



AGENDA Ordinary Meeting

Tuesday 1 April 2025, 10.30am

Ordinary Council 1 April 2025

01 April 2025 10:30 AM



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Health and Safety Message

Emergency Procedure

In the event of an emergency, please exit through the emergency door in the Committee Room by the kitchen.

If you require assistance to exit, please see a staff member.

Once you reach the bottom of the stairs make your way to the assembly point at 43 Cloten Road. Staff will guide you to an alternative route if necessary.

Earthquake

If there is an earthquake - drop, cover and hold where possible. Please remain where you are until further instruction is given.



Whakataka te hau

Karakia to open meetings

Whakataka te hau ki te uru	Cease the winds from the west
Whakataka te hau ki te tonga	Cease the winds from the south
Kia mākinakina ki uta	Let the breeze blow over the land
Kia mātaratara ki tai	Let the breeze blow over the ocean
Kia hī ake ana te atakura	Let the red-tipped dawn come with a sharpened
He tio, he huka, he hauhu	air
Tūturu o whiti whakamaua kia tina.	A touch of frost, a promise of glorious day
Tina!	Let there be certainty
Hui ē! Tāiki ē!	Secure it!
	Draw together! Affirm!



Date: 1 April 2025

Subject: Confirmation of Ordinary Council Minutes – 18 February 2025

Author: M Jones, Governance Administrator

Approved by: M J Nield, Director - Corporate Services

Document: TRCID-1492626864-509

Recommendations

That Taranaki Regional Council:

- a) takes as read and confirms the minutes and resolutions of the Ordinary meeting of the Taranaki Regional Council held at Taranaki Regional Council, 47 Cloten Road, Stratford on 18 February 2025.

Appendices/Attachments

[Document TRCID-1492626864-330: Ordinary Council Minutes 18 February 2025](#)



Date:	18 February 2025	
Venue:	Taranaki Regional Council Boardroom, 47 Cloten Road, Stratford	
Document:	TRCID-1492626864-330	
Present:	C S Williamson	Chairperson
	N W Walker	Deputy Chairperson
	C L Littlewood	
	S W Hughes	
	A L Jamieson	
	M J Cloke	
	M G Davey	
	D H McIntyre	
	D M Cram	
	D L Lean	
	B J Bigham	zoom
Attending:	S Ruru	Chief Executive
	M Nield	Director – Corporate Services
	A Matthews	Director – Environmental Quality
	A D McLay	Director – Resource Management
	D Harrison	Director - Operations
	N Chadwick	Executive Assistant to Chief Executive and Chairperson
	M Jones	Governance Administrator
	K Holland	Team Lead - Communications
	S Tamarapa	Pou Takawaenga – Relationship Facilitator
	A De Faria	Finance Manager

Four members of the public present

One media representative Present (left meeting at 11.57am)

The meeting opened with a group Karakia at 10.30am.

1. Confirmation of Ordinary Council Minutes – 10 December 2024

Resolved

That the Taranaki Regional Council:

- a) took as read and confirmed the minutes and resolutions of the Ordinary meeting of the Taranaki Regional Council held Suite at two, Yarrow Stadium, Maratahu Street, New Plymouth on 10 December 2024.

Littlewood/Cloke

2. Deputations

Council Chair C Littlewood approved requests for Council to receive two deputations.

- 2.1 P Moeahu gave a deputation relating to item 9 of the agenda.
- 2.2 D Moeahu gave a deputation relating to item 9 of the agenda.

3. Election of a Chairperson

- 3.1 N Chadwick provided an overview regarding the need to appoint a new Chairperson of Taranaki Regional Council and outlined the voting process.
- 3.2 C L Littlewood called for nominations for the position of Chair to the Taranaki Regional Council. One nomination was received. Councillor Walker nominated Councillor Williamson.

Walker/Davey

- 3.3 There being no further nominations, C L Littlewood, called for nominations to close and Councillor Williamson was duly elected as Chair of Taranaki Regional Council.
- 3.4 Councillor Williamson made an oral declaration required under section 14, schedule 7 of the Local Government Act 2002.

Resolved

That the Taranaki Regional Council:

- a) received the Election of a Chairperson report
- b) appointed Councillor Williamson to the position of Chairperson
- c) determined that this decision be recognised as not significant in terms of section 76 of the Local Government Act 2002
- d) determined that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with section 79 of the Act, determined that it does not require further information, further assessment of options or further analysis of costs and benefits, or advantages and disadvantages prior to making a decision on this matter.

Hughes/Jamieson

4. Receipt of Operations and Regulatory Committee Minutes – 4 February 2025

Resolved

That the Taranaki Regional Council:

- a) received the minutes of the Operations and Regulatory Committee meeting of the Taranaki Regional Council at the Taranaki Regional Council, 47 Cloten Road, Stratford on Tuesday 4 February 2025
- b) adopted the recommendations therein.

Hughes/Cloke

5. Receipt of Policy and Planning Committee Minutes – 4 February 2025

Resolved

That the Taranaki Regional Council:

- a) received the minutes of the Policy and Planning Committee meeting of the Taranaki Regional Council at the Taranaki Regional Council, 47 Cloten Road, Stratford on Tuesday 4 February 2025
- b) adopted the recommendations therein.

Williamson/Walker

6. Receipt of Executive Audit and Risk Committee Minutes – 10 February 2025

Resolved

That the Taranaki Regional Council:

- a) received the unconfirmed minutes of the Executive Audit and Risk Committee meeting of the Taranaki Regional Council held in the Taranaki Regional Council Boardroom, 47 Cloten, Stratford on Monday 10 February 2025
- b) adopted the recommendations therein.

Cloke/Cram

7. Council Conduct Complaint

- 7.1 S Ruru provided a summary of the complaint against the Council's actions during its discussions regarding whether to approve a submission on the Principles of the Treaty of Waitangi Bill and to decide on the appropriate course of action moving forward.

Resolved

That the Taranaki Regional Council:

- a) received the Council Conduct Complaint memorandum
- b) confirmed that at its meeting on 10 December 2024 it acted in a manner inconsistent with:
 - its normal meeting protocol and the expectations that it has about the way in which it wishes to operate as reflected in its Mission, Organisational Values and principles in Standing Orders
 - relevant statutory provisions within the Local Government Act 2002 and Local Government Official Information and Meetings Act 1987
 - expectations of good practice as set by the Ombudsman, Office of the Auditor-General and other sources of good practice relating to local government.

- c) apologised to Mr Dinnie Moeahu, the Iwi representatives on Council standing committees, the Taranaki community and councillors who were not able to express a view on the merits (or otherwise) of making a submission on the Principles of the Treaty of Waitangi Bill (the Bill) for the short-comings identified above
- d) agreed that it should initiate an internal review (as proposed under option 3) of what occurred at its 10 December 2024 meeting, its current meeting procedures and standing orders with a view to identifying improvements that it can make during the current triennium and/or recommendations that it might make to the new Council to be elected in October 2025 as to how it can improve its governance processes

Option 3 – Internal Review option

- a. *The third option is for Council to direct the Chief Executive to initiate an Internal Review of the way in which the Bill matter was handled by Council with a view to:*
- b. *document the steps taken and assess the effectiveness of the way in which the matter was managed*
- c. *identify any opportunities for improving Council processes including the governance structure, processes and standing orders*
- d. *the way in which Iwi input is sought on matters which need to be considered with a degree of urgency*
identify any further review work that might be warranted given the findings of the internal review work that is completed
- e) asked the Chief Executive to report back on a suggested process for reviewing current meeting processes and standing orders including options for allowing for all councillors to express a view on both the 10 December 2024 meeting and options for improving its meeting processes given their experiences during the current triennium
- f) determined that this decision be recognised as not significant in terms of section 76 of the Local Government Act 2002
- g) determined that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with section 79 of the Act, determined that it does not require further information, further assessment of options or further analysis of costs and benefits, or advantages and disadvantages prior to making a decision on this matter.

Williamson/Hughes

McIntyre voted against

8. Appointment of Councillor Littlewood to Standing Committees

8.1 N Chadwick provided an overview of committee structures and the need to re-appoint Councillor Littlewood to standing committees.

Resolved

That the Taranaki Regional Council:

- a) received the Appointment of Councillor Littlewood to Standing Committees memorandum
- b) selected and approved option one: direct swap into vacancies on standing committees created by the election of the new Chair
- c) determined that this decision be recognised as not significant in terms of section 76 of the Local Government Act 2002
- d) determined that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with section 79 of

the Act, determined that it does not require further information, further assessment of options or further analysis of costs and benefits, or advantages and disadvantages prior to making a decision on this matter.

Jamieson/Hughes

9. 2025/2026 Annual Plan and Estimate Approach

9.1 M Nield outlined the options for the preparation of the 2025/2026 Annual Plan.

Resolved

That the Taranaki Regional Council:

- a) received and noted this memorandum on the preparation and adoption of the 2025/2026 Annual Plan
- b) noted the requirements of section 95 of the Local Government Act 2002 in the preparation of the 2025/2026 Annual Plan
- c) confirmed that there are no significant or material differences proposed for the 2025/2026 Annual Plan from the content of the 2024/2034 Long-Term Plan
- d) approved the preparation and adoption of the 2025/2026 Annual Plan without any further public engagement or consultation in accordance with section 95(2A) of the Local Government Act 2002
- e) noted the preparation and adoption of administrative charges under section 36 of the Resource Management Act 1991 will require the use of the Local Government Act 2002 special consultative process
- f) noted the approach and timetable to be undertaken dependent upon whether the decision is to undertake further public engagement and consultation.
- g) determined that this decision be recognised as not significant in terms of section 76 of the Local Government Act 2002
- h) determined that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with section 79 of the Act, determined that it does not require further information, further assessment of options or further analysis of costs and benefits, or advantages and disadvantages prior to making a decision on this matter.

Cloke/Williamson

10. Upcoming Meeting Dates for March 2025

Resolved

That the Taranaki Regional Council:

- a) received the memorandum Meeting Dates 2025
- b) noted the upcoming meeting dates.

Cloke/Jamieson

11. Public Excluded

In accordance with section 48(1) of the Local Government Official Information and Meetings Act 1987, resolved that the public is excluded from the following part of the proceedings of the Ordinary Council Meeting on 18 February 2025 for the following reason/s:

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

Item 15:

Confirmation of Public Excluded Ordinary Council Minutes – 10 December 2024

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 for which good reason for withholding would exist under section 6 (a) and [section 7](#) (2) (a) and (2) (g) of the Local Government Official Information and Meetings Act 1987.

Item 16:

Confirmation of Public Excluded Executive Audit and Risk Minutes – 10 February 2025

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 protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information; and/or enable any local authority holding the information to carry out, without prejudice, commercial activities.

Williamson/Cram

There being no further business the Chairperson, C S Williamson, declared the meeting of the Ordinary Council meeting closed with a karakia at 12.09pm.

Council Chairperson: _____

C S Williamson



Date: 1 April 2025
Subject: Receipt of Operations and Regulatory Committee Minutes
Author: M Jones, Governance Administrator
Approved by: M J Nield, Director - Corporate Services
Document: TRCID-1492626864-511

Recommendations

That the Taranaki Regional Council:

- a) receives the Minutes of the Operations and Regulatory Committee meeting held at the Taranaki Regional Council, 47 Cloten Road, Stratford on Tuesday 18 March 2025
- b) adopts the recommendations therein.

Appendices/Attachments

[TRCID-1492626864-495: Unconfirmed Operations and Regulatory Minutes 18 March 2025](#)



Date:	18 March 2025	
Venue:	Taranaki Regional Council Boardroom, 47 Cloten Road, Stratford	
Document:	TRCID-1492626864-495	
Present:	S W Hughes	Chair
	M J Cloke	
	D M Cram	
	M G Davey	
	B J Bigham	zoom
	D M McIntyre	
	C S Williamson	ex officio
	N W Walker	ex officio
	R Buttimore	Iwi Representative
	D Luke	Iwi Representative
	Ā White	Iwi Representative
	P Muir	Federated Farmers
Attending:	S J Ruru	Chief Executive
	A J Matthews	Director - Environment Quality
	M J Nield	Director – Corporate Services
	A D McLay	Director – Resource Management
	L Miller	Manager – Resource Consents
	V McKay	Manager - Environmental Assurance
	J Glasgow	Manager – Compliance
	R Honeyfield	Team Leader – Prosecutions and Compliance
	F Kiddle	Strategy Lead
	N Chadwick	Executive Assistant
	M Jones	Governance Administrator

Karakia: The meeting opened with a group Karakia at 9.00am.

Apologies: Were received and sustained from Councillor Lean.

Cloke/Williamson

1. Confirmation of Operations and Regulatory Committee Minutes – 4 February 2025

Resolved

That the Taranaki Regional Council:

- a) took as read and confirmed the minutes of the Operations and Regulatory Committee of the Taranaki Regional Council held on 4 February 2025 at Taranaki Regional Council 47 Cloten Road Stratford
- b) noted the recommendations therein were adopted by the Taranaki Regional Council on Tuesday 18 February.

Cram/Muir

2. Consent Monitoring Annual Reports

- 2.1 A Matthews provided an update on the 23 compliance monitoring reports.

Resolved

That the Taranaki Regional Council:

- a) received the 23 compliance monitoring reports listed in table 1
- b) noted any specific recommendations therein.

Cloke/Cram

3. Resource Consents Issued under Delegated Authority & Applications in Progress

- 3.1 L Miller advised of the consents granted and other consent processing actions since the last meeting.

Resolved

That the Taranaki Regional Council:

- a) received the schedule of resource consents granted and other consent processing actions, made under delegated authority.

Walker/White

4. Incidents, Compliance Monitoring Non-Compliances and Enforcement Summary – 10 January 2025 to 20 February 2025

- 4.1 J Glasgow provided a summary of the incidents and compliance monitoring non-compliance and enforcement for the period 10 January to 20 February 2025.

Resolved

That the Taranaki Regional Council:

- a) received this memorandum Incident, Compliance Monitoring Non-Compliances and Enforcement Summary – 10 January 2025 to 20 February 2025
- b) received the summary of the incidents, compliance monitoring non-compliances and enforcement for the period from 10 January 2025 to 20 February 2025
- c) noted the action taken by staff acting under delegated authority.

Cloke/Buttimore

5. Public Excluded

In accordance with section 48(1) of the Local Government Official Information and Meetings Act 1987, resolves that the public is excluded from the following part of the proceedings of the Operations and Regulatory Committee Meeting on Tuesday 18 March 2025.:

Item 11: Prosecution under the Resource Management Act 1991 for offences against sections 15(1)(b), 15(1)(c), and 338(1)(c) of the Resource Management Act 1991.

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

General subject of each matter to be considered	Ground(s) under section 48(1) for the passing of this resolution	Reason for passing this resolution in relation to each matter
<p>Item 11:</p> <p>In accordance with Section 48(1) of the Local Government Official Information and Meetings Act 1987, this is to be considered with the public excluded as the public conduct of the whole or relevant part of the proceedings would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial.</p>	<p>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 for which good reason for withholding would exist under section 6 (a) and section 7 (2) (a) and (2) (g) of the <i>Local Government Official Information and Meetings Act 1987</i>.</p>	<p>The alleged offender(s) has not as yet had the opportunity to respond to the charges laid. It is therefore important that the principles of natural justice are applied and that legal privilege is maintained.</p> <p>Making any of this information publically available would result in a breach of the Privacy Act 2020.</p> <p>The public interest in knowing the nature of the offence and why Council has made the decision to prosecute is not outweighed by the harm that would be caused to the alleged offender(s).</p>

Williamson/Davey

There being no further business the Committee Chairperson, Councillor S W Hughes, declared the meeting of the Operations and Regulatory Committee closed at 9.58am.

Operations and

Regulatory

Committee Chairperson: _____

S W Hughes



Date: 1 April 2025
Subject: Receipt of Policy and Planning Committee Minutes
Author: M Jones, Governance Administrator
Approved by: M J Nield, Director - Corporate Services
Document: TRCID-1492626864-511

Recommendations

That the Taranaki Regional Council:

- a) receives the Minutes of the Policy and Planning Committee meeting held at the Taranaki Regional Council, 47 Cloten Road, Stratford on Tuesday 18 March 2025
- b) adopts the recommendations therein.

Appendices/Attachments

[TRCID-1492626864-499: Unconfirmed Policy and Planning Committee Minutes 18 March 2025](#)



Date:	18 March 2025
Venue:	Taranaki Regional Council Boardroom, 47 Cloten Road, Stratford
Document:	TRCID-1492626864-499
Present:	C S Williamson Chairperson S W Hughes B J Bigham zoom D M Cram C L Littlewood zoom (joined meeting at 10.36am) N W Walker ex officio D H McIntyre A L Jamieson C Filbee South Taranaki District Council - zoom M Ritai Iwi Representative E Bailey Iwi Representative - zoom P Moeahu Iwi Representative B Haque New Plymouth District Council G Boyde Stratford District Council
Attending:	S J Ruru Chief Executive A D McLay Director – Resource Management M J Nield Director – Corporate Services A J Matthews Director – Environment Quality D Harrison Director - Operations F Kiddle Strategy lead L Hawkins Policy Manager V McKay Manager – Environmental Assurance M Jones Governance Administrator B Zieltjes Team Leader – Freshwater and Coastal A Northayati Scientist - Freshwater T Gordon Programme Manager - Freshwater J Harvey Climate Change Coordinator (joined meeting at 11.53am) C Woollin Communications Advisor

One media representative present, joined the meeting at 10.44am.

The meeting opened at 10.30am.

1. Confirmation of Minutes Policy and Planning 4 February 2025

Resolved

That the Taranaki Regional Council:

- a) took as read and confirmed the minutes of the Policy and Planning Committee of the Taranaki Regional Council held on 4 February 2025 at Taranaki Regional Council 47 Cloten Road Stratford
- b) noted the recommendations therein were adopted by the Taranaki Regional Council on Tuesday 18 February 2025.

Boyde/Walker

2. Mana Whenua Engagement Strategic Priorities

- 2.1 S Ruru gave an overview of Mana Whenua engagement for 2025 outlining the key strategic priorities for Taranaki Regional Council.

Resolved

That the Taranaki Regional Council:

- a) received the memorandum titled *Mana whenua engagement strategic priorities*
- b) noted the extensive obligations on Council to provide for mana whenua participation in Council decision-making
- c) noted that the confluence of the Maunga Redress Act, Ngāti Maru JMA, Waitara River Committee, Maniapoto relationship agreement and RMA replacement presents a key strategic opportunity to deepen our partnership with mana whenua and deliver better services for the communities of Taranaki
- d) approved the following strategic priorities for mana whenua engagement over the 2025 calendar year:
 - advancing the Ngāti Maru joint management agreement
 - advancing the establishment of the Waitara River Committee
 - advancing the Maniapoto relationship agreement
 - engaging with Te Tōpuni Kōkōrangī and Te Tōpuni Ngārahu to operationalise provisions in the Maunga Redress Act and explore broader opportunities
 - engaging with iwi and the three district councils to explore governance arrangements for the RMA replacement and development of a potential combined plan that gives effect to existing Treaty settlements
 - continuing to work closely with iwi in the development of the Land and Freshwater Plan and the future of our freshwater science and policy work
- e) determined that this decision be recognised as not significant in terms of section 76 of the Local Government Act 2002
- f) determined that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with section 79 of the Act, determined that it does not require further information, further assessment of options or further analysis of costs and benefits, or advantages and disadvantages prior to making a decision on this matter.

Hughes/Cram

3. Government Reform Strategic Priorities

3.1 S Ruru set out the landscape of Government reform over 2025, particularly the key strategic priorities for Taranaki Regional Council.

Resolved

That the Taranaki Regional Council:

- a) received the memorandum titled *Government reform strategic priorities*
- b) noted that prioritisation of Council engagement with Government on reform proposals is needed to ensure our limited resources are focused on those proposals that will have the largest impact on Council operations and Taranaki communities
- c) approved the following strategic priorities for Government reform engagement over the 2025 calendar year:
 - national direction proposals under the Resource Management Act 1991, giving priority to freshwater related matters
 - the proposed replacement of the Resource Management Act 1991
 - local government reforms
 - climate change adaptation legislation.
 - directs Council officers to engage with Te Uru Kahika and the three Taranaki territorial authorities to coordinate engagement on the strategic priorities identified above
 - notes Council officers will maintain a watching brief on the proposed Regulatory Standards Bill and any legislation to give effect to the NZ First coalition agreement to review references to the principles of the Treaty of Waitangi in legislation
- d) noted Council will continue to engage on other reform proposals as resources allow and that other groups such as Te Uru Kahika, Taituara and Local Government NZ will likely develop and lodge submissions on behalf of their members
- e) determined that this decision be recognised as not significant in terms of section 76 of the Local Government Act 2002
- f) determined that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with section 79 of the Act, determined that it does not require further information, further assessment of options or further analysis of costs and benefits, or advantages and disadvantages prior to making a decision on this matter.

Walker/McIntyre

4. Freshwater Implementation March Update

4.1 L Hawkins provided a freshwater Implementation update for February 2025.

4.2 Councillor Bigham noted a conflict of interest due to her role with Taumata Arawai.

Resolved

That the Taranaki Regional Council:

- a) received the March 2025 update on the Freshwater Implementation Programme.

Boyde/Walker

5. Land And Freshwater Plan Programme Review

5.1 L Hawkins provided an overview of the programme for development of the Land and Freshwater Plan.

Resolved

That the Taranaki Regional Council:

- a) received the memorandum titled *Land and Freshwater Plan Programme review*
- b) noted that the existing programme endorsed by the Committee in March 2024 is no longer able to be achieved due to the changes in legislation made in October 2024, which prevents councils notifying a freshwater planning instrument before either a new National Policy Statement Freshwater Management in place or 31 December 2025, whichever is sooner
- c) endorsed the approach to pause work on identified National Objectives Framework attributes identified in this memorandum, and to revisit upon further government direction becoming available
- d) endorsed option 1b – continue the development of the Land and Freshwater Plan and associated updates to the Regional Policy Statement so that the programme is ready for Clause 3 consultation in March 2026 in relation to the programme timeline
- e) directed staff to consider any updates provided by the government on the future National Policy Statement Freshwater Management and request appropriate reporting to the committee, including consideration of any necessary changes to the programme in accordance with resolution made above in c
- f) endorsed Option 2a – workshops will be held within Committee and Council meetings and in doing so endorses the Land and Freshwater Plan Governing Style Protocol in relation to engagement with the Policy and Planning Committee and Council on the development of the Land and Freshwater Plan
- g) determined that this decision be recognised as not significant in terms of section 76 of the Local Government Act 2002
- h) determined that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with section 79 of the Act, determined that it does not require further information, further assessment of options or further analysis of costs and benefits, or advantages and disadvantages prior to making a decision on this matter.

Bailey/Cram

6. Estimated Reference Condition of Taranaki Lakes

6.1 A Northayati provided an overview of Cawthron Institute's report Estimated reference condition and paleolimnological analysis of Taranaki lakes.

Resolved

That the Taranaki Regional Council:

- a) received the report titled Estimated Reference Condition of Taranaki Lakes
- b) noted the findings therein.

Boyde/Jamieson

7. Te Ura Kahika Adaptation Programme

7.1 A Matthews provided an overview of the climate change adaptation work programme co-ordinated across the regional sector by Te Ura Kahika.

Resolved

That the Taranaki Regional Council:

- a) received the memorandum titled *Te Uru Kahika climate adaptation programme*
- b) noted that Te Uru Kahika has established a Climate Adaptation Programme Action Plan to support the sector.

Williamson/Walker

8. Climate Change Strategy Review

8.1 A Matthews proposed an approach for a new climate change strategy seeking the endorsement of the committee.

Resolved

That the Taranaki Regional Council:

- a) received the memorandum titled climate change strategy review
- b) noted that the current climate change strategy has been reviewed, and the new climate change strategy will be drafted following completion of the organisational climate change risk assessment
- c) endorsed the proposed approach for drafting the new climate change strategy
- d) determined that this decision be recognised as not significant in terms of section 76 of the Local Government Act 2002
- e) determined that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with section 79 of the Act, determined that it does not require further information, further assessment of options or further analysis of costs and benefits, or advantages and disadvantages prior to making a decision on this matter.

Cram/Jamieson

There being no further business the Committee Chairperson, C S Williamson, declared the meeting of the Policy and Planning Committee closed at 12.10pm.

Policy and Planning

Committee Chairperson: _____

C S Williamson



Date: 1 April 2025

Subject: Receipt of Executive Audit and Risk Committee Minutes

Author: M Jones, Governance Administrator

Approved by: M J Nield, Director – Corporate Services

Document: TRCID-1492626864-507

Recommendations

That Taranaki Regional Council:

- a) receives the minutes of the Executive, Audit and Risk Committee meeting of the Taranaki Regional Council held in the Taranaki Regional Council Boardroom, 47 Cloten Road on Monday 24 March 2025
- b) adopts the recommendations therein.

Appendices/Attachments

[TRCID-1492626864-526: Unconfirmed Executive Audit and Risk Minutes 24 March 2025](#)



Date:	24 March 2025	
Venue:	Taranaki Regional Council Boardroom, 47 Cloten Road, Stratford	
Document:	TRCID-1492626864-526	
Present:	M J Cloke	Chairperson
	S W Hughes	
	A Jamieson	
	D H McIntyre	
	N W Walker	ex officio
Attending:	D M Cram	
	S J Ruru	Chief Executive
	M J Nield	Director – Corporate Services (zoom)
	A De Faria	Finance Manager
	M Jones	Governance Administrator
	N Chadwick	Executive Assistant to Chief Executive and Chair
	C Gazley	left meeting at 11.08
	F Ritson	left meeting at 11.08
	Lisa	left meeting at 11.08
	Jendi	zoom joined meeting at 1100am
	Bruce	zoom joined meeting at 10.58am
	C Woollin	Communications Adviser
	D Rowland	Communications Adviser
	S Preston	Programme Lead- Communications Adviser
	B Muir	Senior Health, Safety and Wellness Adviser (left meeting at 10.26am)

The meeting opened with a group Karakia at 10.00am.

Apologies: Were received and sustained from Councillor Williamson.

Cloke/Hughes

5. Confirmation of Minutes Executive Audit and Risk Committee Minutes – 10 February 2025

Resolved

That the Taranaki Regional Council:

- a) took as read and confirmed the minutes of Executive Audit and Risk Committee of the Taranaki Regional Council held at 10.00am on Monday 10 February 2025 at Taranaki Regional Council 47 Cloten Road Stratford
- b) noted the recommendations therein were adopted by the Taranaki Regional Council on Tuesday 18 February 2025.

McIntyre/Hughes

6. Financial and Operational Report

- 6.1 M Nield and A De Faria provided an update on the operational and financial performance.

Resolved

That the Taranaki Regional Council:

- a) received the memorandum Financial and Operational Report and the December 2024 Monthly Financial Report
- b) noted the digital media update
- c) received the common seal transactions:
 - 2024/04 – Renewal of lease – 39 Port View Crescent, New Plymouth
 - 2024/05 – New of lease – 41-43 Port View Crescent, New Plymouth
 - 2024/06 – Surrender of Lease – 41-43 Port View Crescent, New Plymouth.

Walker/Jamieson

7. 2024/2025 Annual Report Audit Engagement Letter

- 7.1 A De Faria provided an update on the audit of the 2024/2025 Annual Report.

Resolved

That the Taranaki Regional Council:

- a) received the Audit Engagement Letter for the audit of the 2024/2025 Annual Report.

Hughes/Jamieson

8. Port Taranaki Limited: Half Year Report to 31 December 2024

- 8.1 M Nield gave an overview of Port Taranaki Limited's report on the operations and activities of the company for the six months ending 31 December 2024.

Resolved

That the Taranaki Regional Council:

- a) received Port Taranaki Limited's report for the six months ending 31 December 2024 including the unaudited financial report
- b) noted the 2024/2025 Port Taranaki Ltd dividends of \$3,000,000 in October 2024 and \$4,000,000 in March 2025.

Cloke/Walker

9. Regional Software Holdings Ltd: Draft Statement of Intent

9.1 M Nield provided an update on Regional Software Holdings Ltd's Statement of Intent (SOI) for the year ending 30 June 2026.

Resolved

That the Taranaki Regional Council:

- a) received and considered Regional Software Holdings Ltd's draft Statement of Intent for the year ending 30 June 2026
- b) provided feedback to the Board of Directors of Regional Software Holdings Ltd.

Cloke/Hughes

10. Regional Software Holdings Ltd: Six Month Report to Shareholders to 31 December 2024

10.1 M Nield provided an overview of Regional Software Holdings Ltd's interim report on the operations and activities of the company for the six months ending 31 December 2024.

Resolved

That the Taranaki Regional Council:

- a) received Regional Software Holdings Ltd's interim report for the six months ended 31 December 2024 including the unaudited financial report.

McIntyre/Walker

11. Taranaki Stadium Trust: Draft Statement of Intent

11.1 M Nield provided an update on the Taranaki Stadium Trust's statement of intent (SOI) for the year ending 30 June 2026 and then to provide feedback to the Trustees.

Resolved

That the Taranaki Regional Council:

- a) received and considered the Taranaki Stadium Trust's draft Statement of Intent for the year ending 30 June 2026
- b) provided feedback to the Trustees of the Taranaki Stadium Trust.

Hughes/Jamieson

12. Taranaki Stadium Trust: Half Year Report to 31 December 2024

12.1 M Nield provided an overview of Taranaki Stadium Trust's half-year report for the six months ended 31 December 2024.

Resolved

That the Taranaki Regional Council:

- a) received and considered the Taranaki Stadium Trust's draft Statement of Intent for the year ending 30 June 2026
- b) provided feedback to the Trustees of the Taranaki Stadium Trust.

Cloke/McIntyre

13. Regional Public Transport Plan

13.1 F Ritson provided an overview of the revised Regional Public Transport Plan 2025-2035.

Resolved

That the Taranaki Regional Council:

- a) received the memorandum Regional Public Transport Plan 2025
- b) endorsed the Regional Public Transport Plan 2025-2035 for adoption
- c) noted the updates made to the Regional Public Transport Plan to align with the NZTA guidelines, the Government Policy Statement on land transport (2024) and the content of the Single Stage Business Case have been undertaken to maintain the intent of the direction provided by the Committee in June 2024
- d) noted that only the Regional Public Transport Plan component of Better Travel Choices is seeking endorsement of the Committee at this time
- e) determined that this decision be recognised as significant in terms of section 76 of the Local Government Act 2002
- f) determined that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with section 79 of the Act, determined that it does not require further information, further assessment of options or further analysis of costs and benefits, or advantages and disadvantages prior to making a decision on this matter.

Cloke/Walker

14. Public Transport update

14.1 C Gazley provided an update on the ongoing developments and plans of the region's public transport service.

Resolved

That the Taranaki Regional Council:

- a) received and noted the public transport update.

Cloke/Jamieson

15. Public Transport Private Share Fare Increase

15.1 C Gazley provided an update on the recent changes to central government's requirements regarding public transport cost recovery and the mechanisms by which these are to be achieved, predominantly through increasing the existing flat fare structure.

Resolved

That the Taranaki Regional Council:

- a) approved the proposed fare increases of 25% for adults and 13.5% for youth, effective 1 July 2025 to support the target of achieving a 22% private share in 2025/2026
- b) noted the requirement to increase the private share of public transport operating costs, as outlined in the GPS for Land Transport 2024
- c) determined that this decision be recognised as not significant in terms of section 76 of the *Local Government Act 2002*
- d) determined that it has complied with the decision-making provisions of the *Local Government Act 2002* to the extent necessary in relation to this decision; and in accordance with section 79

of the Act, determined that it does not require further information, further assessment of options or further analysis of costs and benefits, or advantages and disadvantages prior to making a decision on this matter.

Cloke/Hughes

16. Accommodation Update

16.1 J Paterson provided an update on the progress of the accommodation project.

Resolved

That the Taranaki Regional Council:

- a) received the Accommodation Update Report March 2025
- b) noted the progress to date and the next steps on the Accommodation Project.

McIntyre/Walker

17. Stadium Taranaki Plus: Project Update

17.1 M Nield provided an update on the Stadium Taranaki Project.

Resolved

That the Taranaki Regional Council:

- a) noted the progress to date and the next steps on the Stadium Taranaki Plus Redevelopment Project.

Cloke/Jamieson

18. Public Excluded

In accordance with section 48(1) of the Local Government Official Information and Meetings Act 1987, resolves that the public is excluded from the following part of the proceedings of the Executive Audit and Risk Meeting on 18 March 2025 for the following reason/s:

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

Item 20 – Confirmation of Public Excluded Executive Audit and Risk Minutes – 4 February 2025

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 protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information; and/or enable any local authority holding the information to carry out, without prejudice, commercial activities.

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Item 21:	The report contains information relating to performance of the	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 for which

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Yarrow Stadium Plus: Project Steering Group Report	contractor which is subject to ongoing monitoring and negotiation.	good reason for withholding would exist under section 7 (2) (h) of the Local Government Official Information and Meetings Act 1987.
Item 22: Stadium Taranaki Launch Event Plan	To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	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 for which good reason for withholding would exist under section 7 (2) (h) of the Local Government Official Information and Meetings Act 1987.
Item 23: Accommodation Project Dashboard Report March 2025	The report contains information relating to performance of the contractor which is subject to ongoing monitoring and negotiation.	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 for which good reason for withholding would exist under section 7 (2) (h) of the Local Government Official Information and Meetings Act 1987.

Cloke/Jamieson

There being no further business the Committee Chairperson, M J Cloke, declared the meeting of the Executive Audit and Risk Committee meeting closed at 11.57am.

Executive Audit and Risk

Committee Chairperson: _____

M J Cloke



Date: 1 April 2025

Subject: CDEM - Joint Committee Minutes

Author: M Jones, Governance Administrator

Approved by: M J Nield, Director – Corporate Services

Document: TRCID- 1492626864-529

Purpose

1. The purpose of this memorandum is to receive the minutes of the:
 - Civil Defence Emergency Management (CDEM) – Joint Committee held on 6 March 2025.

Executive summary

2. The Civil Defence Emergency Management – Joint Committee is a Joint Committee between the Taranaki Regional Council and the three district councils of Taranaki.
3. *The Local Government Act* (Schedule 7, clause 30(8)) states that a joint committee is deemed to be both a committee of the local authority and a committee of the other local authorities or public body.
4. Each council has therefore been given the minutes of the joint committee meetings for their receipt and information.

Recommendations

That Taranaki Regional Council:

- a) receives the unconfirmed minutes of the Civil Defence Emergency Management Joint Committee meeting held on 6 March 2025.

Appendices/Attachments

[TRCID-14992626964-419 Unconfirmed CDEM – Joint Committee Minutes 6 March 2025](#)



Date:	6 March 2025	
Venue:	Taranaki Regional Council, 47 Cloten Road, Stratford	
Document:	TRCID – 1492626864-68	
Present:	N Walker	Chairperson
	R Northcott	South Taranaki District Council
	N Volzke	Stratford District Council
	N Holdom	New Plymouth District Council
	R Rae	Iwi Representative
Attending:	S Hanne	Stratford District Council
	F Aiken	South Taranaki District Council
	G Green	New Plymouth District Council
	T Velvin	TEMO
	E Malloy	TEMO
	P Johnson	TEMO
	M Gillooly	NEMA - Zoom
	M Jones	Governance Administrator

The meeting opened with a group Karakia at 1.00pm.

Apologies: Were received and sustained from, P Nixon, South Taranaki District Council and S Ruru - Taranaki Regional Council.

Holdom/Volzke

1. Confirmation of CDEM – Joint Committee Minutes 5 December 2024

Resolved

That the Taranaki Civil Defence Emergency Management Joint Committee:

- took as read and confirmed the minutes of the Taranaki Civil Defence Emergency Management Joint committee meeting held the Stratford War Memorial Hall, 55 Miranda Street, Stratford on 5 December 2024
- noted that the unconfirmed minutes of the Taranaki Civil Defence Emergency Management Joint Committee held at the Stratford War Memorial Hall, 55 Miranda Street, Stratford on 5 December 2024, have been circulated to the New Plymouth District Council, Stratford District Council and the South Taranaki District Council for their receipt and information.

Volzke/Walker

2. Confirmation of CDEM – CEG Minutes 13 February 2025

Resolved

That the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group:

- a) took as read and confirmed the minutes of the Taranaki Civil Defence Emergency Management Co-ordinating Group meeting held Taranaki Regional Council, 47 Cloten Road, Stratford on 13 February 2025.

Northcott/Volzke

3. National Emergency Management Agency Update

- 3.1 M Gillooly – National Emergency Management Agency (NEMA), provided an update on NEMA activities.

Resolved

That the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group:

- a) received the memorandum National Emergency Management Agency Update.

Northcott/Holdom

4. Appointment of Zoe Sharman as Group Welfare Manager and Kelsey Tamaiparea as Alternate Group Welfare Manager

- 4.1 T Velvin advised of the appointment of Zoe Sharman as Group Welfare Manager and Kelsey Tamaiparea as Alternate Group Welfare Manager.

Resolved

That the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group:

- a) received the memorandum *Appointment of Ms Zoe Sharman as Group Welfare Manager and Kelsey Tamaiparea as Alternate Group Welfare Manager*
- b) noted the contents of the memorandum
- c) approved the appointment of Ms Zoe Sharman, to the role of Group Welfare Manager
- d) approved the appointment of Ms Kelsey Tamaiparea, to the role of Alternate Group Welfare Manager.

Holdom/Volzke

5. Appointment of Jacqueline Baker as New Plymouth District Council Local Controller

- 5.1 T Velvin advised of the appointment of Jacqueline Baker to the role of Local controller to New Plymouth District Council.

Resolved

That the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group:

- c) received the memorandum Appointment of Mrs Jacqueline Baker to the role of Local Controller, New Plymouth District Council
- d) noted the contents of the memorandum

- e) approved the appointment of Mrs Jacqueline Baker to the role of Local Controller, New Plymouth District Council.

Northcott/Walker

6. Draft Taranaki Civil Defence Emergency Management Group Plan 2025-2030

- 6.1 T Velvin and E Malloy gave an overview of the draft Civil Defence Emergency Management Group Plan to the Committee seeking their endorsement prior to it being approved for public consultation.

Resolved

That the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group:

- a) received the Memorandum Draft Taranaki CDEM Group Plan 2025-2030
- b) noted the contents of this memorandum
- c) approved the *Draft Taranaki Civil Defence Emergency Management Group Plan 2025-2030* for public consultation in accordance with the recommended in the following schedule:

Date	Action
Proposed 6 March 2025	Draft Group Plan to the CDEM Joint Committee for approval to be put forward for public consultation
7 March 2025	Notify Group Plan for public submissions (1 month, 1 day – meeting requirements of Section 52(2) of CDEM Act 2002)
7 March 2025	Draft Group Plan for NEMA technical review (1 month)
8 April 2025	Public submissions close, CDEM Senior Planning Advisor analyses and summarises submissions and prepares recommendations of change
8 April 2025	NEMA technical review complete
To be arranged if required	Public Hearing of submissions
To be arranged if required	Special meeting for deliberations and amendments, and adoption of final draft
10 June 2025	Forward final draft Group Plan for Minister’s comments – 20 working days for comment
24 July 2025	Group Plan to Coordinating Executive Group for receiving, noting and recommending
7 August 2025	CDEM Joint Committee adopt the Group Plan

Walker/Holdom

7. Quarterly Performance Report

- 7.1 T Velvin provided an update on the Q2 Quarterly Performance Report 2024/25.
- 7.2 T Velvin provided an update on the drought that has been declared in the Taranaki Region and the impact this is likely to have moving forward.

(1.23pm R Rae joined the meeting)

Resolved

That the Taranaki Civil Defence Emergency Joint Committee:

- a) received memorandum, *Quarterly Performance Report Q2 2024/25*
- b) noted the contents of the memorandum
- c) approved the report.

Holdom/Walker

There being no further business the Civil Defence Emergency Management – Joint committee Chair, N Walker, declared the Civil Defence Emergency Management – Joint Committee meeting closed with a group Karakia at 1.35pm.

Civil Defence Emergency Management

– Joint Committee Chairperson: _____

N Walker



Date: 1 April 2025

Subject: Receipt of Regional Transport Committee Minutes

Author: M Jones, Governance Administrator

Approved by: M J Nield, Director – Corporate Services

Document: TRCID-1492626864-528

Purpose

1. The purpose of this memorandum is to receive the minutes of the:
 - Regional Transport Committee held on 13 March 2025.

Executive summary

2. The Regional Transport Committee is a Joint Committee between the Taranaki Regional Council and the three district councils of Taranaki.
3. The Local Government Act (Schedule 7, clause 30(8)) states that a joint committee is deemed to be both a committee of the local authority and a committee of the other local authorities or public body.
4. Each council has therefore been given the minutes of the joint committee meeting for their receipt and information.

Recommendation

That Taranaki Regional Council:

- a) receives the unconfirmed minutes of the Regional Transport Committee meeting held on 13 March 2025.

Appendices/Attachments

[TRCID-1492626864-472 : Unconfirmed RTC Minutes 13 March 2025](#)



Date:	13 March 2025
Venue:	Taranaki Regional Council Boardroom, 47 Cloten Road, Stratford
Document:	TRCID-1492626864-472
Present:	A Jamieson Taranaki Regional Council (Chairperson) T Cloke Taranaki Regional Council N Volzke Stratford District Council (left meeting at 12.36pm) P Nixon South Taranaki District Council M Chong New Plymouth District Council (Joined meeting at 10.36) L Stewart Waka Kotahi
Attending:	M Nield Taranaki Regional Council R O'Keefe NZ Police L Hawkins Taranaki Regional Council F Ritson Taranaki Regional Council C Gazley Taranaki Regional Council L Maude Waka Kotahi M Jones Governance Administrator N Chadwick Executive Assistant (left meeting at 12.07pm) N Dingle Waka Kotahi (zoom - joined meeting at 10.59am) R Stewart Waka Kotahi (zoom - joined meeting at 11.35am) B Johnston KiwiRail (Zoom) S Bowden Stratford District Council S Downs New Plymouth District Council (joined meeting at 10.36am) M Webby Roadsafe Taranaki (joined meeting at 11.37am) D Pentz Production Manager – Roadsafe Taranaki Two members of the public in attendance

The meeting opened with a group Karakia at 10.30am.

Apologies: Were received and sustained from H Duynhoven - NPDC.

Cloke/Volzke

1. Deputation

- 1.1 E Sera delivered a deputation regarding speed limits at the southern and northern points of Oākura township on SH45.

(M Chong and S Downs Joined meeting at 10.36.)

2. Confirmation of Minutes Regional Transport Committee – 5 December 2024

Resolved

That the Taranaki Regional Transport Committee:

- a) took as read and confirmed the minutes of the Taranaki Regional Transport committee held at 47 Cloten Road, Stratford on 5 December 2024 at 1.00pm
- b) noted the unconfirmed minutes of the Taranaki Regional Transport Committee meetings held at 47 Cloten Street, Stratford on 5 December 2024 at 1.00pm, have been circulated to the New Plymouth District Council, Stratford District Council and the South Taranaki District Council for their receipt and information.

Volzke/Cloke

3. Receipt of Minutes Regional Transport Advisory Group – 20 February 2025

Resolved

That the Taranaki Regional Transport Committee:

- a) received the unconfirmed minutes of the Regional Transport Advisory Group (RTAG) meeting held at 47 Cloten Road, Stratford on 20 February 2025.

Cloke/Nixon

4. KiwiRail Presentation

- 4.1 B Johnston provided an update on KiwiRail on Rail Network Investment Programmes and KiwiRail activities.

Resolved

That the Taranaki Regional Transport Committee:

- a) received the presentation from KiwiRail on the Rail Network Investment Programme
- b) noted the content of the presentation along with the general update from KiwiRail.

Cloke/Nixon

5. Waka Kotahi New Zealand Transport Agency Update

- 5.1 L Stewart - Waka Kotahi provided an update on regional and national activities.

(M Webby Roadsafes Taranaki and D Pentz – South Taranaki District Council joined meeting at 11.37am)

- 5.2 L Stewart introduced N Dingle and R Stewart who gave a PowerPoint presentation on the implementation of safety cameras.

Resolved

That the Taranaki Regional Transport Committee:

- a) received the updates and presentations provided by Waka Kotahi New Zealand Transport Agency.

Nixon/Cloke

6. Submission on SH3 Speed Limit Reversals

- 6.1 F Ritson provided an overview of the submission to Waka Kotahi on State Highway3 Speed Limit Reversals.

Resolved

That the Taranaki Regional Transport Committee:

- a) received the memorandum Submission on State Highway 3 speed limit reversals
- b) received and approved the submission prepared on the State Highway 3 speed limit reversals, subject to any amendments requested by the Committee, and instructs staff to submit the submission to the government by submission deadline.
- c) determined that this decision be recognised as not significant in terms of section 76 of the Local Government Act 2002
- d) determined that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with section 79 of the Act, determined that it does not require further information, further assessment of options or further analysis of costs and benefits, or advantages and disadvantages prior to making a decision on this matter.

Cloke/Volzke

7. Correspondence and Information Items

- 7.1 F Ritson provided an update on information and correspondence received since the last meeting.

Resolved

That the Taranaki Regional Transport Committee:

- a) received and noted for information purposes the release of new Road Safety Objectives by the Minister of Transport in October 2024
- b) noted for information purposes the correspondence sent to the New Zealand Equestrian Advocacy Network as agreed at the 5 December 2024 Committee meeting
- c) received and noted the work initiated to manage roading culverts in the region optimally.

Nixon/Cloke

8. Regional Transport Committee 2025 Meeting Planner

- 8.1 F Ritson outlined the 2025 Regional Transport Committee meeting dates and the anticipated agenda items.

Resolved

That the Taranaki Regional Transport Committee:

- a) received the memorandum, Regional Transport Committee 2025 meetings planner
- b) received the Regional Transport Committee 2025 Meeting Agenda Schedule attached
- c) noted that additional items may be added to the agendas as the need arises throughout the year.

Nixon/Volzke

9. Regional Land Transport Plan Implementation Updates

- 9.1 S Downs, New Plymouth District Council provided an update on transport activities within the New Plymouth District.
- 9.2 S Bowden, Stratford District Council provided an update on transport activities within the Stratford District.
- 9.3 C Gazley, Taranaki Regional Council provided an update on public transport activities.

Resolved

That the Taranaki Regional Transport Committee:

- a) received the update provided by the New Plymouth District Council on its transport activities
- b) received the update provided by the South Taranaki District Council on its transport activities
- c) received the update provided by the Stratford District Council on its transport activities
- d) received the update provided by the Taranaki Regional Council on public transport activities.

Nixon/Cloke

10. Regional Road Safety Update

- 10.1 M Webby – Roadsafe Taranaki and R O’Keefe NZ Police provided updates on road safety activities within the Taranaki region.

Resolved

That the Taranaki Regional Transport Committee:

- a) received and noted the update on road safety activities in the region provided by representatives of the Taranaki Road Safety Action Planning Group.

Cloke/Nixon

There being no further business the Committee Chairperson, Councillor A L Jamieson declared the Regional Transport Committee meeting closed with Karakia at 12.45pm.

Regional Transport

Committee Chairperson: _____

A L Jamieson



Date: 1 April 2025

Subject: Receipt of Taranaki Solid Waste Management Committee Minutes

Author: M Jones, Governance Administrator

Approved by: M J Nield, Director – Corporate Services

Document: TRCID-1492626864-530

Purpose

1. The purpose of this memorandum is to receive the minutes of the:
 - Taranaki Solid Waste Management Committee (TSWM) held on 20 March 2025.

Executive summary

2. The Taranaki Solid Waste Management Committee is a Joint Committee between the Taranaki Regional Council and the three district councils of Taranaki.
3. *The Local Government Act* (Schedule 7, clause 30(8)) states that a joint committee is deemed to be both a committee of the local authority and a committee of the other local authorities or public body.
4. Each council has therefore been given the minutes of the joint committee meeting for their receipt and information.

Recommendation

That Taranaki Regional Council:

- a) receives the unconfirmed minutes of the Taranaki Solid Waste Management Committee meeting held on 20 March 2025.

Appendices/Attachments

[TRCID-1492626864-501: Unconfirmed TSWM Committee Minutes 20 March 2025](#)



Date:	20 March 2025	
Venue:	Taranaki Regional Council Boardroom, 47 Cloten Road, Stratford	
Document:	TRCID-1492626864-501	
Present:	D McIntyre	Chairperson
	M Chong	New Plymouth District Council (joined meeting at 10.35am)
	M McKay	Stratford District Council
	B Roach	South Taranaki District Council
Attending:	A J Matthews	Director - Environment Quality
	V McKay	Manager - Environmental Assurance
	M Jones	Governance Administrator
	G Cotter	New Plymouth District Council
	J Waterman	New Plymouth District Council
	J O'Connor	New Plymouth District Council
	C Koen	New Plymouth District Council (left meeting at 12.20pm)
	S Wilson	South Taranaki District Council (left meeting at 12.20pm)
	L Jones	Enviroschools
	T Wilson	AgRecovery

Apologies: M Chong for lateness.

1. Confirmation of Minutes – 14 November 2024

Recommendations

That the Taranaki Solid Waste Management Committee:

- a) took as read and confirmed the minutes and resolutions of the Taranaki Solid Waste Management Committee meeting held at Taranaki Regional Council, 47 Cloten Road Stratford on 14 November 2024
- b) noted that the unconfirmed minutes of the Taranaki Solid Waste Management Committee held at on Thursday 14 November 2024 at Taranaki Regional Council have been circulated to the New Plymouth District Council, Stratford District Council and South Taranaki District Council for receipt and information.

McKay/Roach

2. AgRecovery Update

- 2.1 T Wilson gave a PowerPoint presentation to provide an update on AgRecovery initiatives in the Taranaki region and New Zealand.

Recommendation

That the Taranaki Solid Waste Management Committee:

- a) received the agenda memorandum AgRecovery Update and accompanying presentation.

McIntyre/Roach

3. Presentation – Taranaki EnviroSchools Zero Waste

- 3.1 L Jones gave a PowerPoint presentation on the EnviroSchools zero waste programme.

Recommendation

That the Taranaki Solid Waste Management Committee:

- a) received the agenda memorandum Presentation – Taranaki EnviroSchools Zero Waste.

McKay/Chong

4. Regional Waste Minimisation Officers Report

- 4.1 G Cotter provided an update on the activities undertaken by the Regional Waste Minimisation officers in the region.

Recommendations

That the Taranaki Solid Waste Management Committee:

- b) received the memorandum Regional Waste Minimisation Officer's Activity Report March 2025
c) noted the activities of the Regional Waste Minimisation Officer and District Councils.

Roach/McKay

5. Regional Annual Data Report 2023/2024

- 5.1 G Cotter provided an update on the regional waste data for the 2023/2024 financial year.

Recommendations

That the Taranaki Solid Waste Management Committee:

- a) noted that the memorandum Annual Data Report 2023/2024 was received at the previous Taranaki Solid Waste Committee meeting held on Thursday 14 November 2024
b) received the update on the regional waste data for the 2023/2024 financial year.

Roach/McKay

6. Consumer Guarantees (Right to repair) Amendment Bill

6.1 G Cotter gave an overview of the Consumer Guarantees (Right to repair) Amendment Bill that is currently open for consultation and the draft submission seeking feedback from the committee.

Recommendations

That the Taranaki Solid Waste Management Committee:

- a) received this memorandum and the attached Submission for Right to Repair Bill
- b) noted the content of the Submission on the Consumer Guarantees (Right to repair) Amendment Bill and provide any additional commentary for inclusion in the submission.

McIntyre/Roach

There being no further business, Committee Chairperson, D H McIntyre declared the meeting of the Taranaki Solid Waste Management Committee closed at 12.29pm.

Taranaki Solid Waste

Management Chairperson: _____

D H McIntyre



Date: 1 April 2025
Subject: Council Conduct Review
Author: S J Ruru, Chief Executive
Approved by: S J Ruru, Chief Executive
Document: TRCID-1492626864-516

Purpose

1. The purpose of this memorandum is to present for approval the proposed Terms of Reference for the review of the actions taken leading up to, during and following consideration of the Principles of the Treaty of Waitangi Bill submission at the 10 December Ordinary Council meeting.

Executive summary

2. This report presents proposed Terms of Reference for the Council Conduct Review that was approved at the 18 February 2025 Ordinary Council Meeting.
3. It is proposed that the review should look at what actions were taken, how the decisions were made and the extent to which these met the policies set by Council and relevant good practice expectations for local government.
4. The findings and recommendations that might arise from the review process will be reflected in a draft and subsequent final report to be presented to a future Ordinary Council meeting to enable decisions to be made as to what, if anything, should be done with each of the recommendations.
5. In addition to considering the scope of what can be included within the review it is also important to recognize that it does not remove any rights that parties might have to challenge the decisions made by Council in other forums, such as complaints to agencies such as the Ombudsman or judicial review proceedings.

Recommendations

That the Taranaki Regional Council:

- a) receives the Council Conduct Review Terms of Reference memorandum
- b) approves the Council Conduct Review Terms Reference attached
- c) notes that the report produced as part of the Council Conduct Review will be presented to a future Ordinary Council meeting to enable decisions to be made as to what, if anything, should be done with any recommendations that might be made by the review
- d) determines that this decision be recognised as not significant in terms of section 76 of the Local Government Act 2002

- e) determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with section 79 of the Act, determines that it does not require further information, further assessment of options or further analysis of costs and benefits, or advantages and disadvantages prior to making a decision on this matter.

Background

6. At its 18 February 2025 meeting, the Council considered a report addressing a complaint, and issues discussed at the 4 February 2025 Operations and Regulatory and Policy and Planning committee meetings, relating to conduct during consideration of an item on a proposed submission to the Principles of the Treaty of Waitangi Bill at the 10 December 2024 Ordinary Council meeting.
7. When the Principles of the Treaty of Waitangi Bill submission came up for consideration, Council resolved to not debate the merits of lodging a submission or its potential content. Rather it determined that it would move directly to a vote on the matter, via which it determined that it would not lodge a submission.
8. The report considered at the 18 February 2025 concluded that the decision-making process followed deviated from established Council procedures, legal requirements and expectations of good governance practice. It then outlined three options for addressing the concerns and to identify opportunities for improvement.
9. Council agreed to initiation of an internal review process with the Chief Executive to report back on the proposed scope and process for such a review so that they could be approved by Council prior to the review being initiated.

Issues

10. There is a need for Council to consider and approve terms of reference and the process for undertaking the internal Council Conduct Review that it agreed to undertake at its 18 February meeting.

Discussion

11. Council has agreed that an internal review led by the Chief Executive should be undertaken. In making that decision, Council also accepted that its actions fell short of the standards that it aspires to achieve and that it wanted to identify how it could improve its internal processes and ways of working.
12. The attached terms reference propose that the review should identify and consider:
 - the environmental and strategic context within which the submission was developed and considered by Council
 - The policies and processes that Council has in place relating to the conduct of Council meetings and the drafting of submissions
 - the actions that were taken by those involved with development and consideration of the submission on the Principles of the Treaty of Waitangi Bill
 - How the actions taken and current Council policies and processes compare with good practice expectations for local government and public sector agencies
 - Any changes to existing Council policies and/or processes that should be considered either by the current Council or the new Council that will come into office following the October 2025 elections.
13. It is proposed that all staff, elected and appointed members involved in the original decision-making process should be provided with the opportunity to provide input to the review process. While this

approach is important from a natural justice perspective it does mean that the views of approximately twenty individuals will need to be sought, analysed and considered as part of the process.

14. In initiating such a review process, it is also important to recognise that issues may be raised or identified as part of the review process that are more appropriately dealt with via an alternative process. In this regard, it is appropriate that any complaints under the Code of Conduct be addressed in accordance with the procedures provided for in that document.
15. The report produced as part of the review process will be reported back to a future Council meeting so that decisions can be made as to what actions, if any, should be taken in response to any recommendations that might be made.
16. It is appropriate that decisions as to what action(s) should be taken are made by the current Council. To enable that to occur it is proposed that the aim should be to have the review completed by the end of June 2025. While that timetable looks to be achieved there is a risk of slippage depending on the nature of the issues that might be raised.

Options

17. Given that Council has already decided that an internal Council Conduct Review is to be completed the options available are to either approve the terms of reference as proposed or to do so following any modifications that they might consider appropriate.

Significance

18. The issue being addressed in this report relates to the proposed Terms of Reference for an internal review into the events before, during and following the 10 December 2024 Ordinary Council meeting in relation to the consideration of the Principles of the Treaty of Waitangi Bill submission.
19. Given that the issue relates to the conduct of the Council's governance body the question of the scope of the review and how Council might best respond is a matter of some significance. The quality of the governance that Council provides is fundamental to the operation of Council and the level of confidence that the Taranaki community can have in its Council's decision-making processes.
20. The decision to be made in this report is the terms of reference for the internal review that Council has already agreed to undertake. In that sense the decision could be seen to be of a procedural nature and hence officers believe it is reasonable for the Council to conclude that a decision in accordance with the recommendations would not be significant. In this regard it will have no impact on levels of service, will not incur more than \$10,000,000 budgeted or \$5,000,000 of unbudgeted expenditure, or involve any transfer of ownership or control of a strategic asset.

Financial considerations—LTP/Annual Plan

21. This memorandum and the associated recommendations are consistent with the Council's adopted Long-Term Plan and estimates. Any costs associated with the internal review process will be funded from within existing budgets.

Policy considerations

22. Council policies set out organisational standards which should be met in order to facilitate:
 - The maintenance of effective working relationships built on trust, respect and tolerance
 - Maintenance of the credibility and accountability of the Council with its community.
 - The effectiveness of the Council as a governance body in meeting its responsibilities for the provision of good local government to the Taranaki region.

23. A number of principles that are consistent with the organisational values, have been adopted as part of the strategic framework in the Long-Term Plan.
24. Clause 15 of Standing Orders details the provisions relating to the hearing of deputations at meetings. These include a requirement that the matter to be discussed should be within the terms of reference for that particular meeting. They also delegate the responsibility for making a decision on whether the deputation to be received and when it occurs within the meeting to the Chair.
25. Where a decision has been made under delegation that decision is legally enforceable and has the same effect as if the decision had been made by the Council itself. The Council also cannot 'over-ride' the decision that was made if it has concerns with it. Rather the appropriate course of action is to ask the individual/body who made the decision to reconsider the matter having regard to any views that the Council may want to express about the original decision.

Climate change considerations

26. This item is administrative in nature. There are no climate change impacts to consider in relation to this item.

Iwi considerations

27. Council is obliged by section 4 and 14 (1) (d) of the LGA to provide opportunities for Māori to contribute to its decision-making processes.
28. The Council are required by the Te Atiawa Claims Settlement Act 2016, Taranaki Iwi Claims Settlement Act 2016 and the Ngāruahine Claims Settlement Act 2016 to provide an effective mechanism for the iwi of Taranaki to contribute to the decision-making processes of the Council.
29. The objectives of this are to encourage and enable the iwi of Taranaki to:
 - Participate directly in the decision-making processes of the Council
 - Contribute directly to a wide range of the Council's policy, regulatory and advocacy functions
 - Have an effective and workable representation that is cost-effective for the Council and of benefit to both the Council and the iwi of Taranaki.
30. As the founding document of New Zealand, the Treaty/te Tiriti is of significance to Māori as the purpose of the document was to protect Māori rights and taonga (treasures), establish government and to keep peace and order.
31. This memorandum and the associated recommendations are consistent with the Council's policy for the development of Māori capacity to contribute to decision-making processes (schedule 10 of the Local Government Act 2002) as outlined in the adopted Long-Term Plan and/or Annual Plan.

Community considerations

32. This memorandum and the associated recommendations have considered the views of the community, interested and affected parties and those views have been recognised in the preparation of this memorandum.
33. It is reasonable for the Council to conclude that the community would expect its elected Council to provide a level of governance that is consistent with good governance practice across local government. It will be for the review to determine the extent to which there may have been a deviation from that expectation.

Legal considerations

34. This memorandum and the associated recommendations comply with the appropriate statutory requirements imposed upon the Council.

Appendices/Attachments

[TRCID-1492626864-408: Council Conduct Review Terms of Reference](#)

Council Conduct Review

Terms of Reference

TRCID- 1492626864-408

Purpose

To outline the scope of the Council Conduct Review into the actions taken leading up to, during and following consideration of the Principles of the Treaty of Waitangi Bill submission at the 10 December 2024 Ordinary Council meeting.

Background

1. At its 18 February 2025 meeting, the Council considered a report addressing a complaint, and issues discussed at the 4 February 2025 Operations and Regulatory and Policy and Planning committee meetings, relating to conduct during consideration of an item on a proposed submission to the Principles of the Treaty of Waitangi Bill at the 10 December 2024 Ordinary Council meeting.
2. When the Principles of the Treaty of Waitangi Bill submission came up for consideration, Council resolved to not debate the merits of lodging a submission or potential content of any submission. Rather it resolved to move directly to a vote on the matter without any debate. It then determined that it would not lodge a submission.
3. In drafting the 18 February 2025 report staff formed a view on the process followed at the December meeting based on their observations of what occurred, the knowledge that they had gained during discussion of the matters leading up to the meeting and other information that had been made available.
4. The report concluded that the decision-making process followed at the 10 December 2024 meeting deviated from established Council procedures, legal requirements, and expectations of good governance, potentially undermining public confidence. Council accepted these conclusions and passed the following resolutions:
 - a) *received the Council Conduct Complaint memorandum*
 - b) *confirmed that at its meeting on 10 December 2024 it acted in a manner inconsistent with:*
 - *its normal meeting protocol and the expectations that it has about the way in which it wishes to operate as reflected in its Mission, Organisational Values and principles in Standing Orders*
 - *relevant statutory provisions within the Local Government Act 2002 and Local Government Official Information and Meetings Act 1987*
 - *expectations of good practice as set by the Ombudsman, Office of the Auditor-General and other sources of good practice relating to local government.*
 - c) *apologised to Mr Dinnie Moeahu, the Iwi representatives on Council standing committees, the Taranaki community and councillors who were not able to express a view on the merits (or otherwise) of making a submission on the Principles of the Treaty of Waitangi Bill (the Bill) for the short-comings identified above*
 - d) *agreed that it should initiate an internal review (as proposed under option 3) of what occurred at its 10 December 2024 meeting, its current meeting procedures and standing orders with a view to identifying improvements that it can make during the current triennium and/or recommendations that it might make to the new Council to be elected in October 2025 as to how it can improve its governance processes*
 - e) *asked the Chief Executive to report back on a suggested process for reviewing current meeting processes and standing orders including options for allowing for all councillors to express a view on*

both the 10 December 2024 meeting and options for improving its meeting processes given their experiences during the current triennium

- f) *determined that this decision be recognised as not significant in terms of section 76 of the Local Government Act 2002*
 - g) *determined that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with section 79 of the Act, determined that it does not require further information, further assessment of options or further analysis of costs and benefits, or advantages and disadvantages prior to making a decision on this matter.*
5. This terms of reference seeks to outline the scope and proposed methodology for undertaking the review. It is acknowledged that there are limitations associated with an internal review process given that the Chief Executive and other staff were involved in the process involving the submission leading up to, at and following the 10 December 2024 Ordinary Council meeting. As such they have a direct interest in the matters to be considered, as do councillors.
 6. The internal review process does not affect the rights that external parties might have to seek an external review of what occurred or to challenge the decisions made by way of judicial review.

Scope

7. The internal review process will consider the actions and decisions made by Council to develop and consider, at its 10 December 2024 meeting a proposed submission on the Principles of the Treaty of Waitangi Bill. Matters to be included in the review include:
 - The broader environmental context within which Council currently operates including its statutory obligations, strategic framework and priorities as reflected in its key policy documents including the Long-Term Plan
 - The expectations set through legislative requirements and/or Council policy relating to the conduct of Council meetings, the actions of elected members and staff
 - The policies, procedures and practices that Council has in place (and/or has traditionally followed) to determine whether it should draft and make submissions on proposed legislation, government policies or other consultation processes
 - How these policies and procedures compare with what might be considered good practice across the local government sector
 - The process followed, and decisions made, leading into the development of a proposed submission on the Bill being included on the 10 December 2024 Council meeting agenda
 - The actions of individual councillors and staff prior to, during and after the 10 December 2024 Council meeting in relation to the proposed submission
 - How the request for a deputation in relation to the proposed submission was managed and the subsequent treatment of parties making a deputation
 - The process followed to alert councillors to the fact that a submission was to be included on the agenda
 - The events that occurred before, during and after the 10 December 2024 meeting in relation to the proposed submission and other issues of relevance to the Bill
 - Actions that should be taken to improve Council policies and/or processes
 - Any recommendations that might be made to the incoming Council, that will be elected in October 2025, as to how they might wish to operate and/or improve current Council policy and/or processes.
8. The review will attempt to establish what occurred and the factors that might have influenced the actions taken by staff, elected members, Iwi representatives and any other relevant party. It will assess

the appropriateness of these actions having regard to the issues arising from the Bill, the role and purpose of Council and good practice expectations.

9. It will also identify and make recommendations on any actions that might be taken to improve current Council policies, procedures and/or the operation of the organisation.
10. For the avoidance of doubt, the review will not determine the civil, criminal or disciplinary liability of any person. This does not prevent the review from making a referral to an appropriate oversight body, such as the Ombudsman or Auditor-General should that be considered appropriate.

Out of scope

11. The review will not determine whether any further actions should be taken, under the Council Code of Conduct, or any other relevant legislation and/or Council policies relating to the actions of staff and/or elected members.
12. The review can only examine and make recommendations into actions that Council, staff and or elected representatives might take. It cannot require or direct that particular actions be taken by any external organisation and/or individual.

Process

13. The review may request and consider all official information, and any other information that may not be held by Council, as that term is defined under the Local Government Official Information and Meetings Act 1987.
14. The review will look to meet natural justice obligations, including by providing the draft report to all councillors, and any private individuals and/or organisations named in the report who are the subject of adverse comment or findings. The purpose of this is to confirm the factual accuracy of the comments made, rather than to comment on the findings reached.
15. All staff, elected and appointed members involved in the process will be provided with the opportunity to provide written and/or verbal comment on matters relating to the review process. As part of the review the Chief Executive (or any other staff member assisting with the review process) may also talk to any members of the public or other parties as considered appropriate.
16. The review will be led by the Chief Executive with assistance being provided by other Council staff as appropriate. The Chief Executive may seek independent legal or best practice advice to assist in the completion of the review. The Chief Executive, may at his discretion, also seek a peer review of the report and findings.

Limitations of Review

17. The review is an internal process being undertaken by staff, with input from councillors, Iwi committee representatives and Mr Dinnie Moeahu, who provided a deputation to the 10 December 2024 Ordinary Meeting.
18. These terms of reference seek to outline the scope and proposed methodology for undertaking the review. They also acknowledge that there are limitations associated with an internal review process.
19. The internal review process cannot stop the rights that external parties might have to initiate an external review process or to challenge the decisions made by Council by way of, for example, judicial review or any other form of proceeding.

Timetable

20. The review will be conducted as expeditiously as possible, with the aim of it being completed by 30 June 2025.



Date: 1 April 2025

Subject: Adoption of revised Taranaki Regional Council Model Standing Orders 2022-2025

Author: N Chadwick, Executive Assistant to the Chief Executive and Chairperson

Approved by: S J Ruru, Chief Executive

Document: TRCID-1492626864-465

Purpose

1. The purpose of this memorandum to adopt the revised Taranaki Regional Council Model Standing Orders 2022-2025.

Executive summary

2. Standing Orders contain rules for the conduct of the proceedings of Council, its committees and subcommittees. Their purpose is to enable local authorities to exercise their decision-making responsibilities in a transparent, inclusive and lawful manner.
3. Under section 27 of Part 1 of Schedule 7 of the Local Government Act (2002) it is mandatory for the council to adopt a set of Standing Orders.
4. A revision was made to Clause 25A (4), Schedule 7, Local Government Act 2002 which allow members to attend meetings via electronic link and be counted as part of quorum.
5. Legislation requires all elected and appointed members to follow Standing Orders.

Recommendations

That the Taranaki Regional Council:

- a) receives the Adoption of revised Taranaki Regional Council Model Standing Orders 2022-2025
- b) adopts the revised Taranaki Regional Council Model Standing Orders 2022-2025
- c) notes that the amendments will allow members that attend council or standing committee meetings by electronic link to be counted as a part of quorum in accordance with Clause 25A (4), Schedule 7, Local Government Act 2002 but members will still need to meet the conditions outlined in 12.10 and 12.11 of the Taranaki Regional Council Model Standing Orders 2022-2025
- d) determines that this decision be recognised as not significant in terms of section 76 of the Local Government Act 2002
- e) determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with section 79 of the Act, determines that it does not require further information, further assessment of options or further analysis of costs and benefits, or advantages and disadvantages prior to making a decision on this matter.

Background

6. In 2024 the Local Government Act 2022 was amended to allow members of councils and/or committees to participate in meetings via electronic link and be counted a part of quorum.
7. 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
8. The document also includes ten appendices, which provide templates and additional guidance for implementing provisions.

Issues

9. The issue to be resolved in this item is compliance with Clause 25A (4), Schedule 7, Local Government Act 2002.

Discussion

10. The revision undertaken by Officers relates to sections 12.8 and 12.9 of the Taranaki Regional Council Model Standing Orders 2022-2025.
11. In section 12.8, the wording has been amended to reflect that members attending meetings by electronic link will now be counted as present for the purposes of quorum.
12. 12.9 has been removed as the amendment to 12.8 makes this redundant.
13. As a result of removing 12.9, the numbering of all subsequent sections has changed.
14. Members should note that while they can be counted as a part of quorum if attending electronically, members are still required to meet their obligations under section 12.10 and 12.11.
15. Other minor formatting changes have also been made, but these do not alter the content of the standing orders.

Options

16. Option one: adopt the Taranaki Regional Council Model Standing Orders 2022-2025
17. Option two: do not accept the recommendation to adopt the Taranaki Regional Council Model Standing Orders 2022-2025
18. It is recommended that Council selects option one so that we are complying with Section 25A (4), Schedule 7 of the Local Government Act 2002.
19. There are no advantages to option two.

Significance

20. In terms of the Significance and Engagement Policy, the decision is determined as not significant as:
 - the decision does not affect a large number of residents and ratepayers to a moderate extent
 - the consequences of the decision do not affect a small number of residents and ratepayers to a large extent
 - the decision does not have a history of generating wide public interest with the Taranaki region or New Zealand generally.
21. As such, further consultation and/or engagement is not considered warranted.

Financial considerations—LTP/Annual Plan

22. This memorandum and the associated recommendations are consistent with the Council's adopted Long-Term Plan and estimates. Any financial information included in this memorandum has been prepared in accordance with generally accepted accounting practice.

Policy considerations

23. This memorandum and the associated recommendations are consistent with the policy documents and positions adopted by this Council under various legislative frameworks including, but not restricted to, the *Local Government Act 2002*, the *Resource Management Act 1991* and the *Local Government Official Information and Meetings Act 1987*.

Climate change considerations

24. There are no climate change impacts to consider in relation to this item.

Iwi considerations

25. This memorandum and the associated recommendations are consistent with the Council's policy for the development of Māori capacity to contribute to decision-making processes (schedule 10 of the *Local Government Act 2002*) as outlined in the adopted Long-Term Plan and/or Annual Plan.

Community considerations

26. This memorandum and the associated recommendations have considered the views of the community, interested and affected parties and those views have been recognised in the preparation of this memorandum.

Legal considerations

27. This memorandum and the associated recommendations comply with the appropriate statutory requirements imposed upon the Council.

Appendices/Attachments

[TRCID-1633393437-7: Model Standing Orders 2022](#)



Taranaki Regional Council Model
Standing Orders
2022-2025

Taranaki Regional Council



Standing Orders

Date of adoption: 8 November 2022

Doc# 3112365-v32

Taranaki Regional Council – Standing Orders

Preface/ Kupu whakapuaki

Standing orders contain rules for the conduct of the proceedings of local authorities, committees, subcommittees and subordinate decision-making bodies. 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. They fulfil the requirements of the Local Government Act 2002 (LGA 2002) and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

Please note standing orders do not apply to advisory bodies or workshops unless incorporated in their specific terms of reference.

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.

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1 Introduction / Kupu Whakataki

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

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

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

The Appendices, 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.

1.2 Principles / Ngā Mātāpono

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

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

1.3 Statutory references / Ngā tohutoro ā-ture

The Standing Orders consist of statutory provisions about meetings along with guidance on how those provisions should be applied in practice. Where a statutory provision has been augmented with advice on how it might be implemented the

advice (so as not to confuse it with the statutory obligation) is placed below the relevant legislative reference. In some cases the language in the statutory provision has been modernised for ease of interpretation or amended to ensure consistency with more recently enacted statutes.

It is important to note that statutory references in the standing orders apply throughout the period of a meeting, regardless of whether 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.

1.4 Acronyms / Ngā kupu rāpoto

LGA 2002	Local Government Act 2002
LGOIMA	Local Government Official Information Act 1987
LAMIA	Local Authority Members' Interests Act 1968

1.5 Application/ Te hāngaitanga

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

2 Definitions/ Ngā whakamārama

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

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

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

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

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

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

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

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

Chief executive means the chief executive of a 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.

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

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

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

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

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

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

Electronic link means both an audio and audiovisual link.

Emergency meeting has the same meaning as defined in cl. 22A of 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.

Item means a substantive matter for discussion at a meeting.

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

Joint committee means a committee in which the members are appointed by more than one local authority in accordance with 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, 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.

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

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

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

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

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

Motion means a formal proposal to a meeting.

Mover means the member who initiates a motion.

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

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

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

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

Open voting means voting that is conducted openly and in a transparent manner (i.e. enables an observer to identify how a member has voted on an issue) and may be

conducted by electronic means. The result of the vote must be announced immediately it has concluded. Secret ballots are specifically excluded.

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

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

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

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

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

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

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

Public notice means one that is made publicly available, until any opportunity for review or appeal in relation to the matter notified has lapsed, on the local authority's website. And in addition, is published in at least one daily newspaper circulating in

the region or district of the local authority, or one or more other newspapers that have a combined circulation in that region or district which is at least equivalent to that of a daily newspaper circulating in that region or district.

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

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

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

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

Regional Council Chairperson means the member of the governing body of a regional council elected as chairperson of that regional council under cl.25 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 or amendment.

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

Subordinate decision-making body means committees, subcommittees, and any other bodies established by a local authority that have decision-making authority, but not 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. See definition of “Committee”.

Working day means a day of the week other than:

- a) Saturday, Sunday, Good Friday, Easter Monday, Anzac Day, Labour Day, the Sovereign’s birthday, Matariki, and Waitangi Day. If Waitangi Day or Anzac Day falls on a Saturday or a Sunday, then the following Monday;
- b) The day observed in the appropriate area as the anniversary of the province of which the area forms a part; and
- c) A day in the period commencing with 20 December in any year and ending with 10 January in the following year.

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

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

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

General matters / Ngā take whānui

3 Standing orders / Ngā tikanga whakahaere hui

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

A council is required to operate in accordance with standing orders for the conduct of its meetings and the meetings of its committees and subcommittees. 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 / Te tukanga mō te whakatū me te whakahou i ngā tikanga whakahaere hui

The adoption of standing orders and any amendment to standing orders must be made by the Council and by a vote of not less than 75 % of the members present.

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

3.3 Members must obey standing orders / Me whai ngā mema i ngā tikanga whakahaere hui

All members of the local authority, including members of committees and subcommittees, must obey these standing orders.

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

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

These standing orders apply to all meetings of the regional council, its committees, subcommittees and subordinate decision-making bodies. This includes meetings and parts of meetings that the public are excluded from.

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

Any member of a council, committee, subcommittee and subordinate body may move a motion to suspend 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 / Ngā whakawā a te kaunihera

In the case of quasi-judicial proceedings the local authority 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 / Ngā wāhi noho o ngā mema

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

4 Meetings / Ngā hui

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

The regional council must hold meetings for the good government of its region. Meetings must be called and conducted in accordance with:

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

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

4.2 Meeting duration / Te roa o ngā hui

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

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

4.3 Language / Te reo

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

If a member intends to address the meeting in New Zealand Sign Language, or in te reo Māori when the normal business of the meeting is conducted in English, they must give prior notice to the Chairperson not less than 5 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 5 working days before the meeting.

4.4 Webcasting meetings / Te pāho mataora i ngā hui

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

4.5 First meeting (inaugural) / Te hui tuatahi

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

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 any declarations required of members under cl.14, Schedule7, (LGA 2002), and
- (b) The election of the Chairperson (if any) and the making and attesting of the declaration required of the Chairperson under cl. 14 Schedule7, (LGA 2002), and
- (c) A general explanation, given or arranged by the chief executive, of:
 - i. LGOIMA; and

- ii. Other laws affecting members, including the appropriate provisions of the Local Authorities (Members Interests) Act 1968; and sections 99, 105, and 105A of the Crimes Act 1961; and the Secret Commissions Act 1910; and the Financial Markets Conduct Act 2013;
- (d) The fixing of the date and time of the first meeting of the local authority, or the adoption of a schedule of meetings; and
- (e) the election of the deputy Chairperson in accordance with cl.17 Schedule7, (LGA 2002).

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

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

5 Appointments and elections / Ngā kopounga me ngā pōtītanga

5.1 Elections of a Chairperson and deputy Chairperson / Nga pōtītanga mō te ūpoko me nga koromatua tuarua

The council (or a committee responsible for making the appointment) must decide by resolution to use one of two voting systems (see standing order 5.5) when electing people to the following positions:

- the Chairperson and deputy Chairperson;
- the Chairperson and deputy Chairperson of a committee; and
- a representative of the regional council,

cl. 25 Schedule 7, LGA 2002.

5.2 Voting system for Chairperson, deputies and committee chairs / Te pūnaha pōti mō ngā ūpoko, ngā Koromatua tuarua me ngā ūpoko komiti

When electing a regional council chair, a deputy chair 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 / Te tuku mana

6.1 Limits on delegations / Te haepapa ki te whakaaroaro ki te tukunga mana ki ngā poari hapori

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, 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 / Ngā tepenga o te tuku mana

A committee, subcommittee, subordinate decision-making body, 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 / Ka taea e ngā komiti te tuku mana

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 / Te whakamahi i ngā mana tuku

Nothing in these standing orders allows a council, committee and subcommittee to rescind or amend a lawfully made decision of a subordinate decision-making body carried out under a delegation authorising the making of that decision.

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

6.5 Committees and sub committees subject to the direction of the council / E kore e taea te whakakore, te whakahou rānei i ngā whakatau i raro i te mana tuku

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

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

7 Committees / Ngā komiti

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

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

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

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

Unless expressly provided otherwise in legislation or regulation:

- (a) the council 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.

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

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

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

At least one member of a committee must be an elected member of the council. 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 / Ka āhei te mana ā-rohe ki te whakakāpi i ngā mema mēnā kāore i whakakorehia te komiti

If the council resolves that a committee, subcommittee or other subordinate decision-making body is not to be discharged under cl. 30 (7) Schedule 7, LGA 2002, the 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 Decision not invalid despite irregularity in membership / Te mematanga a te Koromatua

For the purpose of these standing orders a decision of a local authority, committee, or subcommittee is not invalidated if:

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

cl. 29, Schedule 7, LGA 2002.

7.7 Appointment of joint committees / Kāore e noho manakore tētahi whakatau ahakoa i rangirua te mematanga

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; and
- (b) how the Chairperson and deputy Chairperson are to be appointed; and
- (c) the terms of reference of the committee; and
- (d) what responsibilities, if any, are to be delegated to the committee by each party;
and
- (e) how the agreement may be varied.

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

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

7.8 Status of joint committees / Te kopounga o ngā komiti hono

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

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

7.9 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 / I mua i te hui

8 Giving notice / Te tuku pānui

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

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

s. 46, LGOIMA.

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

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

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

8.3 Extraordinary meeting may be called / Ka āhei ki te karanga hui motuhake

An extraordinary council meeting may be called by:

- (a) resolution of the council, or
- (b) a requisition in writing delivered to the chief executive which is signed by:
 - i. the Chairperson, or
 - ii. no 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 / Te pānui ki ngā mema – ngā hui motuhake

Notice in writing of the time and place of an extraordinary meeting called under standing order 8.3 and of the general nature of business to be considered must be given by the chief executive 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 / Ka āhei ki te karanga hui ohotata

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

- (a) The Chairperson; or
- (b) If the Chairperson is unavailable, the chief executive.

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

8.6 Process for calling an emergency meeting / Te pūnaha mō te karanga hui ohotata

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

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

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

8.7 Public notice – emergency and extraordinary meetings/ Te pānui tūmatanui – ngā hui ohotata me te motuhake

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

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

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

s. 46 (3) LGOIMA.

8.8 Chief executive may make other arrangements / Ka taea e te tumu whakahaere te whakarite etahi atu whakaritenga

The chief executive is to make any other arrangement for the notification of meetings, including emergency and extraordinary meetings, as the local authority may, from time to time, determine.

s. 46(5) LGOIMA.

8.9 Meetings not invalid / Kāore e manakore ngā hui

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

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

s. 46 (6), LGOIMA.

8.10 Resolutions passed at an extraordinary meeting / Kāore e manakore ngā hui

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.

8.11 Meeting schedules / Ngā hōtaka hui

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

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

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

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

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

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

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

8.13 Meeting cancellations / Te whakakore hui

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

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

9 Meeting agenda / Te rārangi take o ngā hui

9.1 Preparation of the agenda / Te rārangi take o ngā hui

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 / Te pūnaha mō te whakatakoto take hei whakatau

Requests for reports may be made by a resolution of the council, committee, subcommittee or subordinate decision-making body 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 10.

9.3 Chief executive may delay or refuse request / Ka āhei te tumu whakarae ki te whakaroa, whakakore rānei i tētahi tono

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

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 / Te raupapatanga o ngā mahi

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

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

9.5 Chairperson's recommendation / Te marohi a te ūpoko

A Chairperson, either prior to the start of the meeting and/or at the meeting itself, may include a recommendation regarding any item on the agenda brought before the meeting. Where a Chairperson's recommendation varies significantly from an officer's recommendation the reason for the variation must be explained. A recommendation that differs significantly from the officer's recommendation must comply with the decision-making requirements of Part 6, LGA 2002.

9.6 Chairperson's report / Te pūrongo a te ūpoko

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.

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

9.7 Public availability of the agenda / Te wātea o te rārangi take ki te marea

All information provided to members at a local authority 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 / Te tiroiro a te marea i te rārangi take

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

- (a) must be available for inspection at the public offices of the local authority (including service centres), at public libraries under the authority's control and on the council's website, and:
- (b) must be accompanied by either:
 - i. The associated reports; or
 - ii. A notice specifying the places at which the associated reports may be inspected.

s. 46A (1), LGOIMA.

9.9 Withdrawal of agenda items / Te tango take i te rārangi take

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

9.10 Distribution of the agenda / Te tuari i te rārangi take

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

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

9.11 Status of agenda / Te tūnga o te rārangi take

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

9.12 Items of business not on the agenda which cannot be delayed / Ngā take kāore i runga i te rārangi take e kore e taea te whakaroa

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

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

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

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

Items that are likely to be discussed under public excluded must be indicated on each agenda 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 / Te maru whāiti e pā ana ki te rārangi take me ngā meneti

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

s. 52, LGOIMA.

Meeting Procedures / Ngā Tikanga Hui

Opening and closing

Local authorities 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.

10 Quorum / Kōrama

10.1 Council meetings / Ngā hui kaunihera

The quorum for a meeting of the council is:

- (a) half of the members ~~physically~~ present, either physically or via audio-visual link, where the number of members (including vacancies) is even; and
- (b) a majority of the members ~~physically~~ present, either physically or via audio-visual link, where the number of members (including vacancies) is odd.

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

10.2 Committees and subcommittees meetings / Ngā hui komiti me te komiti āpiti

A council sets the quorum for its committees and subcommittees, either by resolution or by stating the quorum in the terms of reference. Committees may set the quorums

for their subcommittees by resolution provided that it is not less than two members. (See also 7.4).

In the case of subcommittees the quorum will be two members unless otherwise stated. In the case of committees at least one member of the quorum must be a member of the council.

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

10.3 Joint Committees / Ngā komiti hono

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

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

10.4 Requirement for a quorum / Te herenga mō te kōrama

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

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

10.5 Meeting lapses where no quorum / Ka tārewa te hui mēnā karekau he kōrama

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

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

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

10.6 Business from lapsed meetings / Ngā take mai i ngā hui tārewa

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

11 Public access and recording / Te urunga a te marea me te hopunga

11.1 Meetings open to the public / Te urunga a te marea me te hopunga

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

s.47 & 49(a), LGOIMA.

11.2 Grounds for removing the public / Te urunga a te marea me te hopunga

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

s.50(1), LGOIMA

11.3 Local authority may record meetings / Ka āhei te mana ā-rohe ki te hopu i ngā hui

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

11.4 Public may record meetings / Ka āhei te mana ā-rohe ki te hopu i ngā hui

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

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

12 Attendance / Te taenga

12.1 Members right to attend meetings / Te mōtika a ngā mema ki te tae ki ngā hui

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

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.

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

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

12.3 Leave of absence / Te tuku tamōtanga

The council grant a member leave of absence following an application from that member.

In addition the council may delegate the power to grant a leave of absence to the Chairperson, in order to protect a member's privacy and the Council may approve an application from the Chairperson. The Chairperson 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.

12.4 Apologies/ whakapāha

A member who does not have leave of absence may tender an apology should they be absent from all or part of a meeting. The Chairperson (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.

12.5 Recording apologies / Ngā whakapāha

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

12.6 Absent without leave / Te hopu whakapāha

Where a member is absent from the council for four consecutive meetings without leave of absence (not including extraordinary meetings 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.

12.7 Right to attend by audio or audio visual link / Te tamōtanga kāore i whakaaetia

Provided the conditions in these standing orders are met members of the local authority or 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.

12.8 Member's status: quorum / Te mōtika kia tae atu mā te hononga ā-oro, ataata-rongo rānei

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.

~~**12.9 Member's status: voting / Te tūnga a te mema: kōrama**~~

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

12.10.9 Chairperson's duties / Te tūnga a te mema: te pōti

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.

12.10.10 Conditions for attending by audio or audio visual link / Ngā mahi a te ūpoko

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.

12.10.11 Request to attend by audio or audio visual link / Ngā mahi a te ūpoko

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

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

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

12.1312.12 Chairperson may terminate link / Ngā mahi a te ūpoko

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

12.1412.13 Giving or showing a document / Ka āhei te ūpoko ki te whakakore i te hononga

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.

12.1512.14 Link failure / Te tuku, te whakaatu rānei i tētahi tuhinga

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

12.1612.15 Confidentiality / Ina mūhore te hononga

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

13 Chairperson’s role in meetings / Te mahi a te ūpoko i roto i ngā hui

13.1 Council meetings / Ngā hui kaunihera

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

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

13.2 Other meetings/ Ētahi atu hui

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

This standing order also applies to subcommittees and subordinate decision-making bodies.

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

13.3 Addressing the Chairperson / Me pēhea te whakaingoa i te ūpoko

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

13.4 Chairperson’s rulings / Ngā whakataunga a te ūpoko

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

13.5 Chairperson standing / Ina tū te ūpoko

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

13.6 Member's right to speak / Te mōtika a te mema ki te kōrero

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

13.7 Chairperson may prioritise speakers / Ka āhei te ūpoko ki te whakaraupapa i ngā kaikōrero

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

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

14 Public Forums / Ngā Matapakinga a te Marea

Public forums are not held as a matter of course. Public forums may be held by the Council or any of its Committees or Joint Committees provided a request for a public forum is received in writing by the Chief Executive at least two working days prior to the meeting and subsequently approved by the chairperson of the meeting. The chairperson of the meeting retains the right to refuse a request for a public forum. Should a public forum be agreed to be held, it will be conducted at a time determined by the chairperson of the meeting.

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

14.1 Time limits / Ngā tepenga wā

A period of up to 30 minutes, or such time as the chairperson of the meeting may determine, may be available for a public forum.

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

14.2 Restrictions / Ngā herenga

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

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

14.3 Questions at public forums / Ngā pātai i ngā matapakinga a te marea

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

14.4 No resolutions / Kāore he tatūnga

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

15 Deputations / Ngā Teputeihana

The purpose of a deputation is to enable a person, group or organisation to make a presentation to a meeting on a matter or matters covered by that meeting's terms of reference. Deputations may be received by the Council or any of its Committees or

Joint Committees provided a request for a deputation is received in writing by the Chief Executive at least two working days prior to the meeting and subsequently approved by the chairperson of the meeting. The chairperson of the meeting retains the right to refuse a request for a deputation. Should a deputation be agreed to be received, it will be conducted at a time determined by the chairperson of the meeting.

15.1 Time limits / Ngā tepenga wā

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

15.2 Restrictions / Ngā herenga

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

- a speaker is repeating views presented by an earlier speaker at the meeting;
- the speaker is criticising elected members and/or staff;
- the speaker is being repetitious, disrespectful or offensive;
- the speaker has previously spoken on the same issue;
- the matter is subject to legal proceedings;
- 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 of a deputation / Te pātai i ngā teputeihana

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

15.4 Resolutions / Ngā tatūnga

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

16 Petitions / Ngā tatūnga

16.1 Form of petitions / Ngā tatūnga

Petitions may be presented to the local authority or any of its committees. 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, inaccurate, or misleading statements (see standing order 20.9 on qualified privilege). They may be written in English or te reo Māori. Petitioners planning to make a petition in te reo Māori or sign language should advise the relevant Chairperson at least five working days before the meeting to enable the petition be translated and reprinted, if necessary.

16.2 Petition presented by petitioner / Te petihana ka whakatakotohia e te kaipetihana

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

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

16.3 Petition presented by member / Te petihana ka whakatakotohia e tētahi mema

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

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

17 Exclusion of public / Te aukati i te marea

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

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

17.2 Specified people may remain / Ngā mōtini me ngā tatūnga ki te aukati i te marea

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

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

s.48 (6) LGOIMA.

17.3 Public excluded items / Ngā mōtini me ngā tatūnga ki te aukati i te marea

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

s.46A (8) LGOIMA.

17.4 Non-disclosure of information / Ngā mōtini me ngā tatūnga ki te aukati i te marea

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

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

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

17.5 Release of information from public excluded session / Te tuku i ngā mōhiohio nō te nohoanga aukati ki te marea

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

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

18 Voting / Te pōti

18.1 Decisions by majority vote / Mā te nuinga e whakatau

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

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

18.2 Open voting / Te pōti tuwhera

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

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

18.3 Chairperson has a casting vote / Kei te ūpoko te pōti whakatau

The 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.

18.4 Method of voting / Te tikanga pōti

The method of voting must be as follows:

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

18.5 Calling for a division / Te tono i te wehenga

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

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

18.6 Request to have votes recorded / Te tono kia tuhi i ngā pōti

If requested by a member immediately after a vote the minutes must record the member's vote or abstention.

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

Any member may abstain from voting.

19 Conduct / Ngā whanonga

19.1 Calling to order / Te tono kia tau ngā mema

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

19.1 Behaviour consistent with Code of Conduct / Ngā whanonga e hāngai ana ki te Tikanga Whakahaere

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

19.2 Retractions and apologies / Te tango kōrero me te whakapāha

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

19.3 Disorderly conduct / Ngā whanonga kino

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

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

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

19.4 Contempt / Te whakahāwea

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

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

19.5 Removal from meeting / Te pana i te tangata i te hui

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

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

19.6 Financial conflicts of interests / Ngā take taharua ahumoni

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

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

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

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

s. 6 & 7 LAMIA.

19.7 Non-financial conflicts of interests / Ngā take taharua ahumoni-kore

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

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

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

19.8 Qualified privilege for meeting proceedings / Te maru whāiti mō ngā whakaritenga hui

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

s. 53, LGOIMA.

19.9 Qualified privilege additional to any other provisions / He āpitianga te maru whāiti ki ētahi atu whakaritenga

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

s. 53, LGOIMA.

19.10 Electronic devices at meetings / Ngā pūrere hiko i ngā hui

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

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

20 General rules of debate / Ngā tikanga whānui mō te tautohetohe

20.1 Chairperson may exercise discretion / Kei te ūpoko te tikanga

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

20.2 Time limits on speakers / Te tepenga wā mā ngā kaikōrero

The following time limits apply to members speaking at meetings:

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

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

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

20.3 Questions to staff / Ngā pātai ki ngā kaimahi

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

20.4 Questions of clarification / Ngā pātai whakamārama

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

20.5 Members may speak only once / Kotahi noa iho te wā e āhei ai te mema ki te kōrero

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

20.6 Limits on number of speakers / Ngā tepenga mō te maha o ngā kaikōrero

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

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

20.7 Secunder may reserve speech / Ka āhei te kaitautoko ki te whakatārewa i tana kōrero

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

20.8 Speaking only to relevant matters / Me hāngai ngā kōrero ki ngā take whai pānga

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

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

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

20.9 Restating motions / Te whakahua anō i te mōtini

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

20.10 Criticism of resolutions / Te whakahē i ngā tatūnga

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

20.11 Objecting to words / Te whakahē kupu

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

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

20.12 Right of reply / Te mōtika ki te whakautu

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

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

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. The mover of the original motion may choose to indicate that they wish to reserve their right or reply until the closure motion.

20.13 No other member may speak / E kore e āhei tētahi atu mema ki te kōrero

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

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

20.14 Adjournment motions / Ngā mōtini hei hiki i te hui

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

20.15 Chairperson's acceptance of closure motions / Te whakaae a te ūpoko ki ngā mōtini whakakapi

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

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

21 General procedures for speaking and moving motions / Ngā tikanga whānui mō te kōrero me te mōtini

21.1 Options for speaking and moving / Ngā kōwhiringa mō te kōrero me te mōtini

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

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

21.2 Option A / Kōwhiringa A

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

Option B / Kōwhiringa B

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

Option C / Kōwhiringa C

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

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

22 Motions and amendments / Ngā mōtini me ngā whakahoutanga

22.1 Proposing and seconding motions / Te whakatakoto me te tautoko mōtini

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

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

22.2 Motions in writing / Te tuhi i ngā mōtini

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

22.3 Motions expressed in parts / Ngā mōtini i whakawehea

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

22.4 Substituted motion / Ngā mōtini i whakawehea

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

22.5 Amendments to be relevant and not direct negatives / Me hāngai ngā whakahoutanga me kua e whakahē i te mōtini

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

- Not directly relevant
- In conflict with a carried amendment

- Similar to a lost amendment
- Would negate a committee decision if made under delegated authority
- In conflict with a motion referred to the governing body by that meeting
- Direct negative.

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

22.6 Foreshadowed amendments / Ngā whakahoutanga kua kōrerotia kētia

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

22.7 Lost amendments / Ngā whakahoutanga i whakahēngia

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

22.8 Carried amendments / Ngā whakahoutanga i whakaaetia

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

22.9 Where a motion is lost / Ina whakahēngia tētahi mōtini

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.

22.10 Withdrawal of motions and amendments / Te tango i ngā mōtini me ngā whakahoutanga

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

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

22.11 No speakers after reply or motion has been put / Kāore e āhei he kaikōrero i muri i te whakautu a te kaimōtini, i te tono rānei i te pōti

A member may not speak to any motion once:

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

23 Revocation or alteration of resolutions / Te whakakore, te whakahou rānei i ngā tatūnga

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

A member may give the chief executive a notice of motion for the revocation or alteration of all or part of a previous resolution of the council, committee or subcommittee. 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.

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

If a resolution is made under delegated authority by a committee, subcommittee or subordinate decision-making body, 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 committee, subcommittee or subordinate body.

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

23.3 Requirement to give notice / Te herenga ki te tuku pānui

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

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

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

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

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

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

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

23.6 Revocation or alteration by recommendation in report / Te whakakore, te whakahou rānei mā te marohi ki rō pūrongo

The local authority, on a recommendation in a report by the Chairperson, chief executive, or any committee or subcommittee, 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.

24 Procedural motions / Ngā mōtini whakahaere

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

A procedural motion to close or adjourn a debate will take precedence over other business, except points of order and rights of reply. If the procedural motion is seconded the Chairperson must put it to the vote immediately, without discussion or debate.

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

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

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

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

24.3 Voting on procedural motions / Te pōti mō ngā mōtini whakahaere

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

24.4 Debate on adjourned items / Te tautohetohe i ngā take i whakatārewatia

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

24.5 Remaining business at adjourned meetings / Ngā take e toe ana i ngā hui i whakatārewatia

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

24.6 Business referred to the relevant committee / Ngā take e tukuna ana ki te kaunihera, komiti, poari hapori rānei

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

24.7 Other types of procedural motions / Etahi atu momo mōtini whakahaere

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

25 Points of order / Te tono ki te whakatika hapa

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

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

25.2 Subjects for points of order / Ngā kaupapa mō te whakatika hapa

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

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

25.3 Contradictions / Ngā whakahē

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

25.4 Point of order during division / Te tono whakatika hapa i te wā o te wehenga

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

25.5 Chairperson's decision on points of order / Te whakatau a te ūpoko mō ngā tono whakatika

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

Should a point of order concern the performance of the chair, then the chair will refer the point of order to the deputy chair or, if there is no deputy, another member to hear arguments and make a ruling.

26 Notices of motion / Te pānui i ngā mōtini

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

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

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

26.2 Refusal of notice of motion / Te whakahē i te pānui mōtini

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

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

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

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

26.3 Mover of notice of motion / Te kaimōtini o te pānui mōtini

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

26.4 Alteration of notice of motion / Te whakarerekē i te pānui mōtini

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

26.5 When notices of motion lapse / Ka tārewa te pānui mōtini

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

26.6 Referral of notices of motion / Te tuku i ngā pānui mōtini

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

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

26.7 Repeat notices of motion / Ngā pānui mōtini tārua

When a motion has been considered and rejected by the local authority or a committee, no similar notice of motion 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.

27 Minutes / Ngā meneti

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

The local authority, committees, subcommittees and subordinate decision-making bodies 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.

27.2 Matters recorded in minutes / Ngā take ka tuhi ki ngā meneti

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

- (a) the date, time and venue of the meeting;
- (b) the names of the members present;
- (c) the Chairperson;
- (d) any apologies or leaves of absences;
- (e) the arrival and departure times of members;
- (f) any failure of a quorum;
- (g) a list of any external speakers and the topics they addressed;
- (h) a list of the items considered;

- (i) the resolutions and amendments related to those items including those that were lost, provided they had been moved and seconded in accordance with these standing orders;
- (j) the names of all movers, and seconders;
- (k) any objections made to words used;
- (l) all divisions taken and, if taken, a record of each members' vote;
- (m) the names of any members requesting that votes or abstentions be recorded;
- (n) any declarations of financial 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;
- (r) the names of people permitted to stay in public excluded.

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

27.3 No discussion on minutes / Kāore e āhei te whakawhiti kōrero mō ngā meneti

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

27.4 Minutes of last meeting before election / Ngā meneti o te hui whakamutunga i mua i te pōtitanga

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

28 Keeping a record/ Te whakarite mauhanga

28.1 Maintaining accurate records/ Te whakarite i ngā mauhanga tika

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

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

s. 17 Public Records Act 2005

28.2 Method for maintaining records/ Te tikanga mō te tiaki i ngā mauhanga

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

- The provision of a reliable means of assuring the integrity of the information is maintained; and
- The information is readily accessible so as to be usable for subsequent reference.

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

28.3 Inspection/ Te tiroiro

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

s. 51 LGOIMA.

28.4 Inspection of public excluded matters/ Te tiroiro i ngā take aukati marea

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

29 Referenced documents / Ngā tohutoro tuhinga

- Commissions of Inquiry Act 1908
- Sale of Alcohol Act 2012
- Crimes Act 1961
- Financial Markets Conduct Act 2013
- Local Authorities (Members' Interests) Act 1968 (LAMIA)
- Local Electoral Act 2001 (LEA)
- Local Government Act 1974 and 2002 (LGA)
- Local Government Official Information and Meetings Act 1987 (LGOIMA)
- Marine Farming Act 1971

- Resource Management Act 1991 (RMA)
- Secret Commissions Act 1910
- Securities Act 1978

Appendix 1: Grounds to exclude the public / Āpitianga 1: Ngā take e aukatihia ai te marea

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

- A1** That good reason exists for excluding the public from the whole or any part of the proceedings of any meeting as the public disclosure of information would be likely:
- (a) to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; or
 - (b) to endanger the safety of any person.
- A2** That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:
- (a) Protect the privacy of natural persons, including that of deceased natural persons; or
 - (b) Protect information where the making available of the information would:
 - i. disclose a trade secret; or
 - ii. be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information; or,
 - (c) In the case only of an application for a resource consent, or water conservation order, or a requirement for a designation or heritage order, under the Resource Management Act 1991, to avoid serious offence to tikanga Māori, or to avoid the disclosure of the location of waahi tapu; or
 - (d) Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would:
 - i. be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or
 - ii. be likely otherwise to damage the public interest; or
 - (e) Avoid prejudice to measures protecting the health or safety of members of the public; or
 - (f) Avoid prejudice to measures that prevent or mitigate material loss to members of the public; or

- (g) Maintain the effective conduct of public affairs through –the protection of such members, officers, employees, and persons from improper pressure or harassment; or
- (h) Maintain legal professional privilege; or
- (i) Enable any Council holding the information to carry out, without prejudice or disadvantage, commercial activities; or
- (j) Enable any Council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or
- (k) Prevent the disclosure or use of official information for improper gain or improper advantage.

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

- A3** That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information, the public disclosure of which would:
 - (a) Be contrary to the provisions of a specified enactment; or
 - (b) Constitute contempt of Court or of the House of Representatives.
- A4** That the purpose of the whole or the relevant part of the proceedings of the meeting is to consider a recommendation made to that Council by an Ombudsman under section 30(1) or section 38(3) of this Act (in the case of a Council named or specified in Schedule 1 to this Act).
- A5** That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the Council to deliberate in private on its decision or recommendation in:
 - (a) Any proceedings before a Council where
 - i. A right of appeal lies to any Court or tribunal against the final decision of the Council in those proceedings; or
 - ii. The Council is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings; and
 - (b) Any proceedings of a Council in relation to any application or objection under the Marine Farming Act 1971.

**Appendix 2: Sample resolution to exclude the public / Āpitianga 2:
He taurira mō te tatūnga ki te aukati i te marea**

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

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

- *Name of report(s)*

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

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public
		To prevent the disclosure of information which would – <ul style="list-style-type: none"> • be contrary to the provisions of a specified enactment; or • 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: <ul style="list-style-type: none"> • a right of appeal lies to a court or tribunal against the final decision of the councils in those proceedings; or • the council is required, by an enactment, to make a recommendation in respect of the

		matter that is the subject of those proceedings (s.48(1)(d)).
		To deliberate on proceedings in relation to an application or objection under the Marine Farming Act 1971 (s.48(1)(d)).
		To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).
		To protect the privacy of natural persons, including that of deceased natural persons (s 7(2)(a)).
		To maintain legal professional privilege (s 7(2)(g)).
		To prevent the disclosure or use of official information for improper gain or advantage (s. 7(2)(j)).
		To protect information which if public would; <ul style="list-style-type: none"> • disclose a trade secret; or • 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; <ul style="list-style-type: none"> • a resource consent, or • a water conservation order, or • a requirement for a designation or • an heritage order, (s 7(2)(ba)).

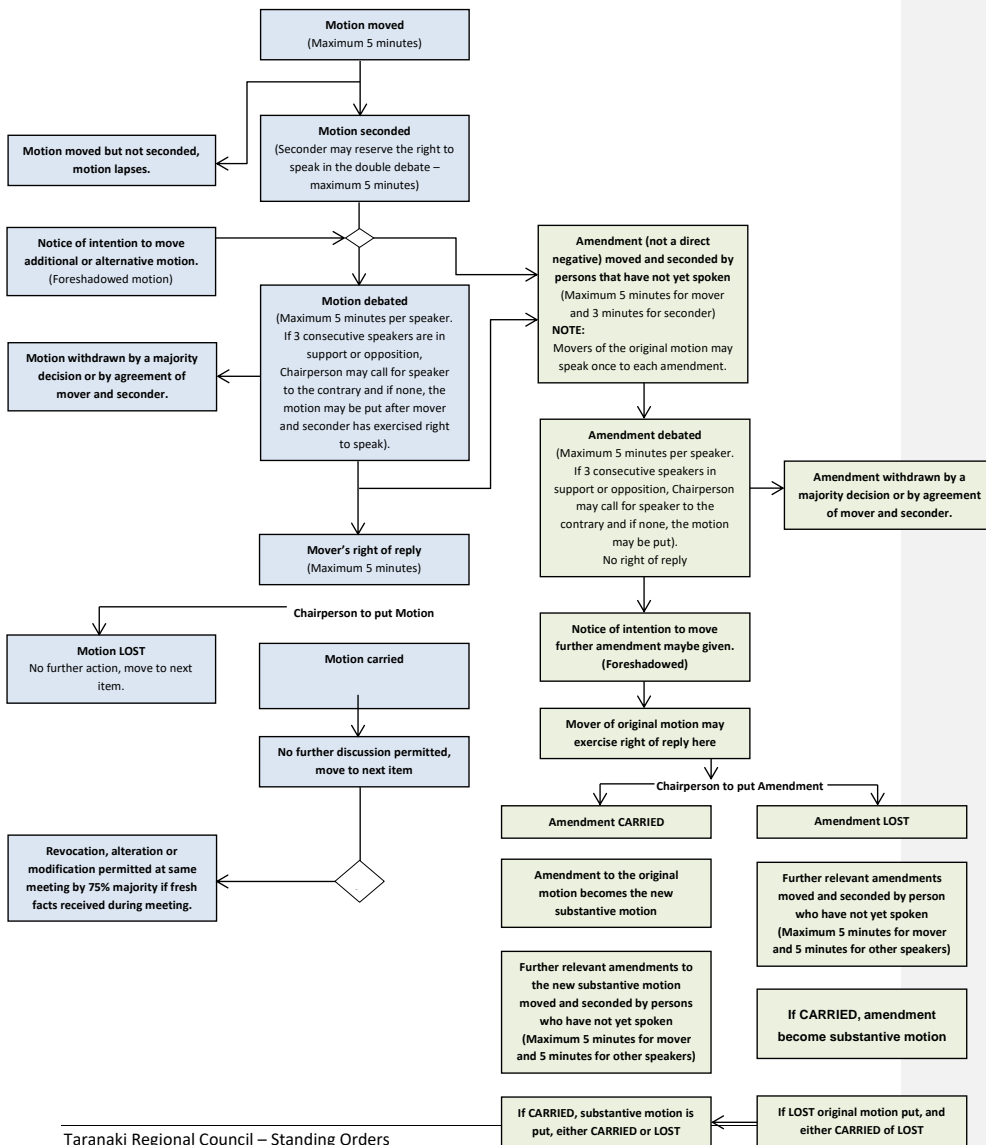
		<p>To protect information which is subject to an obligation of confidence where the making available of the information would be likely to:</p> <ul style="list-style-type: none"> • prejudice the supply of similar information, or information from the same source, where it is in the public interest that such information should continue to be supplied; or • would be likely otherwise to damage the public interest (s 7(2)(c)).
		To avoid prejudice to measures protecting the health or safety of members of the public (s 7(2)(d)).
		To avoid prejudice to measures that prevent or mitigate material loss to members of the public (s 7(2)(e)).
		To maintain the effective conduct of public affairs by protecting members or employees of the Council in the course of their duty, from improper pressure or harassment (s 7(2)(f)(ii)).
		To enable the council to carry out, without prejudice or disadvantage, commercial activities (s 7(2)(h)).

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

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

Motions without amendments

Motions with amendments





Appendix 4: Table of procedural motions / Āpitihangā 4: Tūtohi mō ngā mōtini whakahaere

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



Motion	Has the Chair discretion to refuse this Motion?	Is second order 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 5: Webcasting protocols / Āpitianga 5: Ngā tikanga mō te pāhotanga mataora

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

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



Appendix 6: Powers of a Chairperson / Āpitihangā 6: Ngā Mana Whakahaere a te Ūpoko

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

Chairperson to decide all questions

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

Chairperson to decide points of order (SO. 26.5)

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

Items not on the agenda (SO.9.12)

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

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

Chairperson's report (SO.9.6)

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

Chairperson's recommendation (SO.9.5)

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

Chairperson's voting (SO.19.3)

The Chairperson at any meeting has a deliberative vote and, in the case of equality of votes, has a casting vote where standing orders make such provision.

Motion in writing (SO.23.2)

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



Motion in parts (SO.23.3)

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

Notice of motion (SO.27.2)

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

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

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

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

Action on previous resolutions

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

Repeat notice of motion (SO.27.7)

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

Revocation or alteration of previous resolution

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

Chairperson may call a meeting

The Chairperson:



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

Irrelevant matter and needless repetition (SO.21.8)

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

Taking down words (SO.21.11)

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

Explanations

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

Chairperson rising (SO.14.5)

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

Members may leave places (SO.14.6)

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

Priority of speakers (SO.14.7)

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

Minutes (SO.28.1)

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

Questions of speakers (SO.16.3)

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



Withdrawal of offensive or malicious expressions (SO.20.3)

The Chairperson may call upon any member to withdraw any offensive or malicious expression and may require the member to apologise for the expression.

Any member who refuses to withdraw the expression or apologise, if required by the Chairperson, can be directed to withdraw from the meeting for a time specified by the Chairperson.

Chairperson's rulings (SO.14.4)

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

Disorderly behaviour (SO.20.4)

The Chairperson may:

- (a) Require any member or member of the public whose conduct is disorderly or who is creating a disturbance, to withdraw immediately from the meeting for a time specified by the Chairperson.
- (b) Ask the meeting to hold in contempt, any member whose conduct is grossly disorderly and where the meeting resolves to find the member in contempt, that resolution must be recorded in the minutes.

Failure to leave meeting (SO. 20.6)

If a member or member of the public who is required, in accordance with a Chairperson's ruling, to leave the meeting, refuses or fails to do so, or having left the meeting, attempts to re-enter without the permission of the Chairperson, any member of the police or officer or employee of the local authority may, at the Chairperson's request, remove or exclude that person from the meeting.

Audio or audio visual attendance (SO.13.10)

Where the technology is available and a member is attending a meeting by audio or audio-visual link, the Chairperson must ensure that:

- (a) the technology for the link is available and of suitable quality
- (b) procedures for using the technology in the meeting will ensure that:
 - i. everyone participating in the meeting can hear each other
 - ii. the member's attendance by audio or audio-visual link does not reduce their accountability or accessibility in relation to the meeting
 - iii. the requirements of Part 7 of LGOIMA are met
 - iv. the requirements in these standing orders are met.

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



Appendix 7: Process for removing a Chairperson and deputy Chairperson from office / Āpitianga 7: Te pūnaha mō te whakakore i te tūranga a te ūpoko, te Koromatua tuarua rānei

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

cl. 18 Schedule 7, LGA 2002.



Appendix 8: Workshops / Āpitihianga 8: Awheawhe

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

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



Appendix 9: Sample order of business / Āpitiḡanga 9: He tauira mō te whakaraupapatanga o ngā take

Open section

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

Public excluded section

- (m) Reports of committees
- (n) Reports of the chief executive and staff
- (o) Chairperson, deputy Chairperson and elected members' reports (information)



Appendix 10: Process for raising matters for a decision / Āpitianga 10: Te pūnaha mō te whakatakoto take hei whakatau

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

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

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

- report of chief executive
- report of Chairperson

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



Date: 1 April 2025

Subject: Appointment of Policy and Planning Committee Chair and Deputy Chair

Author: N Chadwick, Executive Assistant to the Chief Executive and Chair

Approved by: C S Williamson, Chair

Document: TRCID-1492626864-470

Purpose

1. The purpose of this memorandum is to provide, for the consideration of the appointment of councillors to the position of chair and deputy chair of the Policy and Planning Committee.

Recommendations

That the Taranaki Regional Council:

- a) receives this report Appointment of Policy and Planning Committee Chair and Deputy Chair
- b) approves the appointment of Councillor Bigham as Chair and Councillor Cram as Deputy Chair of the Policy and Planning Committee
- c) determines that this decision be recognised as not significant in terms of section 76 of the Local Government Act 2002
- d) determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with section 79 of the Act, determines that it does not require further information, further assessment of options or further analysis of costs and benefits, or advantages and disadvantages prior to making a decision on this matter.

Background

2. At the 8 November 2022 Ordinary meeting, Council were presented with a report proposing the Council Committee Structure and Delegations.
3. Council agreed to constitute the Policy and Planning committee along with receiving nominations for representatives from the three Taranaki District Councils and Federated Farmers.
4. The Policy and Planning Committee is responsible for strategy, policy, community engagement and environmental policy development. Its responsibilities include:
 - Overseeing the development and review of regional policy statement, natural resources plan and other environmental planning documents
 - Development of submissions and other advocacy activity relating to policy and other relevant policy matters of interest to the region.

5. Councillor Littlewood, in her role as Council Chair, prepared a subsequent report noting her recommendations on the appointment councillors to committees for the 2022-2025 triennium.
6. Within these recommendations, Councillor Littlewood appointed Councillor Williamson to the role of Chair of the Policy and Planning committee.
7. At the 18 February 2025 Ordinary meeting, Councillor Littlewood resigned from her position as Council Chair. An election of a new chair was held with Councillor Williamson being elected to the position.
8. Chairperson Williamson wishes to step down from the role of Chair of the Policy and Planning Committee.

Issues

9. There is a need for the Council to confirm the proposed appointments to the roles of chair and deputy chair of the Policy and Planning committee.

Discussion

10. Chair Williamson has recommended Councillor Bigham is promoted from her current role as Deputy Chair of the Policy and Planning Committee to the role of Chair.
11. Should Council approve this recommendation, a vacancy in the role of Deputy Chair will be created and it is the recommendation of Chair Williamson that Councillor Cram should be appointed to the role.
12. For fullness and clarity, the committee membership (excluding iwi and other appointments) will look as follows:

Policy and Planning Committee (8)	
Committee Chairperson:	Bonita Bigham
Committee Deputy Chairperson:	Donna Cram
Committee Members:	Susan Hughes
	Alan Jamieson
	Donald McIntyre
	Charlotte Littlewood
Ex officio:	Craig Williamson
	Neil Walker

Options

13. The options are as follows:
14. Option one: approve the appointment of Councillor Bigham as Chair and Councillor Cram as Deputy Chair of the Policy and Planning Committee.
15. Option two: not approve the appointment of Councillor Bigham as Chair and Councillor Cram as Deputy Chair of the Policy and Planning Committee and appoint other members of the committee to these roles.

Significance

16. A decision on this matter as assessed as not significant as it is an administrative matter.

Financial considerations—LTP/Annual Plan

17. This memorandum and the associated recommendations are consistent with the Council's adopted Long-Term Plan and estimates. Any financial information included in this memorandum has been prepared in accordance with generally accepted accounting practice.

Policy considerations

18. This memorandum and the associated recommendations are consistent with the policy documents and positions adopted by this Council under various legislative frameworks including, but not restricted to, the *Local Government Act 2002*, the *Resource Management Act 1991* and the *Local Government Official Information and Meetings Act 1987*.

Climate change considerations

19. There are no climate change impacts to consider in relation to this item.

Iwi considerations

20. This memorandum and the associated recommendations are consistent with the Council's policy for the development of Māori capacity to contribute to decision-making processes (schedule 10 of the *Local Government Act 2002*) as outlined in the adopted Long-Term Plan and/or Annual Plan.
21. Iwi representatives are appointed to the Policy and Planning committee and this paper and any subsequent decision does not change their membership.

Community considerations

22. This memorandum and the associated recommendations have considered the views of the community, interested and affected parties and those views have been recognised in the preparation of this memorandum.

Legal considerations

23. This memorandum and the associated recommendations comply with the appropriate statutory requirements imposed upon the Council.



Date: 1 April 2025

Subject: **Appointment to the Taranaki Regional Passenger Transport Joint Committee**

Author: N Chadwick, Executive Assistant to the Chief Executive and Chairperson

Approved by: M J Nield, Director - Corporate Services

Document: TRCID-1492626864-533

Purpose

1. The purpose of this memorandum is to allow for the appointment of a Councillor representative to the Taranaki Regional Passenger Transport Joint Committee (TRPTJC).

Recommendations

That the Taranaki Regional Council:

- a) receives the memorandum Appointment to the Taranaki Regional Passenger Transport Joint Committee
- b) appoints Councillor [insert name] to the Taranaki Regional Passenger Transport Joint Committee
- c) determines that this decision be recognised as not significant in terms of section 76 of the Local Government Act 2002
- d) determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with section 79 of the Act, determines that it does not require further information, further assessment of options or further analysis of costs and benefits, or advantages and disadvantages prior to making a decision on this matter.

Background

2. The Council has created the TRPTJC with other Taranaki based councils, Waka Kotahi/NZTA and other stakeholder representatives.
3. Councillors Hughes and Littlewood were appointed to the TRPTJC.
4. Councillor Littlewood wishes to step down from the TRPTJC and a replacement needs to be made.

Issues

5. The issue at hand is the appointment of a Councillor representative to the TRPTJC.

Discussion

6. The Council needs to seek nominations for this position and then either appoint a representative (if only one nominee) or hold an election (if there are more than two nominees).

Options

7. The Council can choose to make an appointment or not. Given the TRPTJC has only just been established and yet to hold its first meeting, it is recommended that the vacancy be filled.

Significance

8. In terms of the Significance and Engagement Policy, this matter is not deemed significant. This is a straight-forward administrative decision with little impact on the regional community.

Financial considerations—LTP/Annual Plan

9. This memorandum and the associated recommendations are consistent with the Council's adopted Long-Term Plan and estimates. Any financial information included in this memorandum has been prepared in accordance with generally accepted accounting practice.

Policy considerations

10. This memorandum and the associated recommendations are consistent with the policy documents and positions adopted by this Council under various legislative frameworks including, but not restricted to, the Local Government Act 2002, the Resource Management Act 1991 and the Local Government Official Information and Meetings Act 1987.

Climate change considerations

11. There are no specific climate change impacts to consider in relation to this item, although the work of the TRPTJC can either lead to increased or decreased public transport use and, consequently, increased or decreased private vehicle emissions.

Iwi considerations

12. This memorandum and the associated recommendations are consistent with the Council's policy for the development of Māori capacity to contribute to decision-making processes (schedule 10 of the Local Government Act 2002) as outlined in the adopted Long-Term Plan and/or Annual Plan.

Community considerations

13. This memorandum and the associated recommendations have considered the views of the community, interested and affected parties and those views have been recognised in the preparation of this memorandum.

Legal considerations

14. This memorandum and the associated recommendations comply with the appropriate statutory requirements imposed upon the Council.



Date: 1 April 2025

Subject: **Setting of Administrative Charges Pursuant to Section 36 of the Resource Management Act 1991**

Author: L Davidson, Executive Assistant

Approved by: M J Nield, Director - Corporate Services

Document: TRCID-1492626864-488

Purpose

1. The purpose of this memorandum is to enable the fixing of the 2025/2026 administrative charges pursuant to section 36 of the Resource Management Act 1991 (RMA).

Recommendations

That the Taranaki Regional Council:

- a) receives and notes this memorandum to fix the 2025/2026 administrative charges pursuant to section 36 of the Resource Management Act 1991
- b) adopts the statement of proposal to fix administrative charges pursuant to section 36 of the Resource Management Act 1991 for 2025/2026
- c) notes and approves that a summary of the statement of proposal will not be prepared
- d) notes and approves the timetable for the completion of the special consultative procedure and the fixing of the schedule of administrative charges pursuant to section 36 of the Resource Management Act 1991
- e) determines that this decision be recognised as not significant in terms of section 76 of the Local Government Act 2002
- f) determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with section 79 of the Act, determines that it does not require further information, further assessment of options or further analysis of costs and benefits, or advantages and disadvantages prior to making a decision on this matter.

Background

2. The Council is required to use the special consultative procedure, as set out in section 83 of the Local Government Act 2002 (LGA), to fix its annual administrative charges under section 36 of the RMA. This process normally occurs in conjunction with the special consultative procedure used to adopt the Long-Term Plan or Annual Plan. Section 36 charges apply to, and therefore involve, a relatively small number of consent applicants and holders. They are mainly associated with compliance monitoring programmes that have been previously circulated and discussed through the monitoring implementation process that occurs each year.

3. The 2014 amendment to the LGA that allowed the Council to undertake no additional consultation on an annual plan, if there are no significant or material changes proposed for that year compared to the proposals adopted for that year in the long-term plan, did not amend the RMA. That is, the requirement to use section 83 of the LGA to fix administrative charges under section 36 of the RMA remains in place.
4. The Council has decided not to undertake any additional public consultation and engagement on its 2025/2026 Annual Plan. However, there needs to be a section 83 of the LGA special consultative procedure to fix the 2025/2026 administrative charges pursuant to section 36 of the RMA.

Issues

5. The issue addressed in this memorandum is the commencement of the process to fix the Section 36 RMA charges for 2025/2026.

Discussion

6. At the 18 February 2025 meeting, the Council agreed to adopt the 2025/2026 Annual Plan without any further public engagement or consultation. Further, the Council resolved to undertake the special consultative procedure on the section 36 administrative charges with the intention of adopting both the Plan and the administrative charges in May 2025.

Section 36 Administrative Charges

7. The requirements of section 83 of the LGA are as follows:

Special consultative procedure

- (1) *Where this Act or any other enactment requires a local authority to use or adopt the special consultative procedure, that local authority must—*
 - (a) *prepare and adopt—*
 - (i) *a statement of proposal; and*
 - (ii) *if the local authority considers on reasonable grounds that it is necessary to enable public understanding of the proposal, a summary of the information contained in the statement of proposal (which summary must comply with section [83AA](#)); and*
 - (b) *ensure that the following is publicly available:*
 - (i) *the statement of proposal; and*
 - (ii) *a description of how the local authority will provide persons interested in the proposal with an opportunity to present their views to the local authority in accordance with section [82\(1\)\(d\)](#); and*
 - (iii) *a statement of the period within which views on the proposal may be provided to the local authority (the period being not less than 1 month from the date the statement is issued); and*
 - (c) *make the summary of the information contained in the statement of proposal prepared in accordance with paragraph [\(a\)\(ii\)](#) (or the statement of proposal, if a summary is not prepared) as widely available as is reasonably practicable as a basis for consultation; and*
 - (d) *provide an opportunity for persons to present their views to the local authority in a manner that enables spoken (or New Zealand sign language) interaction between the person and the local authority, or any representatives to whom an appropriate delegation has been made in accordance with Schedule [Z](#); and*

- (e) *ensure that any person who wishes to present his or her views to the local authority or its representatives as described in paragraph (d)—*
- (i) *is given a reasonable opportunity to do so; and*
- (ii) *is informed about how and when he or she may take up that opportunity.*
- (2) *For the purpose of, but without limiting, subsection (1)(d), a local authority may allow any person to present his or her views to the local authority by way of audio link or audiovisual link.*
- (3) *This section does not prevent a local authority from requesting or considering, before making a decision, comment or advice from an officer of the local authority or any other person in respect of the proposal or any views on the proposal, or both.*
8. The Council has prepared a draft schedule of its 2025/2026 administrative charges —refer attached. This will become the statement of proposal. The proposal is not materially or significantly different from the schedule of administrative charges fixed in the 2024/2034 Long-Term Plan. The construction, structure and nature of administrative charges is unchanged. That is, there is nothing structurally new or different in the schedule of administrative charges from that adopted in the 2024/2034 Long-Term Plan. Consent holders, and others that are impacted by these charges, will have a long-term familiarity with the approach to RMA administrative charges.
9. The charge-out rates have been updated, the fixed minimum charges have been updated, the schedules of charges have been updated, and the individual monitoring programme charges have been reviewed and updated.
10. As there is little in the way of change to the administrative charges, there is an overall familiarity with the approach and there is a logistical difficulty around summarising the charges, it is not proposed to prepare a summary of the statement of proposal – section 83(1)(a)(ii).
11. Similarly, it is not proposed to undertake a complex or comprehensive consultation process. All of the individual compliance monitoring programmes have the appropriate opportunity for the consent holder to provide their feedback. This is the biggest section of the administrative charges. Therefore, it is proposed to distribute the statement of proposal via the Council’s website. A hard copy of the statement of proposal will be available upon request. There will be a public notice on the statement of proposal and the consultation process. Submissions will be able to be made via the Council’s website or in writing.
12. The statement of proposal will be open for consultation for one month. There will then be a hearing for those submitters that wish to present their submission. The Council will then consider, amend, if necessary, and adopt the schedule of administrative charges for inclusion in the 2025/2026 Annual Plan. The Council will then consider and adopt the 2025/2026 Annual Plan.
13. The proposed timetable for the special consultative procedure is:
- 1 April 2025 - The Council adopts the statement of proposal for the schedule of 2025/2025 administrative charges pursuant to section 36 of the RMA
 - 1 April 2025 to 1 May 2025 - The statement of proposal for the schedule of 2025/2026 administrative charges is open for consultation
 - 13 May 2025 - The Council hears submissions on the statement of proposal for the schedule of 202/2026 administrative charges pursuant to section 36 of the RMA. The Council considers submissions and, if necessary, amends the schedule of charges. The schedule of charges is then adopted
 - Following adoption of the amended schedule of charges, the Council adopts the 2025/2026 Annual Plan: 13 May 2025 Ordinary Meeting.

Options

14. There are no viable options. Section 36 RMA administrative charges must be set by a consultative procedure. This procedure must be completed in time to adopt the 2025/2026 Annual Plan. The adoption of section 36 administrative charges enables the delivery of the programmes of work adopted in the 2024/2034 Long-Term Plan in compliance with the adopted Revenue and Financing Policy.

Significance

15. This decision is not considered significant in terms of the Significance and Engagement Policy. Public and community views will be received through the special consultative process and consent holders which individual compliance monitoring programmes have been separately consulted with.

Financial considerations—LTP/Annual Plan

16. This memorandum and the associated recommendations are consistent with the Council's adopted Long-Term Plan and estimates. Any financial information included in this memorandum has been prepared in accordance with generally accepted accounting practice.

Policy considerations

17. This memorandum and the associated recommendations are consistent with the policy documents and positions adopted by this Council under various legislative frameworks including, but not restricted to, the Local Government Act 2002, the Resource Management Act 1991 and the Local Government Official Information and Meetings Act 1987.

Iwi considerations

18. This memorandum and the associated recommendations are consistent with the Council's policy for the development of Māori capacity to contribute to decision-making processes (schedule 10 of the Local Government Act 2002) as outlined in the adopted Long-Term Plan and/or Annual Plan.

Community considerations

19. This memorandum and the associated recommendations have considered the views of the community, interested and affected parties and those views have been recognised in the preparation of this memorandum.

Legal considerations

20. This memorandum and the associated recommendations comply with the appropriate statutory requirements imposed upon the Council.

Appendices/Attachments

[Document TRCID-1492626864-486: Statement of Proposal Section 36 Resource Management Act 1991 Administrative Charges](#)

STATEMENT OF PROPOSAL

SCHEDULE OF CHARGES

PURSUANT TO SECTION 36 OF THE

RESOURCE MANAGEMENT ACT 1991

The Taranaki Regional Council is fixing its 2025/2026 administrative charges pursuant to section 36 of the Resource Management Act 1991. As part of this process, the Council is undertaking a special consultative procedure (refer section 83 of the Local Government Act 2002).

These administrative charges are fixed annually to recover the Council's actual and reasonable costs when undertaking work for external users under the Resource Management Act 1991. The Schedule of Charges fixes charges in the following areas:

- Schedule 1: Scale of Charges for Staff Time
- Schedule 2: Fixed minimum charges for the preparation or change of policy statement or plans and the processing of resource consents
- Schedule 3: Scale of charges for the use of plant
- Schedule 4: Fixed minimum charges for laboratory analyses
- Schedule 5: Fixed initial annual monitoring deposit charges for activities with tailored compliance monitoring programmes 2025/2026
- Schedule 6: Charges for monitoring under the national environmental standard for plantation forestry
- Schedule 7: Fixed minimum charges for monitoring farm dairy discharges and Feedlots and Stockholding Areas (permitted activities)
- Schedule 8: Fixed minimum charges for monitoring instream structures where no tailored compliance monitoring programme exists
- Schedule 9: Fixed minimum charges for monitoring where no tailored compliance monitoring programme exists
- Schedule 10: Charges for those requesting hearing commissioners
- Schedule 11: Charges for Permitted Activity Monitoring Under the National Environmental Standard for Freshwater: Changes in land use
- Schedule 12: Charges for Permitted Activity Monitoring Under the National Environmental Standard for Freshwater: Wetlands
- Schedule 13: Charges for Permitted Activity Monitoring Under the National Environmental Standard for Freshwater: Intensive winter grazing
- Schedule 14: Charges for Permitted Activity Monitoring Under the National Environmental Standard for Freshwater: Natural hazards
- Schedule 15: Charges for Permitted Activity Monitoring Under the National Environmental Standard for Freshwater: Culverts and weirs
- Schedule 16: Charges for Permitted Activity Monitoring Under the National Environmental Standard for Freshwater: Synthetic fertiliser

The fixing of charges process provides an opportunity to provide views on the proposed 2025/2026 administrative charges. The Council looks forward to receiving your comments, feedback and submissions on this statement of proposal by 4pm on Thursday 1 May 2025. Councillors and management are available to answer any questions or to discuss any of the proposals contained within this proposal.

Q. How do I make a submission to the Council?

A. Online

Visit <https://www.trc.govt.nz/council/news-and-events/have-your-say/> to complete a form.

Post

Write a submission and send it to:
2025/2026 Schedule of Administrative Charges Submission
The Chief Executive
Taranaki Regional Council
Private Bag 713
STRATFORD

Submissions can also be made online at www.trc.govt.nz. Your submission must arrive by 4pm on Thursday 1 May 2025. Please include your telephone number. The Council will be hearing submissions on Tuesday 13 May 2025, and if you wish to appear in person in support of your submission, please indicate this in your submission.

Q. Do I have to come and speak to my submission?

A. No. It is entirely up to you. You will be most welcome, but if you decide not to attend the meeting, your written submission will be given full consideration.

Q. Will the hearing be very formal?

A. No. Council members will have read your submission beforehand and have it with them; the Chairperson will invite you to expand on it.

Q. Who can I contact at the Council to discuss the Schedule of Administrative Charges?

A. You are welcome to call at the Council's offices at Cloten Road, Stratford, or phone (06-765-7127) and discuss the schedule of charges with any of the following Executive Staff:

Steve Ruru (Chief Executive)
Daniel Harrison (Director—Operations)
Abby Matthews (Director—Environment Quality)
Fred McLay (Director—Resource Management)
Mike Nield (Director—Corporate Services)

Resource Management Act charging policy

Schedule of charges pursuant to section 36 of the Resource Management Act 1991

SCHEDULE 1: SCALE OF CHARGES FOR STAFF TIME

	Rate for processing resource consents and responding to pollution incidents.	Rate for all other Council work.
Professional staff	\$134/hr	\$129/hr
Professional/supervisory staff	\$170/hr	\$160/hr
Team Leaders	\$209/hr	\$195/hr
Managers	\$246/hr	\$230/hr
Support staff	\$134/hr	\$129/hr
Directors	\$409/hr	\$382/hr

EXPLANATION

This scale of charges is used to calculate the Council's actual and reasonable costs when carrying out functions under the Resource Management Act 1991, including any functions transferred to it under section 33. Where those actual and reasonable costs exceed any specified charges, the Council may recover those costs as additional charges under section 36(3) of the Resource Management Act 1991. Staff time is recovered at the charge appropriate to the task which they are undertaking. The charges are calculated as per the IPENZ method with a multiplier of 2.1. All collection costs incurred in the recovery of a debt will be added to the amount due. Overdue invoices will incur an interest charge at 12% per annum. All charges exclude GST. Effective from 1 July 2025.

SCHEDULE 2: FIXED MINIMUM CHARGES FOR THE PREPARATION OR CHANGE OF POLICY

STATEMENT OR PLANS AND THE PROCESSING OF RESOURCE CONSENTS

Request for preparation or change to a plan/policy statement	\$77,000
For non-notified farm dairy discharge consent	\$1,650
For non-notified consent other	\$1,870
For notified consents (limited and public)	\$9,900
Renewal or change consent:	
• Non-notified	\$1,870
• Notified (limited and public)	\$9,900
Non-notified review of consent	\$1,210
Notified review of consent	\$9,900
Extension of a consent lapse date	\$690
Certificate of compliance	\$1,815
Serve notice of a permitted activity	\$421
Approvals under Resource Management Act:	
Water Measuring Regulations	\$502
Transfer of consent to another party or change of consent holder name (1 to 5 consents)	\$133 per consent
Transfer of consent to another party or change of consent holder name (6 to 20 consents)	\$117 per consent
Transfer of consent to another party or change of consent holder name (more than 21)	\$88 per consent

EXPLANATION

Applicants, in accordance with Council policy, are required, where necessary, to pay all actual and reasonable charges for staff time, consultants, cultural and other experts, legal, hearing costs (including legal, administration, hearing commissioners (and disbursements and councillors acting as hearing commissioners costs), plant and laboratory analyses where these costs exceed the fixed minimum charges set out in Schedule 2. The above charges include those arising from any functions transferred to the Council under section 33 of the Resource Management Act 1991. Where independent commissioners are requested by submitters, these additional costs will be recovered from the applicant and reimbursed after collection from the submitter under Schedule 10. All

collection costs incurred in the recovery of a debt will be added to the amount due. Overdue invoices will incur an interest charge at 12% per annum. All charges exclude GST. Effective from 1 July 2025.

SCHEDULE 3: SCALE OF CHARGES FOR THE USE OF PLANT

BTEX Absorption Disk	\$654.60 per sample
Deposition gauge	\$61.70 per month
Drager air sampler	\$49.40 per sample
DusTrak desktop monitor (PM10)	\$123.40 per day
DusTrak handheld	\$37.10 per deployment
Gastec air sampler	\$61.70 per sample
Multigas monitor	\$123.40 per deployment
Passive absorption disks	\$209.30 per sample
Black Disc	\$12.30 per deployment
Contolotron	\$185.10 per day
Electric fishing equipment	\$308.60 per day
Fyke net	\$37.10 per deployment
G-minnow trap	\$12.30 per deployment
Macroinvertebrate sample processing	\$540.00 per sample
Miscellaneous fish survey equipment	\$123.40 per survey
Periphyton aspirator	\$123.40 per day
Portable dissolved oxygen sensor	\$432.00 per month
Spotlight Surveys	\$37.10 per night survey
Vandorn sampler	\$61.70 per day
Waitaha Sonde	\$6,171.00 per year
Bladder pump	\$135.50 per day
Bladder pump-bladder	\$21.70 per item
Disposable Bailer	\$24.60 per sample
Electrical submersible pump	\$61.70 per day
Groundwater level logger	\$222.60 per year
Groundwater Sample tubing – bladder	\$3.90 per metre
Groundwater Sample tubing – drop tube	\$2.40 per metre
Groundwater Sample tubing – peristaltic	\$1.30 per metre
Peristaltic Pump	\$74.00 per day
Portable (12v) groundwater pump	\$147.60 per day
Motorboat	\$2,468.40 per day
Quad bike	\$432.00 per day
RTK GPS survey equipment	\$370.30 per day
Single axle trailer	\$86.40 per day
Spill Response Trailer	\$308.60 per day
Spray Unit	\$246.80 per day
Survey equipment – digital dumpy level	\$123.40 per day
Tandem trailer	\$117.30 per day
Teryx ATV	\$617.10 per day
Traffic management (TMS)	\$107.40 per hour
Bertrand Rd hydrometric equipment	\$1,020.00 per year
Cell telemetry	\$37.10 per month
Data Logger	\$197.20 per year
Hydrological gauging equipment (M9)	\$222.60 per gauging
Hydrological gauging equipment (wading)	\$92.60 per gauging
In stream temperature monitor	\$30.90 per month
Mangaehu hydrometric equipment	\$861.50 per year
Mangati Environmental Sensors	\$6,171.00 per year
Mangati hydrometric equipment	\$9,709.92 per year
Mangawhero-iti hydrometric equipment	\$1,436.30 per year
Oaonui hydrometric equipment	\$465.90 per year
Patea McColl's bridge hydrometric equipment	\$1,441.10 per year
Patea Skinner Rd hydrometric equipment	\$646.10 per year

Radio Telemetry	\$12.30 per month
RNZ Uruti Telemetry	\$396.00 per year
Repair Parts (battery/fuse/cable)	\$61.70 per deployment
Surrey Road Telemetry	\$6,050.00 per year
Standard hydrometric equipment	\$2,144.10 per year
Tangahoe hydrometric equipment	\$749.00 per year
Tawhiti hydrometric equipment (lower)	\$1,903.30 per year
Tawhiti hydrometric equipment (upper)	\$1,177.30 per year
Waingongoro hydrometric equipment	\$913.60 per year
Waitaha hydrometric equipment	\$9,709.92 per year
Rain Gauge Calibration	\$370.30 per deployment
Chlorine Meter	\$22.90 per use
Drone	\$145.20 per day
Multi-parameter Field Meter	\$123.40 per day
Haehanga hydrometric equipment	\$2,621.50 per year

EXPLANATION

This scale of charges is used to calculate the Council's actual and reasonable costs when carrying out functions under the Resource Management Act 1991. Where those actual and reasonable costs exceed any specified amounts, the Council may recover those costs as additional charges under section 36(3) of the Resource Management Act 1991. The use of materials stored in the spill response trailer and/or used in spill response will be recovered from the spiller on an actual and reasonable basis. All collection costs incurred in the recovery of a debt will be added to the amount due. Overdue invoices will incur an interest charge at 12% per annum. All charges exclude GST. Effective from 1 July 2025.

SCHEDULE 4: FIXED MINIMUM CHARGES FOR LABORATORY ANALYSES

The Council has engaged a contract laboratory, RJ Hill Laboratories Ltd, to undertake the Council's regular sample analysis. Pricing of analysis is set out in the Council's contract with the supplier, these negotiated prices are subject to commercial sensitivity and therefore are not published in detail in this schedule. The Council's approach to calculating laboratory analysis charges is to use the original contract pricing with the application of a handling cost (of \$5.10) per analysis method which provides for the time required to coordinate and maintain this service. Total costs of analysis including the adjustment will be made available on request. An explanation of the methods used for laboratory analyses is available on request.

EXPLANATION

This schedule sets out the Council's approach to recovering actual and reasonable costs of laboratory analysis when carrying out functions under the Resource Management Act 1991. Where those actual and reasonable costs exceed the fixed charges in this schedule, the Council may recover those costs as additional charges under section 36(3) of the Resource Management Act 1991. An explanation of the methods used for laboratory analyses is available on request. All collection costs incurred in the recovery of a debt will be added to the amount due. Overdue invoices will incur an interest charge at 12% per annum. Charges exclude GST. Effective from 1 July 2025.

SCHEDULE 5: FIXED INITIAL ANNUAL MONITORING DEPOSIT CHARGES FOR ACTIVITIES WITH TAILORED COMPLIANCE MONITORING PROGRAMMES 2025/2026

CATCHMENTS - HEREKAWE STREAM

Beach Energy Resources NZ (Kupe) Limited	\$4,387
Methanex NZ Limited	\$9,628
New Plymouth District Council	\$4,387
New Zealand Oil Services Ltd	\$4,387
OMV New Zealand Limited	\$4,387

CATCHMENTS - HONGIHONGI STREAM

Bulk Storage Terminals Limited	\$2,350
Molten Metals Limited	\$4,226
New Plymouth District Council	\$2,390
OMV New Zealand Limited	\$2,350
Port Taranaki Limited	\$2,131
Seaport Land Company Limited	\$2,390
Technix Bitumen Technologies Limited	\$2,131
Z Energy Limited	\$2,131

CATCHMENTS - LOWER WAIWHAKAIHO

AIRSHED

DIALOG Fitzroy Limited	\$7,904
Downer New Zealand Limited	\$7,904
Katere Surface Coatings Limited	\$5,059
The Occupier	\$4,509

CATCHMENTS - LOWER WAIWHAKAIHO RIVER

Bunnings Limited	\$7,561
DIALOG Fitzroy Limited	\$11,659
Downer EDI Works Limited	\$4,042
Envirowaste Services Limited	\$4,003
Firth Industries Limited	\$4,116
Holcim New Zealand Limited	\$3,913
KiwiRail Holdings Limited	\$4,148
New Plymouth District Council	\$15,071
New Zealand Railways Corporation	\$4,074
Ravensdown Limited	\$3,985
Taranaki Sawmills Limited	\$6,994
Urban Aspect 24 Limited	\$7,743
Urban Aspect Limited	\$3,884
Waste Management NZ Limited	\$4,228

CATCHMENTS - MANGATI STREAM

Barton Holdings Limited	\$9,003
First Gas Limited	\$7,040
Greymouth Petroleum Acquisition Company Ltd	\$8,538
J Swap Contractors Limited	\$10,023
McKechnie Aluminium Solutions Limited	\$11,299
Move Freight Limited	\$2,642
Move Logistics Group Limited	\$9,826
New Plymouth District Council	\$10,743
Nexans New Zealand Limited	\$19,444
Schlumberger New Zealand Limited	\$8,143

Tasman Oil Tools Limited	\$8,538
Tegel Foods Limited	\$11,733
Tegel Foods Limited - Poultry Processing Plant	\$26,460

CATCHMENTS - TAWHITI STREAM

Graeme Lowe Protein Limited	\$484
Silver Fern Farms Limited	\$33,191
Taranaki Fish & Game Council	\$4,205

CATCHMENTS - WAITAHA STREAM

AICA (NZ) Limited	\$15,059
Arxada NZ Limited	\$2,920
C&O Concrete Products Limited - New Plymouth	\$6,696
Energyworks Limited	\$9,403
Greymouth Facilities Limited	\$8,020
Intergroup Limited	\$10,123
New Plymouth District Council	\$8,490
Pounamu Oilfield Services Limited	\$8,113
SRG Global Asset Services (Taranaki) Ltd	\$4,790
Symons Property Developments Limited	\$7,314
Taranaki Sawmills Limited	\$10,690
Woodwards 2008 Limited	\$1,296

DAIRY PROCESSING

Fonterra Limited	\$190,380
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HYDRO-ELECTRIC ENERGY

Greenfern Industries Limited	\$24,610
Manawa Energy Limited	\$132,057
Opunake Power Limited	\$3,836

INDUSTRIAL

Anzco Foods Waitara Limited	\$536
Ballance Agri-Nutrients Limited	\$673
Ballance Agri-Nutrients Limited	\$536
Dow Chemical (NZ) Ltd	\$20,912
Downer New Zealand Limited	\$2,825
Fonterra Limited	\$693
Liquigas Limited - Head Office	\$1,740
McKechnie Aluminium Solutions Limited	\$24,519
Methanex Motunui Limited	\$2,162
Molekulis Limited	\$654
Port Taranaki Limited	\$44,408
Powerco Limited - Electricity Operations	\$654
Sandford Bros Limited	\$536
Solexin Industries Limited	\$1,191
Taranaki Bulk Storage Limited	\$1,305
Taranaki Stock Car Club Inc	\$716
Technix Bitumen Technologies Limited	\$2,825
Transpower New Zealand Limited	\$716

IRRIGATION

AJ & DI Dravitzki Trusts Partnership	\$1,369	AA Contracting Limited	\$4,055
Alexander Farms Limited	\$1,912	Barry John & Lynette Betty Bishop	\$4,055
Anthony Ingman & Kerstin Johanna Williams	\$456	Gas & Plumbing Ltd	\$3,166
AR Geary Trust	\$1,923	Groundworkx Taranaki Limited	\$2,320
BLL Farm Trust	\$6,124	Malandra Downs Limited	\$4,175
BR & RG Harvey Family Trust	\$863	New Plymouth District Council	\$110,262
Coastal Country Farms Limited	\$3,400	South Taranaki District Council	\$32,936
David John Alexander	\$1,369	Stratford District Council	\$7,305
David Pease Family Trust	\$3,593	Value Timber Supplies Limited	\$5,549
Donna-Maree Baker	\$1,505	Westown Agriculture Limited	\$5,145
Duncan Robert Emerson Wilson	\$4,404		
FJ Goodin & Sons Limited	\$3,400	MARINE DISCHARGES	
Fonic Farms Limited	\$1,420	Fonterra Limited	\$0
Friesianroots Limited	\$3,423	New Plymouth District Council	\$37,603
Gibbs G Trust	\$1,976	South Taranaki District Council	\$38,908
Hawera Golf Club Inc	\$943		
Inglewood Golf Club Inc	\$715	MEAT PROCESSING	
John & Elaine Glenda Sanderson	\$4,524	Ample Group Limited	\$30,730
JW & MT Hamblyn Family Trusts	\$1,923	Anzco Foods Limited	\$4,164
Kaihihi Trust	\$1,976	Riverlands Eltham Limited	\$69,263
Kaitake Golf Club Inc	\$1,046	Silver Fern Farms Limited	\$58,258
Kereone Farms Limited	\$6,964		
Kohi Investments Limited	\$2,172	MINOR INDUSTRIES	
Larsen Trusts Partnership	\$456	Airport Farm Trustee Limited	\$3,989
Leatherleaf Limited	\$1,315	Brokers United Limited	\$328
Leonie Ann Campbell	\$5,788	Eltham Sandblasting Limited	\$328
Luttrell Trust Partnership	\$6,124	Firth Industries - Division of Fletcher Concrete & Infrastructure Limited	\$2,176
Manaia Golf Club	\$625	Fletcher Concrete & Infrastructure Limited	\$2,176
Manukorihi Golf Club Inc	\$1,091	Fulton Hogan Limited - New Plymouth	\$348
Mara Trust	\$3,400	Grays Blast & Paint Limited	\$328
MI & PM Stevenson Family Trust	\$1,561	Inglewood Timber Processors	\$872
New Plymouth Golf Club Inc	\$1,046	Mervyn Jack Hooper	\$328
Nigel Wayne & Denise Mary King	\$1,555	New Plymouth District Council	\$6,439
Nilock & Camole Trusts	\$1,923	Normanby Engineering Sandblasting & Spraypainting	\$328
Oceanview Trust	\$456	Oscar4U	\$328
Ohawe Farm Limited	\$863	Osflo Fertiliser Limited	\$9,096
PKW Farms LP	\$1,976	Paws & Claws Kennels and Cattery Ltd	\$872
Pukeone Company Limited	\$1,369	Peter Jones	\$872
Pukeone Partnership	\$5,235	Spotswood College Board of Trustees	\$0
Riverside Farms Taranaki Ltd	\$1,420	Taranaki District Health Board	\$872
RM & MC Julian Family Trust	\$6,124	Taranaki Galvanisers 2022 Limited	\$7,385
Roger Dickie Family Trust	\$1,976	The Tirimoana No 1 Trust	\$3,155
Spenceview Farms	\$6,124	Transpower New Zealand Limited	\$657
Summerset Villages (Bell Block) Limited	\$1,731	W Abraham Limited	\$4,011
Te Ngutu Golf Club Incorporated	\$943		
Turangarere Trust	\$1,369	MISCELLANEOUS	
Waikaikai Farms Limited	\$1,482	Cadness Developments Limited	\$0
Waitara Golf Club Inc	\$986	New Plymouth District Council	\$16,859
Waitotara Kiwifruit Limited Partnership	\$1,912	New Plymouth District Council & Methanex Motunui Limited	\$35
Waiwira Holdings Limited	\$4,107	New Zealand Railways Corporation	\$35
Wayne Douglas & Sandra Christine Morrison	\$7,508	Nigel Cliffe	\$460
Westown Golf Club Incorporated	\$986	South Taranaki District Council	\$9,935
Woollaston Family Trust Partnership	\$456	Stratford High School	\$460
LANDFILLS/CLEANFILLS			
A & A George Family Trust	\$3,238		

Taranaki Regional Council	\$35
Waka Kotahi NZ Transport Agency	\$446,861

NON-RENEWABLE ENERGY

Contact Energy Limited	\$48,772
Nova Energy Limited	\$38,514

PETROCHEMICAL

Ballance Agri-Nutrients (Kapuni) Limited	\$68,371
Cheal Petroleum Limited	\$15,467
Flexgas Limited	\$10,879
Greymouth Petroleum Acquisition Company Ltd	\$2,548
Greymouth Petroleum Central Limited	\$4,659
Greymouth Petroleum Limited	\$6,841
Greymouth Petroleum Turangi Limited	\$4,800
Methanex Motunui Limited	\$26,500
NZ Surveys 2020 Limited	\$1,860
NZEC Tariki Limited	\$3,637
NZEC Waihapa Limited	\$14,723
Petrochem Limited	\$2,280
Taranaki Ventures Limited	\$6,198
Todd Energy Limited	\$35,609
Todd Petroleum Mining Company Limited	\$34,135
Westside New Zealand Limited	\$11,577

PETROCHEMICAL PRODUCTION STATIONS

Beach Energy Resources NZ (Kupe) Limited	\$22,871
Bridge Petroleum Limited	\$243
Cheal Petroleum Limited	\$15,175
Greymouth Petroleum Acquisition Company Limited	\$5,145
Greymouth Petroleum Central Limited	\$18,720
Greymouth Petroleum Limited	\$3,252
Greymouth Petroleum Mining Group Limited	\$0
Greymouth Petroleum Turangi Limited	\$17,255
Matahio NZ Onshore Limited	\$9,537
New Zealand Energy Corporation Waihapa Limited	\$0
NZEC Tariki Limited	\$1,025
NZEC Waihapa Limited	\$3,696
NZEC Waihapa Limited and NZEC Tariki Limited	\$343
OMV New Zealand Limited	\$25,212
Petrochem Limited	\$1,555
Taranaki Ventures Limited	\$3,221
Todd Energy Limited	\$22,770
Todd Petroleum Mining Company Limited	\$17,176
TWN Limited Partnership	\$15,988
Westside Corporation	\$722
Westside New Zealand Limited	\$7,941

PIGGERIES

Aorere Farms Partnership	\$3,073
D H Lepper Family Trust	\$9,725
RKM Farms Limited	\$7,283
Stanley Bros Trust	\$24,834

QUARRIES

AA Contracting Limited	\$1,455
Bunn Earthmoving Ltd	\$779
Burgess Crowley Partnership	\$1,809
Civil Holdings Limited	\$25,404
Dennis Mark & Diane Lillian Bourke	\$1,809
Ferndene Group Limited	\$3,171
G & G Holdings (2024) Limited	\$779
GC Land Holdings Ltd	\$779
Gibson Family Trust	\$727
Goodin AG Limited	\$727
Hey Trust No 2	\$779
Horizon Trust Management Limited	\$5,957
Hurlstone Trust	\$727
Jones Group 2021 Limited	\$1,367
Jones Quarry Limited	\$5,617
Jones Quarry Uruti Stone Limited	\$1,250
R A Wallis Limited	\$1,559
Richard John Dreaver	\$1,455
Smart Aggregate Limited	\$1,455
Vickers Quarries Limited	\$3,368
Whitaker Civil Engineering Limited	\$2,183
Windy Point Quarry Limited	\$1,559
Winstone Aggregates Limited	\$1,571

SEWERAGE DISCHARGES & TREATMENT

New Plymouth District Council	\$20,655
Papa Rererangi I Puketapu Limited (NP Airport)	\$0
South Taranaki District Council	\$102,356
Stratford District Council	\$43,796
Wai-iti Motor Camp Limited	\$7,747

WASTE RECOVERY

Remediation (NZ) Limited	\$140,657
Surrey Road Land Farm Limited	\$13,792
Taranaki By-Products Limited	\$97,504
Waikaikai Farms Limited	\$0
Waste Remediation Services Limited	\$49,763

WATER TAKE

Alexander Bruce Middleton	\$814
AME Limited	\$1,054
Awatea Hawkes Bay Trust	\$498
Belmont Dairies Limited	\$498
Bristol Properties Limited Partnership	\$543
Bucman Trust	\$543
Caiseal Trust Partnership	\$543
Carter AJ Limited	\$814
Cold Creek Community Water Supply Limited	\$18,088
Construction Mechanics (1993) Limited	\$543
Corteva Agriscience New Zealand Limited	\$950
DP & JH Roper Family Trusts Partnership	\$498
Hernley Farm Limited	\$1,403
IBEC Holdings Ltd	\$814
IHC New Zealand Inc	\$1,054
Ivy Plains Limited	\$498

		EXPLANATION
Joblin Partners Limited	\$498	
Kaipī Road Limited Partnership	\$543	
Lander & Co	\$1,054	The Council's fixed initial deposit charges for activities with tailored compliance monitoring programmes, excluding that for the NES for plantation forestry, are presented in various groups based on the nature of the activity and/or type of industry. Any additional actual and reasonable costs over and above the initial fixed deposit charge will be charged in arrears.
Longview Limited	\$859	
Lupton Trust	\$498	
Mangaroa Farms Partnership	\$498	
Mark Gwerder Family Trust	\$498	
Medley Partners	\$1,566	
MJ Fahy & MO Fahy	\$814	
Moorelands Trust Partnership	\$453	For new tailored compliance monitoring programmes or inclusion of new consents into existing programmes (that arise between the setting of these charges and the end of the financial year that they relate to), an estimate will be provided to the consent holder and compliance monitoring work charged according to this. Where no estimate is provided, compliance monitoring costs will be recovered per Schedule 6, 7 and 8 of this Plan.
New Plymouth District Council	\$30,719	
Norwood Farm Partnership	\$543	
Oakura Farms Limited	\$181	
Oaonui Water Supply Limited	\$16,631	
Parihaka Papakainga Trust	\$181	
Pariroa Marae - The Trustees	\$814	
PKW Farms LP	\$1,087	
Pungarehu Farmers Group Water Scheme	\$1,100	
Sona Chosta Limited	\$1,054	
South Taranaki District Council	\$66,799	Additional charges may be levied under section 36(5) of the Resource Management Act 1991 where the Council's actual and reasonable costs exceed the fixed monitoring charge. See the scales of charges for staff time, consultants, plant and laboratory analyses set out in Schedules 1, 3 and 4. The above charges include those arising from any functions transferred to the Council under section 33 of the Resource Management Act 1991. All collection costs incurred in the recovery of a debt will be added to the amount due. Overdue invoices will incur an interest charge at 12% per annum. All charges exclude GST. Effective from 1 July 2025.
Stoney River Dairy Limited	\$181	
Stratford District Council	\$11,312	
Taranaki Racing Inc	\$3,151	
Te Rua O te Moko Limited	\$498	
The Occupier	\$3,206	
The Tom Lance Trust	\$1,221	
Zenith Trust	\$1,009	

SCHEDULE 6: CHARGES FOR MONITORING UNDER THE NATIONAL ENVIRONMENTAL STANDARD FOR PLANTATION FORESTRY

With reference to regulation 106 of the National Environmental Standards for Commercial Forestry 2023 (NES), the Council sets the following charges under section 36(1)(cc) of the Resource Management Act 1991 for monitoring permitted activities authorised under regulations in the NES that address afforestation earthworks, river crossings, forestry quarrying and harvesting.

The NES applies to commercial forest blocks of more than one hectare. The charges set out below will be applied to the Council's monitoring of these activities. Explanation about the monitoring charges is included within the description of the charges and at the end.

NOTIFICATION OF HARVESTING AND PRE ACTIVITY MONITORING

Earthworks and quarrying notification under regulations 25 and 52 have a minimum notification period of 20 working days. Notification will involve some work for the Council and allows the Council to plan for any compliance monitoring, including any pre-earthworks/harvest instream macroinvertebrate survey (\$2,853 per survey) if stream conditions provide for it.

AFFORESTATION

Afforestation must be undertaken with the provisions of the NES.

Assessment of afforestation management plans and afforestation inspections (includes travel time, inspection and post inspection activities) are up to \$1,287 per inspection.

HARVESTING

The first inspection, with the earthworks plan available, will be used for discussion with the operator about how the regulations in the NES would be met. Inspection (includes travel time, inspection and notification work) and sampling will be undertaken under:

- a) regulation 33 which requires roads, tracks and landings to be managed and aligned to divert water runoff to stable ground and away from areas of constructed fill, and to minimise disturbance to earthflows and gullies
- b) regulations 26 and 65 associated with sediment management
- c) regulations 28 and 55 addressing accelerated erosion, stream obstruction, or diversion of water flow
- d) regulations 31, 56, and 67 addressing sediment and stormwater controls
- e) regulations 36-46 for river crossings (fish passage, effects on other structures, erosion and sediment control and discharges)
- f) regulations 32 and 55 regarding site stabilisation
- g) regulation 58 regarding quarrying
- h) regulation 68 regarding restrictions on how harvesting can occur, on any riparian margin or adjacent to water bodies.

Per inspection	Up to \$1,287
Per each upstream or downstream sample for colour, turbidity, and suspended solids, if stream conditions are appropriate	Up to \$125

POST HARVESTING

Inspection(s) to ensure all the relevant NES requirements have been met, especially removal of stream structures, stabilisation, silt and sediment control, and slash and debris placement will occur. Includes travel time, inspection and notice:

Per survey for a post-harvest instream macroinvertebrate survey, if stream conditions:

Provide for it	\$2,853
Per inspection	\$1,287

EXPLANATION

This section of the schedule sets out the charges for inspections and sampling to address activities under the NES, including afforestation. The number of inspections and sampling required per forest will vary depending on size and once monitoring is undertaken, the degree of compliance with the regulations. Non-compliance with regulations will result in additional inspections and/or sampling to ensure compliance has been achieved.

It is envisaged that a moderate-sized and above forest would get a monthly inspection during harvesting and a post-harvest inspection, depending on compliance. Each moderate to large forest could also receive at least one harvest and post-harvest instream macroinvertebrate survey by a freshwater biologist if stream conditions provide for it.

Harvest inspections would be monthly as a minimum and may also include water quality sampling. If inspections take less than a day inclusive of equipment preparation, travel, on-site time, post-visit recording, issue of inspection notices, and any follow-up discussions to confirm details and accuracy of records, then some remission of the charge will occur.

Additional charges may be levied under section 36(5) of the Resource Management Act 1991 where the Council's actual and reasonable costs exceed the fixed monitoring charge. See the scales of charges for staff time, macroinvertebrate sample processing, and laboratory analyses are set out in Schedules 1, 3 and 4. All collection costs incurred in the recovery of a debt will be added to the amount due. Overdue invoices will incur an interest charge at 12% per annum. All charges exclude GST. Effective from 1 July 2025.

SCHEDULE 7: FIXED MINIMUM CHARGES FOR MONITORING FARM DAIRY DISCHARGES

The fixed charges for farm dairy discharge compliance monitoring inspection and sampling are set out below:

Discharge to land consent	\$760
Discharge to water, no sampling	\$637
Discharge to water consent, including sampling discharge and receiving environment	\$1,208
Discharge to land and water consent, including sampling discharge and receiving environment	\$1,530
Discharge to land and water consent, no sampling	\$875
Discharge to land by contractors under regional consents	\$1,392
Where non-compliance is detected the following additional monitoring re-inspection and sampling fixed charge may apply:	
Minor Non-compliance	
Discharge to land or water consent, no sampling	\$1,144
Discharge to water consent, including sampling and reinspection	\$1,647
Significant Non-compliance	
Discharge to land or water consent, no sampling	\$2,149
Discharge to water consent, including sampling and reinspection	\$2,528

EXPLANATION

The above fixed minimum charges for the annual farm dairy discharge compliance monitoring inspection and re-inspection, both including sampling, are based on actual and reasonable charges for staff time (Professional Staff and Managers, Schedule 1) and laboratory analyses (Schedule 4). The above fixed minimum charges for monitoring, re-inspection and sampling after non-compliance with resource consent conditions or the Resource Management Act 1991, whether this arises from the annual inspection or not, are based on actual and reasonable charges for staff time (Professional Staff and Managers Schedule 1) and laboratory analyses (Schedule 4). Significant non-compliance activities are non-compliances that will have actual or potential effects on the environment. Examples of a minor non-compliance are deficient baffles between ponds, minor failure to contain shed/race effluent and washings where these discharge to land, and deficient stormwater diversion system. Examples of significant non-compliance are ponding of effluent on the soil surface (unauthorised by resource consent), breach of discharge standards required in the resource consent, inadequate effluent storage and land area, significant increase in stock numbers beyond those allowed in the consent, and an inadequate effluent system. The above are examples and it should be noted they do not represent a complete list of non-compliances. Additional charges may be levied under section 36(3) of the Resource Management Act 1991 where the Council's actual and reasonable costs exceed the fixed monitoring and non-compliance charges. An example is a significant non-compliance for a discharge to land farm dairy discharge consent where sampling costs of the discharge and receiving water may be required. See the scales of charges for staff time, consultants, plant and

laboratory analyses set out in Schedules 1, 3 and 4. All collection costs incurred in the recovery of a debt will be added to the amount due. Overdue invoices will incur an interest charge at 12% per annum. All charges exclude GST. Effective from 1 July 2025.

SCHEDULE 8: FIXED MINIMUM CHARGES FOR MONITORING INSTREAM STRUCTURES WHERE NO TAILORED COMPLIANCE MONITORING PROGRAMME EXISTS

Excluding structures that are addressed under Schedule 5, the fixed charge for the following types of compliance monitoring inspections of instream structures is \$560 per inspection per structure:

- The initial compliance monitoring inspection, following the installation of an authorised structure.
- A re-inspection arising from a 'minor' non-compliance detected in a previous inspection.
- Ongoing routine compliance monitoring inspections of authorised structures.

An example of a 'minor' non-compliance may be the requirement for additional small scale rip-rap rock work needed to remove a small perch at an outlet. Non-compliances considered to be greater than 'minor' will be addressed through the abatement or enforcement process which is charged at an actual and reasonable cost rate incurred by the Council; these costs are expected to be higher than the fixed charge. See scales of charges for staff time as set out in Schedule 1.

Routine inspections will be undertaken, on a schedule that factors in the likelihood of future non-compliance and any respective potential level of adverse effects resulting from non-compliance. The inspection reoccurrence period will be between 1 – 8 years. The monitoring schedule, per structure, will be determined by Council officers, with that schedule subject to change should any issues arise.

For the monitoring of instream structures the key issues monitored are the maintenance of fish passage and erosion control.

More than one consent on the same property could be monitored during a daily inspection round. In such cases, the Council may scale the monitoring charge downward according to the instream structures monitored.

EXPLANATION

The above fixed charges for compliance monitoring inspections and re-inspections are based on staff time for Professional Staff (Schedule 1). Additional charges may be levied under section 36(3) of the Resource Management Act 1991 where the Council's actual and reasonable costs exceed the fixed monitoring charge. See scales of charges for staff time as set out in Schedule 1. All collection costs incurred in the recovery of a debt will be added to the amount due. Overdue invoices will incur an interest charge at 12% per annum. All charges exclude GST. Effective from 1 July 2025.

SCHEDULE 9: FIXED MINIMUM CHARGES FOR MONITORING WHERE NO TAILORED COMPLIANCE MONITORING PROGRAMME EXISTS

The fixed charge for a regular compliance monitoring inspection that is not addressed in Schedule 5 or 6 is \$460 per inspection plus any additional plant or laboratory analyses costs as set out in Schedules 3 and 4.

The fixed charge for a regular compliance monitoring re-inspection arising from non-compliance detected in an inspection that is not addressed in Schedule 5 or 6 is \$505 per inspection plus any additional plant or laboratory analyses costs as set out in Schedules 3 and 4.

For the monitoring of some resource consents, it is not possible to predesign a monitoring programme, or to apply a fixed charge. This may be because the consent is exercised irregularly, or the scale of the consented activity varies unpredictably. In such cases, the Council will scale the monitoring programme according to the activity and charge for reasonable inspection time, sample analysis and equipment hire as set out in Schedules 1, 3 and 4. This approach will be applied to monitoring of consents such as those associated with well-sites, hydraulic fracturing, forestry, construction of pipelines/highways/other roading projects and other temporary earthworks.

EXPLANATION

The above fixed charges for compliance monitoring inspections and re-inspections are based on staff time for a Professional Staff (Schedule 1). Additional charges may be levied under section 36(3) of the Resource

Management Act 1991 where the Council's actual and reasonable costs exceed the fixed monitoring charge. See scales of charges for staff time, consultants, plant and laboratory analyses set out in Schedules 1, 3 and 4. The above charges include those arising from any functions transferred to the Council under section 33 of the Resource Management Act 1991. All collection costs incurred in the recovery of a debt will be added to the amount due. Overdue invoices will incur an interest charge at 12% per annum. All charges exclude GST. Effective from 1 July 2025.

SCHEDULE 10: CHARGES FOR THOSE REQUESTING HEARING COMMISSIONERS

Any submitter making a request, under section 100A of the Resource Management Act 1991, shall be required to pay the additional cost of having the application heard and decided by independent commissioners as reasonably determined by the Council using costs set out in Schedules 1 and 2.

EXPLANATION

For a notified resource consent application, a submitter may request that the Council delegate its functions, powers and duties required to hear and decide the application to one or more independent hearing commissioners. Section 36 (1)(ab) of the Resource Management Act 1991 allows the Council to estimate the additional costs, as if the request had not been made, and immediately invoice the requestor(s) for this additional cost. Where more than one submitter makes a request, the costs may be shared equally. If the additional cost of independent hearing commissioners is less than the payment, then a refund will be made. Schedule 1 sets out the Council's scale of charges for staff time and Schedule 2 sets out the fixed minimum cost of processing resource consent applications and includes hearing costs. All collection costs incurred in the recovery of a debt will be added to the amount due. Overdue invoices will incur an interest charge at 12% per annum. All charges exclude GST. Effective from 1 July 2025.

SCHEDULE 11: CHARGES FOR PERMITTED ACTIVITY MONITORING UNDER THE NATIONAL ENVIRONMENTAL STANDARD FOR FRESHWATER: CHANGES IN LAND USE

With reference to regulation 75 of the Resource Management (National Environmental Standards for Freshwater) Regulations 2020 (NES), the Council sets the following charge, under section 36(1)(cc) of the Resource Management Act 1991, for monitoring permitted activities authorised under regulations in the NES. The Council may charge for monitoring permitted activities for compliance inspections and monitoring under the following sections of the regulations:

- 16 Conversion of plantation to pastoral land use
- 18 Conversion of land on farm to dairy farm land
- 22 Use of land as dairy support land
- 29 Intensification: temporary standards.

Inspection includes travel time, inspection, monitoring and reporting. Non-compliance with the regulations will result in additional costs arising from inspections and/or monitoring to ensure compliance has been achieved. Each inspection and monitoring charge will be \$534.

EXPLANATION

This section of the schedule sets out charges for inspections and monitoring to address permitted activities under the NES as set out above. Additional charges may be levied under section 36(5) of the Resource Management Act 1991 where the Council's actual and reasonable costs exceed the fixed monitoring charge. See the scales of charges set out in Schedules 1 and 3. All collection costs incurred in the recovery of a debt will be added to the amount due. Overdue invoices will incur an interest charge at 12% per annum. All charges exclude GST. Effective from 1 July 2025.

SCHEDULE 12: CHARGES FOR PERMITTED ACTIVITY MONITORING UNDER THE NATIONAL ENVIRONMENTAL STANDARD FOR FRESHWATER: WETLANDS

With reference to regulation 75 of the NES-FW, the Council sets the following charges, under section 36(1)(cc) of the Resource Management Act 1991, for monitoring permitted activities authorised under regulations in the NES-FW. The Council may charge for monitoring permitted activities for compliance inspections and monitoring under the following sections of the regulations:

- 38 Restoration of natural wetlands
- 40 Scientific research
- 43 Maintenance of wetland utility structure
- 46 Maintenance of specified infrastructure and other infrastructure
- 48 Sphagnum moss harvesting
- 50 Arable and horticultural land use.

Inspection (includes travel time, inspection, monitoring and reporting) will be undertaken by Council officers. Non-compliance with the regulations will result in additional inspections and/or monitoring to ensure compliance has been achieved. Non-compliance with the regulations may result in additional inspections and/or monitoring to ensure compliance has been achieved. The inspection and monitoring charge will be \$534 per inspection, when required to determine compliance and are not annual.

EXPLANATION

This section of the schedule sets out charges for inspections and monitoring to address permitted activities under the NES-FW as set out above. Additional charges may be levied under section 36(5) of the Resource Management Act 1991 where the Council's actual and reasonable costs exceed the fixed monitoring charge. See the scales of charges set out in, Schedules 1 and 3. All collection costs incurred in the recovery of a debt will be added to the amount due. Overdue invoices will incur an interest charge at 12% per annum. All charges exclude GST. Effective from 1 July 2025.

SCHEDULE 13: CHARGES FOR PERMITTED ACTIVITY MONITORING UNDER THE NATIONAL ENVIRONMENTAL STANDARD FOR FRESHWATER: INTENSIVE WINTER GRAZING

With reference to regulation 75 of the NES-FW, the Council sets the following charges, under section 36(1)(cc) of the Resource Management Act 1991, for monitoring permitted activities authorised under regulations in the NES-FW. The Council may charge for monitoring permitted activities for compliance inspections and monitoring under the following section of the regulations:

- 26 Intensive winter grazing.

Inspection (includes travel time, inspection, monitoring and reporting) will be undertaken by Council officers. Non-compliance with the regulation may result in additional inspections and/or monitoring to ensure compliance has been achieved. The inspection and monitoring charge will be \$519 per inspection when required to determine compliance. Inspections will generally be annual.

EXPLANATION

This section of the schedule sets out charges for inspections and monitoring to address permitted activities under the NES-FW as set out above. Additional charges may be levied under section 36(5) of the Resource Management Act 1991 where the Council's actual and reasonable costs exceed the fixed monitoring charge. See the scales of charges set out in Schedules 1 and 3. All collection costs incurred in the recovery of a debt will be added to the amount due. Overdue invoices will incur an interest charge at 12% per annum. All charges exclude GST. Effective from 1 July 2025.

SCHEDULE 14: CHARGES FOR PERMITTED ACTIVITY MONITORING UNDER THE NATIONAL ENVIRONMENTAL STANDARD FOR FRESHWATER: NATURAL HAZARDS

With reference to regulation 75 of the NES-FW, the Council sets the following charges, under section 36(1)(cc) of the Resource Management Act 1991, for monitoring permitted activities authorised under regulations in the NES-FW. The Council may charge for monitoring permitted activities for compliance inspections and monitoring under the following section of the regulation:

- 51 Natural hazard works.

Inspection (includes travel time, inspection, monitoring and reporting) will be undertaken by Council officers. Non-compliance with the regulation may result in additional inspections and/or monitoring to ensure compliance has been achieved. The inspection and monitoring charge will be \$534 per inspection.

EXPLANATION

This section of the schedule sets out charges for inspections and monitoring to address permitted activities under the NES-FW as set out above. Additional charges may be levied under section 36(5) of the Resource Management Act 1991 where the Council's actual and reasonable costs exceed the fixed monitoring charge. See the scales of charges in Schedules 1 and 3. All collection costs incurred in the recovery of a debt will be added to the amount due. Overdue invoices will incur an interest charge at 12% per annum. All charges exclude GST. Effective from 1 July 2025.

SCHEDULE 15: CHARGES FOR PERMITTED ACTIVITY MONITORING UNDER THE NATIONAL ENVIRONMENTAL STANDARD FOR FRESHWATER: CULVERTS AND WEIRS

With reference to regulation 75 of the NES-FW, the Council sets the following charges, under section 36(1)(cc) of the Resource Management Act 1991, for monitoring permitted activities authorised under regulations in the NES-FW installed after 3 September 2020. The Council may charge for monitoring permitted activities for compliance inspections and monitoring under the following sections of the regulations:

- 70 Culverts
- 72 Weirs.

Inspection (includes travel time, inspection, monitoring and reporting) will be undertaken by Council officers. Non-compliance with the regulations will result in additional inspections and/or monitoring to ensure compliance has been achieved. The inspection and monitoring charge will be \$534 per inspection, when required to determine compliance and are not annual.

EXPLANATION

This section of the schedule sets out charges for inspections and monitoring to address permitted activities under the NES as set out above. Additional charges may be levied under section 36(5) of the Resource Management Act 1991 where the Council's actual and reasonable costs exceed the fixed monitoring charge. See the scales of charges in Schedules 1 and 3. All collection costs incurred in the recovery of a debt will be added to the amount due. Overdue invoices will incur an interest charge at 12% per annum. All charges exclude GST. Effective from 1 July 2025.

SCHEDULE 16: CHARGES FOR PERMITTED ACTIVITY MONITORING UNDER THE NATIONAL ENVIRONMENTAL STANDARD FOR FRESHWATER: SYNTHETIC FERTILISER

With reference to regulation 75 of the NES-FW, the Council sets the following charges, under section 36(1)(cc) of the Resource Management Act 1991, for monitoring permitted activities authorised under regulations in the NES-FW. The Council may charge for monitoring permitted activities for compliance inspections and monitoring under the following section of the regulation:

- 33 Application of synthetic nitrogen fertiliser.

The determination regarding whether the nitrogen cap has been exceeded will involve an assessment of data received by the Council. Non-compliance with the regulations may result in additional assessments and costs to ensure compliance has been achieved.

If the data is supplied via the Council or regional council sector web portal in an appropriate form the assessment and reporting charge will be \$71. If data is not supplied as above, the charge will be \$268. This data must be supplied to the Council annually. These are annual charges and may be invoiced with farm dairy effluent costs in schedule 7 to reduce costs.

EXPLANATION

This section of the schedule sets out charges for assessments to address permitted activities under the NES as set out above. Additional charges may be levied under section 36(5) of the Resource Management Act 1991 where the Council's actual and reasonable costs exceed the fixed monitoring charge. See the scales of charges set out in Schedules 1 and 3. All collection costs incurred in the recovery of a debt will be added to the amount due. Overdue invoices will incur an interest charge at 12% per annum. All charges exclude GST. Effective from 1 July 2025.



Date: 18 February 2025

Subject: Update: livestreaming Council meetings

Author: J Reader, Communications and Engagement Manager

Approved by: M J Nield, Director - Corporate Services

Document: TRCID-1332295633-204

Purpose

1. The purpose of this memorandum is to provide an update on public engagement and other matters related to livestreamed Council meetings.

Recommendations

That the Taranaki Regional Council:

- a) receives the report Update: livestreaming Council meetings
- b) approves Option 2 – livestreaming and publishing meeting recordings
- c) determines that this decision be recognised as not significant in terms of section 76 of the Local Government Act 2002
- d) determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with section 79 of the Act, determines that it does not require further information, further assessment of options or further analysis of costs and benefits, or advantages and disadvantages prior to making a decision on this matter.

Background

2. Following a decision by Council, livestreaming of sub-committee and full Council meetings was implemented effective from 1 July 2024 for all meetings that are held in the Council chambers at 47 Cloten Road, Stratford.
3. Consistent with Council's decision, all meetings are available to watch live, and the recordings are not published following the meeting conclusion, rather they are made available on request.
4. In making this decision, following six months of livestreaming Council undertook to review the livestreaming and recording of meetings and to further consider whether to permanently save and publish these recordings. This paper addresses progress to date and recommends publishing of the recordings.

Issues

5. Occasional technical issues initially hampered delivery of livestream and after resolution of these teething problems, livestreams have operated consistently and without impediment.
6. Recorded meetings are available (on request) under the *Local Government Information and Meetings Act 1987*, and since livestreaming began one meeting recording has been requested and provided. It is worth noting that this is unlikely to be representative of the number of people who actually want to watch all or part of a meeting, rather it more likely reflects the number of people who are sufficiently aware of Council processes to know to ask for the recording. Prior to the initiation of livestreaming, numerous requests were made by members of the media or general public for meeting recordings.

Discussion

7. Since, 1 July 2024, 22 full Council or Council sub-committee meetings have been livestreamed.
8. Three meetings were either partially livestreamed (due to technical difficulties) or not livestreamed at all (because of technical difficulties or the meeting was not at a location with suitable audio-visual equipment (eg The Ordinary Council meeting held at Yarrow Stadium in December 2024).
9. Marketing of meetings began in August and this had an immediate and positive effect on the number of viewers.
10. Total viewer numbers, by meeting, are noted in the table below.

Month	Meeting	Viewer numbers*
July 2024	Operations and Regulatory	13
	Exec, Audit and Risk	14
	Policy and Planning	13
August 2024	Ordinary Council	22
	Solid Waste	33
September 2024	Ordinary	10
	Regional Transport	16
	Operations and Regulatory	40
	Exec, Audit and Risk	43
	Policy and Planning	42
October 2024	Operations and Regulatory	17
	Policy and Planning	13
	Exec, Audit and Risk	4
	Ordinary	16
November 2024	Solid Waste Committee	5
	Operations and Regulatory	6
	Policy and Planning (meeting cancelled)	
December 2024	Regional Transport Committee	6
	Exec, Audit and Risk	Not livestreamed
	Ordinary	Not livestreamed

January 2025	No meetings scheduled	
February 2025	Operations and Regulatory	26
	Policy and Planning	32
	Exec, Audit and Risk	2
	Ordinary	44

*It should be noted that these viewer numbers include Taranaki Regional Council staff.

11. In the period 1 July 2024 - 30 December 2024, 55% of YouTube viewers on the Regional Council channel are aged 18-44, which is a group that typically has lower engagement levels with civic processes, so it is positive to have a channel that connects the Council with this section of the community.
12. Average watch duration is 12:29 seconds, so people appear to be watching part(s) of the meeting rather than the whole thing.
13. A total of 68.5hrs has been watched since livestreaming began in July 2024.
14. Council meetings are held during business hours, which limits the ability of some sections of the community (for example those in paid employment, business owners, farmers) to watch the livestream.
15. Livestreaming fosters improved transparency and makes Council more accessible to its communities by enabling people to witness decision-making first-hand. This can enhance trust by helping to create a better understanding of the rationale behind the decisions made. The recording, and subsequent publishing of the recordings, will likely facilitate even broader engagement by allowing interested parties to engage with Council deliberations at a time and date that suits them.
16. It is worth noting that there are numerous easily accessible and implementable technical solutions that allow an audience member to record the livestream via their device, so in practical terms, recording and watching later may already be occurring.
17. Livestreaming and publication of recorded meetings is standard within the sector, and Taranaki Regional Council is the only regional council not currently publishing meeting recordings.

Options

18. There are two options available to Council:
 - Option 1 - Status Quo livestream only and
 - Option 2 - Livestream and publish recorded meetings (recommended).
19. Outlined below is the rationale for recommending Option 2: Livestream and publish recorded meetings:
 - Offering both livestream and publishing the recording of the meeting is likely to increase viewer numbers further due to being able to watch at a time convenient to the user. This will increase the reach of those who can engage with Council deliberations.
 - By both livestreaming and publishing meeting recordings, Council is fully consistent with the Ombudsman's 2023 recommendations on Council meetings. Option 1 is partially consistent with these recommendations.
 - Meeting recordings are available on request under the Local Government Information and Meetings Act 1987 and making them available automatically removes a potential barrier to transparency. Option 1 offers a lower level of transparency as meeting recordings are available on request.
 - Both option 1 and option 2 retain the ability for members of the public to attend Council meetings in-person.

Significance

20. A decision in accordance with the recommendations contained within this paper are not considered significant in terms of section 76 of the Local Government Act 2002.

Financial considerations—LTP/Annual Plan

21. This memorandum and the associated recommendations are consistent with the Council's adopted Long-Term Plan and estimates. Any financial information included in this memorandum has been prepared in accordance with generally accepted accounting practice.

Policy considerations

22. This memorandum and the associated recommendations are consistent with the policy documents and positions adopted by this Council under various legislative frameworks including, but not restricted to, the Local Government Act 2002, the Resource Management Act 1991 and the Local Government Official Information and Meetings Act 1987.

Climate change considerations

23. This item is administrative in nature. There are no climate change impacts.

Iwi considerations

24. This memorandum and the associated recommendations are consistent with the Council's policy for the development of Māori capacity to contribute to decision-making processes (schedule 10 of the *Local Government Act 2002*) as outlined in the adopted Long-Term Plan and/or Annual Plan.

Community considerations

25. This memorandum and the associated recommendations have considered the views of the community, interested and affected parties and those views have been recognised in the preparation of this memorandum.

Legal considerations

26. This memorandum and the associated recommendations comply with the appropriate statutory requirements imposed upon the Council.



Date: 1 April 2025

Subject: Meeting Dates April – May 2025

Author: M Jones, Governance Administrator

Approved by: M J Nield, Director - Corporate Services

Document: TRCID-1492626864-503

Purpose

1. The purpose of this memorandum is to notify members of the scheduled meeting dates for October 2024.

Recommendations

That Taranaki Regional Council:

- a) receives the memorandum Meeting Dates April – May 2025
- b) notes the upcoming meeting dates.

Meeting Dates

Operations and Regulatory Committee	9.00am Tuesday 29 April 2025
Policy and Planning Committee	10.30am Tuesday 29 April 2025
Executive Audit and Risk Committee	10.00am Monday 5 May 2025
Ordinary Council	10.30am Tuesday 13 May 2025

Public Excluded Recommendations – Ordinary Council 1 April 2025

In accordance with section 48(1) of the Local Government Official Information and Meetings Act 1987, resolves that the public is excluded from the following part of the proceedings of the Ordinary Council Meeting on 1 April 2025 for the following reason/s:

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

Item 20:

Confirmation of Public Excluded Ordinary Council Minutes – 18 February 2025

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 for which good reason for withholding would exist under section 6 (a) and [section 7](#) (2) (a) and (2) (g) of the Local Government Official Information and Meetings Act 1987.

Item 21:

Confirmation of Public Excluded Operations and Regulatory Committee 18 March 2025

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 for which good reason for withholding would exist under section 6 (a) and [section 7](#) (2) (a) and (2) (g) of the *Local Government Official Information and Meetings Act 1987*.

Item 22:

Confirmation of Public Excluded Executive Audit and Risk Minutes – 24 March 2025

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 protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information; and/or enable any local authority holding the information to carry out, without prejudice, commercial activities.



Kia uruuru mai

Karakia to close meetings

Kia uruuru mai	Fill me with
Ā hauora	Vitality
Ā haukaha	Strength
Ā haumaia	Bravery
Ki runga, Ki raro	Above, below
Ki roto, Ki waho	Within, outwards
Rire rire hau	Let the wind blow and bind
Paimārie	Peace upon you

Nau mai e ngā hua

Karakia for kai

Nau mai e ngā hua	Welcome the gifts of food
o te wao	from the sacred forests
o te ngakina	from the cultivated gardens
o te wai tai	from the sea
o te wai Māori	from the fresh waters
Nā Tāne	The food of Tāne
Nā Rongo	of Rongo
Nā Tangaroa	of Tangaroa
Nā Maru	of Maru
Ko Ranginui e tū iho nei	I acknowledge Ranginui above and
Ko Papatūānuku e takoto ake nei	Papatūānuku below
Tūturu o whiti whakamaua kia	Let there be certainty
tina	Secure it!
Tina! Hui e! Taiki e!	Draw together! Affirm!

AGENDA AUTHORISATION

Agenda for the Ordinary Council Meeting of the Taranaki Regional Council held on Tuesday 1 April 2025

Approved:



27 Mar, 2025 9:41:01 AM GMT+13

M J Nield
Director Corporate Services

Approved:



25 Mar, 2025 2:40:45 PM GMT+13

S J Ruru
Chief Executive