

Rotorua Te Arawa Lakes Strategy Group

NOTICE IS GIVEN

that the next meeting of the **Rotorua Te Arawa Lakes Strategy Group** will be held in **Taheke (Opatia) Marae, 119 Okere Falls Road, Okere Falls, Rotorua** on:

Friday, 13 March 2020 commencing at 9.30 AM

Please note a whakatau will take place at 9.30am followed by morning tea with the meeting to start shortly after conclusion of the morning tea.

Fiona McTavish
Chief Executive
Bay of Plenty Regional Council Toi Moana

Bay of Plenty Regional Council,
Rotorua Lakes Council and
Te Arawa Lakes Trust.

*Working as one to protect our lakes with funding
assistance from the Ministry for the Environment.*



**ROTORUA
TE ARAWA
LAKES
PROGRAMME**

Rotorua Te Arawa Lakes Strategy Group

Membership

Poū Tākiwaiora (Independent Chairperson)	To Be Confirmed 13 March 2020
Deputy Chairperson (appointed by Group)	To Be Confirmed 13 March 2020
<p>Members</p> <p>Two representative from each of the partner Councils one of whom must be the Chair/Mayor:</p> <p>Bay of Plenty Regional Council</p> <p>Rotorua Lakes Council</p> <p>Governance representatives from Te Arawa Lakes Trust</p> <p>Observer from the Ministry for the Environment</p>	<p>Chairman Doug Leeder Cr Kevin Winters Cr Te Taru White (Alternate)</p> <p>Mayor Steve Chadwick Deputy Mayor Dave Donaldson To be confirmed (Alternate)</p> <p>Raina Meha Roana Bennett Nuki Nicholson (Alternate)</p> <p>Martin Workman (Director Water)</p>
Quorum	One appointed member from each of the partner organisations
Meeting frequency	Quarterly

Purpose

To contribute to the promotion of the sustainable management of the Rotorua Te Arawa Lakes and their catchments, for the use and enjoyment of present and future generations, while recognising and providing for the traditional relationship of Te Arawa with their ancestral lakes.

Role

- Provide leadership to the organisations and the community in relation to implementation of the Vision and Strategy for the Lakes of the Rotorua District originally adopted in 2000 and refreshed version adopted by the Strategy Group in 2013.
- Identify significant existing and emerging issues affecting the Rotorua Te Arawa Lakes and respond appropriately.
- Approve, monitor, evaluate, and review agreements, policies and strategies and all other proposals to achieve integrated outcomes for the Rotorua Te Arawa Lakes.
- Identify, monitor, and evaluate necessary actions by the partner organisations and other relevant organisations.
- Receive reports on activities being undertaken by the partner organisations and other relevant organisations.
- Participate in the preparation of statutory plans in relation to significant issues. Such plans include but are not limited to Iwi and hapū management plans, district and regional plans, reserve management plans and annual plans.
- Participate in applications for activities in relation to significant issues not addressed by existing policies of the partner organisations. Such activities include but are not limited to resource consents, designations, heritage orders, water conservation orders, restricting access to the lakes (during special events or in particular circumstances), and transferring and/or delegating of statutory authority.

Strategy Group Procedures

The Rotorua Te Arawa Lakes Strategy Group is a permanent joint committee established under the Te Arawa Lakes Settlement Act 2006 (Te Arawa Lakes Deed of Settlement - Cultural Redress: Lakes Management and Relationships, clauses 9.1 to 9.3 - December 2004) and is not disestablished as a consequence of a Local Government election.

The Group's Terms of Reference are derived from the Rotorua Lakes Strategy Agreement included in Part 1 of the Relationship Schedule to the Deed of Settlement, December 2004.

Meanings:

“Organisations” means the Te Arawa Lakes Trust, the Rotorua Lakes Council, and the Bay of Plenty Regional Council; sometimes referred to as “Partner Organisations”.

“Rotorua Te Arawa Lakes” means Lakes Rotorua, Rotoiti, Rotoehu, Rotomā, Ōkataina, Tikitapu, Ōkāreka, Tarawera, Rotomahana, Rerewhakaaitu, Ōkaro.

“Group” means the Rotorua Te Arawa Lakes Strategy Group, formed as a Joint Committee under Clause 30 of Schedule 7 of the Local Government Act 2002; sometimes referred to as the “Strategy Group”.

Membership

- The non-voting Poū Tākiwaiora (Independent Chairperson) is appointed by the members for a three year term in alignment with the Local Government triennium and is to be reviewed and confirmed at the first meeting of the Group following the Local Government elections.
- The Poū Tākiwaiora is not deemed to be a member of the Rotorua Te Arawa Lakes Strategy Group for the purposes of a quorum.
- The Poū Tākiwaiora shall assume the role and responsibilities as defined in the Rotorua Te Arawa Lakes Strategy Group Poū Tākiwaiora Guidelines.
- The Deputy Chairperson shall be appointed from the membership at the first meeting of the Group following the Local Government elections.

Quorum*

The special quorum for a meeting of the Group will be four members of the Group.

In the event that the ordinary quorum is not satisfied at three consecutive meetings of the Group in circumstances, where in the case of each such meeting:

- It was notified in accordance with the Standing Orders;
- Order papers were sent to each member of the Group in accordance with the Standing Orders; and
- The meeting had not been cancelled for any reason, then the members in attendance may declare the third meeting inquorate according to the Standing Orders and the special quorum will then be substituted.

At any subsequent meeting, the ordinary quorum will be restored.

No matters that were not on the order paper for the meeting at which the special quorum was established can be considered by a special quorum meeting.

Power to Act

To make all decisions necessary to fulfil the role of the Strategy Group subject to the limitations imposed.

Each Council participating in a joint initiative will fund its own proportion of that joint initiative as determined by the Joint Committee.

Power to Recommend

To the partner organisations on any matters within the Strategy Group's delegated functions as it deems appropriate.

The Rotorua Te Arawa Lakes Strategy Group report directly to their respective organisations.

Public Forum

1. A period of up to 15 minutes may be set aside near the beginning of the meeting to enable members of the public to make statements about any matter on the agenda of that meeting which is open to the public, but excluding any matter on which comment could prejudice any specified statutory process the council is required to follow.
2. The time allowed for each speaker will normally be up to 5 minutes but will be up to the discretion of the chair. A maximum of 3 public participants will be allowed per meeting.
3. No statements by public participants to the Council shall be allowed unless a written, electronic or oral application has been received by the Chief Executive (Governance Team) by 12.00 noon of the working day prior to the meeting and the Chair's approval has subsequently been obtained. The application shall include the following:
 - name of participant;
 - organisation represented (if any);
 - meeting at which they wish to participate; and matter on the agenda to be addressed.
4. Members of the meeting may put questions to any public participants, relevant to the matter being raised through the chair. Any questions must be asked and answered within the time period given to a public participant. The chair shall determine the number of questions.

Agenda

- 1 Opening Karakia
- 2 Apologies
- 3 Public Forum
- 4 Acceptance of Late Items
- 5 General Business
- 6 Declarations of Conflicts of Interests
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- APPENDIX 1 - Updated Rotorua Te Arawa Lakes Strategy Group Terms of Reference April 2019 33
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- 8.2 Delivery of the Te Tūāpapa Framework

Te Tūāpapa o ngā Wai o Te Arawa was developed by TALT with our hapū and iwi, supported by funding from BOPRC and endorsed by RTALSG to ensure that Strategic Goal 4 of the Lakes Strategy “*The lakes catchment is managed through Te Arawa values*” could be integrated across the Lakes Programme.

The role of the Te Arawa Lakes Trust is to ensure the values are applied to the Lakes Programme first and foremost. We also apply the Te Tūāpapa framework to all of the work we engage in as a Trust from our Fisheries Management Plan, to our involvement in Policy and Planning and our project work with our hapū and iwi. A values based framework cannot be siloed and Te Tūāpapa informs our work and it also provides a great measuring stick as well.

The Te Arawa Lakes Trust will provide insight into how the work of the Trust across the Lakes Programme, and wider Lakes catchment work with Councils, our hapū, iwi and community is delivering on the Te Tūāpapa framework.

8.3 Tarawera Update

Presentation by Elva Conroy - Conroy & Donald Consultants Limited

8.4 Te Arawa Lakes Trust - Update to Rotorua Te Arawa Lakes Strategy Group

Update to be provided by Nicki Douglas, Environment Manager

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8.7 Ministry for the Environment Update

Martin Workman - Director Water to provide verbal update

9 Consideration of Late Items

10 Consideration of General Business

11 Closing Karakia

For Information: Previous Minutes

Minutes of the Rotorua Te Arawa Lakes Strategy Group Meeting held in The Council Chamber, Rotorua Lakes Council, Civic Administration Building, 1061 Haupapa Street, Rotorua on Friday, 27 September 2019 commencing at 10.30 a.m.

Present:

Chairperson: Sir T Curtis (Independent Chairman, Te Arawa Lakes Trust)

Deputy Chairperson: Mayor S Chadwick (Rotorua Lakes Council)

Appointees: Cr K Hunt (Rotorua Lakes Council), Cr K Winters (Bay of Plenty Regional Council), R Meha (Te Arawa Lakes Trust), N Nicholson (Alternate, Te Arawa Lakes Trust)

In Attendance: BOPRC: Cr N Bruning, Chris Ingle – General Manager Integrated Catchments, James Low - Team Leader Policy (Freshwater), Laverne Mason – Rotorua Catchments Manager, Andy Bruere – Operations Manager, Tone Nerdrum-Smith – Committee Advisor

Te Arawa Lakes Trust: Nicky Douglas - Manager – Environment

Rotorua Lakes Council: Jean-Paul Gaston – Group Manager Strategy and Partnerships (for Chief Executive)

Others: Warren Webber - Lakes Water Quality Society, Ian Kusabs – Ian Kusabs and Associates, Karen Vercoe – CEO Te Arawa Lakes Trust

Apologies: R Bennett (Te Arawa Lakes Trust), Chairman D Leeder (Bay of Plenty Regional Council), Fiona McTavish (Chief Executive, Bay of Plenty Regional Council), Geoff Williams (Chief Executive, Rotorua Lakes Council), Martin Workman and Annabelle Ellis (Ministry for the Environment)

1 Karakia

Provided by Sir Toby Curtis.

2 Apologies

Resolved

That the Rotorua Te Arawa Lakes Strategy Group:

- 1 **Accepts the apologies from R Bennett (Te Arawa Lakes Trust), Chairman D Leeder (Bay of Plenty Regional Council), Fiona McTavish (Chief Executive, Bay of Plenty Regional Council), Geoff Williams (Chief Executive, Rotorua**

Lakes Council), Martin Workman and Annabelle Ellis (Attendees - Ministry for the Environment) tendered at the meeting.

Winters/Hunt
CARRIED

3 Public Forum

Warren Webber - Lakes Water Quality Society

Key Points

- Drew attention to the upcoming Lakes Water Quality Society Symposium on 7-8 November 2019
- Main topics of the symposium were actions to prevent pest fish and weed infestation, and to restore lake quality.

Key Points – Members

- Recognised the contribution of Mr Webber, who would be leaving his role as the Deputy Chair of the Society.

4 Acceptance of Late Items

Nil

5 General Business

Recognition of Cr Karen Hunt

- Recognised the significant contribution by Cr Hunt who was not standing for re-election as a Rotorua Lakes Councillor
- Cr Hunt was an original member of the Rotorua Lakes Stakeholder Advisory group and the Chairperson of the Recourse Management Committee of RLC.

6 Confidential Business to be Transferred into the Open

Nil

7 Declaration of Conflicts of Interest

Nil

8 Previous Minutes

8.1 Rotorua Te Arawa Lakes Strategy Group Minutes – 14 June 2019

Resolved

That the Rotorua Te Arawa Lakes Strategy Group:

- 1 Confirms the Rotorua Te Arawa Lakes Strategy Group Minutes – 14 June 2019
- 2 Confirms the Public Excluded Rotorua Te Arawa Lakes Strategy Group Minutes – 5 April 2019 (confirmation of minutes only).

**Winters/Mayor Chadwick
CARRIED**

9 Presentations

9.1 Essential Freshwater Reform Proposals

PowerPoint Presentation – Objective Reference A3379722

James Low – Team Leader Policy (Freshwater), Bay of Plenty Regional Council presented this item.

Key Points of Presentation

- Essential Freshwater Package
- These Proposals were draft
 -
- Te Mana o te Wai
- Māori 'Values'
- More Integrated Management
- Raising the Bar on Ecosystems Health NPSFM
- Water Quality
- Water Quantity
- Exceptions for Major Hydro
- Other
 - More detail on accounting
 - More reporting
 - If deteriorating: Action plan
 - Do not let poor science hold you back
- What was missing
 - Māori rights and interests
 - Cultural allocation/policies about allocations methods
- New Planning Process
 - New regional plans in place by 2025
 - Give full effect to NPSFM 2020
 - Expert panels would hear/consider plans
 - Restricted options for appeals
- NES – National Environment Standards
- S360 RMA Regulations
- Plan Change 10
 - Nutrient Limits
 - Wetlands
 - Ecosystem health
 - Te Ture Whenua Land
 - Non deed/non rule
 - Overall: PC10 was narrow, but a good start
- Make a submission.

In Response to Questions

- Tangata Whenua values would be included in Council's planning and taken into consideration in any action plans and outcomes
- Iwi management plans were recognised as being highly valuable in the planning process

- The current challenge was to identify and agree on the best way to include Tangata Whenua in the planning process with the desired outcome being to develop a better understanding of cultural values
- Incorporating cultural values in a planning process needed to carry through to the implementation and operational levels.

Key Points – Members

- Supported the Strategy Group making its own submission to the Freshwater Reform Proposal
- Queried the allocated central government resources sitting behind the Proposal as it would have an impact on local government resources
- Noted the involvement of Chairman Leeder and Cr Nees in the national working parties on Freshwater Futures
- Cultural component was included; however Māori rights and interest in the water quantity were less defined.

Items for Staff Follow-up

- Copy of presentation to be circulated to all Members
- Early circulation of the key issues would make it possible to formulate the basis for a submission.

Resolved

That the Rotorua Te Arawa Lakes Strategy Group:

- 1 Receives the presentation: Essential Freshwater Reform Proposals;**
- 2 Agrees to prepare a submission on behalf of the Rotorua Te Arawa Lakes Strategy Group;**
- 3 Delegates the authority to prepare the submission to the Rotorua Lakes Council and Bay of Plenty Regional Council Chief Executives;**
- 4 Delegates the authority to sign off the submission to Sir Toby Curtis.**

**Winters/Chadwick
CARRIED**

9.2 Tropic Level Index (TLI) Status of the Lakes

PowerPoint Presentation – Objective Reference A337311

Andy Bruere – Operations Manager, Bay of Plenty Regional Council presented this item.

Key Points

- Lake Okaro: Just above TLI target. Catchment was 99% agricultural
- Lake Rotorua: Improved significantly since 2004
- Lake Rotoehu: Deteriorated as the existing alum dosing system was turned off while more effective management methods were being explored
- Lake Rotomahana: Currently less of a concern
- Lake Rotokakahi TLI levels had increased in 2006, following significant forest harvesting

- Lake Rotoiti did not meet minimum TLI and interventions were in place to assist with water quality, e.g. diversion walls
- Lake Rerewhakaaitu: Impacted by a number of issues with phosphorus at a concerning level and oxygen levels deteriorating;
- Lake Okareka: All actions required to improve its health, including land management adjustments, had been undertaken
- Lake Tikitapu: Waste reticulation and effective land management was in place
- Lake Ōkātaina: TLI not met. Forestry in the area had caused some damage;
- Lake Tarawera: TLI not met, but the nutrient and phosphorus levels in the lake were improving. Sewerage was a manageable issue;, so better understanding of where the remaining phosphorus came from was needed
- Lake Rotoma: Clear, however did not meet its TLI
- TLI was not the only factor considered
- Lakes took time to recover
 - GW delays
 - Nutrient recycle
 - Hysteresis
- Identified and taken into account actions on eutrophic lakes
- TLI data set in 1990s and early 2000s – review would be timely
 - What level
 - Acceptable variations
- Climate has a large effect on the lakes
 - Run off/erosion
 - Temperature-biochemistry
 - Lake depth
 - Recycle.

Key Points:

- None of the lakes had met their TLIs for the 2018/19 year:
 - Ōkaro was supertrophic where improvement would require a change in land use. Regular alum dosing was currently maintaining water quality;
 - Rotorua on average had maintained its TLI and was improving with alum dosing still ongoing;
 - Rotoehu was supertrophic which could be attributed to higher rainfall and changes in climatic conditions. Alum dosing within the Waitangi stream had not been effective and had ceased. Council staff had investigated options and was consulting with the community and iwi to alum dose directly into the lake, with preparations underway to apply for resource consent
 - Rotomahana was in moderate condition with some uncertainty around contributing factors
 - Rotokakahi was in moderate condition. Surrounded by forestry; there was considered to be no solutions available to improve water quality
 - Rotoiti was in good condition with wastewater reticulation in progress
 - Rerewhakaaitu was in moderate condition and impacted by climatic conditions and lake stratification
 - Okareka was in reasonable condition where land use agreements were being undertaken
 - Ōkātaina was in moderate condition, but affected by forestry harvesting
 - Tarawera was showing in poor condition however, the TLI was expected to reduce with adjustments required following previous laboratory analysis issues
 - Lake Tikitapu was in moderate condition with no significant land use in the catchment
 - Lake Rotoma was sitting slightly above its TLI
- TLI was not the only factor. The Regional Natural Resources Plan required actions to reduce the occurrence of cyanobacterial algal blooms in the Rotorua Lakes

- Highlighted that lakes needed time to recover from nutrient and climatic cycles and that consideration be given to geology and groundwater time delays
- Actions were identified and planned for eutrophic lakes
- Suggested that a review of the science to look at TLI changes and consider what level of annual variation from the target TLI might be timely
- Climate had significant effect on erosion runoff, lake temperature, biochemistry and recycling of nutrients
- The kōura monitoring being undertaken by Dr Ian Kusabs.

In Response to Questions

- Monitoring remained unchanged throughout the seasons, but the testing applied in the laboratories varied
- The impact of seasonality could be further explored.

Key Points – Members

- Today was Climate Change Strike Day and noted the drive in the next generation with regards to climate change
- There could be significant value in having a dedicated ‘youth voice’ at the Strategy Group in an advisory capacity
- Suggested the possibility of active youth participation in the upcoming Arbour Day
- The possibility of introducing a cultural traffic light system for the health of the lakes could be further explored
- Queried whether the TLI stipulated in the Regional Natural Resources Plan for each lake might be too restrictive and noted the staff comments that a review might be timely.

10 Reports

10.1 Rotorua Te Arawa Lakes Programme Status Report Update and 2018/19 Annual Report

Laverne Mason – Rotorua Catchments Manager, BOPRC presented this item.

In Response to Questions

- Noted that the annual report was in a format dictated by the Ministry for the Environment
- New gorse growth did not contribute to nitrogen in the lakes and BOPRC was targeting old gorse, which did release nitrogen
- Spraying and rolling effort was taking place to eradicate gorse, combined with planting of new Mānuka.

Key Points – Members

- Encouraged the Mānuka planting initiative to be well promoted by Regional Council
- 2019 being identified as a mega mast (heavy seeding) year was not anticipated to make gorse more abundant
- The Rotorua Incentives Scheme’s success had been reported to Regional Council and there was no change planned for the current programme
- Queried whether there could be wider discussions and re-evaluation of interventions used to reduce nitrogen levels in the lakes and soil, e.g. purchase of land to minimise the effects of adverse land use
- Suggested collective discussions between Group partners in the future
- Accessing the Lake Rotorua Incentives Committee’s report would provide a strong basis for discussion of alternative methods for reduction of nitrogen levels

- Sought assurance that all reports by partner councils that would have an impact on the discussions of remedial methods be made available to the Strategy Group
- Until PC10 was in place, there was a level of uncertainty amongst landowners with regards to selling nitrogen
- Te Arawa Lakes Trust supported the concept of sharing reports and no reports with any potential impact had been withheld.

Item for Staff Follow-up

- Check whether the Lake Rotorua Incentives Committee annual report could be made available to the Strategy Group.

Resolved

That the Rotorua Te Arawa Lakes Strategy Group:

- 1 Receives the report, Rotorua Te Arawa Lakes Programme Status Report update and 2018/19 Annual Report;**
- 2 Approves the 2018/19 Annual Report for the Programme, for submission to the Minister for the Environment.**

**Winters/Meha
CARRIED**

10.2 Rotorua Lakes Council - Update to Rotorua Te Arawa Lakes Strategy Group

Jean-Paul Gaston – Group Manager Strategy and Partnerships, Rotorua Lakes Council presented this item.

Key Points

- The report in the agenda was taken as read
- Noted the positive progress on East Rotoiti | Rotomā Wastewater Treatment Plant: the first stage had been commissioned in August 2019 and was now operative
- Recognised the ongoing and valuable support by Te Arawa Lakes Trust in the Wastewater Treatment Plant upgrade and was confident that despite the delays, there would be a positive outcome.

Resolved

That the Rotorua Te Arawa Lakes Strategy Group:

- 1 Receives the report, Rotorua Lakes Council - Update to Rotorua Te Arawa Lakes Strategy Group**

**Chadwick/Meha
CARRIED**

11 Presentations - Continued

11.1 Waiora Project Findings – Baseline Survey of Lake Ōkataina

PowerPoint Presentation – Objective Reference A3390596 (including two videos)

Ian Kusabs – Ian Kusabs and Associates and Nicky Douglas – Te Arawa Lakes Trust presented this item.

Key Points of Presentation

- Lake Ōkataina – Kōura Monitoring
- Aim
- Modern day Tau Kōura
- Retrieving the Tau Kōura
- Kōura abundance Te Arawa Lakes
- Length frequency distribution – Lake Ōkataina and Te Ākau
- Relative kōura abundance in the Rotorua Te Arawa Lakes
- Relative kōura biomass in the Rotorua Te Arawa Lakes
- Kōura size in the Rotorua Te Arawa Lakes
- Summary
 - Lake Ōkataina supported an abundant population of kōura with a mean CPUE of 15 kōura whakaweku⁻¹
 - Lake Ōkataina ranked third in both mean CPUE and mean BPUE
 - The size structure of kōura was well-balanced with kōura ranging in size from 6 - 45 mm OCL
 - The presence of small juvenile kōura at depths >20m reflected excellent water quality and absence of catfish.

In Response to Questions

- High levels of iron in the water was toxic to kōura
- The shallowness of Lake Rotoiti and Lake Rotorua meant oxygen was distributed well throughout and nutrient levels was kept more under control
- Kōura juveniles were vulnerable to catfish in shallow waters
- Juvenile kōura had been found down to depths of 30m in Lake Rotoma, which meant the mothers released them were they were safer from catfish than in the shallow waters where catfish naturally habited
- Was working with the University of Waikato on options to train dogs to identify pests such as catfish to actively prevent spread between lakes via boats
- Catfish could live for up to 20 years and breed from the age of three
- Algae did not appear to affect the taste of the kōura, however clean water was always preferable
- Important to continue to monitor Lake Ōkataina as although it was currently free of catfish, it could be contaminated through transfers from other lakes
- The Trust had worked closely with whenua regarding their role as kaitiaki of the lakes, which was assisted by the kōura research.

Key Points – Members

- Recognised the high level of expertise by Ian Kusabs, who was currently nominated for an award at the Te Arawa Achievement Awards 2019
- Encouraged post-election lake excursions for the newly elected councillors to create a better understanding of current conditions and threats
- The weed in the lakes negatively impacted on the traditional tou methods when used to catching kōura
- Noted that commercial kōura farms were being established and queried whether juvenile kōura could be supplied to provide a base stock

- Environmental differences meant that establishing kōura farms were more challenging in the Te Arawa Lakes area than in the South Island.

Resolved

That the Rotorua Te Arawa Lakes Strategy Group:

- 1 Receives the presentation Lake Ōkataina – Kōura Monitoring by Ian Kusabs.**

**Meha/Winters
CARRIED**

11.2 TALT Update Report for Rotorua Te Arawa Lakes Strategy Group Meeting - 29 September 2019

PowerPoint Presentation – Objective Reference A3390616

Nicky Douglas – Te Arawa Lakes Trust presented this item.

Recognised the positive relationship and support between The Trust and the partner councils.

Key Points of Presentation

- Te Arawa Lakes Trust – Deed Fund Update
- Context and Rationale
- Lakes Strategy:
 - Connected
 - Goal 1 - The Strategy is implemented collaboratively
 - Goal 2 - The community is engaged and informed about Lakes Catchment issues
 - Goal 3 - Knowledge is linked to actions and adaptation occurs
 - Goal 4 - The Lakes Catchment is managed through Te Arawa Values
 - Iconic
 - Goal 5 - The lakes catchment offers residents and users a range of high quality experiences
 - Goal 6 - Nutrient inputs are reduced to levels which ensures water quality meets community expectations
 - Goal 7 - The health of ecosystems including habitat for kai roto has improved since 2013
 - Prosperous
 - Goal 8 - A developing lakes catchment economy that supports resource use efficiency and improved water quality
 - Goal 9 - A lakes catchment management framework that enables iwi to pursue sustainable business ideas and initiatives
 - Goal 10 - The lakes catchment makes a positive contribution to lakes communities sense of pride and belonging
 - Goal 11 - A lakes catchment management framework that provides certainty and enables landowners to plan for their future.
- Te Tūāpapa
- Mātauranga
- Hungatiaki
- Mana of the Settlement was upheld
- Treaty Partnership
- Integrated approach

- Recommendation: That the RTALSG receive the update report on the TALT Deed Fund.

In Response to Questions

- Information regarding the Lakes Strategy had been forwarded to Ministry for the Environment and the Trust was awaiting a response
- Finalists in the Biodiversity awards for the catfish programme and recognised the support by Regional Council in this project
- A hui with the Ministry for the Environment the previous week had been well supported by 50-60 whanau who were well informed with regards to the Freshwater Reforms.

Item for Staff Follow-up

- Presentation to be distributed to Strategy Group members.

Resolved

That the Rotorua Te Arawa Lakes Strategy Group:

- 1 Receives the report, TALT Update Report for Rotorua Te Arawa Lakes Strategy Group Meeting - 29 September 2019.**

**Mahi/Hunt
CARRIED**

11.3 **Ministry for the Environment Update**

Noted that as an apology had been received from the representatives of the Ministry for the Environment, there was no presentation at this meeting.

11.4 **2019 Local Government Elections Update**

Chris Ingle – General Manager Integrated Catchments provided an outline of the report.

Key Points – Members

- Recognised the importance of the Strategy Group and looked forward to resuming its important work in the new triennium
- Suggested a workshop/hui be arranged before Christmas 2019 to look at the current Terms of Reference; discuss cultural aspects and input; future direction of the Strategy Group; interaction with the community
- The Strategy Group was proactive in its work, compared to the more reactive approach in other parts of New Zealand
- The Trust extended an invitation to host the post-election informal hui at the Taheke (Opatia) Marae.

Resolved

That the Rotorua Te Arawa Lakes Strategy Group:

- 1 Receives the report, 2019 Local Government Elections Update;**

Winter/Hunt
CARRIED

12 Public Excluded Section – Transferred into the Open

Noted that the minutes of the Public Excluded Rotorua Te Arawa Lakes Strategy Group Minutes – 5 April 2019 had been transferred into Open and received as part of the Public minutes.

13 Closing Karakia

Sir Toby Curtis acknowledged the members of the Strategy Group for their significant work and noted that the composition of the Group, i.e. the combination of Trust members and Councillors led by an Independent Chairperson, was recognised as unique.

Raina Meha closed the meeting with a Karakia.

The meeting closed at 12.30 pm

Confirmed DATE

Sir Toby Curtis
Chairperson – Rotorua Te Arawa Lakes Strategy
Group

Fiona McTavish
Chief Executive Bay of Plenty Regional Council

Reports

Report To: Rotorua Te Arawa Lakes Strategy Group

Meeting Date: 13 March 2020

Report From: Yvonne Tatton, Governance Manager

Confirmation of Pou Takiwaiora (Independent Chairperson), Election of Deputy Chairperson and other Meeting Matters

Executive Summary

This report informs the Rotorua Te Arawa Lakes Strategy Group (RTALSG) of meeting matters for the 2019-2022 Triennium. This includes the confirmation of the non-voting Poū Tākiwaiora (Independent Chairperson) and election of a Deputy Chairperson for the three year term of the Triennium. The report sets out the process to be used to conduct the election. Until the Independent Chairperson is officially confirmed, the General Manager: Integrated Catchments will open and chair the meeting.

The report also seeks confirmation of the Strategy Group's membership, Terms of Reference, updated Standing Orders to be used for the Strategy Group's meetings and a schedule of meetings for 2020.

Recommendations

That the Rotorua Te Arawa Lakes Strategy Group:

- 1 Receives the report, Confirmation of Pou Takiwaiora (Independent Chairperson), Election of Deputy Chairperson and other Meeting Matters;**
- 2 Confirms Sir Toby Curtis as the Poū Tākiwaiora (Independent Chairperson) for the 2019-2022 Triennium.**
- 3 Selects System B as the voting system to elect the Deputy Chairperson.**
- 4 Elects _____ as the Deputy Chairperson for the 2019-2022 Triennium.**
- 5 Notes the Strategy Group's Terms of Reference, attached as Appendix 1 to the report.**
- 6 Notes the Standing Orders to be used for the conduct of its meetings, attached as Appendix 2, as adopted by the administering authority (Bay of Plenty Regional Council) on 26 November 2019.**
- 7 Confirms its membership:**

Te Arawa Lakes Trust: Raina Meha and Roana Bennett with Nuki Nicholson as alternate

Bay of Plenty Regional Council: Chairman Doug Leeder and Councillor Kevin Winters with Councillor Te Taru White as alternate

Rotorua Lakes Council: Mayor Steve Chadwick and Deputy Mayor Dave Donaldson with Councillor _____ as alternate.

8 Confirms the following 2020 meeting dates:

- **21 May 2020**
- **11 September 2020**
- **11 December 2020**

1 Confirmation of Poū Tākiwaiora (Independent Chairperson)

The Rotorua Te Arawa Lakes Strategy Group is a permanent joint committee under Te Arawa Lakes Settlement Act 2006.

The Group's Terms of Reference are derived from the Rotorua Lakes Strategy Agreement included in Part 1 of the Relationship Schedule to the Deed of Settlement, December 2004. The Terms of Reference were reviewed and adopted in April 2019 ([Appendix 1](#))

In accordance with its Terms of Reference the “non-voting Poū Tākiwaiora (Independent Chairperson) appointed by the members for a three year term in alignment with the Local Government triennium and is to be reviewed and confirmed at the first meeting of the Group following the local government elections.”

The role of Poū Tākiwaiora sits outside the voting membership of the Group and therefore is not deemed to be a member for the purposes of a quorum or voting.

The guidelines for the position of Poū Tākiwaiora are shown in [Appendix 3](#).

The Strategy Group, at its meeting held on 5 April 2019 appointed Sir Toby Curtis as Poū Tākiwaiora of the Rotorua Te Arawa Lakes Strategy Group. As per the Terms of Reference, a confirmation of this appointment is recommended for the 2019-2022 Triennium.

2 Election a Deputy Chairperson

In accordance with the Strategy Group's Terms of Reference (adopted April 2019 - [Appendix 1](#).) the Deputy Chairperson shall be appointed from the membership at the first meeting of the Group following the local government elections.

The process for how the Deputy Chairperson is elected is determined by Clause 24, Schedule 7, of the Local Government Act 2002 (LGA), which states: “*the acts of a local authority must be done, and the questions before the local authority must be decided at a meeting by –*

- (a) *vote; and*
- (b) *the majority of members that are present and voting.”*

2.1 Voting Systems

Under Clause 25, Schedule 7 of the LGA, when electing the Deputy Chairperson, a committee must resolve to use one of the following two voting systems:

System A

- (a) *requires that a person is elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee present and voting; and*
- (b) *has the following characteristics:*
 - (i) *there is a first round of voting for all candidates; and*
 - (ii) *if no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and*
 - (iii) *If no candidate is successful in the second round there is a third, and if necessary subsequent round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and*
 - (iv) *In any round of voting if two or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.”*

System B

- (a) *requires that a person is elected or appointed if he or she receives more votes than any other candidate; and*
- (b) *has the following characteristics:*
 - (i) *there is only one round of voting; and*
 - (ii) *if two or more candidates tie for the most votes, the tie is resolved by lot.”*

It is recommended that the Strategy Group selects System B as its voting system.

2.2 The voting process step

- a) The Strategy Group resolves to adopt a voting system and the procedure in the event of a tie.
- b) Nominations for Deputy Chairperson are called for (nominated and seconded).
- c) Nominees may be allowed up to 10 minutes to make a presentation.
- d) Voting for the election of the Deputy Chairperson as per agreed system.
- e) Deputy Chairperson declared elected.

In agreeing the voting process, ground rules need to also be agreed.

2.3 Ground rules

- a) A member may nominate or second themselves.
- b) Any member can call for a Division.
- c) Standing Orders apply – Divisions will be carried out with names called in random order.
- d) Any member can abstain from voting.

In the event of a tie between the highest (and/or lowest) polling candidates, the names of the candidates receiving an equal number of votes be put into a container and the candidate drawn out, by an independent person (such as the Committee Advisor), is deemed to be elected.

3 Meeting Matters

3.1 Strategy Group Membership

The table below provides the current membership of the Strategy Group. Where possible and at the request of the Strategy Group, partner members have appointed alternate members to attend meetings when the primary member cannot attend.

Appointed Members	Alternate Members	Iwi/Partner Organisation
Poū Tākiwaiora (Independent Chairperson)	n/a	n/a
Chairman Doug Leeder Councillor Kevin Winters	Councillor Te Taru White	Bay of Plenty Regional Council
Mayor Steve Chadwick Deputy Mayor Dave Donaldson	Councillor to be advised	Rotorua Lakes Council
Raina Meha Roana Bennett	Nuki Nicholson	Te Arawa Lakes Trust

3.2 Terms of Reference

The Strategy Group's Terms of Reference, adopted in April 2019 are attached as **Appendix 1** to the report for information.

3.3 Standing Orders

As the administering body the Bay of Plenty Regional Council's Standing Orders are used for the operation and conduct of the Strategy Group's meetings.

The Regional Council adopted updated Standing Orders on 26 November 2019. These Standing Orders are attached as **Appendix 2** to the report for information.

3.4 Meeting schedule and frequency

The Strategy Group meets four times a year with additional workshops and events scheduled if required or requested. The following dates have been suggested for the remaining Strategy Group meetings for 2020:

- 21 May 2020

- 11 September 2020
- 11 December 2020

3.5 Administration and costs

Each partner is responsible for bearing the cost of their representation.

As the administering authority, costs involved with running the Strategy Group meetings (i.e. general administration, catering, venue) is borne by the Bay of Plenty Regional Council regardless of venue location.

Bay of Plenty Regional Council provides a meeting fee and mileage to iwi appointed representatives (either the appointed or alternate member) based on Council's standard meeting fee rates.

3.6 Ministry for the Environment Representative

The Ministry for the Environment Representative to the Rotorua Te Arawa Lakes Strategy Group (RTALSG) has observer status. The current representative is Martin Workman, Director: Water.

4 Budget Implications

4.1 Current Year Budget

The establishment and implementation of the Council's governance and decision making structure is budgeted for in the Governance Services activity.

4.2 Future Budget Implications

Continued implementation of Council's governance and decision making structure is budgeted for in the Governance Services activity in the Council's Long Term Plan 2018-2028.

There are no specific financial implications arising from this report.

Merinda Pansegrouw
Committee Advisor

for Governance Manager

5 March 2020

APPENDIX 1

2019.04.05 Updated Rotorua Te Arawa Lakes Strategy Group Terms of Reference April 2019



Rotorua Te Arawa Lakes Strategy Group Terms of Reference

Interpretation

“Organisations” means the Te Arawa Lakes Trust, the Rotorua Lakes Council, and the Bay of Plenty Regional Council; sometimes referred to as “Partner Organisations”.

“Rotorua /Te Arawa Lakes” means Lakes Rotorua, Rotoiti, Rotoehu, Rotomā, Ōkātina, Tikitapu, Ōkāreka, Tarawera, Rotomahana, Rerewhakaaitu, Ōkaro.

“Group” means the Rotorua Te Arawa Lakes Strategy Group, formed as a Joint Committee under Clause 30 of Schedule 7 of the Local Government Act 2002; sometimes referred to as the “Strategy Group”.

Purpose

The purpose of the Group is to contribute to the promotion of the sustainable management of the Rotorua Te Arawa Lakes and their catchments, for the use and enjoyment of present and future generations, while recognising and providing for the traditional relationship of Te Arawa with their ancestral lakes.

Membership

The membership of the Group comprises of six members:

- Two members of the Te Arawa Lakes Trust Entity appointed by that entity - who are governance members; and
- Two members of the Bay of Plenty Regional Council appointed by that Council - one of whom is the Chairperson of that Council; and
- Two members of the Rotorua Lakes Council appointed by that Council - one of whom is the Mayor of that Council.

Plus one non-voting Poū Tākiwaiaora (Independent Chairperson) appointed by the members for a three year term in alignment with the Local Government triennium and is to be reviewed and confirmed at the first meeting of the Group following the local government elections.

The Poū Tākiwaiaora is not deemed to be a member of the Rotorua Te Arawa Lakes Strategy Group for the purposes of a quorum.

The Poū Tākiwaiaora shall assume the role and responsibilities as defined in the Rotorua Te



Arawa Lakes Strategy Group Poū Tākiwaiaora Guidelines.

The Deputy Chairperson shall be appointed from the membership at the first meeting of the Group following the local government elections.

Quorum

The quorum for a meeting of the Group will be one appointed member from each of the partner organisations

The special quorum for a meeting of the Group will be four members of the Group.

In the event that the ordinary quorum is not satisfied at three consecutive meetings of the Group in circumstances, where in the case of each such meeting:

- It was notified in accordance with the Standing Orders;
- Order papers were sent to each member of the Group in accordance with the Standing Orders; and
- The meeting had not been cancelled for any reason, then the members in attendance may declare the third meeting inquorate according to the Standing Orders and the special quorum will then be substituted.

At any subsequent meeting, the ordinary quorum will be restored

No matters that were not on the order paper for the meeting at which the special quorum was established can be considered by a special quorum meeting.

Term of the Committee

The Rotorua Te Arawa Lakes Strategy Group is a permanent joint committee established under the Te Arawa Lakes Settlement Act 2006 (Te Arawa Lakes Deed of Settlement - Cultural Redress: Lakes Management and Relationships, clauses 9.1 to 9.3 -December 2004) and is not disestablished as a consequence of a local government election.

The Group's Terms of Reference are derived from the Rotorua Lakes Strategy Agreement included in Part 1 of the Relationship Schedule to the Deed of Settlement, December 2004.

Specific Responsibilities and Delegated Functions

The Group has the following functions:

- Provide leadership to the Organisations and the community in relation to implementation of the Vision and Strategy for the Lakes of the Rotorua District originally adopted in 2000 and refreshed version adopted by the Strategy Group in 2013.
- Identify significant existing and emerging issues affecting the Rotorua Te Arawa Lakes and respond appropriately.
- Approve, monitor, evaluate, and review agreements, policies and strategies and all other proposals to achieve integrated outcomes for the Rotorua Te Arawa Lakes.



- Identify, monitor, and evaluate necessary actions by the partner organisations and other relevant organisations.
- Receive reports on activities being undertaken by the partner organisations and other relevant organisations.
- Participate in the preparation of statutory plans in relation to significant issues. Such plans include but are not limited to Iwi and hapū management plans, district and regional plans, reserve management plans and annual plans.
- Participate in applications for activities in relation to significant issues not addressed by existing policies of the partner organisations. Such activities include but are not limited to resource consents, designations, heritage orders, water conservation orders, restricting access to the lakes (during special events or in particular circumstances), and transferring and/or delegating of statutory authority.

Power to Recommend

To the partner organisations on any matters within the Strategy Group's delegated functions as it deems appropriate.

The Rotorua Te Arawa Lakes Strategy Group report directly to their own Organisations.

APPENDIX 2

2019.11.26 2019-22 ADOPTED BOPRC Standing Orders PDF



Bay of Plenty Regional Council Standing Orders Eleventh Triennium 2019-2022

Adopted 26 November 2019

Preface

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 with regard to the conduct of meetings.

It is mandatory that councils adopt Standing Order for the conduct of their meetings and the meetings of any subordinate bodies, such as committees and subcommittees (see Clause 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.

The Bay of Plenty Regional Council's Standing Orders are modelled on those provided by Local Government New Zealand.

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

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1 Introduction

These Standing Orders have been prepared to enable the orderly conduct of local authority meetings. They incorporate the Legislative Provisions relating to meetings, decision making and transparency. They also include practical guidance on how meetings should operate so that Statutory Provisions are complied with and the spirit of the legislation fulfilled.

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

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

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

1.1 Principles

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

- Conduct its business in an open, transparent and democratically accountable manner,
- Give effect to its identified priorities and desired outcomes in an efficient and effective manner,
- Make itself aware of, and have regard to, the views of all of its communities,
- Take into account, when making decisions, 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” (Section 39 LGA 2002).

1.2 Statutory References

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

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

1.3 Acronyms

LGA 2002 Local Government Act 2002

LGOIMA Local Government Official Information and Meetings Act 1987

LAMIA Local Authorities (Members' Interests) Act 1968

1.4 Application

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

2 Definitions

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

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

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

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

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

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

Chairperson means the person presiding at a meeting – the presiding member.

Chief executive means the Chief Executive of a regional council appointed under section 42 of the LGA 2002, and includes, for the purposes of these Standing Orders, any other officer authorised 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.

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

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

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

Electronic link means both an audio and audio visual link.

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

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

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

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

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

Karakia timatanga means an opening prayer.

Karakia whakamutunga means a closing prayer.

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

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

Local authority means in the context of these Standing Orders, a regional council, as defined in section 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, or extraordinary meeting of a local authority, committee, subcommittee or subordinate decision-making bodies of the local authority, convened under the provisions of the Local Government Official Information and Meetings Act 1987 (LGOIMA).

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

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

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

Motion means a formal proposal to a meeting.

Mover means the member who initiates a motion.

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

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

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

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

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

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

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

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

Presiding member means the person chairing a meeting.

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

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

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

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

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

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

Publicly notified means notified to members of the public by a notice contained in a newspaper circulating in the region 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 section 52 and section 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 clause 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).

Second means the member who seconds a motion.

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

Subordinate decision-making body means committees, subcommittees, and any other bodies established by a local authority that have decision-making authority.

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, 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 20 December and 10 January of the following year, any meeting must be notified as an extraordinary meeting, unless there is sufficient time to notify an ordinary meeting before the commencement of the period.

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

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

General matters

3 Standing Orders

3.1 Obligation to adopt Standing Orders

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

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

3.2 Process for adoption and alteration of Standing Orders

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

Clause 27(3) Schedule 7, LGA 2002.

3.3 Members must obey Standing Orders

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

Clause 16(1) Schedule 7, LGA 2002.

3.4 Application of Standing Orders

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

3.5 Temporary suspension of Standing Orders

Any member of a Council, committee, subcommittee and subordinate, may move a motion to suspend specified Standing Orders at a meeting of which they are a member. Any such motion must also include the reason for the suspension. If seconded, the Chairperson must put the motion without debate and at least 75% of the members present and voting must support the motion for it to be carried.

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

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

3.6 Quasi-judicial proceedings

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

3.7 Physical address of members

Every member of a local authority must give to the Chief Executive, a physical residential or business address within the 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 five working days of the publication of the declaration of the election results.

4 Meetings

4.1 Legal requirement to hold meetings

The local authority must hold meetings for the good Government of its 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

A meeting cannot continue more than six hours from when it starts (including any adjournments) or after 10:30 pm, unless the meeting resolves to continue. If there is no such resolution, any business on the agenda that has not been dealt with must be adjourned, transferred to the next meeting or transferred to an extraordinary meeting.

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

4.3 Language

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

4.4 Webcasting meetings

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

4.5 First meeting (inaugural)

The first meeting of a local authority following a local authority triennial general election, must be called by the Chief Executive as soon as practicable after the results of the election are known. The Chief Executive must give elected members not less than seven 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.

Clause 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 Clause 21(4), Schedule 7 (LGA 2002)).

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

- (a) The making and attesting of the declarations required of the Chairperson (if any) and members under Clause 14, Schedule 7, (LGA 2002),
- (b) The election of the Chairperson and the making and attesting of the declaration required of the Chairperson under Clause 14 Schedule7, (LGA 2002),
- (c) A general explanation, given or arranged by the Chief Executive, of:
 - (i) LGOIMA, and
 - (ii) Other laws affecting members, including the appropriate provisions of the Local Authorities (Members Interests) Act 1968; and sections 99, 105 and 105A of the Crimes Act 1961; and the Secret Commissions Act 1910; and the Financial Markets Conduct Act 2013.
- (d) The fixing of the date and time of the first meeting of the local authority, or the adoption of a schedule of meetings, and
- (e) The election of the Deputy Chairperson in accordance with Clause 17 Schedule 7, (LGA 2002).

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

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

5 Appointments and elections

5.1 Elections of Regional Chairpersons, and Deputy Chairpersons

The Council (or a committee responsible for making the appointment) must decide by resolution to use one of two voting systems (see Standing Order 5.3) when electing people to the following positions:

- The Chairperson and Deputy Chairperson of a regional council,
- The Chairperson and Deputy Chairperson of a committee, and
- A representative of a local authority.

Clause 25 Schedule 7, LGA 2002.

5.2 Removal of a Chairperson, Deputy Chairperson

A Chairperson or Deputy Chairperson can only be removed in accordance with the process set out in Clause 18, Schedule 7, of the LGA 2002. See Appendix 9.

Clause 18, Schedule 7, LGA 2002.

5.3 Voting system for Chairpersons, Deputy Chairpersons and Committee Chairs

When electing a regional council Chair, a Deputy Mayor or a Committee Chair, the local authority must resolve to use one of the following two voting systems.

System A

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

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

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

System B

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

- (a) There is only one round of voting, and
- (b) If two or more candidates tie for the most votes, the tie is resolved by lot.

Clause 25 Schedule 7, LGA 2002.

6. Delegations

6.1 Limits on delegations

Unless clearly stated in the LGA or any other Act, a Council may, for the purposes of efficiency and effectiveness, delegate to a committee, subcommittee, subordinate decision-making body, 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.

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

6.2 Committees may delegate

A committee, subcommittee or 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.

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

6.3 Use of delegated powers

The committee, subcommittee, other subordinate decision-making body 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.

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

6.4 Decisions made under delegated authority cannot be rescinded or amended

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

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

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

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

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

Please note: Council is advised to delegate a range of decision-making responsibilities to its Chief Executive, to cover the period from the day following the Electoral Officer's declaration until the new Council is sworn in.

7. Committees

7.1 Appointment of committees and subcommittees

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

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

7.2 Discharge or reconstitution of committees and subcommittees

Unless expressly provided otherwise in legislation or regulation:

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

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

Clause 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

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

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

7.4 Elected members on committees and subcommittees

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

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

Clause 31(4) Schedule 7, LGA 2002.

7.5 Local authority may replace members if committee not discharged

If a local authority resolves that a committee, subcommittee or other subordinate decision-making body is not to be discharged under Clause 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.

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

7.6 Decision not invalid despite irregularity in membership

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

- 1 There is a vacancy in the membership of the local authority or committee 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.

Clause 29, Schedule 7, LGA 2002.

7.7 Appointment of joint committees

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

- (a) The number of members each party may appoint,
- (b) How the Chairperson and Deputy Chairperson are to be appointed,
- (c) The terms of reference of the committee,
- (d) What responsibilities, if any, are to be delegated to the committee by each party, and
- (e) How the agreement may be varied.

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

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

7.8 Status of joint committees

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

Clause 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.

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

Pre-meeting

8. Giving notice

8.1 Public notice – ordinary meetings

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

Section 46, LGOIMA.

8.2 Notice to members - ordinary meetings

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

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

8.3 Extraordinary meeting may be called

An extraordinary Council meeting may be called by:

- (a) Resolution of the Council: or
- (b) A requisition in writing delivered to the Chief Executive which is signed by:
 - i. The Chairperson, or
 - ii. Not less than one third of the total membership of the Council (including vacancies).

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

8.4 Notice to members - extraordinary meetings

The Chief Executive must give notice, in writing, of the time and place of an extraordinary meeting called under Standing Order 8.3, as well as the general nature of business to be considered to each member of the Council at least three 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.

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

8.5 Emergency meetings may be called

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

- (a) The Chairperson, or
- (b) If the Chairperson is unavailable, the Chief Executive.

Clause 22A(1), Schedule7 LGA 2002.

8.6 Process for calling an emergency meeting

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

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

Clause 22A (2), Schedule7 LGA 2002.

8.7 Public notice – emergency and extraordinary meetings

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

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

Section 46 (3) LGOIMA.

8.8 Meetings not invalid

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

That the meeting occurred without proper notification,

- The general nature of the business transacted, and
- The reasons why the meeting was not properly notified.

Section 46 (6), LGOIMA.

8.9 Resolutions passed at an extraordinary meeting

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

- (a) The resolution was passed at a meeting or part of a meeting from which the public was excluded, or
- (b) The extraordinary meeting was publicly notified at least five working days before the day on which the meeting was held.

Section 51A, LGOIMA.

8.10 Meeting schedules

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

Clause 19 (6) Schedule 7, LGA 2002.

8.11 Non-receipt of notice to members

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

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

8.12 Meeting cancellations

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

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

9. Meeting agenda

9.1 Preparation of the agenda

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

When preparing business items for an agenda the Chief Executive should consult the Chairperson.

9.2 Process for raising matters for a decision

Requests for reports may be made by a resolution of the Council, committee, subcommittee 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 12.

9.3 Chief executive may delay or refuse request

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

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

9.4 Order of business

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

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

9.5 Chairperson's recommendation

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

9.6 Chairperson's report

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

9.7 Public availability of the agenda

All information provided to members at a local authority 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.

Section 5 & 46A, LGOIMA.

9.8 Public inspection of agenda

Any member of the public may, without payment of a fee, inspect, during normal office hours and within a period of at least two working days before a meeting, all agendas and associated reports circulated to members of the local authority 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.

Section 46A (1), LGOIMA.

9.9 Withdrawal of agenda items

If justified by circumstances an agenda item may be withdrawn by the Chief Executive. In the event of an item being withdrawn, the Chief Executive should inform the Chairperson.

9.10 Distribution of the agenda

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

The Chief Executive may send the agenda, and other materials relating to the meeting or other Council business, to members by electronic means.

9.11 Status of agenda

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

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

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

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

Section 46A (7), LGOIMA.

Items not on the agenda may be brought before the meeting through a report from either the Chief Executive or the Chairperson.

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

9.13 Discussion of minor matters not on the agenda

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

Section 46A (7A), LGOIMA.

9.14 Public excluded business on the agenda

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

Section 46A (9), LGOIMA.

9.15 Qualified privilege relating to agenda and minutes

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

Section 52, LGOIMA.

Meeting Procedures

10. 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.

11. Quorum

11.1 Council meetings

The quorum for a meeting of the Council is:

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

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

11.2 Committees and subcommittee meetings

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

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

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

11.3 Joint Committees

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

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

11.4 Requirement for a quorum

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

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

11.5 Meeting lapses where no quorum

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

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

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

11.6 Business from lapsed meetings

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

12. Public access and recording

12.1 Meetings open to the public

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

Section 47 & 49(a), LGOIMA.

12.2 Grounds for removing the public

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

12.3 Local authority may record meetings

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

12.4 Public may record meetings

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

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

13. Attendance

13.1 Members right to attend meetings

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

Clause 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 Section 48 LGOIMA. Consequently, if the meeting resolves to exclude the public any members of the local authority who are present may remain unless they are lawfully excluded.

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

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

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

13.3 Leave of absence

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

The Deputy Chair 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 a leave of absence for a member as an apology for that meeting.

13.4 Apologies

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

13.5 Recording apologies

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

13.6 Absent without leave

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

Clause 5 (d) Schedule 7, LGA 2002.

13.7 Right to attend by audio or audio visual link

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

13.8 Member's status: quorum

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

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

13.9 Member's status: Voting

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

13.10 Chairperson's duties

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

- (a) The technology for the link is available and of suitable quality, and
- (b) Procedures for using the technology in the meeting will ensure that:
 - 1 Everyone participating in the meeting can hear each other,
 - 2 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,
 - 3 The requirements of Part 7 of LGOIMA are met, and
 - 4 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.

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

13.11 Conditions for attending by audio or audio visual link

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

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

13.12 Request to attend by audio or audio visual link

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

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

Approved participation by audio-visual link is available at designated Council offices as the preferred venues as determined by the Chairperson and co-ordinated by the Chief Executive.

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

13.13 Chairperson may terminate link

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

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

13.14 Giving or showing a document

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

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

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

13.15 Link failure

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

13.16 Confidentiality

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

14. Chairperson's role in meetings

14.1 Council meetings

The Chairperson 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 the Chairperson at that meeting. This person may exercise the meeting responsibilities, duties and powers of the Chairperson for that meeting.

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

14.2 Other meetings

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

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

14.3 Addressing the Chairperson

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

14.4 Chairperson's rulings

The Chairperson will decide all procedural questions where insufficient provision is made by these Standing Orders and with regard to all points of order. Any refusal to obey a Chairperson's ruling or direction constitutes contempt.

14.5 Chairperson standing

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

14.6 Member's right to speak

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

14.7 Chairperson may prioritise speakers

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

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

15. Public Forums

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

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

15.1 Time limits

A period of up to 15 minutes, or such longer time as the meeting may determine, will be available for the public forum at each scheduled local authority meeting. Requests must be made to the Chief Executive (or their delegate) at least one clear day before the meeting; however, this requirement may be waived by the Chairperson. Requests are to outline the matters that will be addressed by the speaker(s).

Speakers can speak for up to five 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 three in total, the Chairperson has discretion to restrict the speaking time permitted for all presenters.

15.2 Restrictions

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

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

- The matter is subject to legal proceedings, and
- The matter is subject to a hearing, including the hearing of submissions where the local authority or committee sits in a quasi-judicial capacity.

15.3 Questions at public forums

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

15.4 No resolutions

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

16. Deputations

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

16.1 Time limits

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

16.2 Restrictions

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

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

16.3 Questions of a deputation

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

16.4 Resolutions

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

17. Petitions

17.1 Form of petitions

Petitions may be presented to the local authority or any of its committees as long as the subject matter falls within the Terms of Reference of the intended meeting.

Petitions must contain at least 20 signatures and consist of fewer than 150 words (not including signatories). They must be received by the Chief Executive at least six working days before the date of the meeting at which they will be presented.

Petitions must not be disrespectful, use offensive language or include malicious statements (see Standing Order 19.9 on qualified privilege). They may be written in English or te reo Māori. Petitioners planning to present their petition in te reo or sign language are to advise the Chief Executive three working days to allow translation services to be arranged.

17.2 Petition presented by petitioner

A petitioner who presents a petition to the local authority or any of its committees and subcommittees may speak for five 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 five working days before the date of the meeting concerned.

17.3 Petition presented by member

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

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

18. Exclusion of public

18.1 Motions and resolutions to exclude the public

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

Every motion to exclude the public must be put while the meeting is open to the public, and copies of the motion must be available to any member of the public who is present.

If the motion is passed, the resolution to exclude the public must be in the form set out in schedule 2A of LGOIMA (see Appendix 2). The resolution must state:

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

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

s. 48 LGOIMA.

18.2 Specified people may remain

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

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

s.48 (6) LGOIMA.

18.3 Public excluded items

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

s.46A (8) LGOIMA.

18.4 Non-disclosure of information

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

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

- (a) There are no grounds under LGOIMA for withholding the information, and
- (b) The information is no longer confidential.

18.5 Release of information from public excluded session

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

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

19. Voting

19.1 Decisions by majority vote

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

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

19.2 Open voting

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

Clause 24 (3) Schedule 7, LGA 2002.

19.3 Chairperson has a casting vote

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.

Clause 24 (2) Schedule 7, LGA 2002.

19.4 Method of voting

The method of voting must be as follows:

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

19.5 Calling for a division

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

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

19.6 Request to have votes recorded

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

19.7 Members may abstain

Any member may abstain from voting.

20. Conduct

20.1 Calling to order

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

20.2 Behaviour consistent with Code of Conduct

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

20.3 Retractions and apologies

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

20.4 Disorderly Conduct

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

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

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

20.5 Contempt

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

20.6 Removal from meeting

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

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

20.7 Financial conflicts of interests

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

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

Section 6 & 7 LAMIA.

20.8 Non-financial conflicts of interests

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

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

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

20.9 Qualified privilege for meeting proceedings

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

Section 53, LGOIMA.

20.10 Qualified privilege additional to any other provisions

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

Section 53, LGOIMA.

20.11 Electronic devices at meetings

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

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

21. General rules of debate

21.1 Chairperson may exercise discretion

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

21.2 Time limits on speakers

The following time limits apply to members speaking at meetings:

- (a) Movers of motions when speaking to the motion – not more than five minutes,
- (b) Movers of motions when exercising their right of reply – not more than five minutes, and
- (c) Other members – not more than five minutes.

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

21.3 Questions to staff

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

21.4 Questions of clarification

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

21.5 Members may speak only once

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

21.6 Limits on number of speakers

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

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

21.7 Secunder may reserve speech

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

21.8 Speaking only to relevant matters

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

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

21.9 Restating motions

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

21.10 Criticism of resolutions

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

21.11 Objecting to words

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

21.12 Right of reply

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

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

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

21.13 No other member may speak

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

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

21.14 Adjournment motions

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

21.15 Chairperson's acceptance of closure motions

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

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

22. General procedures for speaking and moving motions

22.1 Options for speaking and moving

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

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

22.2 Option A

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

22.3 Option B

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

22.4 Option C

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

22.5 Procedure if no resolution reached

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

23. Motions and amendments

23.1 Proposing and seconding motions

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

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

23.2 Motions in writing

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

23.3 Motions expressed in parts

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

23.4 Substituted motion

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

23.5 Amendments to be relevant and not direct negatives

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

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

23.6 Foreshadowed amendments

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

23.7 Lost amendments

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

23.8 Carried amendments

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

23.9 Where a motion is lost

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

23.10 Withdrawal of motions and amendments

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

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

23.11 No speakers after reply or motion has been put

A member may not speak to any motion once:

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

24. Revocation or alteration of resolutions

24.1 Member may move revocation of a decision

A member may give the Chief Executive a notice of motion for the revocation or alteration of all or part of a previous resolution of the Council or committee. The notice must set out:

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

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

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

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

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

Clause 30 (6) Schedule 7, LGA 2002.

24.3 Requirement to give notice

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

24.4 Restrictions on actions under the affected resolution

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

Exceptions apply where, in the opinion of the Chairperson:

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

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

24.5 Revocation or alteration by resolution at same meeting

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

24.6 Revocation or alteration by recommendation in report

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

Clause 30 (6) Schedule 7, LGA 2002.

25. Procedural motions

25.1 Procedural motions must be taken immediately

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

25.2 Procedural motions to close or adjourn a debate

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

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

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

25.3 Voting on procedural motions

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

25.4 Debate on adjourned items

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

25.5 Remaining business at adjourned meetings

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

25.6 Business referred to the Council or a committee

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.

25.7 Other types of procedural motions

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

26. Points of order

26.1 Members may raise points of order

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

26.2 Subjects for points of order

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

- (a) Disorder – to bring disorder to the attention of the Chairperson,
- (b) Language – to highlight use of disrespectful, offensive or malicious language,
- (c) Irrelevance – to inform the chair that the topic being discussed is not the matter currently before the meeting,
- (d) Misrepresentation – to alert the chair of a misrepresentation in a statement made by a member, an officer or a Council employee,
- (e) Breach of Standing Order – to highlight a possible breach of a Standing Order while also specifying which Standing Order is subject to the breach, and
- (f) Recording of words – to request that the minutes record any words that have been the subject of an objection.

26.3 Contradictions

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

26.4 Point of order during division

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

26.5 Chairperson's decision on points of order

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

27. Notices of motion

27.1 Notice of intended motion to be in writing

Notice of intended motions must be in writing signed by the mover, stating the meeting at which it is proposed that the intended motion be considered, and must be delivered to the Chief Executive at least five 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 two clear working days' notice of the date of the meeting at which it will be considered.

27.2 Refusal of notice of motion

The Chairperson may direct the Chief Executive to refuse to accept any notice of motion which:

- (a) Is disrespectful or which contains offensive language or statements made with malice, or
- (b) Is not related to the role or functions of the local authority or meeting concerned, or
- (c) Contains an ambiguity or a statement of fact or opinion which cannot properly form part of an effective resolution, and where the mover has declined to comply with such requirements as the Chief Executive officer may make, or
- (d) Is concerned with matters which are already the subject of reports or recommendations from a committee to the meeting concerned, or
- (e) Fails to include sufficient information as to satisfy the decision-making provisions of Section 77-82 LGA 2002, or

- (f) Concerns a matter where decision-making authority has been delegated to a committee 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.

27.3 Mover of notice of motion

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

27.4 Alteration of notice of motion

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

27.5 When notices of motion lapse

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

27.6 Referral of notices of motion

Any notice of motion received that refers to a matter ordinarily dealt with by a committee of the local authority must be referred to that committee by the Chief Executive.

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

27.7 Repeat notices of motion

When a motion has been considered and rejected by the local authority or a committee, no similar notice of motion which, in the opinion of the Chairperson, may be accepted within the next 12 months, unless signed by not less than one third of all members, including vacancies.

Where a notice of motion has been adopted by the local authority, no other notice of motion which, in the opinion of the Chairperson has the same effect, may be put while the original motion stands.

28. Minutes

28.1 Minutes to be evidence of proceedings

The local authority, its committees, subcommittees and 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.

Clause 28 Schedule 7, LGA 2002.

28.2 Matters recorded in minutes

The Chief Executive must keep the minutes of meetings. The minutes must record:

- (a) The date, time and venue of the meeting,
- (b) The names of the members present,
- (c) The Chairperson,
- (d) Any apologies or leaves of absences,
- (e) The arrival and departure times of members,
- (f) Any failure of a quorum,
- (g) A list of any external speakers and the topics they addressed,
- (h) A list of the items considered,
- (i) The resolutions and amendments related to those items including those that were lost, provided they had been moved and seconded in accordance with these Standing Orders,
- (j) The names of all movers, and seconders,
- (k) Any objections made to words used,
- (l) All divisions taken and, if taken, a record of each members' vote,
- (m) The names of any members requesting that their vote or abstention be recorded,
- (n) Any declarations of financial or non-financial conflicts of interest,
- (o) The contempt, censure and removal of any members,
- (p) Any resolutions to exclude members of the public,
- (q) The time at which the meeting concludes or adjourns, and
- (r) The names of people permitted to stay in public excluded.

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

28.3 No discussion on minutes

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

28.4 Minutes of last meeting before election

The Chief Executive and the relevant Chairpersons must sign, or agree to have their digital signature inserted, the minutes of the last meeting of the local authority, its committees and subcommittees before the next election of members.

29. Keeping a record

29.1 Maintaining accurate records

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

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

Section 17 Public Records Act 2005.

29.2 Method for maintaining records

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

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

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

29.3 Inspection

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

s. 51 LGOIMA.

29.4 Inspection of public excluded matters

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

Referenced documents

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

Appendix 1: Grounds to exclude the public

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

- A1** That good reason exists for excluding the public from the whole or any part of the proceedings of any meeting as the public disclosure of information would be likely:
- (a) To prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial, or
 - (b) To endanger the safety of any person.
- A2** That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:
- (a) Protect the privacy of natural persons, including that of deceased natural persons, or
 - (b) Protect information where the making available of the information would:
 - i. Disclose a trade secret, or
 - ii. Be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
 - (ba) In the case only of an application for a resource consent, or water conservation order, or a requirement for a designation or heritage order, under the Resource Management Act 1991, to avoid serious offence to tikanga Māori, or to avoid the disclosure of the location of waahi tapu, or
 - (c) Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would:
 - i. Be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied, or
 - ii. Be likely otherwise to damage the public interest.
 - (d) Avoid prejudice to measures protecting the health or safety of members of the public, or
 - (e) Avoid prejudice to measures that prevent or mitigate material loss to members of the public, or
 - (f) Maintain the effective conduct of public affairs through – the protection of such members, officers, employees, and persons from improper pressure or harassment, or
 - (g) Maintain legal professional privilege, or
 - (h) Enable any Council holding the information to carry out, without prejudice or disadvantage, commercial activities, or
 - (i) Enable any Council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations), or

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

See Section 7 LGOIMA 1987.

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

- A3** That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information, the public disclosure of which would:
 - (a) Be contrary to the provisions of a specified enactment, or
 - (b) Constitute contempt of Court or of the House of Representatives.

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

- A5** That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the Council to deliberate in private on its decision or recommendation in:
 - (a) Any proceedings before a Council where:
 - i. A right of appeal lies to any Court or tribunal against the final decision of the Council in those proceedings,
 - ii. The Council is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings, and
 - iii. Proceedings of a local authority exist in relation to any application or objection under the Marine Farming Act 1971.

See Section 48 LGOIMA.

Appendix 2: Sample resolution to exclude the public

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

1 That the public is excluded from:

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

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

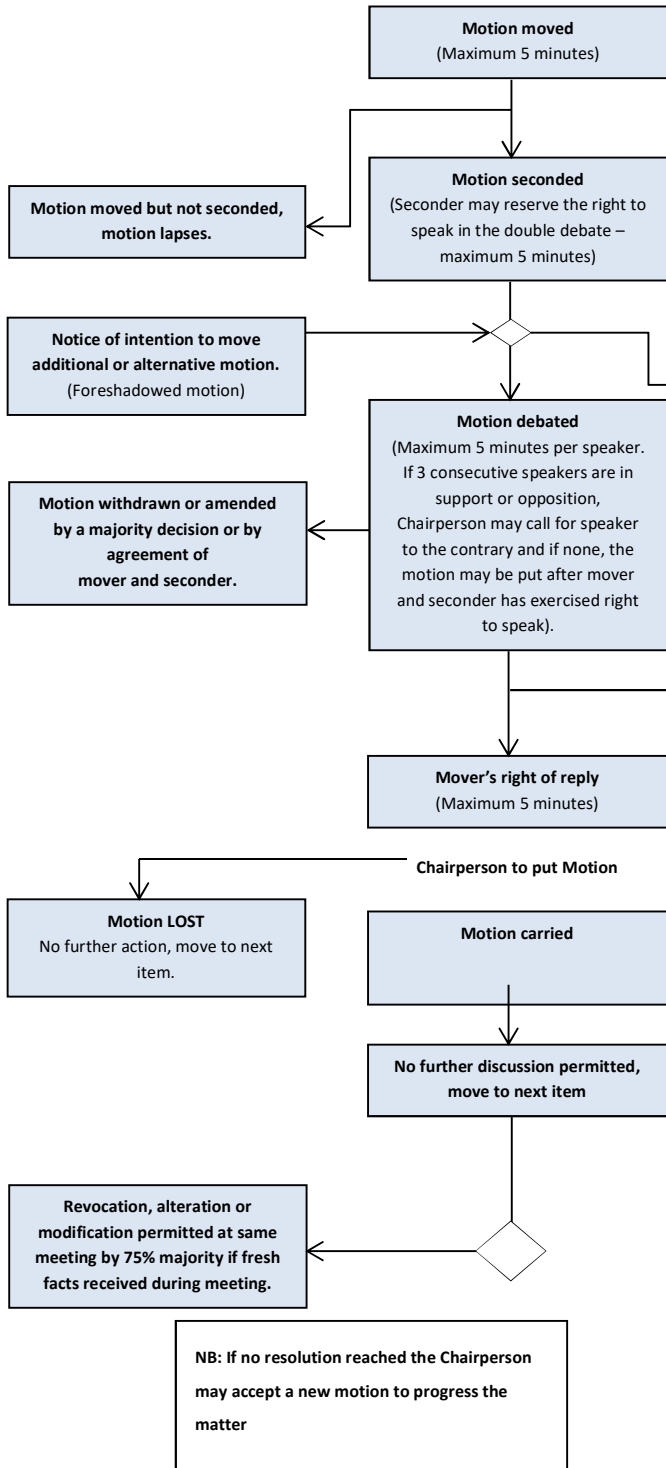
Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public
		To prevent the disclosure of information which would— i. be contrary to the provisions of a specified enactment, or ii. constitute contempt of court or of the House of Representatives (s.48(1)(b)).
		To consider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

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public
		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"> i. disclose a trade secret, or ii. unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information (s 7(2)(b)).
		To avoid serious offence to Tikanga Māori, or the disclosure of the location of waahi tapu in relation to an application under the RMA 1991 for: <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)).
		To protect information which is subject to an obligation of confidence where the making available of the information would be likely to: <ul style="list-style-type: none"> i. prejudice the supply of similar information, or information from the same source, where it is in the public interest that such information should continue to be supplied, or ii. would be likely otherwise to damage the public interest (s 7(2)(c)).
		To avoid prejudice to measures protecting the health or safety of members of the public (s 7(2)(d)).
		To avoid prejudice to measures that prevent or mitigate material loss to members of the public (s 7(2)(e)).
		To maintain the effective conduct of public affairs by protecting members or employees of the Council in the course of their duty, from improper pressure or harassment (s 7(2)(f)(ii)).
		To enable the Council to carry out, without prejudice or disadvantage, commercial activities (s 7(2)(h)).

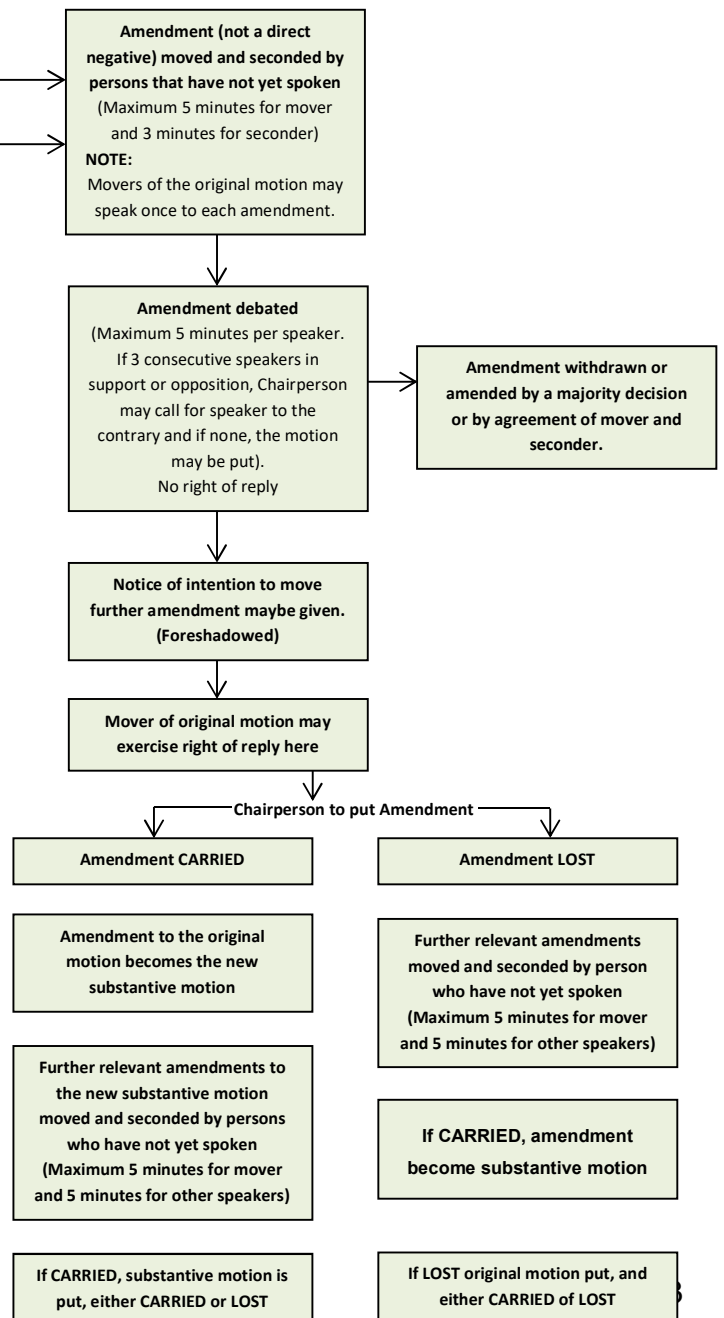
2 That (*name of person(s)*) is permitted to remain at this meeting after the public has been excluded because of their knowledge of (*specify topic under discussion*). This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because (*specify*).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

Appendix 3: Motions and amendments (Option A)

Motions without amendments

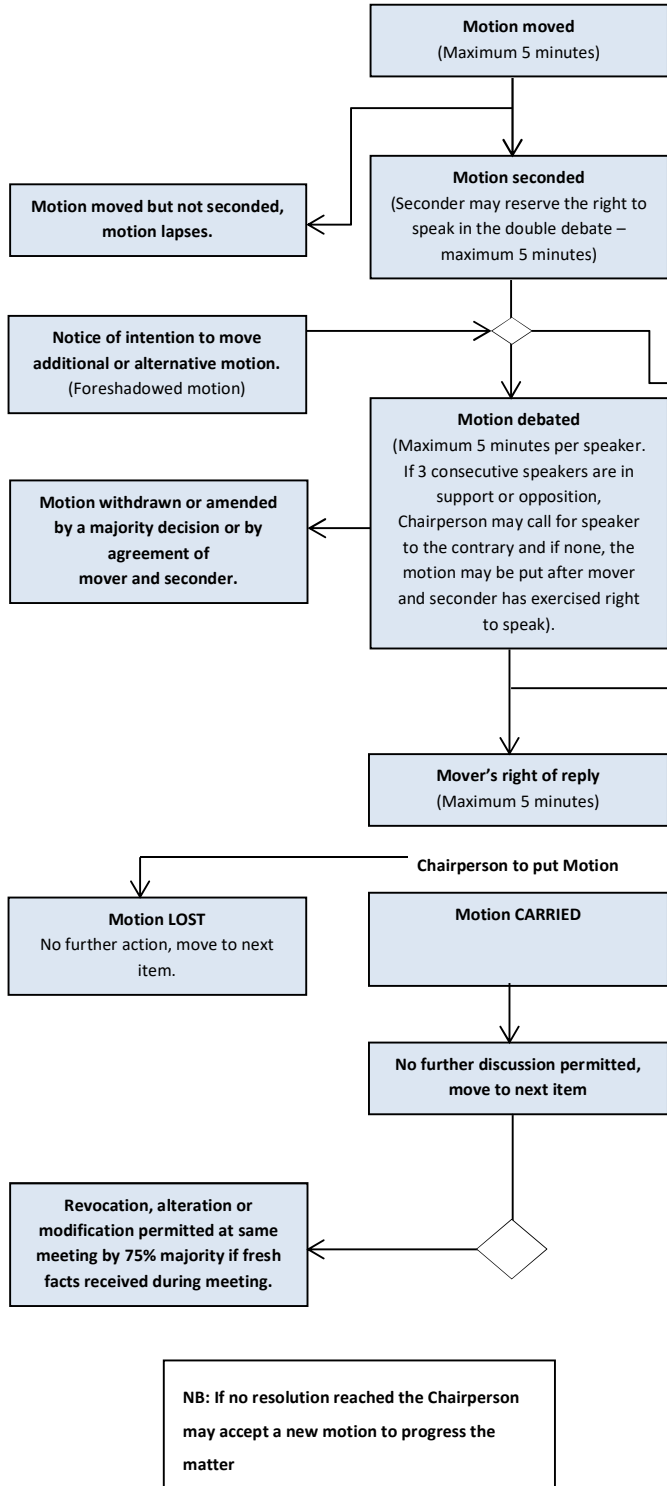


Motions with amendments

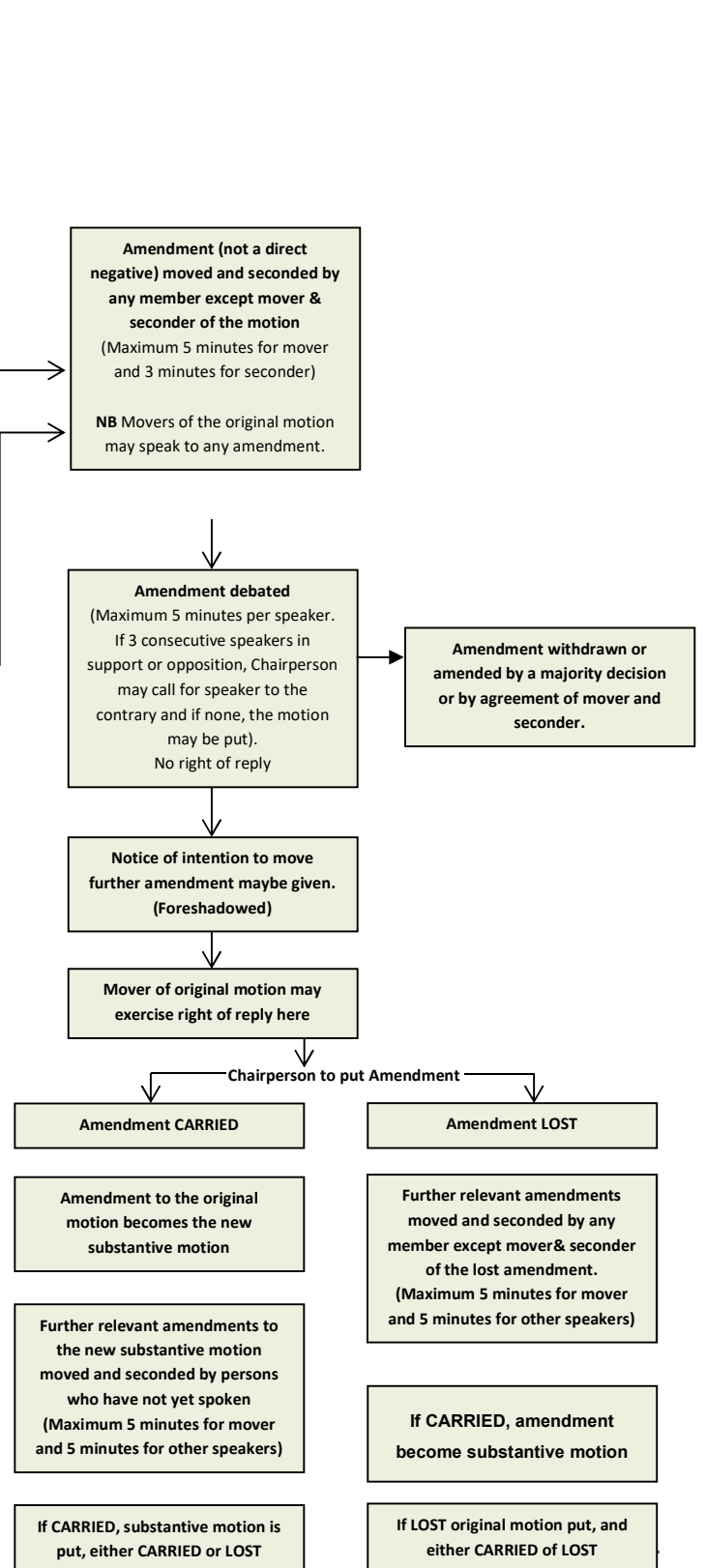


Appendix 4: Motions and amendments (Option B)

Motions without amendments

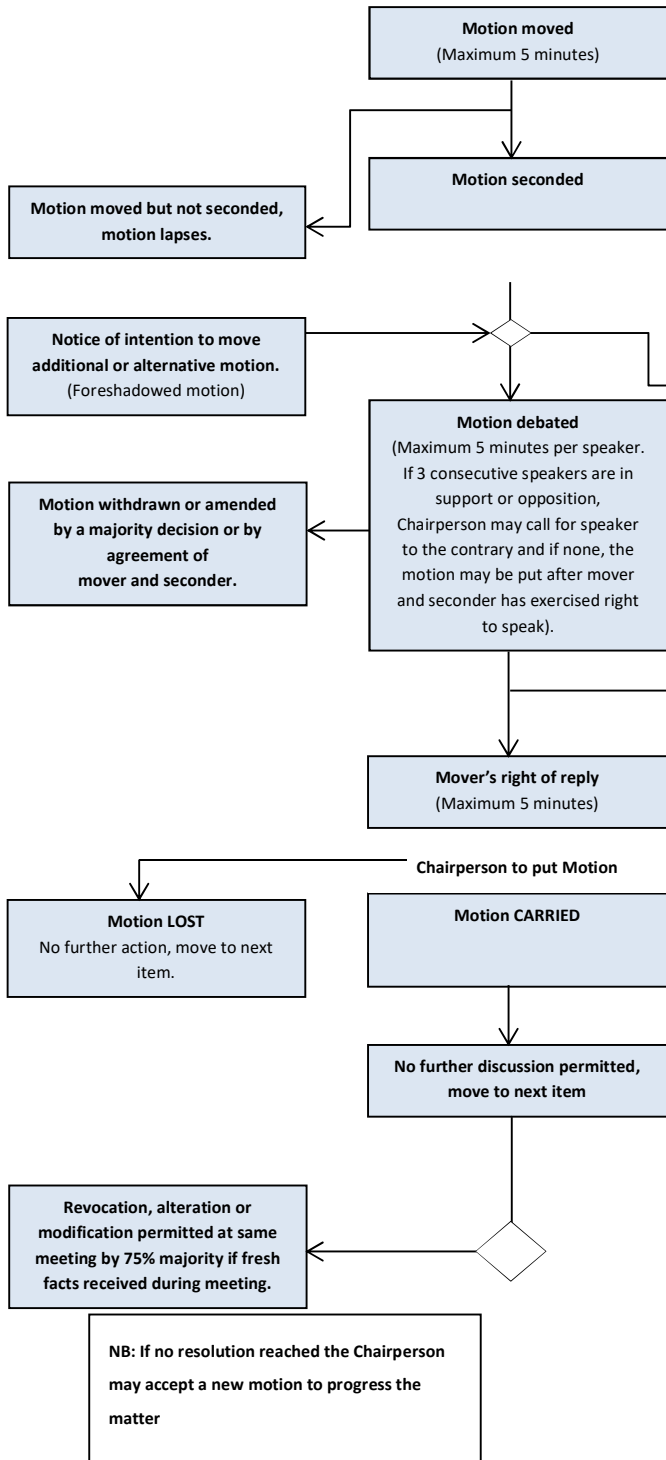


Motions with amendments

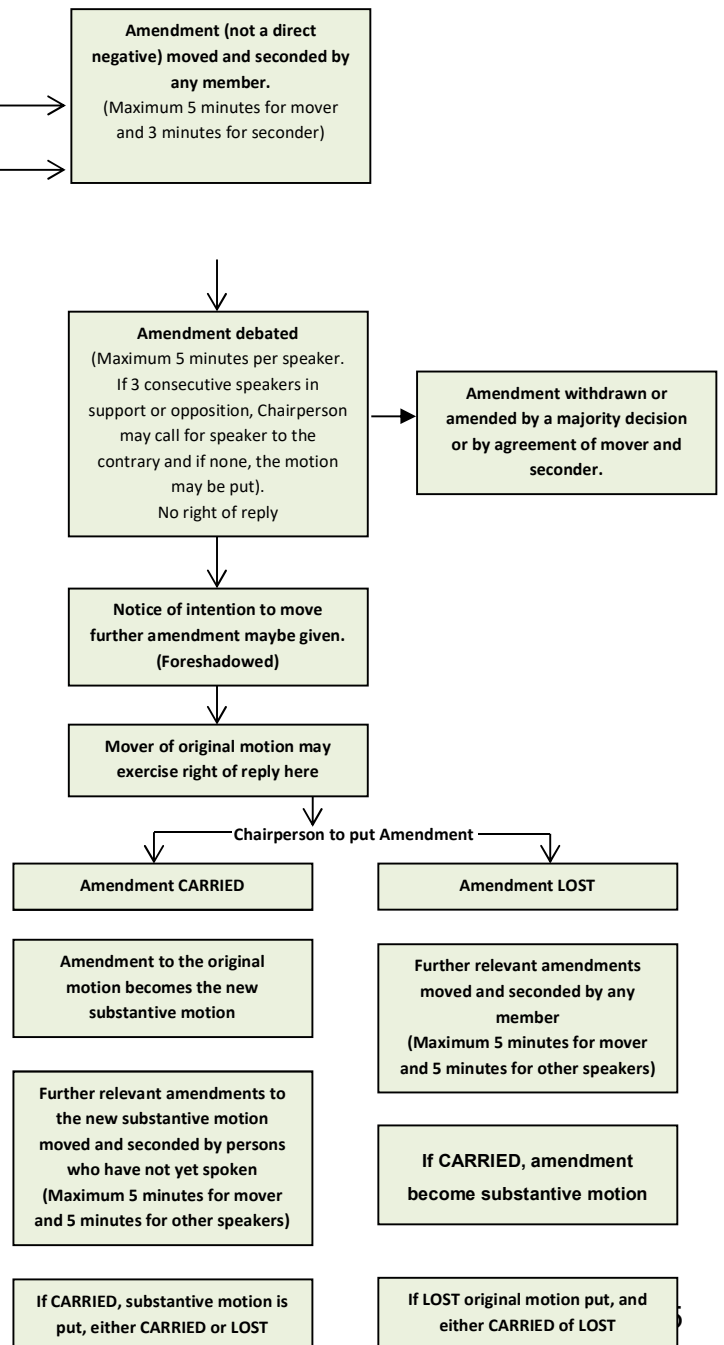


Appendix 5: Motions and amendments (Option C)

Motions without amendments



Motions with amendments



Appendix 6: Table of procedural motions

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

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

Appendix 7: Webcasting protocols

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

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

Appendix 8: Powers of a Chairperson

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

Chairperson to decide all questions

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

Chairperson to decide points of order

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

Items not on the agenda

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

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

Chairperson's report

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

Chairperson's recommendation

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

Chairperson's voting

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

Motion in writing

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

Motion in parts

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

Notice of motion

The Chairperson may direct the Chief Executive to refuse to accept any notice of motion which:

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

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

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

Action on previous resolutions

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

Repeat notice of motion

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

Revocation or alteration of previous resolution

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

Chairperson may call a meeting

The Chairperson:

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

Irrelevant matter and needless repetition

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

Taking down words

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

Explanations

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

Chairperson rising

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

Members may leave places

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

Priority of speakers

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

Minutes

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

Questions of speakers

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

Withdrawal of offensive or malicious expressions

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

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

Chairperson's rulings

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

Disorderly behaviour

The Chairperson may:

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

Failure to leave meeting

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

Audio or audio visual attendance

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

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

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

Appendix 9: Process for removing a Chairperson or Deputy Chairperson from office

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

Clause 18 Schedule 7, LGA 2002.

Appendix 10: Workshops

Definition of workshop

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

Application of Standing Orders to workshops

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

Calling a workshop

Workshops, briefings and working parties may be called by:

- (a) A resolution of the local authority or its committees,
- (b) The Mayor,
- (c) A committee Chairperson, or
- (d) The Chief Executive.

Status of workshops

At the time of scheduling a workshop, the Chairperson or Committee Chairperson has the discretion to determine whether a workshop will be open to the public or conducted as a public excluded workshop.

Where a workshop is open to the public, the workshop will be advertised and workshop information available on the Council's website.

Where a workshop is to be held in confidential, no public notice is required however the grounds to exclude the public must align with those identified in Section 7 LGOIMA 1987.

Process for calling workshops

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

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

Record of workshop

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

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

Appendix 11: Sample order of business

Open section

- (a) Apologies.
- (b) Declarations of interest.
- (c) Confirmation of minutes.
- (d) Leave of absence.
- (e) Acknowledgements and tributes.
- (f) Petitions
- (g) Public input.
- (h) 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 12: Process for raising matters for a decision

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

- Report of Chief Executive,
- Report of a Chairperson,
- Report of a committee, and
- Notice of motion from a member.

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

- Report of Chief Executive, or
- Report of Chairperson.

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

APPENDIX 3

2019.04.05 Rotorua Te Arawa Lakes Strategy Group Pou Takiwaiora Guidelines

Guidelines for the Rotorua Te Arawa Lakes Strategy Group (RTALSG) Pou Tākiwaiora (Independent Chair)

The Pou Tākiwaiora is a non-voting member and is not deemed to be a member for the purposes of a quorum.

The Pou Tākiwaiora will be responsible for the chairing of meetings in a competent, professional and efficient manner, adhering to tikanga which includes:

- Chair meetings in accordance with the RTALSG's Terms of Reference.
- Attend and chair between 6-8 face to face meetings per year of around 2-3 hour duration held in Rotorua, RLC Chambers.
- Participate in the setting of the RTALSG agenda where required.
- Be well prepared for meetings.
- Ensure that adequate time is available for discussion of all agenda items, in particular strategic issues.
- Encourage open communication, meaningful participation and constructive dissent at meetings
- Declare and appropriately manage own conflict of Interests.

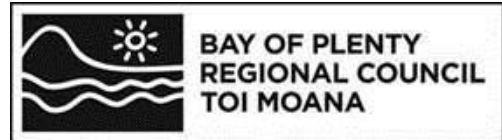
The Pou Tākiwaiora will:

- Act in a manner which positively enhances the strategic vision, goals, aspirations and performance of RTALSG.
- Have a strong understanding of tikanga and demonstrate cultural competence relevant to Te Arawa.
- Support effective communication and relationships between the RTALSG Partners.
- Promote a culture of openness and debate.
- Adhere to strict confidentiality of all material and will not disclose any confidential information to any third party without express permission from the RTALSG Partners.

As the administering body the Bay of Plenty Regional Council (BOPRC) will:

- Provide a copy of the RTALSG Terms of Reference.
- Provide Secretariat support to the RTALSG and Pou Tākiwaiora – this includes working with the Pou Tākiwaiora in the preparation of the Agenda and in drafting the Minutes for approval etc.
- Ensure that the RTALSG Partners receive accurate, timely and clear information.
- Provide a briefing for the Pou Tākiwaiora ahead of meetings including a heads up on any contentious items.
- Provide an opportunity for a post meeting conversation to discuss any matters that arose during the meeting and to plan for future meetings.
- Pay the Pou Tākiwaiora a Meeting Fee for every meeting attended in line with the BOPRC Elected Members and Appointed Members Expenses Policy
- Raise at the earliest opportunity any concern with the performance of the Pou Tākiwaiora to enable early resolution.

The appointment of the Pou Tākiwaiora is to be reviewed and appointed every three years in alignment with the Local Government triennium.



Report To: Rotorua Te Arawa Lakes Strategy Group

Meeting Date: 13 March 2020

Report From: Chris Ingle, General Manager, Integrated Catchments

Rotorua Te Arawa Lakes Programme 2019/20 Six Month Report and Rotorua Catchment Status Report

Executive Summary

The purpose of this report is to provide an update on the Rotorua Lakes Catchment and Rotorua Te Arawa Lakes Programme.

It also seeks approval of the Rotorua Te Arawa Lakes Programme 2019/20 six month report, which is to be provided to the Minister for the Environment in accordance with the Deed of Funding for the Programme.

The 2019/20 six month report outlines the progress and measures performance against the Deed-funded activities outlined in the 2019/20 annual work plan in accordance with the Deed of Funding for the Rotorua Te Arawa Lakes Programme.

Recommendations

That the Rotorua Te Arawa Lakes Strategy Group:

- 1 Receives the report, Rotorua Te Arawa Lakes Programme 2019/20 Six Month Report and Rotorua Catchment Status Report;**
- 2 Approves the Rotorua Te Arawa Lakes Programme 2019/20 Six Month Report for the Programme, for submission to the Minister for the Environment;**
- 3 Approves change request 65 to transfer \$4,300,407 from the 2019/20 financial year to 2020/21 financial year. Noting, the actual capital from BOPRC equals \$2,150,204;**
- 4 Approves change request 67 to transfer \$3,500,000 from the 2019/20 financial year to 2020/21 financial year.**
- 5 Endorses the reallocation of \$342,000 Deed-funded budget from the Tikitere Project to the Ohau Wall Remedial Project.**

1 2019/20 Six Month Report

The Rotorua Te Arawa Lakes Programme 2019/20 Six Month Report is provided in Appendix one and measures performance against Deed-funded activities in the 2019/20 Annual Work Plan.

1.1 Deed-Funded Activities Overview July – December 2019

Lake Rotorua

- Three more properties >40ha were registered with Advice and Support bringing the total to 145 properties registered to date. Work has commenced with properties <40ha.
- The Gorse Conversion Project has concluded with all major gorse blocks in the catchment converted.
- The Low Nitrogen Land Use Fund is currently tracking at amber due to underspend on new projects.
- 25.9 t nitrogen has been secured to date through the Incentives Scheme.

Lake Rotoiti

- Construction of the Lake Rotoiti Sewerage Scheme is well underway. Rotomā reticulation is substantially complete. The wastewater treatment plant was officially opened on 12 August and is now fully operational.

Lake Ōkāreka

- The land use fund project has brokered a deal with another landowner in the Lake Ōkāreka catchment. This agreement has secured the conversion of 78 ha of pasture and gorse to mānuka and native species. This latest agreement takes the land use change secured for this project to a total of 131.6 ha of newly planted or assisted regenerating native vegetation.

2 Rotorua Lakes Catchment Status Report

Appendix two includes a dashboard status report for the Rotorua Lakes Catchment for the period July 2019 – February 2020.

Lake Rotorua

- Te Arawa Lakes Trust catfish eradication programme dubbed “Catfish Killas” won the Community Pihanga Award and the Supreme Award at the New Zealand Biosecurity Awards in November 2019. The Trust have around 450 volunteers and are continually growing and engaging the community on both catfish and wider aquatic pest issues in the Rotorua Lakes. 605 catfish were caught during July-December with the majority in Lake Rotoiti.
- On 9 August 2019, the Environment Court released its (Stage 1) decision in favour of Council’s Rotorua Nutrient Management Plan Change 10 nitrogen allocation method. The decision directs regional council to provide further evidence on matters listed which included identifying additional nutrient allocation in relation to Treaty Settlement Land. Appeal parties attended Court assisted mediation during November 2019, resulting in agreement resolving a number of appeal points. The key remaining matter relates to resolving the

Environment Courts direction to consider the provision of an allocation to Treaty Settlement Land.

A progress report was provided to the Court in early February, which included draft consent order documents for agreed matters, a joint statement of remaining issues and a proposed timetable for hearing. The Environment Court is expected to consider the report and set down dates for the second stage hearing.

- The resource consent for the upgrade of the Rotorua wastewater treatment plant and alternative discharge was submitted in August 2018. After a public notification process, a significant number of submissions opposing the application were received. Rotorua Lakes Council undertook further engagement to resolve some of the opposing submissions. It has been proposed that the application will be directly referred to the Environment Court for a decision.
- 36 Resource consents have been granted under PC10 for properties over 40 hectares in the Rotorua catchment and 5 properties have been assessed as being low-intensity permitted activity.
- Staff continue to negotiate incentives deals with property owners, in particular a Māori land block on the Waikato region boundary.

Lake Tarawera

- The Lake Tarawera Acacia control period ran for 15 weeks from June to September 2019 with a total of 24.1 ha controlled.
- The Cultural Impact Assessment has been completed for the potential sewerage reticulation at Lake Tarawera which recommended the investigation and assessment of a possible “in catchment wastewater treatment plant and land disposal system” in conjunction with Mana Whenua. An initial feasibility investigation has been completed and the results will be discussed with Mana Whenua.

Lake Ōkāreka

- A new long term resource consent has been granted at the Lake Ōkāreka outlet that allows increased flows down Waitangi Stream (up to 500L/s) during high lake level events. The first stage of stream protection works along the Waitangi Stream are complete. The second stage of stream protection works at the mouth of Waitangi Stream are planned for early 2020. Upgrading the gravity pipe will be undertaken in the 2020/21 financial year.

Lake Rotoehu

- Due to the lack of aquatic weed, the harvester is not required this season. The Programme is currently reviewing the possibility of using the weed harvester on Lake Rotorua as part of the engineering solutions project.

Lake Rotoiti

- The contract for the Ohau wall strengthening works has been awarded and construction is expected to commence in coming weeks.

- The Ohau Wall strengthening was approved by Bay of Plenty Regional Council at a cost of \$684,000. The budget for this project will be taken from the Tikitere project budget, which was closed out in 2018. In order to secure funding of 50% of the project cost (\$342,000) from the Ministry for the Environment, endorsement from the Strategy Group is requested.
- Final Cultural Mapping Report and Cultural Health Indicators Reports are due in February 2020

3 Change Requests

Approval is sought from the Strategy Group for change requests CR065: 2019/20 Tikitere budget transfer to 2020/21 financial year and CR067: land incentives carry forward to 2020/21. Both change requests seek to transfer funds from the 2019/20 financial year to 2020/21 financial year.

The funding transfers will not result in any impact upon the Programme.

4 Implications for Maori

14 Lakes within the Rotorua/Te Arawa boundaries are subject to the Lakes Settlement Act 2006 ('Settlement Act'). This includes the Lakebeds and associated waters.

Under this legislation, the traditional, historical, cultural/spiritual relationships and associations that Te Arawa hapū and iwi have with the Te Arawa Lakes is recognised by the vesting of these Lakebeds in the Lakes Trust. The health of the Te Arawa Lakes is paramount to the Lakes Trust.

Te Arawa Lakes Trust have also lodged their Environmental Management Plan - He Mahere Taiao mo ngā wai o Te Arawa. This document has been lodged with Regional Council and sets out clearly the interests that Te Arawa Hapū and Iwi have with their lakes and waterways and also sets out the protocols of engagements between council and Te Arawa Lakes Trust.

The Rotorua Te Arawa Lakes Programme is a partnership between Te Arawa Lakes Trust, Bay of Plenty Regional Council and Rotorua Lakes Council. This report outlines progress with programme deliverables that benefit the lakes and the lakeside communities.

The programme also includes tangata whenua involvement and support and acknowledges the Mātauranga Māori and hunga tiaki practices and principles of local Māori. A specific example of this is the nationally recognised award winning Catfish Killer programme.

5 Budget Implications

5.1 Current Year Budget

This work is being undertaken within the current budgets for the Integrated Catchments activities in Year 2 of the Long Term Plan 2018-2028.

5.2 Future Budget Implications

There are no future budget implications.

6 Community Outcomes

This work directly contributes to A Healthy Environment and Freshwater for Life Community Outcomes in the Council's Long Term Plan 2018-2028.

Laverne Mason
Rotorua Catchments Manager

for General Manager, Integrated Catchments

26 February 2020

APPENDIX 1

CR065 Tikitere Funding Transfer Change Request pdf

Rotorua Te Arawa Lakes Programme

Change Management Request

Please attach any papers required to support this Change Request.

Change Title		2019/20 Tikitere Budget transfer to 2020/21 Financial Year			
Project Name		Tikitere Project			
Change Request No	Change Requested By	Required by Date (Please indicate if change request is Urgent)		Date Requested	
CR065	Laverne Mason			4 July 2019	
Requested Change					
<p>\$4,300,407 has been included in the 2019/20 annual plan which was approved by RTALSG 14 June 2019. However it is not required for 2019/20. This will be considered as a capital to be carried forward into 2020/21 at the September 2019 Council Meeting.</p>					
Reason for Change					
<p>The \$4,300,407 Tikitere funding was included in error in the 2019/20 annual plan. The funding is not expected to be spent this financial year.</p>					
Proposed Resolution					
<p>Approve transfer of \$4,300,407 (actual capital from BOPRC = \$2,150,204) from the 2019/20 financial year to 2020/21 financial year.</p>					
Project Plan Area		Impact of Proposed Changes <i>Note: If possible please provide details of impact in terms of days and dollars</i>			
Impact	Impact on Scope	Nil			
	Impact on Risk	Nil			
	Impact on Schedule <i>(Describe impacted Milestones)</i>	Milestone	Scheduled Date	New Date	Impact in Days
		Nil			
	Impact on Resources (e.g. Staff, Technology, Physical)	Nil			
	Impact on Cost	Nil			
	Impact on Dependencies	Nil			
	Impact on Benefits	Nil			
Other Impacts	Nil				
Decision and Delegated Authority Verified:				Verify Date:	
Approval to Proceed <i>Pending – Review Date Declined / Approved</i>		Programme Manager / Date		Project Sponsor / Date	
		Laverne Mason 4 July 2019		PSG Endorsement 21 August 2019	

Notes:

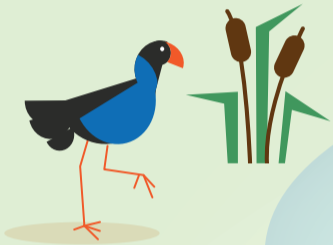
- Do not take any action until the Change Request has been approved
- Add to Change Control Register
- Retain the approved form with Project Documentation

APPENDIX 2








Rotorua Te Arawa Lakes Programme Six Month Report PDF

Rotorua Te Arawa Lakes Programme

July-December 2019 six month report



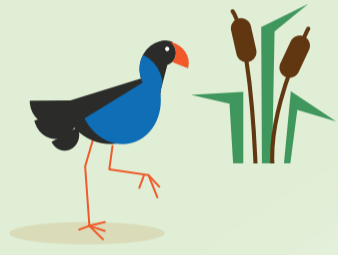
LAKE ROTORUA

	6 month target	6 month achieved	Project Status
 Gorse Conversion Project	210 ha	215 ha	●
 Brunswick - Rotokawa Sewerage Reticulation	N/A	7 connections	●
 Incentives	25 t N	25.9 t N	●
 Engineering Solutions	N/A	N/A	●
 Advice And Support	N/A	3 enrolled	●
 Low Nitrogen Land Use Fund	8	4 contracts	●
 Phosphorus Locking	As required	2.35 t P	●







Rotorua Te Arawa Lakes Programme

July-December 2019 six month report







LAKE ROTOITI

	6 month target	6 month reduction achieved	Project Status
 Rotoiti / Rotomā Sewerage Scheme	N/A	N/A	
 Ohau Diversion Wall	75 t N 7.5 t P	75 t N 7.5 t P	

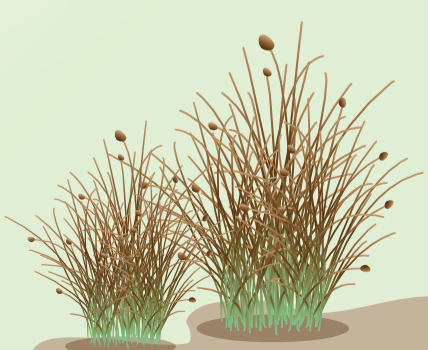
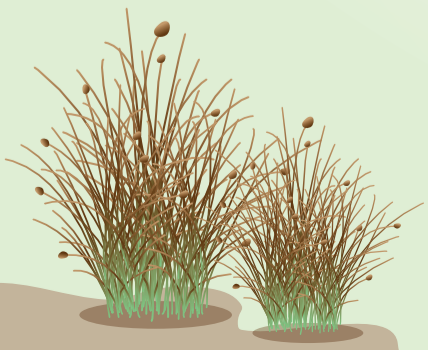


LAKE ROTOEHU

 Weed Harvesting	N/A	N/A	
 Phosphorus Locking	As required	0 t N 0 t P	

LAKE ŌKĀREKA

 Further Land Use Change Project	50ha	75ha	
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Rotorua Te Arawa Lakes Programme - Report B

Final - Financial Progress Statement - Quarter 2 Report 2019/20 (July to December 2019)

Interventions	Funding deed clause 5.4.1			Intervention Project progress indicator	Financial status to date	5.4.2 (a) Note 1 (D) Council funding excluding Crown grants (50% of B) \$000	5.4.2 (b) / 5.2.2 (d)		5.4.2 (c) (H) Reserve interest accrued \$000	5.4.2 (d) Note 2 (I) Other funding sources \$000	
	(A) Final Approved Annual Plan \$000	(B) Actual year to date expenditure \$000	(B - A) Variance to date over/(under) spend \$000				(E) Approved Crown funding 2019/20 \$000	(F) Crown funding received to date \$000			(G) = (B - D) 50% Crown funding applied to date \$000
Lake Rotoehu	\$000	\$000	\$000								
Weed Harvesting	50	10	(40)		On track	5	25	13	5	0	0
Phosphorus Locking Soda Springs	235	53	(182)		On track	26	118	59	26	0	0
Aeration Projects	0	1	1		On track	0	0	0	0	0	0
Total Lake Rotoehu	285	63	(222)		On track	32	143	71	32	0	0
Lake Ōkāreka											
Land Management Change	320	156	(164)		On track	78	160	80	78	0	0
Total Lake Ōkāreka	320	156	(164)		On track	78	160	80	78	0	0
Lake Rotorua											
Advice and Support	504	53	(451)		On track	27	252	126	27	0	0
Phosphorus Locking	665	211	(454)		On track	105	333	166	105	0	0
Tikitere Diversions	0	6	6		On track	3	0	0	3	0	0
Gorse	222	46	(176)		On track	23	111	55	23	0	0
Land Incentive Payments	7,000	83	(6,917)		At risk	42	1,289	645	42	0	0
Land Incentive Board Administration	561	33	(529)		On track	16	281	140	16	0	0
Low Nitrogen Land Use Fund	502	106	(396)		On track	53	251	126	53	0	0
Lakes Engineering Solutions	30	0	(30)		On track	0	15	8	0	0	0
Sewerage Reticulation	295	24	(271)		At risk	12	148	74	12	0	0
Total Lake Rotorua	9,779	562	(9,218)		On track	281	2,679	1,339	281	0	0
Lake Rotoiti											
Ohau Wall	0	0	0		On track	0	0	0	0	0	0
Sewerage Reticulation	5,445	3,716	(1,729)		At risk	1,858	3,002	1,501	1,858	0	0
Total Lake Rotoiti	5,445	3,716	(1,729)			1,858	3,002	1,501	1,858	0	0
Total Programme by Council											
Rotorua Lakes Council	5,740	3,740	(2,000)			1,870	3,149	1,575	1,870	2,739	0
Bay of Plenty Regional Council	10,090	757	(9,332)			379	2,834	1,417	379	49	0
Total Programme Expenditure	15,830	4,497	(11,333)			2,248	5,983	2,991	2,248	2,788	0

Programme reserve account interest accrued

5.4.2 (a) Note 1: Funding detail - Council

RLC general funding	1,870
RLC reserve	1,870
BoPRC reserves	379
BoPRC targeted rates	189
BoPRC general funding	189
Total funding detail - Council	4,497

5.4.2 (b) Note 2: Funding detail - any other source

Miscellaneous income	0
Total funding from any other source	0

Percentage indicators based on: YTD Spend vs YTD Budget		
Less than 20%		On track
Between 21 - 29%		Moderate risk
Greater than 30%		At risk

APPENDIX 3

CR067 Incentives carry forward change request pdf

Rotorua Te Arawa Lakes Programme

Change Management Request

Please attach any papers required to support this Change Request.

Change Title		Land Incentives Carry Forward to 2020/21			
Project Name		Land Incentives Project			
Change Request No	Change Requested By	Required by Date (Please indicate if change request is Urgent)		Date Requested	
CR067	Laverne Mason			30 October 2019	
Requested Change					
<p>\$7,000,000 was approved through the 2019/20 annual work plan for the land incentives payment project. A forecast underspend of \$3,500,000 is expected. It is proposed that a carry forward of \$3,500,000 to 2020/21 be undertaken.</p>					
Reason for Change					
<p>There is a forecast underspend of \$3,500,000 from the Land Incentives Payment project in 2019/20. The funding is not expected to be used this financial year.</p>					
Proposed Resolution					
<p>Approve transfer of \$3,500,000 from the 2019/20 financial year to 2020/21 financial year.</p>					
Project Plan Area		Impact of Proposed Changes <i>Note: If possible please provide details of impact in terms of days and dollars</i>			
Impact	Impact on Scope	Nil			
	Impact on Risk	Nil			
	Impact on Schedule (<i>Describe impacted Milestones</i>)	Milestone	Scheduled Date	New Date	Impact in Days
		Nil			
	Impact on Resources (e.g. Staff, Technology, Physical)	Nil			
	Impact on Cost	Nil			
	Impact on Dependencies	Nil			
	Impact on Benefits	Nil			
Other Impacts	Nil				
Decision and Delegated Authority Verified:				Verify Date:	
Approval to Proceed <i>Pending – Review Date Declined / Approved</i>		Programme Manager / Date		Project Sponsor / Date	
		Laverne Mason		Chris Ingle	

Notes:

- Do not take any action until the Change Request has been approved
- Add to Change Control Register
- Retain the approved form with Project Documentation

APPENDIX 4

2020-03-13 Dashboard pdf

Overall status

Lake Ōkāreka

- Lake Ōkāreka land use change project targets have been met. A total of 131.6 ha has been secured. This project is now complete.
- Stage two of the Waitangi Stream protection works are scheduled to take place March to April.

TLI Target = 3.0
Current = 3.4
Improving

Lake Rotoehu

TLI Target = 3.9
Current = 5.3
Declining

Overall status

- Due to a lack of aquatic weed growth the harvester won't be operational this season. Currently reviewing the possibility of using it on Lake Rotorua as part of the 50t N project.

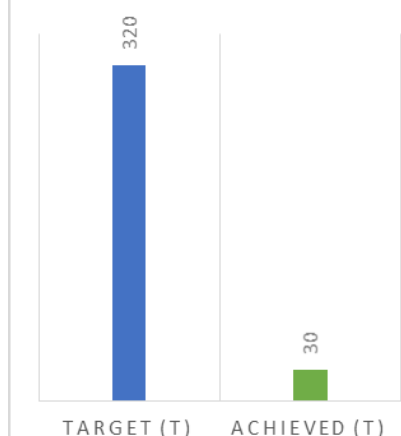
TLI Target = 4.2
Current = 4.4
Stable

Lake Rotorua

Overall status

- The Gorse Conversion Project has concluded with all major gorse blocks converted.
- Continued engagement with unconnected properties at Brunswick/Rotokawa. Progressing connections to properties that have provided their approval and received building consent.
- A PC10 progress report was provided to the Court on 10 February.
- Further investigation into wetland restoration and enhancement as part of the engineering solutions project.
- Continuing the re-consenting process for phosphorus locking.
- To date, the Incentives Programme has secured 25.9 t N.
- As part of the LNLUF, the hemp demonstration implementation is underway. Several other contracts are close to being signed.
- 36 resource consents (RC) have been issued to date.
- Continuing to work with landowners of >40 ha to finalise NMP's and RC applications.

LAKE ROTORUA NITROGEN TARGET (320 T)



Lake Tarawera

Overall status

- CIA has been received regarding sewerage reticulation. Council are scheduled to meet with local Māori land owners to discuss the preferred option and potential impacts.
- The UoW are recruiting a postgraduate student to commence planning of the Lake Tarawera catchment modelling.
- Continue to develop EP's for landowners in the Greater Tarawera Catchments.

TLI Target = 2.6
Current = 3.0
Declining

Lake Rotoiti

Overall status

- Lake Rotoiti sewerage scheme is well underway and progressing. Rotomā reticulation is complete.
- Contract for Ohau Wall strengthening works has been awarded and construction works are expected to commence by March.

TLI Target = 3.5
Current = 3.8
Stable

*Note: The stability of Lake Rotorua's TLI is due to artificial means.

*Note: Deed-funded activities are bolded

ROTORUA LAKES COUNCIL

Chairperson and Members
ROTORUA TE ARAWA LAKES STRATEGY GROUP

UPDATE REPORT FROM ROTORUA LAKES COUNCIL

Report prepared by: Jean-Paul Gaston, Group Manager Strategy and Partnerships

Report approved by: Geoff Williams, Chief Executive

1. PURPOSE

To provide a short update on Rotorua Lakes Council (RLC) activity that relates to lake water quality.

2. EXECUTIVE SUMMARY

RLC activity currently underway that impacts the Lakes Programme includes:

- *Wastewater treatment and stormwater projects*
- *Planning Policy*

This report provides a brief update against each of these areas.

3. RECOMMENDATIONS:

- 1. That the report 'Update Report from Rotorua Lakes Council' be received.**

4. WASTEWATER TREATMENT AND STORMWATER PROJECTS**Rotoiti On Site Pre-Treatment Systems**

- Registration of interest submissions have been received for on-site systems at Rotoiti. This is in line with evaluation criteria agreed with the Iwi Liaison Group. RLC and Iwi technical advisors will now evaluate those submissions and select the most appropriate submission to submit detailed priced proposals. Once the outcome of these tenders has been confirmed a recommendation to Council will be provided by officers that will include the final and most accurate forecasting of the overall project costs. This information will then be provided to the Strategy Group as well. As agreed by the PSG, if there are material changes to the 2017/18 scheme cost estimate an adjustment request will be submitted to the Strategy Group as per the Deed of Funding practice.
- Note that the main trunk reticulation system for Rotoiti is in progress and focus is centred onto securing land owner agreements (especially for Māori Land) for the installation of the reticulation network.

Rotomā / Rotoiti Sewerage Scheme

- The wastewater treatment plant has been completed and is now operational. Properties at Rotomā are now mostly connected to the reticulation system and to the wastewater treatment plant and land disposal system.
- The Rotoiti reticulation is now largely complete in public roads, ahead of the original schedule.

- Construction of pump station 2 near Ruato Bay is now underway.

Rotorua Wastewater Treatment Plant

- Further consultation with significant objectors continues.
- The finalisation of the Officers Report and recommendations from both consenting authorities, Bay of Plenty Regional Council and Rotorua Lakes Council has been delayed.

Tarawera Sewerage Scheme

- The Cultural Impact Assessment (CIA) of all proposed sewerage servicing options has been completed. One key recommendation of the CIA is the investigation of a potential in catchment wastewater treatment plant and land disposal system. This investigation has been completed and the results presented to Iwi.
- Awaiting guidance from the Tribal Authority on this matter before the proposal proceeds to any detail design work.

Rotorua Urban Area Comprehensive Stormwater Resource Consent

- The Resource Consent application is still on hold by Bay of Plenty Regional Council.
- Bay of Plenty Regional Council is currently reviewing their approach to stormwater management and the way stormwater resource consent applications are assessed.

Ngongotaha flooding/review and actions

- The community reference group continues to oversee the joint actions of BOPRC and RLC on a range of operational matters to reduce the risk and effects of future flooding. Most of these actions are progressing and are embedded in business as usual practice.
- The shortlisted engineering options to improve the reliance of the catchment against flooding have been agreed. However detail work on these options is now dependant on finalising the catchment flood capacity modelling and there have been some delays to this outcome because of software issues. The BOPRC's planning team is working to finalise the modelling outputs as soon as possible and once this has been achieved the reference group will consider the final options prior to community engagement.

5. PLANNING POLICY AND STRATEGY

Bay of Plenty Regional Council - Plan Change 10: *Lake Rotorua Nutrient Management (PC10)*:

RLC is a 274 party to PC10 appeals and has been involved in mediation on stage 2 matters. All but the allocation to Treaty Settlement land has been resolved and consent orders issued to the Court. An evidence timetable has been set down culminating in a hearing for this issue at the earliest in late June.

Rotorua Lakes Council – Plan Change 2: *Pukehangi Heights*

In recognition of the need for additional residentially zoned land, Rotorua Lakes Council has been working with land owners within the Pukehangi Heights area to develop a plan change that is intended to facilitate residential and rural residential development.

The plan change affects 160 hectares of land which is currently farmed. This area is already identified for future development in the District Plan. It is estimated that once developed the area will provide housing for approximately 700 – 800 houses.

The plan change was notified for public submissions on 22 January, with submissions closing 20 February.

The plan change is being processed under the Streamlined Plan Change provisions of the RMA. Hearings are currently anticipated for late June/early July.

Modelling assistance for stormwater solutions is imperative to support housing in Rotorua. Rotorua has been identified by Ministry of Housing & urban Development as a housing “hot spot” therefore Rotorua needs to progress its stormwater management master plan that will inform stormwater mitigation works. Key to this work is the completion of flood modelling work in key catchments that will determine the capacity of safe flow receiving streams so reverse engineering can be applied upstream and on land to be developed. The BOPRC and RLC are working together to augment modelling capacity which appears to be constraining this endeavour now.

Rotorua Lakes Council – Plan Change 3: *Significant Natural Areas*

The Hearing for Plan Change 3: Significant Natural Areas was held on 17 and 18 February. The plan change identifies a number of additional SNA. This will provide a level of protection to these areas, e.g. from habitat destruction and earthworks. Some of these are located around Lakes Rotoiti and Rotorua, for example, the Ngapuna wetlands adjoining Lake Rotorua and Otutarara Springs adjoining Lake Rotoiti.

6. CONCLUSION

Rotorua Lakes Council continues to work across multiple areas towards improved lake water quality as a partner in the Rotorua Te Arawa Lakes Programme.

