory hearings, training courses, site visits, meetings with staff, meetings with community groups, meetings with members of the public. It does not include events where the primary focus is on social activity.

"Determination" means the relevant Local Government Members Determination made by the Remuneration Authority from time to time.

"Member" means, in relation to a local authority, a person who is declared to be elected to that local authority under the Local Electoral Act 2001.

"Remuneration Authority" is an independent body established by the Remuneration Authority Act 1977, with responsibilities under the Local Government Act 2002 to determine remuneration and expense/allowance rules for Local Authority members.

Monitoring and Review

The policy is reviewed as required, or when the Remuneration Authority issues a new determination.

Any changes to reimbursement types require ŌDC approval.

Privacy and Official Information

All personal information collected and processed under this policy is managed in accordance with the Privacy Act 2020 and the Local Government Official Information and Meetings Act 1987.

Information only reports

Ngā pūrongo mōhiohio anake

DISCLAIMER: The reports attached to this Open Agenda set out recommendations and suggested resolutions only. Those recommendations and suggested resolutions DO NOT represent Ōtorohanga District Council policy until such time as they might be adopted by formal resolution. This Open Agenda may be subject to amendment either by the addition or withdrawal of items contained therein.

Item 12	Finance Report to 31 October 2025
To	Ōtorohanga District Council
From	Brendan O’Callaghan, Manager Finance
Type	**INFORMATION REPORT**
Date	25 November 2025

1. Purpose | Te kaupapa

1.1. To provide an update progress against the 2025/26 budget.

2. Executive summary | Whakarāpopoto matua

2.1. The Financial Report for the period ended 31 October 2025 shows the operating surplus being up on budget by $127k, showing a healthy financial position.

2.2. Capital expenditure and loan repayments are under budget due to timing of some projects against budget projection.

2.3. The balance sheet shows a healthy working capital position; however short-term borrowings may be required to cover payments for the October storm damage to the roading network until subsidies are confirmed.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That Ōtorohanga District Council **RECEIVE** the report titled ‘Finance Report to 31 October 2025’ by Brendan O’Callaghan, Manager Finance.

4. Discussion | He kōrerorero

Statement of Comprehensive Revenue and Expenses
For the Period Ending October 2025

	Actual	Budget	Variance	Full Year Budget
Revenue				
Rates income	8,434,223	8,297,807	-136,416	16,781,626
Contributions	2,640	3,400	760	265,450
Water by Volume Rates	233,013	263,546	30,533	2,378,879
Subsidies and Grants	1,653,581	1,977,784	324,203	6,784,167
Other Income	355,856	665,772	309,916	1,936,173
Other gains/(losses)	0	0	0	0
Total Revenue	10,679,312	11,208,309	528,997	28,146,295
Expenses				
Employee Benefit Expenses	2,227,907	2,331,080	103,173	7,576,219
Depreciation and Amortisation	2,778,850	2,626,425	-152,425	7,827,356
Other Expenses	4,755,448	5,378,178	622,730	14,727,911
Finance Costs	74,028	156,340	82,312	281,231
Total Expenditure	9,836,234	10,492,023	655,789	30,412,717
Operating Surplus/(Deficit)	843,078	716,286	-126,792	-2,266,422

4.1. Overall, there is a net surplus to the end of October of $843,078, compared to a budgeted surplus of $716,286. The variance in the surplus against budget is due to:

4.2. Operating Revenue is down on budget by $529k. This is due to being $136k up on budget in rates income, offset by being down on budget in other income by $310k and subsidies and grants by $324k.

- Subsidies and grants are under budget by $324k due to the timing of roading maintenance work against the budget estimated timing.
- Other income is down on budget due to the timing of charging of regulatory fees, as well as interest income.

4.3. Operating expenses is down on budget by $656k, with other expenses being $623k under budget, employee benefit expenses being $103k under budget and finance costs being $82k under budget.

- Finance costs are under budget due to the reversal of the year end accrual.
- Other expenses are under budget due to the reversal of some prior year accruals, such as the audit fee accrual, as well as the timing of some spending against predicted budget timings.

Other Expenses

	Actual	Budget	Variance	Full Year Budget
Activity operation	697,723	710,691	12,968	2,113,070
Asset Maintenance	293,697	238,879	(54,818)	716,921
Deloitte Fees	(8,025)	0	8,025	214,410
Grants and Subsidies	70,004	195,215	125,211	560,307
Insurance	249	1,868	1,619	215,387
Minimum Lease Payments Under Operating Leases	6,754	8,472	1,718	25,423
Other expenses	2,108,813	2,539,763	430,950	5,736,242
Regional Initiatives	0	62,960	62,960	188,885
Road maintenance	1,445,490	1,448,940	3,450	4,649,190
Youth Initiatives	140,743	171,390	30,647	308,076
	4,755,448	5,378,178	622,730	14,727,911

Statement of Financial Position
For the period ending October 2025

	Actual	Full Year Budget	YTD Last Year
Assets			
Current Assets			
Cash and Cash Equivalents	1,842,158	1,156,718	2,632,016
Trade and Other Receivables	1,946,748	2,121,272	2,797,992
Inventory	60,079	31,570	49,398
Loan Receivable	0	250,000	0
Total Current Assets	3,848,985	3,559,560	5,479,406
Non-current Assets			
Investments	9,020,210	7,883,662	7,774,788
Property, Plant and Equipment	435,637,917	443,784,162	408,228,665
Intangible Assets	145,457	67,934	98,432
Loan Receivable	1,501,191	1,500,000	1,467,937
Total Non-current Assets	446,304,774	453,235,758	417,569,822
Total Assets	450,153,759	456,795,318	423,049,228
Liabilities			
Current Liabilities			
Trade and Other Payables	1,026,984	2,762,320	3,396,627
Provisions	1,164	829	1,088
Employee Benefit Liabilities	401,809	409,890	404,202
Income in Advance	114,792	757,035	412,827
Development and Financial Contributions in Advance	585,567	540,624	566,872
Total Current Liabilities	2,130,316	4,470,698	4,781,616
Non-current Liabilities			
Provisions	10,779	15,886	11,943
Employee Benefit Liabilities	47,531	47,295	34,008
Borrowings	12,447,613	12,947,613	10,447,613
Total Non-current Liabilities	12,505,922	13,010,794	10,493,563
Total Liabilities	14,636,238	17,481,492	15,275,180
Net Assets	435,517,521	439,313,826	407,774,048
Equity			
Retained Earnings	169,900,673	165,319,655	167,617,608
Reserve Funds	3,204,471	3,001,486	3,103,513
Revaluation Reserves	262,412,377	270,992,685	237,052,927
Total Equity	435,517,522	439,313,826	407,774,048

4.4. Overall, the balance sheet shows working capital of $1,718,669 at the end of October, with current assets of $3,848,985 against current liabilities of $2,130,316.

4.5. The increase in non-current assets reflects the revaluation of Council investments as at 30 June 2025, as well as the impact of the roading revaluation, which was effective at 30 June 2025.

Combined Cost of Service Statement
For the Period Ending October 2025

	YTD Actual	YTD Budget	YTD Variance	Full Year Budget
Operating Revenue				
Activity Revenue	2,009,437	2,643,556	634,119	8,720,814
Targeted Rates	3,790,099	3,817,960	27,861	9,487,716
Development Contributions	2,640	3,400	760	265,450
General Rates	4,736,524	4,743,393	6,869	9,672,789
Other General Sources	4,526,278	4,253,638	-272,640	13,840,315
	15,064,977	15,461,947	396,970	41,987,084
Operating Expenditure				
Trusted Leadership & Relationships	4,974,256	5,387,327	413,071	16,566,669
Strong Communities	906,959	907,624	665	2,336,286
Vibrant Places and Spaces	1,373,660	1,508,192	134,532	4,110,893
Sustainable Development and Public Safety	824,600	859,262	34,662	2,648,233
Resiliant Infrastructure: Land Transport	3,601,900	3,845,708	243,808	11,993,158
Resiliant Infrastructure: Water Supply	1,023,547	1,166,647	143,100	3,307,131
Resiliant Infrastructure: Wastewater	433,977	492,408	58,431	1,440,398
Resiliant Infrastructure: Stormwater	131,889	152,921	21,032	424,520
Resiliant Infrastructure: Flood Protection	283,699	344,150	60,451	648,248
Responsible Waste Management	211,992	244,988	32,996	746,190
	13,766,479	14,909,227	1,142,748	44,221,726
Funding Required				
Capital Renewals	1,958,606	4,631,556	2,672,950	9,863,424
Capital Growth	53,411	324,095	270,684	424,103
Capital Level of Service	126,953	391,664	264,711	495,000
Loans Repaid	451,088	373,604	-77,484	1,120,898
	2,590,057	5,720,919	3,130,862	11,903,425
Funding Applied				
Funding from Depreciation Reserves	0	0	0	4,281,948
Loans Raised	0	0	0	2,660,456
Capital Income	124,924	204,200	79,276	112,200
Transfer to and from Balance	1,166,635	4,963,999	3,797,364	7,083,463
	1,291,559	5,168,199	3,876,640	14,138,067

4.6. In the Combined Cost of Services statement, overall operating revenue is $397k under budget. This relates mostly to activity revenue, which relates to the timing of regulatory fees charging and interest income.

4.7. Operating expenditure is $1.14M under budget, with this being spread across all budget areas. This is due to the timing of budgets and associated projects.

4.8. Capital expenditure and loan repayments were under budget by $3,130,862. This is due to the timing of some of the carryover items, as well as the timing of spending on existing current year budgets.

Statement of Cashflows
For the Period Ending October 2025

	Actual	Full Year Budget
Cash flows from operating activities		
Receipts from rates revenue	8,804,534	19,148,250
Receipts from other revenue	3,554,472	9,093,678
Interest received	18,479	87,381
Dividends received	6,702	8,000
Payments to suppliers and employees	(9,823,856)	(21,840,769)
Interest paid	(74,028)	(281,489)
Net cash provided by/(used in) Operating Activities	2,486,302	6,215,051
Cash flows from investing activities		
Proceeds from Sale of Property, Plant and Equipment	124,924	112,345
Purchase of property, plant and equipment	(1,546,315)	(11,495,728)
Purchase of investments	-	
Purchase of intangible assets	(440,234)	(71,386)
Net cash provided by/(used in) Investing Activities	(1,861,625)	(11,454,769)
Cash flows from financing activities		
Proceeds from borrowings	-	3,225,000
Prepayment of borrowings	-	-
Net cash provided by/(used in) Financing Activities	-	3,225,000
Net (Decrease)/increase in cash, cash equivalents and bank overdrafts	624,678	(2,014,718)
Cash, cash equivalents and bank overdrafts at the beginning of the year	1,217,480	3,170,000
Cash and cash equivalents at the end of the period	1,842,158	1,155,282

4.9. The cashflow statement shows the cashflows in and out for the period to 31 October 2025. As can be seen, net cashflow from operating activities has been money coming in, due the first rates instalment being due in August 25.

4.10. Cashflows from investing activities shows the amount spent on capital expenditure to the end of October. This is only cash spent this year and excludes items like work in progress carried over from prior years, which is why there is a difference between the figure here and in the cost-of-service statement above.

4.11. Cash flows from financing activities shows the borrowings and repayments made to external loans as well as transfers between reserve accounts.

Current Debt Profile

4.12. Current LGFA borrowing at the end of October has the following maturity profile. This is in line with what was projected in the Long-Term Plan, considering additional unbudgeted borrowing related to the land purchase in the prior year.

4.13. As you can see, interest rates being offered continue trending downwards.

4.14. Council may need to do some more short-term borrowing to cover the reinstatement works for the storm damage from October. The amount and term of this borrowing is still to be determined, as we await confirmation from NZTA of subsidy entitlements for this work and the timings of the work.

Amount	Term	Maturity Date	Interest Rate
$6,000,000	6 months	15 December 2025	3.18%
$2,000,000	15 April 2026	15 April 2026	4.50%
$4,000,000	12 months	12 June 2026	3.37%

Item 13	2025 Local Government Election – Process and Results report
To	Ōtorohanga District Council
From	Graham Bunn, Deputy Electoral Officer
Type	**INFORMATION REPORT**
Date	25 November 2025

1. Purpose | Te kaupapa

1.1. To provide a comprehensive account of the 2025 Local Government Election process, including key milestones, governance protocols, communications, and confirmed results—encompassing the Māori Ward referendum—in order to ensure transparency, statutory compliance, and to inform future electoral planning and governance practice for Ōtorohanga District Council (ŌDC).

2. Executive summary | Whakarāpopoto matua

2.1. The 2025 Local Government Election was held on Saturday, 11 October 2025.

2.2. ŌDC undertook a comprehensive approach to the 2025 Local Government Election, guided by updated protocols to ensure political neutrality and compliance with the Local Electoral Act 2001. An integrated project plan coordinated all election-related activities, encompassing risk management, communications, and induction planning.

2.3. Candidate briefings were conducted in both Kāwhia and Ōtorohanga, providing detailed information on nomination procedures, campaign rules, election timelines, and the Māori Ward referendum. In addition, two 'Meet the Candidates' events, were hosted by Elevate (Ōtorohanga District Development Board). One was held at Ōtorohanga College and the other at the Kāwhia Community Centre.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That Ōtorohanga District Council receive the report titled '2025 Local Government Election – Process and Results report' from Graham Bunn, Deputy Electoral Officer.

4. Context | Horopaki

4.1. Local government elections in New Zealand are held every three years, with the election occurring on Saturday, 11 October 2025. This triennial cycle is mandated by national legislation and applies to all city, district, and regional councils across the country. The election process is administered locally, with each council responsible for the conduct of its own elections, including the appointment of electoral officials, the determination of voting systems (either First Past the Post or Single Transferable Vote), and the management of candidate nominations and campaign protocols.

4.2. The three yearly election cycle ensures regular democratic renewal of council membership, providing communities with the opportunity to select their representatives and influence local governance priorities. Voting is conducted primarily by postal ballot, with eligible electors including New Zealand citizens and permanent residents aged 18 years or older who are enrolled in the relevant council area. The cycle also encompasses the election of mayors, councillors, community board members and Māori ward representatives.

4.3. For ŌDC, the triennial election cycle is a critical mechanism for maintaining accountability, transparency, and responsiveness to community needs. The 2025 election, consistent with this national framework, has been delivered in accordance with the Local Electoral Act 2001 and associated regulations.

5. Interregnum period

5.1. The interregnum period is defined as the interval between the conclusion of the triennial election and the formal induction of newly elected members. During this period, the Chief Executive is delegated authority to ensure the continuity of ŌDC operations, compliance with statutory obligations, and the impartial administration of ŌDC's affairs.

5.2. The Chief Executive's responsibilities include maintaining political neutrality, upholding the integrity of ŌDC's processes, and facilitating the transition to the new Council. Delegations to the Deputy Chief Executive were also made to ensure operational continuity, while the Chief Executive was on leave.

5.3. There were no delegations exercised during the interregnum period.

6. Chief Executive's legislative responsibilities

6.1. Under section 42 of the Local Government Act 2002, the Chief Executive is responsible for facilitating and fostering representative and substantial elector participation in elections and polls held under the Local Electoral Act 2001. The Communications Strategy was developed to implement this responsibility and is covered by a section further in this report.

6.2. In accordance with section 42 of the Local Government Act 2002 and the Local Electoral Act 2001, the Chief Executive is responsible for ensuring that all election-related activities are conducted in full compliance with statutory requirements and Council policy. These responsibilities were exercised in consultation with the Mayor and councillors, and in accordance with all relevant legislation, Council policy, and best practice guidelines.

6.3. The Local Electoral Act 2001 further stipulates that the Chief Executive must not be appointed or act as an electoral officer, deputy electoral officer, or other electoral official unless no other course of action is reasonably practicable. The independence of the electoral process is protected by law, and the Chief Executive's role is to facilitate, not direct, the conduct of elections.

7. Appointed Electoral Officer responsibilities

7.1. For the 2025 Local Government Election, Ōtorohanga District Council engaged electionz.com Limited as the appointed Electoral Officer and principal election services provider. electionz.com was responsible for the independent administration of the election process, ensuring compliance with the Local Electoral Act 2001 and associated regulations. Their scope of work included the following key functions:

a) Electoral Officer Services: electionz.com, through its designated Electoral Officer, oversaw the conduct of the election on behalf of ŌDC. This included the management of statutory processes, the supervision of candidate nominations, and the certification of results.

b) Nomination Portal: electionz.com developed and maintained a secure online nominations portal, enabling efficient submission, verification, and management of candidate nominations. The portal provided automated eligibility checks, streamlined document handling, and facilitated timely communication with candidates and the Electoral Commission.

c) Voting Documentation and Logistics: The provider coordinated the production, distribution, and receipt of voting papers, including the implementation of ŌDC decisions regarding the order of candidate names on voting documents. electionz.com ensured that all voting materials met legislative requirements and were delivered within statutory timeframes.

d) Results Management: electionz.com was responsible for the secure collation and reporting of progress, preliminary, and final results. The provider ensured the integrity and transparency of the counting process and published official results in accordance with ŌDC and statutory requirements.

e) Support and Compliance: Throughout the election period, electionz.com provided ongoing support to ŌDC staff, candidates, and electors. This included technical assistance, training, and guidance on compliance matters, as well as the management of special voting and other statutory processes.

7.2. The engagement of electionz.com contributed to the delivery of a robust, impartial, and legislatively compliant election process for Ōtorohanga District Council in 2025.

8. Communication Strategy

8.1. The communications strategy emphasized accessibility, early voting, and community engagement through a multi-phase campaign. ŌDC adopted a principled and legislatively compliant approach to the Māori Ward referendum, ensuring that all communications and activities were conducted in strict accordance with requirements for political neutrality. ŌDC's role was to facilitate an informed and accessible democratic process, not to advocate for any particular outcome.

8.2. To this end, ŌDC provided clear, factual information to the community regarding the purpose, process, and implications of the Māori Ward referendum, as required under the Local Electoral Act 2001 and subsequent amendments. All public communications, including those on ŌDC's website and in official media releases, were carefully reviewed to ensure they presented balanced and impartial content. Staff and elected members were reminded of their obligations to avoid expressing personal views or using Council resources in a manner that could be perceived as supporting or opposing the retention of the Māori Ward.

8.3. Information sessions and candidate briefings were structured to provide equal opportunity for all perspectives to be heard, and ŌDC staff were available to answer procedural questions without offering commentary on the merits of the referendum itself. ŌDC's approach was further reinforced through internal guidance and training, ensuring that neutrality was maintained throughout the pre-election and polling periods.

8.4. This commitment to neutrality upheld the integrity of the electoral process and ensured that the outcome of the Māori Ward referendum reflected the genuine will of the community, free from institutional influence or bias.

9. Election results

9.1. electionz.com provided two interim result notifications and the final results as listed below:

a) Progress Results: Released on Saturday, 11 October.

b) Preliminary Results: Announced on Sunday, 12 October.

c) Final Results: Declared on Thursday, 16 October.

9.2. Candidates were contacted directly by the Chief Executive and the Deputy Electoral Officer following the progress results being issued. An update was provided by the Chief Executive following the Preliminary Results announcement. Once the Final Results were declared, the Acting Chief Executive provided a further update.

9.3. The official declaration was posted on ŌDC's website on Thursday, 16 October 2025.

9.4. The referendum held alongside the election resulted in a majority vote to remove the Māori Ward. The final result showed 1,531 votes to remove and 1,410 to retain. As this was a binding poll under the Local Electoral Act, the Māori Ward will not continue in the 2028 or 2031 election cycles. However, the two Māori Ward councillors elected in 2025 will serve their full term.

9.5. The voting percentage shows an increase in votes compared to previous elections.

2025	2022	2019	2016
49.53%	44.05%	45.02%	25.11%

10. Post-election review

10.1. A comprehensive review of the process was undertaken by the project team to ensure key learnings were captured so as to be incorporated into the 2028 Election project plan. This review included:

a) Importance of Early and Integrated Planning: The success of the election process was underpinned by early project planning and the integration of risk management, communications, and compliance activities. This approach minimized operational risks and ensured clarity of roles.

b) Maintaining Political Neutrality: Clear, consistent guidance and internal training were essential in upholding staff neutrality, particularly in relation to the Māori Ward referendum. Regular reminders and oversight helped prevent inadvertent breaches of neutrality.

c) Effective Communication: Multi-phase, accessible communications—tailored to diverse community needs—were critical in promoting voter participation and understanding of both the election and the referendum.

d) Collaboration and External Partnerships: Close collaboration between ŌDC and external partners such as electionz.com enhanced the robustness and impartiality of the process.

e) Responsive Support and Training: Providing timely support to candidates, elected members, and the public—alongside structured induction for new members—should facilitate a smooth transition and reinforced confidence in Council processes.

f) Continuous Improvement: The post-election review process enabled the identification of operational strengths and areas for improvement, ensuring that key learnings will inform the planning and delivery of future elections.

11. Induction program

11.1. Following the conclusion of the 2025 Local Government Election and the declaration of official results, ŌDC staff are coordinating a comprehensive induction program for all new and returning elected members. The induction program is designed to ensure that elected members are fully equipped to undertake their governance responsibilities effectively and in accordance with statutory and organisational requirements.

11.2. The program includes but is not limited to:

a) Orientation sessions covering council structure, key policies, and statutory obligations.

b) Training on Standing Orders, meeting procedures, and decision-making frameworks.

c) Briefings on the roles and responsibilities of elected members, including the Chief Executive's employment relationship and accountability mechanisms.

d) Guidance on the use of council resources, information management, and protocols for public engagement.

11.3. This structured induction process supports a smooth transition for all members, fosters a shared understanding of governance expectations, and promotes effective, transparent, and accountable decision-making within the Council.

12. Appendices | Ngā āpitihanga

Number	Title
1	Link to 2025 Triennial Elections – Declaration of Result

Councillor updates Ngā kōrero hou a ngā Kaikaunihera

All councillors will be invited by the Chairperson to provide a verbal update on meetings attended on behalf of Ōtorohanga District Council.

Resolution Register Rēhita tatūnga

Previous resolutions of Ōtorohanga District Council which are not yet finalised are outlined below.

#	Date	Resolution	Staff update
C1	04/11/25	That Ōtorohanga District Council: a) CONFIRMS the first ordinary meeting of the Council for the 2025–28 Triennium is to be held on Tuesday, 25 November 2025, commencing at 10.00am; and, b) NOTES this decision will satisfy statutory requirements and enable the effective initiation of Council business.	There is no further action required. Staff recommend this Resolution is **removed** from the Register.
C2	04/11/25	That Ōtorohanga District Council a) ACKNOWLEDGES the appointment of Councillor Katrina Christison as Deputy Mayor pursuant to section 41A(3)(a) of the Local Government Act 2002; and, b) NOTES this appointment complies with statutory requirements, ensures immediate continuity of leadership and supports effective governance.	There is no further action required. Staff recommend this Resolution is **removed** from the Register.
C3	04/11/25	That Ōtorohanga District Council, pursuant to section 50(b) of the Local Government Act 2002 and section 19(f) of the Local Electoral Act 2001, makes the following appointments to the Community Boards for the 2025–2028 triennium: a) Ōtorohanga Community Board: Councillor Katrina Christison and Councillor Tayla Barclay; and, b) Kāwhia Community Board: Councillor Kit Jeffries from 4 November 2025 to 25 April 2027 and Councillor Jo Butcher from 26 April 2027 to the 2028 Local Government Election.	There is no further action required. Staff recommend this Resolution is **removed** from the Register.

Staff recommendation

That Ōtorohanga District Council confirm the removal of Resolutions C1, C2 and C3 from the Register.

Resolution made in a public excluded session

No Resolutions have been made in a public excluded session.

Public excluded Take matatapu

DISCLAIMER: The reports attached to this Open Agenda set out recommendations and suggested resolutions only. Those recommendations and suggested resolutions DO NOT represent Ōtorohanga District Council policy until such time as they might be adopted by formal resolution. This Open Agenda may be subject to amendment either by the addition or withdrawal of items contained therein.

Item 14	Resolution to exclude the public for Item PE1
To	Ōtorohanga District Council
From	Kaia King, Manager Governance
Type	**DECISION REPORT**
Date	25 November 2025

1. Purpose | Te kaupapa

1.1. To exclude the public from parts of the proceedings of the Ōtorohanga District Council meeting.

2. Executive summary | Whakarāpopoto matua

2.1. All formal meetings are open to the public; however, there are some parts of the meeting where the public can be excluded. ŌDC must provide a good reason if to exclude the public from a ŌDC or committee meeting - this also includes the media. A resolution must be made at a time when the meeting is open to the public stating the general subject of each matter, the reason for passing that resolution in relation to the matter, and the grounds on which the resolution is based.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That the Ōtorohanga District Council exclude the public from the following parts of the proceedings of this meeting confirming:

a) This resolution is made in reliance on section 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 where a risk of prejudice is minimised by the holding of the whole or the relevant part of the proceedings of the meeting in public; and

b) The general subject of each matter to be considered while the public is excluded and the reason for passing this resolution in relation to each matter and the specific grounds for the passing of this resolution are as follows:

General subject of each matter to be considered	Ground(s) under section 48(1) for the passing of this resolution	Interest
Item PE1 – Risk and Assurance Committee – Independent Chairperson	Section 7(2)(a)	To protect the privacy of natural persons, including that of deceased natural person

4. Context | Horopaki

4.1. The Ōtorohanga District Council (ŌDC) is required under the Local Government Official Information and Meetings Act 1987 (LGOIMA) to conduct its meetings in a manner that is open and transparent to the public, except in circumstances where there is a justified reason to exclude the public.

4.2. Section 48(1)(a) of LGOIMA permits the exclusion of the public from parts of a meeting to protect interests such as the privacy of natural persons, including deceased persons, as specified in section 7(2)(a).

4.3. The matter under consideration relates to the appointment of an Independent Chairperson for the Risk and Assurance Committee, where sensitive personal information may be discussed.

4.4. Public excluded agendas and minutes are not available to the public; however, ŌDC will release public information considered during the public excluded part of a meeting where possible. This approach ensures compliance with statutory obligations while balancing the principles of transparency and privacy.

5. Discussion | He kōrerorero

5.1. The exclusion of the public from this agenda item is necessary to protect the privacy of individuals being considered for the role of Independent Chairperson. The discussion may involve personal details, professional backgrounds, and evaluative commentary that, if disclosed, could prejudice the interests of those individuals.

5.2. ŌDC must ensure that any decision to exclude the public is made transparently, with clear reference to the relevant legislative grounds. The process must also consider the potential for releasing non-sensitive information after the meeting, in line with ŌDC's commitment to openness. The decision aligns with the requirements of the Local Government Act 2002 for prudent governance and the Privacy Act 2020 for the protection of personal information.

6. Strategic Considerations | Ngā whai whakaarotanga

Significance and engagement

6.1. The decision to exclude the public from consideration of the Independent Chairperson for the Risk and Assurance Committee must be assessed against ŌDC's Significance and Engagement Policy. While the exclusion of the public is a procedural matter, it is important to ensure that the rationale for exclusion is clearly communicated and that any non-sensitive information is made available to the public as soon as practicable. This approach maintains public confidence in ŌDC's processes and aligns with the principles of transparency and accountability under the Local Government Act 2002.

Mana whenua / Māori

6.2. ŌDC acknowledges its obligations to engage with mana whenua and Māori in decision-making processes. The subject matter of this report is procedural and does not require consultative or informative discussions with mana whenua/Māori.

Strategic alignment

6.3. This decision supports ŌDC's strategic objectives by ensuring that governance processes are robust, compliant, and protective of individual privacy. The exclusion of the public in this context is consistent with best practice for managing sensitive personnel matters and upholds the integrity of ŌDC's risk and assurance functions.

Legal

6.4. The recommendation is made in accordance with section 48(1)(a) of the Local Government Official Information and Meetings Act 1987, section 7(2)(a) (protection of privacy of natural persons), and is consistent with the requirements of the Privacy Act 2020. The process also aligns with the decision-making provisions of the Local Government Act 2002.

Financial

6.5. There are no direct financial implications arising from the procedural decision to exclude the public. Any costs associated with the appointment process for the Independent Chairperson will be addressed in the substantive report on that matter.

Risk analysis

6.6. Excluding the public for this item mitigates the risk of breaching privacy obligations and ensures compliance with statutory requirements. There is a reputational risk if the exclusion is not clearly justified or communicated; however, this is mitigated by adherence to legislative requirements and ŌDC's commitment to releasing non-sensitive information post-meeting.

7. Options analysis | Tātari Kōwhiringa

Options summary of considerations

	Option 1: Exclude the public for the entire item	Option 2: Exclude the public for part of the item	Option 3: Do not exclude the public
Summary	Full exclusion to protect privacy.	Partial exclusion, with some discussion in public.	All discussion held in public.
Advantages	Maximum protection of privacy and compliance with LGOIMA and Privacy Act.	Balances transparency with privacy; non-sensitive matters discussed publicly.	Maximum transparency.
Disadvantages	Limits public oversight; may be perceived as lacking transparency. Reputational risk if perceived as overly secretive.	Risk of inadvertent disclosure of sensitive information. Complexity in managing public/private split; potential for error.	Risk of breaching privacy obligations; potential legal liability. Legal and reputational risk.

Recommended option and rationale

7.1. Staff recommended Option 1: Exclude the public for the entire item. This approach provides the highest level of protection for the privacy of individuals under consideration, ensures full compliance with section 48(1)(a) of LGOIMA and section 7(2)(a) regarding the protection of natural persons, and aligns with the Privacy Act 2020. While this limits immediate transparency, ŌDC can release non-sensitive information after the meeting, maintaining public trust and accountability.

8. Appendices | Ngā āpitihanga

Number	Title
There are no appendices.	

Closing prayer/reflection/words of wisdom Karakia/huritao/whakataukī

The Chairperson will invite a Member to provide the closing words and/or prayer/karakia.

Meeting closure Katinga o te hui

The Chairperson will declare the meeting closed.

Note: Workshops will commence after a short break.

For use in both opening and closing meetings

A Member will provide the words of their preference or may choose to use the following:

Mā te whakapono	*By believing and trusting*
Mā te tūmanako	*By having faith and hope*
Mā te titiro	*By looking and searching*
Mā te whakarongo	*By listening and hearing*
Mā te mahi tahi	*By working and striving together*
Mā te manawanui	*By patience and perseverance*
Mā te aroha	*By all being done with compassion*
Ka taea e tātou	*We will succeed*

For use in blessing food

A Member will provide the words of their preference or may choose to use the following:

Nau mai e ngā hua o te wao	*I welcome the gifts of food from the forest*
O te ngakinga	*From the cultivated gardens*
O te wai tai	*From the sea*
O te wai māori	*From the fresh waters*
Hei oranga mō tātou	*For the goodness of us all*
Tūturu whakamaua	*Let this be my commitment to all!*
Kia tina! Tina! Hui e! Tāiki e!	*Drawn together and affirmed!*