



*428th MEETING OF THE
MACKENZIE DISTRICT COUNCIL*

**TO THE MAYOR AND COUNCILLORS OF THE
MACKENZIE DISTRICT COUNCIL**

MEMBERSHIP OF THE COUNCIL

Claire Barlow (Mayor)

Graham Smith

James Leslie

Evan Williams

Russell Armstrong

Noel Jackson

Murray Cox

*Notice is given of the meeting of the Mackenzie District Council
to be held on Wednesday 30 October 2013*

VENUE: Council Chambers, Fairlie

BUSINESS: As per Agenda attached.

**WAYNE BARNETT
CHIEF EXECUTIVE OFFICER**



MACKENZIE DISTRICT COUNCIL
Agenda for Wednesday 30 October 2013

I. OPENING

II. APOLOGIES

III. DECLARATIONS OF INTEREST

IV. BEREAVEMENTS

V. MAYORAL REPORT

VI. REPORTS REQUIRING COUNCIL DECISIONS

1. Adoption of Annual Report
2. Meeting Schedule 2013
3. Roles of Community Boards
4. Standing Orders
5. Request for Funding Towards Development of Canterbury Digital Strategy and Action Plan
6. Remuneration of Elected Members
7. Committees and Appointments
8. Local Authorities (Members' Interests) ACT 1968 – Register of Members' Interests

VII. INFORMATION REPORTS

1. Chief Executive Officer's Activities

VIII. CONFIRMATION OF MINUTES

Confirm and adopt the Minutes of the Mackenzie District Council Meetings held on 8 October 2013 and 21 October 2013.

X PUBLIC EXCLUDED

That the public be excluded from the following part of the proceedings of this meeting namely:

1. Christchurch and Canterbury Tourism
2. Tekapo Land Development
3. Stephen Gubb, Robin Hughes Development

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
Christchurch and Canterbury Tourism	Commercial Sensitivity	48(1)(a)(i)
Tekapo Land Development	Commercial Sensitivity	48(1)(a)(i)
Visitor Stephen Gubb	Commercial Sensitivity	48(1)(a)(i)

This resolution is made in reliance on Section 48(1)(a)(i) 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, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows: *Christchurch and Canterbury Tourism, Tekapo Land Development and Visitor Stephen Gubb* 7(2)(b)(ii).

XI VISITORS:

1:00pm Stephen Gubb
TBC David Caldwell, Lane Neave Lawyers

XII ADJOURNMENTS

11:00am Morning Tea
1:00pm Lunch

MACKENZIE DISTRICT COUNCIL

REPORT TO: MACKENZIE DISTRICT COUNCIL
SUBJECT: GENERAL ACTIVITIES REPORT
MEETING DATE: 30 OCTOBER 2013
REF: PAD 2/3
FROM: MAYOR

ACTIVITY REPORT

COUNCIL, COMMITTEE AND BOARD MEETINGS

21 October	Swearing in of elected members
30 October	Adoption of the Annual Report

OTHER MEETINGS AND ACTIVITIES

9 October	Met with David Henshaw, Dermott O'Sullivan, Peter Scott, Nicky Hyslop and Tony Howey - Waitaki Water, the CEO & Toni Morrison regarding Waitaki Water.
11 October	Attended the Starlight Festival Opening in Tekapo
12 October	Attended the Astro Café Festival Dinner at Astro Café, Mt John
13 October	Attended the Annual Trafalgar Service & Luncheon in Timaru
16 October	Met with the CEO & Tom Lambie
17-18 October	Attended Mayor Workshop in Wellington
22 October	Met with Julian Tan & Sefton Vuli from Audit NZ and the CEO. Attended Glentanner Tasman Delta Café opening
23 October	Attended KnowHow District Licensing Committee Workshop in Dunedin with Cr Smith
30 October	Attended evening Café Meal at Aoraki Polytech as guest of ADBT in Timaru

RECOMMENDATION:

1. That the report be received.

CLAIRE BARLOW
MAYOR

MACKENZIE DISTRICT COUNCIL

REPORT TO: MACKENZIE DISTRICT COUNCIL

SUBJECT: ANNUAL REPORT 30 JUNE 2013

MEETING DATE: 30 OCTOBER 2013

REF: ANNUAL REPORT/2013

FROM: MANAGER FINANCE & ADMINISTRATION

ENDORSED BY: CHIEF EXECUTIVE OFFICER

REASON FOR REPORT:

For Council to approve and adopt the Annual Report 2013.

RECOMMENDATION:

1. That the report be received.
2. That the Annual Report 30 June 2013 be approved.
3. That the Mayor and Chief Executive Officer be given approval to sign the Letter of Representation for the Annual Report for the Year Ended 30 June 2013.
4. That the Annual Report for 30 June 2013 be adopted.

PAUL MORRIS
MANAGER FINANCE & ADMINISTRATION

WAYNE BARNETT
CHIEF EXECUTIVE OFFICER

ATTACHMENTS:

Annual Report 30 June 2013.

BACKGROUND:

Council is required to produce an annual report each year that complies with the International Accounting Standards and the Local Government Act 2002. These accounts are required to be audited. The audit process provides a level of comfort that the Council's assets both financial and non-financial are being prudently managed.

The accounts are required to be adopted by Council (including Audit Opinion) no later than 31st October 2013.

Attached for Council's consideration is the final draft of the Annual Report 30 June 2013.

With the election occurring part way through the audit process, the previous Council has reviewed the accounts and resolved the following:

Resolved:

1. "That the report be received.
2. That Council recommend to the new Council to approve the Annual Report with consideration subject to audit."

Claire Barlow/ Annette Money

The resolution was passed to give the new Council some comfort in the adoption of these accounts.

Any changes between the accounts and the accounts the Auditors sign off on will be fully explained on the day.

MACKENZIE DISTRICT COUNCIL

REPORT TO: MACKENZIE DISTRICT COUNCIL AND COMMUNITY BOARDS

FROM: CHIEF EXECUTIVE OFFICER

SUBJECT: MEETINGS SCHEDULE

MEETING DATE: 30 OCTOBER 2013

REF: PAD 3

PURPOSE OF REPORT:

To confirm a schedule of meetings for the Council and Community Boards for the balance of 2013.

RECOMMENDATIONS:

1. That the report be received.
2. That the attached schedule of meetings for the balance of 2013 be confirmed.

WAYNE BARNETT
CHIEF EXECUTIVE OFFICER

SCHEDULE OF MEETINGS FOR THE BALANCE OF 2013

MACKENZIE DISTRICT COUNCIL ORDINARY MEETING

Tuesday 26 November 2013 – **Council Chambers, Fairlie and starting at 9:30am**

Reserve Day Thursday 28 November 2013

Tuesday 10 December 2013 - **Twizel Council Office, Twizel and starting at 9:30am.**

TWIZEL COMMUNITY BOARD

(Starting at 4.00 pm) Twizel Council Office, Twizel

Monday 18 November 2013

TEKAPO COMMUNITY BOARD

(Starting at 7.30 pm) Tekapo Community Hall, Tekapo

Monday 18 November 2013

FAIRLIE COMMUNITY BOARD

(Starting at 7.00 pm) Council Chambers, Fairlie

TBC - November 2013

MACKENZIE DISTRICT COUNCIL

REPORT TO: MACKENZIE DISTRICT COUNCIL

FROM: CHIEF EXECUTIVE OFFICER

SUBJECT: ROLES OF COMMUNITY BOARDS

MEETING DATE: 30 OCTOBER 2013

REF: STA 9/1

REASON FOR REPORT:

To adopt the attached discussion paper detailing how Council and Community Boards will fulfill their respective roles.

RECOMMENDATIONS:

1. That the report and attached discussion paper be received.
2. That Council endorses the discussion document detailing how Council and Community Boards will fulfill their respective roles and recommends it to the incoming Community Boards for adoption.
3. That Council considers whether to endorse or vary the previous Council's delegation to Community Boards as detailed in Appendix 2.

WAYNE BARNETT
CHIEF EXECUTIVE OFFICER

BACKGROUND:

The attached paper (Appendix 1) was endorsed by Council and Community Boards in the last two terms of Council. I suggest it is worth of consideration and re-adoption if though fit for the current term.

SIGNIFICANCE OF DECISION REQUESTED:

These are considered to be important decisions.

CONSIDERATIONS:

The inter-relationship between Council and Community Boards covers the statutory responsibility of those boards and sets down the expectations each party should have of the other. It provides a working protocol for how we will work together.

The extent of delegation to community boards has been relatively small. Most items come as recommendations for Council consideration and approval. It is rare for such recommendations to be rejected or referred back for further consideration. The actual delegations are listed in Appendix 2.

CONCLUSION:

The re-adoption of a protocol outlining the respective roles of Council and Community Boards will be a helpful first step in forging a positive relationship among these bodies.

ROLES OF COMMUNITY BOARDS**A Discussion Paper****INTRODUCTION**

This discussion paper covers the statutory role of community boards and how they may interact with Council.

Section 52 of the Local Government Act 2002 sets out the role of community boards.

THE ROLE OF A COMMUNITY BOARD IS TO:**(a) Represent, and Act as an Advocate for, the Interests of its Community***Council Expectation*

That community boards will have views on a range of matters of importance to their communities. On more significant issues, those views should be expressed to the Council by way of submission.

Council would expect community boards to express their collective views on matters contained in the annual plan, the long term council community plan, changes to the district plan and other key policy documents of council

The community boards should, when wishing to advocate to outside agencies, work through the offices of the Council, its staff and elected members.

Community boards will take appropriate steps to consult with their communities to ensure that their advocacy is soundly based. Care must also be taken to canvas the views of non-resident ratepayers, especially when they comprise a sizeable proportion of the community.

Where the Council and a community board jointly deem an issue to be significant, Council would lead and fund the consultation process, but if the issue is specific to a community the relevant community board would meet the costs involved

Community Board Expectation

That Council provides sufficient time and background information on an issue to assist boards in making full and considered submissions.

Appropriate staff support should be made available to assist with this process.

That community board views on a matter be given due consideration by Council when reaching a decision, particularly when the community is the only one affected by that decision.

That when the community board view does not prevail, reasons for the rejection of its advocacy be given.

(b) Consider and Report on All Matters Referred to it by the Territorial Authority, or any Matter of Interest or Concern to the Community Board.

Council expectation

Community boards need to respond to such requests in a considered way, with sufficient explanation given in reports for Council to understand the reasons behind their views. A bald resolution in support or opposition would not normally provide sufficient assistance to Council in its decision making.

The need for background information is of even more importance when the community board is raising a concern on its own initiative.

Attendance of a community board chairperson at the Council meeting to speak to the matter may often be helpful. The appointed Councillor also has an important role in explaining the reasoning behind a board's position.

Community Board expectation

If community boards are to comment meaningfully on any issue referred to it, they need details the background and context in which the issue sits. They need sufficient time in which to come to reasoned positions.

Community boards need to feel their comments are being taken seriously and the process involves more than just going through the motions of some superficial consultation.

If the issue to be decided is being workshopped by Council, board members should have the opportunity to attend such workshops.

Board members should have access to the same background material as has been prepared for consideration by the Council.

(c) Maintain an Overview of Services Provided by the Territorial Authority within the Community.

Council expectation

Community boards should assist the Council in providing feedback on the effectiveness of the services provided in meeting the needs of its particular community. Such services will include:

- township roading, footpaths and street lighting
- water supply
- sewage treatment and disposal
- stormwater control
- refuse collection
- litter control
- parks and reserves
- halls and community centres
- swimming pools
- township projects
- community issues and initiatives.

All of these are funded locally.

NB: Since 2007 a contribution from the surrounding rural area towards the Mackenzie Community Centre, Strathconan pool and the Sherwood Hall.

Community boards should also provide comment and feedback on other services provided within their communities that are funded out of the General Rate or from other district wide sources. These will include the following:

- recycling and operation of resource recovery parks
- libraries
- cemeteries
- pensioner housing, and
- public conveniences.

The Council should receive feedback that is soundly based and not merely hearsay so that it can act upon it with some confidence.

If community boards wish to recommend the alteration of a level of service, they should also advise whether or not they are willing to accept the financial implications of such a change.

Community Board Expectation

That information is readily available upon levels of service that are to be provided and that factual reporting is given to boards to assist them with assessing performance.

That boards regularly receive up to date reports on the progress of works undertaken in the community.

That timely, accurate and understandable financial reports are made available to boards with appropriate commentary on exceptions to the approved budgets.

(d) Prepare an Annual Submission to the Council for Expenditure within the Community.

Council Expectation

This should be a comprehensive submission based on a careful review of budgets.

The boards must, in recommending budgets, have regard to the need to abide by Council policies and to observe contractual commitments.

Advocacy from community board into the budgetary round should be supported by written reports and attendance of the Board Chairpersons at the appropriate Council meeting.

All expenditure within the community should be commented upon, not just that which is locally funded. Reasons behind a board position on particular items of expenditure should be provided.

Community Board Expectation

That sufficient staff assistance is provided to enable boards to understand and work through the preparation of a submission on draft budgets.

The opportunity to inspect proposed works should be provided.

Adequate time needs to be provided for the process to work well.

Reasons should be provided to a board if the Council is unable to accept all of its recommendations for expenditure.

(e) Communicate with Community Organisations and Special Interest Groups within the Community.

Council expectation

Community boards should undertake this task in a systematic way by identifying groups that ought to be communicated with and devising appropriate means of communication.

Feedback on such communication should be reported back to boards and, where appropriate, to Council.

Community boards should undertake, on Council's behalf, liaison with specific groups when so requested.

Community Board Expectation

Boards should receive feedback from Council on any local concerns they have drawn to its attention as a result of communication between boards and community organisations and local interest groups.

(f) Undertake any other Responsibilities that are Delegated to it by the Council.

Council Expectation

Any Council delegations must be exercised in compliance with Council policies.

Any delegations must have purely local effect.

Community board expectation

That any delegated powers are clearly spelt out so that board members know when they have the power to decide a matter, when they have the power to recommend a course of action and when they have the ability to comment on and issue or advocate for a point of view.

OTHER LEGAL PROVISIONS

No power of delegation can give a community board the power to acquire, hold, or dispose of property. Neither can a community board have the authority to appoint, suspend or remove staff.

Only Council itself can:

- make a rate
- make a bylaw
- borrow money, purchase or dispose of assets, other than in accordance with the long-term council community plan.
- adopt the LTCCP, annual plan or annual report
- appoint the CEO
- adopt policies that are required to be done as part of the LTCCP or as part of a local governance statement.

There is the ability to delegate the power to do things before the Council, in consultation with the community board or other subordinate decision making body, exercises the powers listed above.

Community boards can sub-delegate powers delegated to themselves, subject to any conditions specified by the Council or by the board.

A community board does not have to refer back to the Council in exercising any powers delegated to it by the Council.

Enforcement, inspection, licensing and administration related to bylaws and other regulatory matters under the Local Government Act may be delegated to other councils, organisations and persons but not to community boards.

The key point for a Council to consider in deciding whether or not to delegate a power to a community board is whether it will enable the community board to best achieve its role.

Even though it may have delegated a power, the Council is not relieved of the liability or legal responsibility to perform or ensure performance of any function or duty.

Note: No recommendations are made as to specific delegations at this time.

RESOURCE MANAGEMENT MATTERS

The question of what involvement is appropriate for community boards in resource management matters can be a contentious one.

The following guidance is offered:

The District Plan provides a comprehensive district-wide set of provisions, including rules, for sustainably managing the resources of the district in terms of the Resource Management Act 1991.

Considering applications for resource consent and determining the merits of changes to the District Plan involves accredited Commissioners (including elected members if they are accredited) in the exercise of a quasi-judicial function. It is a specialised task that requires experience judgment and some degree of training. Formal accreditation is now required for Chairs of hearing panels.

It is not recommended that community board members be involved in hearings and deciding upon such matters.

As part of its local advocacy role, boards may choose to comment or make submissions on notified applications and plan changes. That may be appropriate in certain circumstances, although appointed board members who sit upon hearing panels should exclude themselves from any such advocacy to avoid pre judging an issue. The board should enjoy no greater or lesser status than any other individual or organisation submitting on the matter. The reservations about board involvement mainly relate to the perception that the board and the Council may not be speaking with one voice and the authority of the decision making process may be compromised.

It becomes more problematic where a community board is disaffected by a council planning decision and wishes to pursue the matter further. In such a case, the community board would have to seek advice from sources other than those available to the Council and meet its own costs in taking the matter to appeal. The prudence of such an action and the mandate for it would have to be very carefully considered by any board.

When issues are identified that are of potential concern to a community, it is recommended that the local community board be involved in any formal pre-hearing consultation process.

PUBLIC COMMENT

It is normal for the Mayor to be the public spokesperson on behalf of the Council on policy and political matters. Similarly the Chairperson of a Community Board would act as a spokesperson for that Community Board.

Courtesy would require that the board chairpersons advise the Mayor of any comments they may be making and that the Mayor in turn advises board chairpersons of comments he may be making. That is particularly the case when the board and Council views may differ on an issue.

COUNCIL STRUCTURE

Council's formal committee structure has yet to be determined but for now it is assumed that Council, committees and community boards will continue to meet on a six-weekly cycle.

Two Boards also operate as Committees of Council. They are the Pukaki Airport Board and the Forestry Board.

Appendix 2

The Fairlie, Tekapo and Twizel Community Boards have been delegated the following responsibilities:

- The ability to consider requests from local organisations for financial assistance in the form of grants, where budget exists for such matters and subject to no one grant exceeding \$1,000.
- The ability to appoint local representatives to organisations within the community board area and other organizations where local representation is requested.
- The ability to authorise, within approved budgets, board members' attendance at relevant conferences and/or training courses.
- The ability to provide or withhold affected persons approval for planning applications on land adjoining Council owned land within the community board area.
- The ability to approve routine changes in policy affecting locally funded facilities within the community board area.

MACKENZIE DISTRICT COUNCIL

REPORT TO: MACKENZIE DISTRICT COUNCIL
FAIRLIE, TEKAPO AND TWIZEL COMMUNITY BOARDS

SUBJECT: STANDING ORDERS

DATE: 30 OCTOBER 2013

REF: PAD 3

FROM: CHIEF EXECUTIVE OFFICER

INTRODUCTION:

The Local Government Act 2002 requires each council to adopt a set of standing orders. These apply to full council meetings and to committee meetings and provide the basis for orderly conduct of meetings and in particular certain rules defining the rights of Chairs and members to address meetings. Many councils adopt *Model Standing Orders for Meetings of Local Authorities and Community Boards – NZS9202:2003*.

RECOMMENDATIONS:

1. That the report be received.
2. That New Zealand Standard Model Standing Orders NZS 9202:2003 be adopted with the following amendment:

Clause 3.14.2 is deleted and replaced with the following:

That the Mayor or Chairperson or other person presiding at the meeting

- a) has a deliberative vote; and*
- b) in the case of an equality of votes has a casting vote.*

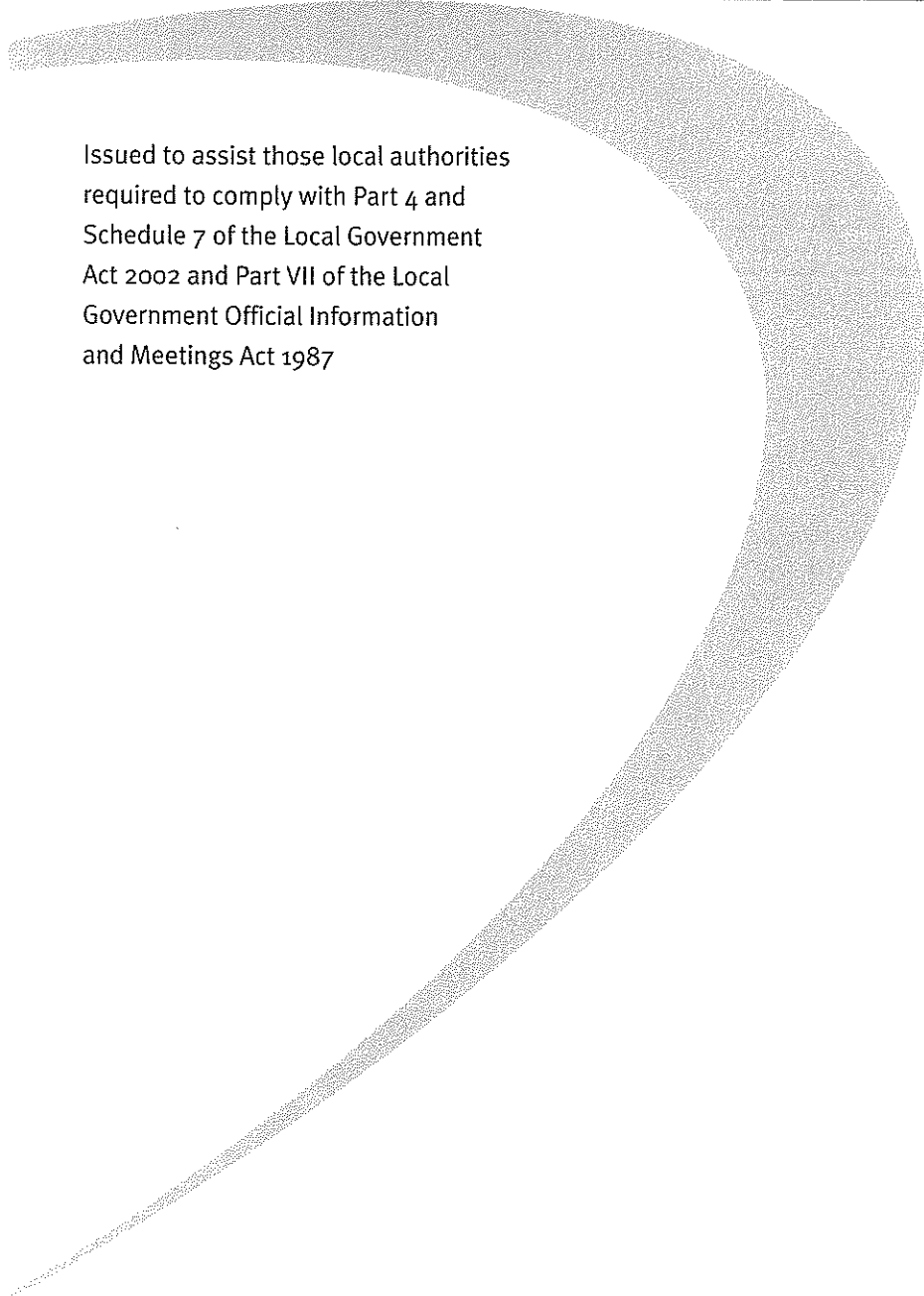

WAYNE BARNETT
CHIEF EXECUTIVE OFFICER



New Zealand Standard

Model Standing Orders For Meetings of Local Authorities and Community Boards

Superseding NZS 9202:2001



Issued to assist those local authorities
required to comply with Part 4 and
Schedule 7 of the Local Government
Act 2002 and Part VII of the Local
Government Official Information
and Meetings Act 1987

NZS 9202:2003

COMMITTEE REPRESENTATION

Committee P 9202 was responsible for the preparation of this Standard and consisted of representatives of the following:

Nominating Organizations

Christchurch City Council
 Department of Internal Affairs
 Hutt City Council
 Local Government New Zealand
 South Wairarapa District Council
 Wellington Regional Council

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AMENDMENTS

<i>No.</i>	<i>Date of issue</i>	<i>Description</i>	<i>Entered by, and date</i>

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REFERENCED DOCUMENTS

New Zealand Legislation

Commissions of Inquiry Act 1908
Crimes Act 1961
Local Authorities (Members' Interests) Act 1968
Local Electoral Act 2001
Local Government Act 1974 and 2002 (LGA)
Local Government Official Information and Meetings Act 1987 (LGOIMA)
Marine Farming Act 1971
Resource Management Act 1991 (RMA)
Secret Commissions Act 1910
Securities Act 1978

NZS 9202:2003

FOREWORD

This Standard is a revision of NZS 9202:2001.

The revision has been necessitated by the enactment of the Local Government Act 2002 and the consequential repeal of relevant parts of the Local Government Act 1974 as these affect provisions of the Model Standing Orders for meetings of territorial authorities, regional councils and community boards.

These Model Standing Orders reflect legislative requirements relating to the conduct of local authority meetings, particularly the provisions of the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987. This includes provisions relating to extraordinary meetings (replacing special and emergency meetings), voting at meetings and the absence of a casting vote for the person presiding at a meeting where there is an equality of votes, and references to subordinate decision-making bodies, to the chief executive (replacing principal administrative officer) and other minor amendments. There is also a modernizing of the language adopted in line with that now used in legislation.

In relation to voting at meetings, Standing Orders 2.5.1 and 3.14.1 reflect clause 24(1)(ii) of Schedule 7 of the new Act. The committee is aware of the absence of the words "and voting" in this clause. The effect of this is that a member who abstains from voting can influence a decision without exercising a vote, simply by abstaining, as all decisions require a majority of members present.

Also in relation to voting at meetings, Standing Orders 2.5.2 and 3.14.2 reflect the default position in the legislation that there is to be no casting vote for the presiding member. Any local authority considering incorporating a casting vote in its own Standing Orders should take specific legal advice on the matter.

REVIEW OF STANDARDS

Suggestions for improvement of this Standard are welcome. They should be sent to the Chief Executive, Standards New Zealand, Private Bag 2439, Wellington.

NEW ZEALAND STANDARD

MODEL STANDING ORDERS FOR MEETINGS OF LOCAL
AUTHORITIES AND COMMUNITY BOARDS

These Standing Orders were adopted by
..... Council at a meeting held on(date)
and apply to all meetings of this local authority, its committees and subcommittees
and to all meetings of the community boards listed below:

-
-
-
-



NEW ZEALAND STANDARD

MODEL STANDING ORDERS FOR MEETINGS OF LOCAL AUTHORITIES AND COMMUNITY BOARDS

PART 1 GENERAL

1.1 Scope and general This document sets out standing orders for the conduct of proceedings at meetings of territorial authorities, regional councils and community boards in the form of model orders for adoption with or without amendment. It incorporates new provisions in the Local Government Act 2002 as they affect the provisions of the model standing orders.

This Standard is presented in three parts. Part 1 is the general introduction. Part 2 covers constitutional and legislative matters, and Part 3 relates to meeting procedures.

Part 3 involves some repetition of Part 2, to ease use and to ensure each part can stand alone without the need for undue cross referencing.

1.2 Interpretation The terms “normative” and “informative” have been used in this Standard to define the application of the Appendix to which they apply. A “normative” appendix is an integral part of a Standard, whereas an “informative” appendix is only for information and guidance. Informative provisions do not form part of the mandatory requirements of the Standard.

In this Standard the word “shall” identifies a mandatory requirement for compliance with the Standard. The word “should” refers to practices which are advised or recommended.

Where direct quotations from the legislation are cited in these standing orders they are shown in bold type with quotation marks.

1.3 Definitions In these standing orders, unless inconsistent with the context:

Agenda means the list of items for consideration at a meeting together with reports and other attachments relating to those items.

Chairperson means the mayor of a territorial authority or chairperson of a regional council or community board including any person acting as the mayor of the territorial authority or chairperson of the regional council or community board, and any person presiding at any meeting of a committee or subcommittee of a regional council, territorial authority or community board.

Chief executive means the chief executive of a local authority appointed under section 42 of the Local Government Act 2002, irrespective of their designation, and includes for the purposes of these standing orders, any other officer authorized by the local authority.

Clear working days means the number of working days prescribed in these standing orders for the giving of notice; and excluding the date of service of that notice and the date of the meeting, the subject of that notice.

Committee includes, in relation to a local authority:

- (a) A committee comprising all the members of that local authority;
- (b) A standing committee or special committee appointed by that local authority;
- (c) A joint committee appointed under clause 30 of Schedule 7 of the Local Government Act 2002; and
- (d) Any subcommittee of a committee described in items (a), (b) or (c) of this definition.

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

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

Local authority means the local authority and/or the community boards covered by these standing orders, being a local authority or a community board as defined in section 5 of the Local Government Act 2002.

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

Meeting means any first, ordinary, or extraordinary meeting of a local authority; and any meeting of any committee, standing committee, joint committee, special committee or subcommittee of the local authority. At any meeting of a local authority, or of any committee or subcommittee of a local authority, at which no resolutions or decisions are made, the provisions of these standing orders regarding public access and notification need not apply.

Member means any person elected or appointed to the local authority or to any committee or subcommittee of the local authority, and includes the mayor of a territorial authority and the chairperson of a regional council or community board, or of any committee or subcommittee of a regional council, territorial authority or community board.

Minutes means the record of the proceedings of any meeting of the local authority and its committees and subcommittees.

Ordinary meeting means any meeting publicly notified by the local authority in accordance with sections 46(1) and (2) of the Local Government Official Information and Meetings Act 1987.

Public excluded information means any information which can be excluded from the public for reasons meeting the provisions of the Local Government Official Information and Meetings Act 1987.

Public excluded session refers to those meetings or parts of meetings from which the public is excluded by the local authority as provided for in the Local Government Official Information and Meetings Act 1987.

Publicly notified means notified to members of the public by notice contained in some newspaper circulating in the district of the local authority, or where there is no such newspaper, by notice published on signboard affixed to public places in the district to which the notice relates.

Quorum means the minimum number of members needing to be present to constitute a valid meeting.

Working day means any day of the week other than:

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

2 CONSTITUTIONAL AND LEGISLATIVE MATTERS

2.1 INTRODUCTION

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| Requirement for adoption of standing orders | <p>2.1.1</p> <p>“A local authority must adopt a set of standing orders for the conduct of its meetings and those of its committees. The standing orders of a local authority must not contravene [any provisions of the Local Government Act 2002], the Local Government Official Information and Meetings Act 1987, or any other Act.”</p> <p>[cl. 27(1) & (2), Schedule 7, LGA]</p> |
| Alteration of standing orders | <p>2.1.2</p> <p>“After the adoption of the first standing orders of the local authority, an amendment of the standing orders or the adoption of a new set of standing orders requires, in every case, a vote of not less than 75 % of the members present.”</p> <p>[cl. 27(3), Schedule 7, LGA]</p> |
| Temporary suspension of standing orders | <p>2.1.3</p> <p>“A local authority or committee may temporarily suspend standing orders during a meeting by a vote of not less than 75 % of the members present and voting, and the reason for the suspension must be stated in the resolution of suspension.”</p> <p>[cl. 27(4), Schedule 7, LGA]</p> <p>(See Standing Order 3.2.1)</p> |
| All members to abide by standing orders | <p>2.1.4</p> <p>“A member of a local authority must abide by the standing orders adopted under clause 27 [of Schedule 7 of the Local Government Act].”</p> <p>[cl. 16(1), Schedule 7, LGA]</p> <p>(See Standing Order 3.1.1)</p> |

2.2 FIRST MEETING OF THE LOCAL AUTHORITY FOLLOWING ELECTION

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| Meeting called by chief executive | <p>2.2.1</p> <p>“The first meeting of a local authority following a triennial general election of members must be called by the chief executive as soon as practicable after the results of the election are known. The chief executive must give the persons elected to the local authority not less than 7 days’ notice of the meeting. [However] if an emergency exists, the chief executive may give notice of the meeting as soon as practicable. The chief executive (or, in the absence of the chief executive, a nominee of that officer) must chair the meeting until the mayor or chairperson has made and attested the declaration required under clause 14 [of Schedule 7 of the Local Government Act].”</p> <p>[cl. 21(1) – (4), Schedule 7, LGA]</p> |
| Business to be conducted | <p>2.2.2</p> <p>“The business that must be conducted at the meeting must include –</p> <p>(a) the making and attesting of the declarations required of the mayor (if any) and members under clause 14 [of Schedule 7 of the Local Government Act]; and</p> |

- (b) the election of the chairperson (if any) and the making and attesting of the declaration required of the chairperson under clause 14 [of Schedule 7 of the Local Government Act]; and
- (c) a general explanation, given or arranged by the chief executive, of –
 - (i) the Local Government Official Information and Meetings Act 1987; 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 Securities Act 1978; and
- (d) the fixing of the date and time of the first ordinary meeting of the local authority, or the adoption of a schedule of ordinary meetings; and
- (e) the election of the deputy mayor or deputy chairperson in accordance with clause 17 [of Schedule 7 of the Local Government Act].”

[cl. 21(5), Schedule 7, LGA]

Members to give
notice of addresses

2.2.3

Every member of a local authority must give to the chief executive a residential or business address together with, if desired, a facsimile or other address within the district or region of the local authority to which notices and material relating to meetings and local authority business may be sent or delivered.

2.3 CHAIRPERSON OF MEETINGS

Mayor or chairperson
of local authority to
preside

2.3.1

“The mayor or chairperson of the local authority must preside at each meeting of the local authority at which he or she is present unless the mayor or chairperson vacates the chair for a particular meeting... If the mayor or chairperson of a local authority is absent from a meeting, the deputy mayor or deputy chairperson (if any) of the local authority must preside... If a deputy mayor or deputy chairperson has not been appointed, or if the deputy mayor or deputy chairperson are also absent, the members of the local authority ... that are present must elect 1 of their number to preside at that meeting, and that person may exercise at that meeting the responsibilities, duties, and powers of the deputy chairperson.”

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

Chairperson of
committee to preside

2.3.2

“The chairperson of a committee must preside at each meeting of the committee at which he or she is present unless the chairperson vacates the chair for a particular meeting... If the ... chairperson of a committee is absent from a meeting, the deputy ... chairperson (if any) of the committee must preside... If a deputy chairperson has not been appointed, or if the deputy chairperson (is) also absent, the members of the committee that are present must elect 1 of their number to preside at that meeting, and that person may exercise at that meeting the responsibilities, duties, and powers of the deputy chairperson.”

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

2.4 QUORUM AT MEETINGS

Requirement for a quorum	<p>2.4.1 "A meeting is duly constituted if a quorum is present, whether or not all of the members are voting or entitled to vote." [cl. 23(1), Schedule 7, LGA]</p>
Quorum to be present throughout meeting	<p>2.4.2 "Business may not be transacted at any meeting unless at least a quorum of members is present during the whole of the time at which the business is transacted." [cl. 23(2), Schedule 7, LGA]</p>
Definition of quorum for local authority meeting	<p>2.4.3 "The quorum at a meeting of –</p> <p>(a) a local authority consists of –</p> <p style="padding-left: 40px;">(i) half of the members if the number of members (including vacancies) is even; or</p> <p style="padding-left: 40px;">(ii) a majority of members if the number of members (including vacancies) is odd." [cl. 23(3), Schedule 7, LGA]</p>
Definition of quorum for committee meetings	<p>2.4.4 "The quorum at a meeting of –</p> <p>[... (b) a committee –</p> <p style="padding-left: 40px;">(i) is not fewer than 2 members of the committee (as determined by the local authority or committee that appoints the committee); and</p> <p style="padding-left: 40px;">(ii) in the case of a committee other than a subcommittee, must include at least 1 member of the local authority." [cl. 23(3), Schedule 7, LGA] (See Standing Order 3.4)</p>

2.5 VOTING AT MEETINGS

Acts and decisions of the local authority by majority vote at meetings	<p>2.5.1 "Unless otherwise provided in [the Local Government Act] or in any standing orders, –</p> <p>(a) the acts of a local authority must be done, and the questions before the local authority must be decided, at a meeting by –</p> <p style="padding-left: 40px;">(i) vote; and</p> <p style="padding-left: 40px;">(ii) the majority of members that are present." [cl. 24(1), Schedule 7, LGA] (See Standing Order 3.14.1)</p>
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Person presiding at meeting has a deliberative vote and no casting vote	<p>2.5.2</p> <p>“Unless otherwise provided in [the Local Government Act] or in any standing orders ... the mayor or chairperson or other person presiding at the meeting has a deliberative vote and in the case of an equality of votes, does not have a casting vote. To avoid doubt, in the case of equality of vote, the question is defeated and the status quo is preserved.”</p> <p>[cl. 24(1)(b) & (2), Schedule 7, LGA]</p> <p>(See Standing Order 3.14.2)</p>
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2.6 VOTING SYSTEMS FOR CERTAIN APPOINTMENTS

Provisions for election or appointment of deputy mayor, chairpersons and deputy chairpersons of local authorities and committees, and representatives of the local authority	<p>2.6.1</p> <p>“[This Standing Order applies to] –</p> <ul style="list-style-type: none"> (a) the election or appointment of the chairperson and deputy chairperson of a regional council; and (b) the election or appointment of the deputy mayor; and (c) the election or appointment of the chairperson and deputy chairperson of a committee; and (d) the election or appointment of a representative of a local authority.
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A local authority or a committee (if the local authority has so directed) must determine by resolution that a person [to whom this Standing Order applies] be elected or appointed by a system of voting that requires that –

- (a) the person to be elected or appointed receives the votes of a majority of the members of the local authority or committee present and voting; and
- (b) if more than 1 round of voting is required, the least successful candidate in a round of voting may not be a candidate in the next round of voting.

If the system of voting described [above] is adopted ... every equality of votes that is not to be determined by a further round of voting must be determined by lot in the manner that the local authority or committee determines.”

[cl. 25, Schedule 7, LGA]

2.7 APPOINTMENT OF COMMITTEES AND OTHER SUBORDINATE DECISION-MAKING BODIES

Appointment of committees, subcommittees and other subordinate decision-making bodies	<p>2.7.1</p> <p>“A local authority may appoint – the committees, subcommittees, and other subordinate decision-making bodies that it considers appropriate and ... a committee may appoint the subcommittees that it considers appropriate unless it is prohibited from doing so by the local authority.”</p> <p>[cl. 30(1) & (2), Schedule 7, LGA]</p>
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Discharge or reconstitution of committees, subcommittees and other subordinate decision-making bodies	<p>2.7.2 “Unless expressly provided otherwise in an Act, –</p> <p>(a) a local authority may discharge or reconstitute a committee or subcommittee or other subordinate decision-making body; and</p> <p>(b) a committee may discharge or reconstitute a subcommittee.</p> <p>A committee, subcommittee or other subordinate decision-making body is, unless the local authority resolves otherwise, deemed to be discharged on the coming into office of the members of the local authority elected or appointed at, or following, the triennial general election of members next after the appointment of the committee, subcommittee, or other subordinate decision-making body.”</p> <p>[cl. 30(5) & (7), Schedule 7, LGA]</p>
Committees and subordinate decision-making bodies subject to direction of local authority	<p>2.7.3 “A committee 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 in relation to the committee or other body or the affairs of the committee or other body. A subcommittee is subject in all things to the control of the committee that appointed it, and must carry out all general and special directions of the committee given in relation to the subcommittee or its affairs... Nothing in this [standing order] entitles a local authority or committee to rescind or amend a decision made under a delegation authorising the making of a decision by a committee, a subcommittee, or another subordinate decision-making body.”</p> <p>[cl. 30(3), (4) & (6), Schedule 7, LGA]</p>
2.8 JOINT COMMITTEES	
Appointment of joint committees	<p>2.8.1 “A local authority may appoint ... a joint committee with another local authority or other public body. ”</p> <p>[cl.30(1), Schedule 7, LGA]</p>
Status of joint committees	<p>2.8.2 “A joint committee ... is deemed to be both a committee of the local authority and a committee of the other local authority or public body (subject to the law applicable to the committees of that other local authority or public body).”</p> <p>[cl.30(8), Schedule 7, LGA]</p>
Powers and responsibilities of joint committees	<p>2.8.3 “So far as the joint committee is a committee of the local authority, [Part 1 of Schedule 7 of the Local Government Act] applies to that joint committee except that the powers to discharge any individual member and appoint another in his or her stead must be exercisable by the local authority or public body that made the appointment. The power conferred on the local authority under [Part 1 of Schedule 7 of the Local Government Act] to appoint a chairperson or deputy chairperson of a committee does not apply to a joint committee appointed under [clause 30 of Schedule 7 of the Local Government Act], but the joint committee may appoint and remove its own chairperson or deputy chairperson.”</p> <p>[cl.30(9) & (10), Schedule 7, LGA]</p>

2.9 MEMBERSHIP OF COMMITTEES AND SUBCOMMITTEES

- Appointment or discharge of committee members and subcommittee members** **2.9.1**
 “A local authority may appoint or discharge any member of a committee. Unless directed otherwise by the local authority, a committee may appoint or discharge any member of a subcommittee appointed by the committee.”
 [cl. 31(1) & (2), Schedule 7, LGA]
- Elected members on committees and subcommittees** **2.9.2**
 “The members of a committee or subcommittee may, but need not be, elected members of the local authority, and a local authority or committee may appoint to a committee or subcommittee a person who is not a member of the local authority or committee if, in the opinion of the local authority, that person has the skills, attributes or knowledge that will assist the work of the committee or subcommittee... at least 1 member of a committee must be an elected member of the local authority; and an employee of a local authority acting in the course of his or her employment may not act as a member of any committee unless that committee is a subcommittee.”
 [cl. 31(3) & (4), Schedule 7, LGA]
- Local authority may replace members if committee not discharged** **2.9.3**
 “If a local authority resolves that a committee, subcommittee, or other decision-making body is not to be discharged under clause 30 (7) [of Schedule 7 of the Local Government Act], the local authority may replace the members of that committee, subcommittee or other subordinate decision-making body after the next triennial general election of members.”
 [cl. 31(5), Schedule 7, LGA]
- Minimum numbers on committees and subcommittees** **2.9.4**
 “The minimum number of members is 3 for a committee, and is 2 for a subcommittee.”
 [cl. 31(6), Schedule 7, LGA]
- Mayor or chairperson of local authority an ex-officio member** **2.9.5**
 The mayor or chairperson of the local authority may be appointed an ex-officio member of any committee other than a community board or a quasi-judicial committee.

2.10 POWERS OF DELEGATION

- Delegations to committees, subcommittees, subordinate decision-making bodies, community boards, members and officers** **2.10.1**
 (1) “Unless expressly provided otherwise in [the Local Government Act], or in any other Act, for the purposes of efficiency and effectiveness in the conduct of a local authority’s business, a local authority may delegate to a committee or other subordinate decision-making body, community board, or member or officer of the local authority any of its responsibilities, duties, or powers except –
- (a) the power to make a rate; or
 - (b) the power to make a bylaw; or
 - (c) the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term council community plan; or

- (d) the power to adopt a long-term council community plan, annual plan, or annual report; or
 - (e) the power to appoint a chief executive; or
 - (f) the power to adopt policies required to be adopted and consulted on under [the Local Government Act] in association with the long-term council community plan or developed for the purpose of the local governance statement; or
 - (g) the power to warrant enforcement officers.
- (2) Nothing in this clause restricts the power of a local authority to delegate to a committee or other subordinate decision-making body, community board, or member or officer of the local authority the power to do anything precedent to the exercise by the local authority (after consultation with the committee or body or person) of any power or duty specified in ... [(a) – (g) above].
- (3) A committee or other subordinate decision-making body, community board, or 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 local authority or by the committee or body or person that makes the delegation.”

[cl.32(1), (2) & (3), Schedule 7, LGA]

Use of delegated powers

2.10.2

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

[cl 32(4) Schedule 7, LGA]

Delegations related to bylaws and other regulatory matters

2.10.3

“A local authority may delegate to any other local authority, organisation, or person the enforcement, inspection, licensing, and administration related to bylaws and other regulatory matters.”

[cl 32(5) Schedule 7, LGA]

2.11 PROCEEDINGS NOT INVALIDATED BY VACANCIES OR IRREGULARITIES

Proceedings not invalidated by vacancies or irregularities

2.11.1

“An act or proceeding of a local authority or committee, or of a person acting as a member of a local authority or committee, is not invalidated by a vacancy in the membership of the local authority or committee at the time of that act or proceeding, or the subsequent discovery of some defect in the election or appointment of the person acting as a member of the local authority or committee, or that that person was or is incapable of being a member.”

[cl. 29, Schedule 7, LGA]

2.12 GENERAL PROVISIONS AS TO MEETINGS

Meetings to be held	<p>2.12.1 “A local authority must hold the meetings that are necessary for the good government of its region or district.”</p> <p>[cl. 19(1), Schedule 7, LGA]</p>
Right to attend meetings	<p>2.12.2 “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.”</p> <p>[cl. 19(2), Schedule 7, LGA]</p>
Calling, public notification and conduct of meetings	<p>2.12.3 “A meeting of a local authority must be called and conducted in accordance with [Schedule 7 of the Local Government Act]; and Part VII of the Local Government Official Information and Meetings Act 1987; and the standing orders of the local authority.”</p> <p>[cl. 19(3), Schedule 7, LGA]</p>
Agenda to be sent to members	<p>2.12.4 In the case of each meeting to which Standing Order 2.12.1 applies, an agenda detailing the business to be brought before that meeting together with relevant attachments must be sent to every member not less than two clear working days before the day appointed for the meeting (in the case of extraordinary meetings cl. 2.14.2 applies).</p>
Meetings not invalid because notice not received	<p>2.12.5 “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 –</p> <p style="margin-left: 40px;">(a) it is proved that the person responsible for giving notice of the meeting acted in bad faith or without reasonable care; and</p> <p style="margin-left: 40px;">(b) the member concerned did not attend the meeting.</p> <p>A member of a local authority may waive any requirement regarding the giving of notice of a meeting to that member.”</p> <p>[cl. 20(1), (2), Schedule 7, LGA]</p>
Minutes of proceedings	<p>2.12.6 “A local authority must keep minutes of its proceedings. Minutes of proceedings duly entered and authenticated as prescribed by the local authority are prima facie evidence of those proceedings.”</p> <p>[cl. 28(1), (2), Schedule 7, LGA]</p>

2.13 NOTIFICATION OF ORDINARY MEETINGS TO MEMBERS

- Period for notice in writing** 2.13.1
 "The chief executive must give notice in writing to each member of the time and place of an ordinary meeting –
- (a) not less than 14 days before the meeting; or
 - (b) if the local authority has adopted a schedule of meetings, not less than 14 days before the first meeting on the schedule."
- [cl. 19(5)(a), (b), Schedule 7, LGA]
- Schedule of ordinary meetings** 2.13.2
 "If a local authority adopts a schedule of ordinary meetings, –
- (a) the schedule may cover any future period that the local authority considers appropriate and may be amended; and
 - (b) notification of the schedule or any amendment to that schedule constitutes a notification of every meeting on the schedule or amendment."
- [cl. 19(6), Schedule 7, LGA]
- Cancellation of scheduled meetings** 2.13.3
 "If it is necessary to cancel a scheduled meeting, all reasonable effort shall be taken to notify elected members and the public as soon as practicable of the cancellation and of the reasons for the cancellation."

2.14 EXTRAORDINARY MEETINGS

- Extraordinary meetings may be called** 2.14.1
 "If a resolution or requisition specifies the time and place at which the meeting is to be held and the general nature of the business to be brought before the meeting, a meeting may be called by –
- (a) a resolution of the local authority; or
 - (b) a requisition in writing delivered to the chief executive and signed by –
 - (i) the mayor or chairperson; or
 - (ii) not less than one-third of the total membership of the local authority (including vacancies)."
- [cl. 22(1), Schedule 7, LGA]
- Notification of extraordinary meetings to members** 2.14.2
 "Notice in writing of the time and place of the meeting called under [Standing Order 2.14.1] and of the general nature of business must be given by the chief executive to each member of the local authority at least 3 working days before the day appointed for the meeting; or if the meeting is called by a resolution, within such lesser period of notice that is specified in the resolution, being not less than 24 hours."
- [cl. 22(3), Schedule 7, LGA]

- Calling of extraordinary meetings at earlier time** 2.14.3
 “If the business to be dealt with requires a meeting to be held at a time earlier than is allowed by the notice requirements specified [in Standing Order 2.14.2], a meeting may be called by the mayor or chairperson; or if the mayor or chairperson are unavailable, the chief executive.”
 [cl. 22(2), Schedule 7, LGA]
- Notification of extraordinary meetings held at earlier time** 2.14.4
 “Notice of the time and place of a meeting called under [Standing Order 2.14.3] and of the matters in respect of which the meeting is being called must be given by the person calling the meeting or by another person on that person’s behalf, by whatever means is reasonable in the circumstances, to each member of the local authority and to the chief executive at least 24 hours before the time appointed for the meeting.”
 [cl. 22(4)Schedule 7, LGA]
- Public notice of resolutions of extraordinary meetings** 2.14.5
 “Where any resolution is passed at an extraordinary meeting of a local authority, the local authority must cause the resolution to be publicly notified as soon as practicable, unless the resolution was passed at a meeting or part of a meeting from which the public was excluded.”
 [s. 51A, LGOIMA]
- 2.15 PUBLIC AT MEETINGS, ACCESS TO AGENDAS ETC.**
- Meetings normally to be open to the public** 2.15.1
 “Except as otherwise provided by [Part VII of the Local Government Official Information and Meetings Act] every meeting of a local authority shall be open to the public... For the purposes of [Part VII of the Local Government Official Information and Meetings Act] bona fide members of the news media shall be deemed to be members of the public, and shall be entitled to attend any meeting or any part of a meeting for the purpose of reporting the proceedings for any news media.”
 [s. 47 & 49(a), LGOIMA]
- Information to be available to public** 2.15.2
 All information provided to members at local authority and committee meetings must be available to the public and news media unless any item included in the agenda refers to any matter reasonably expected to be discussed with the public excluded.
 [s. 5 & 49, LGOIMA]
- Public notification about ordinary meetings** 2.15.3
 All meetings scheduled for the following month must be publicly notified not more than 14 days and not less than 5 days before the end of every month, together with the dates on which and the times and places at which those meetings are to be held. Where any meeting is to be held on or after the 21st day of the month, such meetings may instead be publicly notified not more than 10 nor less than 5 working days before the day on which the meeting is to be held.
 [s. 46, LGOIMA]

Public notification about extraordinary meetings	<p>2.15.4 “Where any extraordinary meeting of a local authority is called and notice of that meeting cannot be given in the manner required or permitted by [Standing Order 2.15.3 as appropriate], the local authority shall cause that meeting and the general nature of business to be transacted at that meeting to be publicly notified or otherwise advertised as soon as practicable before the meeting is to be held as is reasonable in the circumstances”.</p> <p>[s. 46(3) & (4), LGOIMA]</p>
Public notification additional requirements	<p>2.15.5 The chief executive is to make any other arrangement for the notification of meetings including extraordinary meetings as the local authority may from time to time determine.</p>
Meetings not invalid because not publicly notified	<p>2.15.6 “No meeting of any local authority [is] invalid merely because that meeting was not publicly notified in accordance with [Standing Orders 2.15.3 – 2.15.5].”</p> <p>[s. 46(5), LGOIMA]</p>
Public notice of meetings not notified	<p>2.15.7 “Where a local authority becomes aware that any meeting of that local authority has not been publicly notified in accordance with [Standing Orders 2.15.3 – 2.15.5], the local authority shall, as soon as practicable, give public notice that that meeting was not so notified, and shall, in that notice, state the general nature of the business transacted at that meeting; and give the reasons why that meeting was not so notified.”</p> <p>[s. 46(6), LGOIMA]</p>
Availability of agendas and reports	<p>2.15.8 “Any member of the public may, without payment of a fee, inspect, during normal office hours, within a period of at least 2 working days before every meeting, all agendas and associated reports circulated to members of the local authority and relating to that meeting. The agendas –</p> <p>(a) shall be available for inspection ... at the public offices of the local authority (including service delivery centres) and the public libraries under the authority’s control; and</p> <p>(b) shall be accompanied by either –</p> <p style="padding-left: 40px;">(i) the associated reports; or</p> <p style="padding-left: 40px;">(ii) a notice specifying the places at which the associated reports may be inspected.</p> <p>...The associated reports shall be available for inspection at the public offices of the local authority. Any member of the public may take notes from any agenda or report inspected by that member of the public Every member of the public who inspects an agenda or report made available and who requests a copy of any part of any such agenda or report and tenders the prescribed amount (if any) shall be given such a copy as soon as practicable. Where a meeting is an extraordinary meeting called pursuant to a resolution of the local authority, the agenda and any associated reports shall be made available as soon as is reasonable in the circumstances.”</p> <p>[s. 46A(1) – (6), LGOIMA]</p>

Exclusion from reports to be discussed with public excluded	2.15.9 The chief executive may exclude from the reports made available, reports or items from reports that are reasonably expected to be discussed with the public excluded. These items are to be indicated on each agenda.
Availability of agendas and reports for meetings of community boards	2.15.10 Where agendas and associated reports are for meetings of community boards, it is sufficient for the purposes of these standing orders that they be available for public viewing at the main office of the local authority and those service delivery centres and public libraries, if any, under the control of the local authority situated within the community.
Agenda to be made available to public who are at meetings	2.15.11 Additional copies of the agenda and further particulars indicating the nature of the items to be discussed must be available at meetings in sufficient numbers to enable any spare copies to be provided for members of the public to take away with them on payment of the prescribed amount (if any). [s. 49, LGOIMA]
List of committee members publicly available	2.15.12 The members of each committee are to be named on the relevant agenda.
Public entitled to inspect minutes	2.15.13 The public is entitled without charge to inspect, take notes from, or receive copies of, minutes of any meeting or part of any meeting from which the public was not excluded. [s. 51, LGOIMA]
Requests for minutes of meetings in closed session	2.15.14 The chief executive must consider any request for the minutes of a meeting or part thereof from which the public was excluded as a request for official information in terms of the Local Government Official Information and Meetings Act 1987. [s. 51, LGOIMA]

2.16 REASONS TO EXCLUDE PUBLIC

Lawful reasons to exclude public	2.16.1 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 grounds specified in section 48 of the Local Government Official Information and Meetings Act (see Appendix A). [s. 48, LGOIMA]
Form of resolutions to exclude public	2.16.2 Any resolution to exclude the public must be in the form set out in Schedule 2A to the Local Government Official Information and Meetings Act 1987 and state the general subject of each matter to be considered while the public is excluded, the reason for passing that resolution in relation to that matter, and the grounds on which the resolution is based. (For an example resolution refer to Appendix B).
Motion to exclude public to be put with the public present	2.16.3 Every motion to exclude the public must be put at a time when the meeting is open to the public, and copies of the text of that motion must be available to any member of the public who is present. The resolution then forms part of the minutes of the local authority. [s. 48(4), LGOIMA]

- Provision for persons to remain after public excluded** **2.16.4**
 A resolution in accordance with Standing Order 2.16.3 may provide for one or more specified persons to remain after the public has been excluded if those persons have, in the opinion of the local authority, knowledge that will assist the authority. Any such resolution is required to state the knowledge possessed by those persons which will be of assistance in relation to the matter to be discussed and how it is relevant to the matter. No such resolution is necessary in respect of the attendance of the chief executive and relevant staff during a public excluded session.
 [s. 48(5) & (6), LGOIMA]
- Release of public excluded information** **2.16.5**
 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.

2.17 APPLICATION OF STANDING ORDERS TO PUBLIC EXCLUDED SESSION

- Standing orders to apply** **2.17.1**
 Standing orders apply to meetings or parts of meetings from which the public has been excluded.

2.18 USE OF PUBLIC EXCLUDED INFORMATION

- Public excluded business not to be disclosed** **2.18.1**
 Subject to the provisions of the Local Government Official Information and Meetings Act 1987, no member or officer is permitted to disclose to any person, other than a member or officer, any information which has been or is to be presented to any meeting from which the public is properly excluded, or where it is proposed that the public be properly excluded.

3 MEETING PROCEDURES

3.1 APPLICATION OF STANDING ORDERS

- All members to abide by standing orders** **3.1.1**
 “A member of a local authority must abide by the standing orders adopted under clause 27 [of Schedule 7 of the Local Government Act].”
 [cl. 16(1), Schedule 7, LGA]
 (See Standing Order 2.1.4)
- Additional to or substitution of standing orders** **3.1.2**
 Notwithstanding the generality of standing order 3.1.1, for any quasi-judicial proceedings, the local authority may adopt meeting procedures and practices additional to, or in substitution of these standing orders for the conduct of the business to be transacted.
- For example, committees appointed to hear applications under the Resource Management Act have powers under the Commissions of Inquiry Act 1908.
 [s.41, RMA]
- Exclusions for meetings at which no resolutions or decisions are made** **3.1.3**
 For the avoidance of doubt, any provision of these standing orders relating to the making of decisions and the passing of resolutions does not apply to any meeting of the local authority or of any committee or subcommittee or other subordinate decision-making body of the local authority which has been properly constituted as a meeting at which no resolutions or decisions are to be made under the Local Government Act 2002 or the Local Government Official Information and Meetings Act 1987.

3.2 SUSPENSION OF STANDING ORDERS

- Temporary suspension** **3.2.1**
 A local authority or committee may temporarily suspend one or more standing orders during a meeting by a vote of not less than 75 % of the members present and voting. The reason for the suspension and the specific order(s) suspended must be stated in the resolution of suspension (see Standing Order 2.1.3).
 [cl. 27(4), Schedule 7, LGA]

3.3 CONDUCT OF MEETINGS

- Mode of address for chairperson** **3.3.1**
 The person in the chair is to be addressed in such terms as denotes the statutory office of that person, the choice of mode of address being as determined by that person.
- Chairperson to decide** **3.3.2**
 The chairperson is to decide all questions where these standing orders make no provision or insufficient provision, and all points of order, and any member who refuses to obey any order or ruling of the chairperson shall be held guilty of contempt (see Standing Orders 3.1.1, 3.13.6 and Appendix C).
- Chairperson rising** **3.3.3**
 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 to speak in places and address the chair	<p>3.3.4</p> <p>Members granted the right to speak at meetings are to address the chairperson, and may not leave their place while speaking without the leave of the chairperson. Members may remain seated when speaking at extraordinary meetings of the local authority and at committee meetings.</p>
Priority of speakers	<p>3.3.5</p> <p>When two or more members seek the right to speak, the chairperson is to name the member who has the right to speak first, provided that the following members shall have precedence, where in order, when they state their intention to:</p> <ul style="list-style-type: none"> (a) Raise a point of order (see Standing Order 3.13.1), including any request to obtain a time extension for the previous speaker; (b) Move a motion to terminate or adjourn the debate (see Standing Order 3.12.1); or (c) Make a point of explanation or request an indulgence of the chairperson (see Standing Order 3.8.13).
Speeches in English or Māori	<p>3.3.6</p> <p>A member may address the chairperson in English or Māori. The chairperson may order that a speech be translated and printed in another language. A member must give prior notice, not less than 2 working days before the meeting, to the chairperson if he or she intends to address the chairperson in Māori, when the normal business of the committee is conducted in English, or in English when the normal business of the committee is conducted in Māori.</p>
Duration of meetings and time limits	<p>3.3.7</p> <p>Unless pursuant to a resolution to continue, no meeting may continue for more than six hours or beyond 10.30 pm, and any business on the agenda not dealt with must be adjourned to the next ordinary meeting or extraordinary meeting.</p>
Reporting of meetings	<p>3.3.8</p> <p>When a meeting of a local authority is open to the public the following provisions shall apply:</p> <ul style="list-style-type: none"> (a) Members of the public including bona fide members of the news media are entitled to attend any meeting or any part of a meeting and to report on the proceedings. [s. 49(a) LGOIMA] (b) Any recording of meetings must be carried out in an unobtrusive manner, and must not be distracting to members. (c) Any recording of meetings must be notified to the chairperson at the commencement of the meeting.
Disorderly members to withdraw	<p>3.3.9</p> <p>Members called to order by the chairperson are to resume their seats and/or stop speaking, as the case may be. Should any member refuse to obey, such member may be directed by the chairperson to withdraw from the meeting. Upon such direction, any such member is to withdraw and must not be permitted to return during the meeting, or any period of that meeting that the chairperson may determine (see Appendix C).</p>

Members not to be disrespectful	3.3.10 No member of the local authority at any meeting may be disrespectful in speech or use offensive or malicious language, including in reference to the local authority, any other member, or any officer or employee of the local authority. In addition, no member may impute improper motives or make offensive remarks about the private affairs of any other member of the local authority or its staff.
Retraction of, or apology for, offensive or malicious language	3.3.11 The chairperson may call upon any member or speaker to withdraw any offensive or malicious expression and may require the member to apologise for the expression.
Withdrawal from meeting	3.3.12 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.
Disorder in meeting	3.3.13 The chairperson may require any member whose conduct is disorderly or who is creating a disturbance to withdraw immediately from the meeting for a time specified by the chairperson.
Adjournment of meeting following disorder	3.3.14 Should the disorder continue, the chairperson has the right to adjourn the meeting for a time specified by the chairperson. At the end of that period the meeting shall resume and decide without debate the question as to whether the meeting shall proceed or be adjourned. The chairperson may also take such action in relation to disorder from other sources or in the event of an emergency.
Contempt to be recorded in minutes	3.3.15 Where the meeting resolves to find the member in contempt that resolution must be recorded in the minutes.
Removal from meeting	3.3.16 “A member of the police, or an officer or employee of the local authority, may, at the request of the chairperson, remove or exclude a member from a meeting if that member is required to leave the meeting by a ruling made under the standing orders and that member – (a) refuses or fails to leave the meeting; or (b) having left the meeting, attempts to re-enter the meeting without the permission of the chairperson.” [cl. 16(2), Schedule 7, LGA]

3.4 QUORUM AT MEETINGS

Requirement for a quorum	3.4.1 “A meeting is duly constituted if a quorum is present, whether or not all of the members are voting or entitled to vote.” [cl. 23(1), Schedule 7, LGA]
Quorum to be present throughout meeting	3.4.2 “Business may not be transacted at any meeting unless at least a quorum of members is present during the whole of the time at which the business is transacted.” [cl. 23(2), Schedule 7, LGA]

Definition of quorum for local authority meetings	<p>3.4.3 “The quorum at a meeting of –</p> <p>(a) a local authority consists of –</p> <p style="padding-left: 40px;">(i) half of the members if the number of members (including vacancies) is even; or</p> <p style="padding-left: 40px;">(ii) a majority of members if the number of members (including vacancies) is odd.”</p> <p>[cl. 23(3), Schedule 7, LGA]</p>
Definition of quorum for committee meetings	<p>3.4.4 “The quorum at a meeting of –</p> <p>(b) a committee –</p> <p style="padding-left: 40px;">(i) is not fewer than 2 members of the committee (as determined by the local authority or committee that appoints the committee); and</p> <p style="padding-left: 40px;">(ii) in the case of a committee other than a subcommittee, must include at least 1 member of the local authority.”</p> <p>[cl. 23(3), Schedule 7, LGA]</p> <p>(See Standing Order 2.4)</p>

3.5 FAILURE OF A QUORUM

Meeting lapses if no quorum	<p>3.5.1 If a meeting is short of a quorum at its commencement, or falls short of a quorum, the business is to stand suspended and, if no quorum is present within 10 minutes, the chairperson is to vacate the chair and the meeting shall lapse.</p>
Lapsed business	<p>3.5.2 The business remaining to be disposed of following the lapsing of a meeting is to stand adjourned until the next ordinary meeting unless an earlier meeting is fixed by the chairperson and notified by the chief executive.</p>
Minutes to record failure of quorum	<p>3.5.3 If a meeting lapses by reason of failure of a quorum, the names of the members then in attendance, and the fact of the lapse, are to be recorded in the minutes.</p>

3.6 LEAVE OF ABSENCE AND APOLOGIES

Granting leave of absence	<p>3.6.1 The local authority may grant leave of absence to a member from an ordinary meeting or other meetings of the local authority or its committees upon application by the member.</p>
Apologies at meetings	<p>3.6.2 If a member has not obtained leave of absence an apology may be tendered on behalf of the member and the apology may be accepted or declined by the local authority. Acceptance of the apology shall be deemed to be a granting of leave of absence for that meeting.</p>

Recording of apologies 3.6.3

The chairperson of each meeting must invite apologies at the beginning of each meeting, including apologies for lateness and early departure, and these and subsequent apologies during the meeting shall be recorded in the minutes, including whether they were accepted or declined, and the time of arrival and departure of all members.

Absence without leave 3.6.4

An extraordinary vacancy is created where any member is absent without leave of the territorial authority, regional council or community board from 4 consecutive ordinary meetings of the territorial authority, regional council or community board.

[cl. 5, Schedule 7, LGA]

3.7 ORDER OF BUSINESS**Adoption of order of business 3.7.1**

The order of business is to be determined by the local authority.

Agenda 3.7.2

The chief executive is to prepare for each meeting an agenda listing and attaching information on the items of business to be brought before the meeting so far as is known. At the meeting the business is to be dealt with in the order in which it stands on the agenda unless the meeting or the chairperson accord precedence to any business set down on the agenda.

Public excluded items 3.7.3

The chief executive must place on a public excluded agenda any matters for which he/she considers the local authority or committee of the local authority is likely in his/her opinion to wish to exclude the public in terms of the Local Government Official Information and Meetings Act 1987, provided that an indication of the subject matter likely to be considered with the public excluded is placed on the agenda available to the public.

Chairperson's report 3.7.4

The chairperson, by report, has the right to direct the attention of the local authority or the relevant committee as the case may be, to any matter or subject within the role or function of the local authority or committee respectively.

Items not on the agenda may be discussed 3.7.5

"Subject to [Standing Order 3.7.5.1], where an item is not on the agenda for a meeting, that item may be dealt with at that meeting if –

- (a) The local authority by resolution so decides; and
- (b) The presiding member explains at the meeting at a time when it is open to the public, –
 - (i) the reason why the item is not on the agenda; and
 - (ii) the reason why the discussion of the item cannot be delayed until a subsequent meeting."

3.7.5.1

Where an item is not on the agenda for a meeting, –

- (a) That item may be discussed at that meeting if –
 - (i) That item is a minor matter relating to the general business of the local authority; and
 - (ii) The presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- (b) No resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.”

[s. 46A(7) & 46A(7A), LGOIMA]

Chairperson's
recommendation

3.7.6

The chairperson of any meeting may include on the agenda for that meeting a chairperson's recommendation regarding any item brought before the meeting.

3.8 RULES OF DEBATE

Reserving speech

3.8.1

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

Irrelevant matter and
needless repetition

3.8.2

In speaking to any motion or amendment, members are to confine their remarks strictly to such motion or amendment, and shall not introduce irrelevant matters or indulge in needless repetition. In this matter, the chairperson's ruling is final and not open to challenge.

Limitation on speakers

3.8.3

If 3 speakers have spoken consecutively in support of, or in opposition to a motion, the chairperson may call for a speaker to the contrary. If no such speaker is forthcoming and after the mover has had the right of reply, the motion must be put. Members speaking must, if so called upon by the chairperson, announce whether they are speaking in support of, or against the motion or amendment being debated.

Taking down words

3.8.4

When any member objects to words used and desires his/her objection to be recorded in the minutes, the chairperson may order the objection to be recorded, provided such objection be made at the time the words were used and not after any other members have spoken (see Standing Order 3.13.4).

Reading of speeches

3.8.5

Members shall not read their speeches, except with the permission of the chairperson, but may refresh their memory by reference to notes.

Time limits on speakers	<p>3.8.6 The following time limits apply to members speaking at local authority meetings, unless extended by a majority vote of members present:</p> <ul style="list-style-type: none"> (a) Movers of motions when speaking to the motion, ten minutes; (b) Movers of motions, when exercising their right of reply, five minutes; (c) Other members, not more than five minutes. <p>(See also Standing Order 3.19.6.)</p>
Member speaking more than once	<p>3.8.7 A member may not speak more than once to a motion, save that this order does not apply to meetings of committees or subcommittees.</p>
Restating of motion	<p>3.8.8 Members may request the chairperson to restate the motion for their information at any time during the debate, but not so as to interrupt.</p>
Right of reply	<p>3.8.9 The mover of an original motion (not an amendment) has a right of reply. After the mover has commenced such reply, or has intimated the wish to forego this right, or having spoken to an amendment to the motion and the chairperson has intimated his intention to put the motion, no other member of the local authority may speak on the motion. Movers in reply are not to introduce any new matter and must confine themselves strictly to answering previous speakers.</p>
When right of reply may be exercised	<p>3.8.10 The right of reply is governed as follows:</p> <ul style="list-style-type: none"> (a) Where no amendment has been moved, the mover may reply at the conclusion of the discussion on the motion; (b) If there is an amendment, the mover of the original motion may make such reply at the conclusion of the debate on such amendment, and this reply exhausts their rights as mover of the original motion (see Standing Order 3.8.9), provided that the mover may reserve such right of reply. The mover may, however, take part in the discussion upon subsequent amendments. <p>NOTE - A right of reply can be exercised at either the end of the debate on an original motion or at the end of the debate on an amendment. Only the mover of an original motion has a right of reply and that right can only be used once. In addition to a right of reply, the mover of an original motion may reserve a right of reply and speak once to an original motion and once to each amendment without losing that right of reply.</p>
Speaking only to relevant matters	<p>3.8.11 Members may speak to any matter before the meeting or upon a motion or amendment to be proposed by themselves, or upon a point of order arising out of debate, but not otherwise.</p>
Personal explanation	<p>3.8.12 Notwithstanding Standing Order 3.8.7, members may make a personal explanation with the permission of the chairperson, but such matters may not be debated.</p>
Explanation of previous speech	<p>3.8.13 With the permission of the chairperson, explanation of some material part of a previous speech in the same debate may be given by a member who has already spoken, but new matter may not be introduced.</p>

3.9 MOTIONS AND AMENDMENTS

Requirement for a seconder	3.9.1 All motions and amendments moved in debate (including notices of motion) must be seconded, and thereupon the chairperson shall state the matter raised and propose it for discussion.
Withdrawal of motions and amendments	3.9.2 Once motions or amendments have been seconded and put to the meeting by the chairperson, they cannot be withdrawn without the consent of the majority of the members present and voting. A motion to which an amendment has been moved and seconded, cannot be withdrawn until the amendment is withdrawn or lost.
Substituted motion by amendment	3.9.3 The meeting may allow a motion, which is subject to an amendment, to be withdrawn and replaced by the amendment as the substituted motion, provided the mover and seconder of the original motion agree to the withdrawal of the original motion. In such circumstances, members who have spoken to the original motion may speak again to the substituted motion.
Motions in writing	3.9.4 The chairperson may require movers of motions or amendments to provide them in writing signed by the mover.
Motions expressed in parts	3.9.5 The chairperson or any member may require a motion expressed in parts to be decided part by part.
Amendment once moved	3.9.6 When a motion has been moved and seconded, then proposed by the chairperson for discussion, an amendment may be moved or seconded by any member who has not spoken to the motion, whether an original motion or a substituted motion. The mover or seconder of a motion for the adoption of the report of a committee, who desires to amend any item in the report, may also propose or second an amendment.
Amendments and motions not seconded	3.9.7 Amendments and motions which are proposed but not seconded are not in order and are not entered in the minutes.
Further amendments	3.9.8 No further amendment may be allowed until the first amendment is disposed of, although members may notify the chairperson of their intention to move further amendments and the tenor of their content.
Where amendment lost	3.9.9 Where an amendment is lost, another may be moved and seconded by any members who have not spoken to the motion, whether an original motion or substituted motion. Movers of previous amendments which were lost are regarded as having spoken to the motion only and are entitled to speak to the new amendment, but are not entitled to move or second the new amendment.
Where amendment carried	3.9.10 Where an amendment is carried, the motion as amended becomes the substantive motion, and any member, other than previous movers or seconders in the debate, may then propose a further amendment.

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- Amendments relevant** **3.9.11**
Every proposed amendment must be relevant to the motion under discussion and not be in similar terms to an amendment which has been lost.
- Direct negatives not allowed** **3.9.12**
No amendment which amounts to a direct negative, is to be allowed which, if carried, would have the same effect as negating the motion.
- Procedure until resolution** **3.9.13**
The procedures in Standing Orders 3.9.6 and 3.9.8 must be repeated until a resolution is adopted.
- Flow chart of motions and amendments** **3.9.14**
A flow chart illustrating the process regarding motions and amendments is included in this Standard as Appendix D.
- Revocation or alteration of resolutions** **3.9.15**
A notice of motion for the revocation or alteration of all or part of a previous resolution of the local authority is to be given to the chief executive by the member intending to move such a motion.
- (a) Such notice is to set out:
- (i) The resolution or part thereof which it is proposed to revoke or alter;
 - (ii) The meeting date when it was passed; and
 - (iii) The motion, if any, that is intended to be moved in substitution thereof.
- (b) Such notice is to be given to the chief executive at least 5 clear working days before the meeting at which it is proposed to consider such a motion and is to be signed by not less than one third of the members of the local authority, including vacancies.
- (c) The chief executive must then give members at least 2 clear working days notice in writing of the intended motion and of the meeting at which it is proposed to move such.
- Restriction on action to be taken on previous resolution** **3.9.16**
Where a notice of motion has been given in terms of Standing Order 3.9.15, no action which is irreversible may be taken under the resolution which is proposed for revocation or alteration until the proposed notice of motion has been dealt with by the local authority, provided that if, in the opinion of the chairperson:
- (a) The practical effect of the delay would be equivalent to a revocation of the resolution, or if;
 - (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;
- then, in either case, action may be taken as though no such notice to the chief executive had been given or signed.
- Revocation or alteration of resolution at same meeting** **3.9.17**
If, during the course of a meeting of the local authority, fresh facts or information are received concerning a matter already resolved at the meeting, the previous resolution may be revoked or altered by the consent of 75 % of the members then present and voting.
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Local authority may revoke or alter any previous resolution	3.9.18 A local authority meeting may, on a recommendation contained in a report by the chairperson or chief executive, or the report of any committee, revoke or alter all or part of resolutions previously passed at meetings. At least 2 clear working days notice of any meeting to consider such a proposal must be given to members, accompanied by details of the proposal to be considered.
Restating the motion	3.9.19 The chairperson may, immediately prior to any division being taken, request the chief executive to restate the motion upon which the division is to be taken.
No speakers after reply or question has been put	3.9.20 Members may not speak on any motion once the mover has commenced replying or where the chairperson has commenced putting the question.
Reflections on resolutions	3.9.21 In speaking in any debate no member may unduly criticise the validity of any resolution of the local authority except by a notice of motion to amend or revoke the same.

3.10 NOTICES OF MOTION

Notices of motion to be in writing	3.10.1 Notices of motion must be in writing signed by the mover, stating the meeting at which it is proposed that the notice of motion be considered, and must be delivered to the chief executive at least 5 clear working days before such meeting.
Refusal of notice of motion	3.10.2 The chairperson may direct the chief executive to refuse to accept any notice of motion which: <ul style="list-style-type: none"> (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 (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 may make; or (d) Is concerned with matters which are already the subject of reports or recommendations from a committee to the meeting concerned. <p>Reasons for refusing a notice of motion should be provided to the proposer.</p>
Mover of notice of motion	3.10.3 Notices of motion may not proceed in the absence of the mover, unless moved by another member authorized in writing by the mover to do so.
Alteration of notice of motion	3.10.4 A notice of motion may be altered only by the mover with the consent of the meeting.
When notices of motion lapse	3.10.5 Notices of motion not moved on being called for by the chairperson, shall lapse.

Referral of notices of motion to committees	3.10.6 Any notice of motion referring to any matter ordinarily dealt with by a committee of the local authority may be referred to that committee by the chief executive. Where such notices are so referred, the mover of the motion shall, if not a member of that committee, have the right to move that motion, and of reply, as if a committee member.
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3.11 REPEAT NOTICES OF MOTION

First repeat where notice of motion rejected	3.11.1 When a motion which is the subject of a notice of motion has been considered and rejected by the local authority, no similar notice of motion which, in the opinion of the chairperson, is substantially the same in purport and effect may be accepted within the next 6 months unless signed by not less than one third of all members, including vacancies.
Second repeat where notice of motion rejected	3.11.2 If such a repeat notice of motion as provided for in Standing Order 3.11.1 is also rejected by the local authority, any further notice prior to the expiration of the original period of 6 months must be signed by a majority of all members, including vacancies.
No repeats where notice of motion adopted	3.11.3 Where a notice of motion has been considered and adopted 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.

3.12 PROCEDURAL MOTIONS TO TERMINATE OR ADJOURN DEBATE

Members may move procedural motions to terminate or adjourn debate	3.12.1 Any member who has not spoken on the matter under debate, may move any one of the following procedural motions to terminate or adjourn debate, but not so as to interrupt a member speaking: <ul style="list-style-type: none"> (a) That the meeting be adjourned to the next ordinary meeting, unless an alternative time and place is stated; or (b) That the item of business being discussed be adjourned to a time and place to be stated; or (c) That the motion under debate be now put (a "closure motion"); or (d) That the meeting move directly to the next business, superseding the item under discussion; or (e) That the item of business being discussed does lie on the table, and not be further discussed at that meeting; or (f) That the item of business being discussed be referred (or referred back) to the relevant committee of the local authority.
Chairperson may accept closure motions	3.12.2 The chairperson may accept a closure motion if there have been no less than 2 speakers for and 2 speakers against the motion, or, if there are no such speakers, in the chairperson's opinion, it is reasonable to do so.

Procedural motions to terminate or adjourn debate to take precedence	3.12.3 Procedural motions to terminate or adjourn debate take precedence over other business, other than points of order, and shall, if seconded, be put to the vote immediately without discussion or debate.
Voting on procedural motions to terminate or adjourn debate	3.12.4 All procedural motions to terminate or adjourn debate must be determined by a majority of those members present and voting. If lost, a further procedural motion to terminate or adjourn debate, may not be moved by any member within the next 15 minutes.
Closure motion to be put if no further speaker	3.12.5 Notwithstanding Standing Order 3.12.4, a closure motion shall be put if there is no further speaker in the debate.
Closure motion on amendment	3.12.6 When an amendment to a motion is under debate, a closure motion relates to the amendment and not to the motion.
Right of reply following closure	3.12.7 If a closure motion is carried, the mover of the motion then under debate is entitled to the right of reply, and the motion or amendment under debate is then to be put.
Debate on items previously adjourned	3.12.8 The debate on adjourned items of business is to be resumed with the mover of such adjournment being entitled to speak first in the debate. Members who have already spoken in the debate may not speak again.
Adjourned items taken first	3.12.9 Adjourned items of business are to be taken first at the subsequent meeting in the class of business to which they belong.
Other business not superseded	3.12.10 The carrying of any motion to adjourn a meeting shall not supersede other business before the meeting remaining to be disposed of, and such other business is to be considered at the next meeting.
Referral or referred back to committee	3.12.11 Business referred, or referred back, to a specified committee is to be considered at the next ordinary meeting of that committee, unless otherwise specified.
Table of procedural motions	3.12.12 A table of procedural motions is included in this Standard as Appendix E.
3.13 POINTS OF ORDER	
Members rising to points of order	3.13.1 Any member may rise to speak to a point of order upon any breach of these Standing Orders and the member previously speaking is to be seated and stop speaking.
Stating subject matter of point of order	3.13.2 The member rising is to state without explanation precisely the subject matter of the point of order.
Points of order during division	3.13.3 No point of order may be raised during a division except by the permission of the chairperson.

Types of points of order	<p>3.13.4 The following are recognized as substance for points of order:</p> <ul style="list-style-type: none"> (a) Where disorder is drawn to the attention of the chairperson; or (b) Use of disrespectful, offensive or malicious language; or (c) Discussion of a question not before the local authority; or (d) Misrepresentation of any statement made by a member or by an officer or employee of the local authority; or (e) The breach of any standing order; or (f) A request that words objected to be recorded in the minutes.
Contradiction not point of order	<p>3.13.5 Rising to express a difference of opinion or to contradict a statement of a previous speaker, does not constitute a point of order.</p>
Decision of chairperson final	<p>3.13.6 The chairperson may decide on any point of order immediately after it has been raised by any member, 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.</p>
3.14 VOTING	
Decisions to be decided by majority votes	<p>3.14.1 "Unless otherwise provided for in the Local Government Act or in these Standing Orders, the acts of a local authority must be done and the questions before the local authority must be decided at a meeting by vote and the majority of members that are present".</p> <p>[cl. 24, Schedule 7, LGA] (See Standing Order 2.5.1)</p>
Chairperson's voting	<p>3.14.2 The chairperson at any meeting has a deliberative vote and, in case of equality of votes, does not have a casting vote. To avoid doubt, in the case of equality votes, the question is defeated and the status quo is preserved. (See Standing Order 2.5.2)</p> <p>[cl. 24, Schedule 7, LGA]</p>
Open voting	<p>3.14.3 "An act or question coming before the local authority must be done or decided by open voting".</p> <p>[cl. 24(3), Schedule 7, LGA]</p>
Members may abstain	<p>3.14.4 Any member may abstain from voting.</p>
Members may have their votes recorded	<p>3.14.5 Any member's vote or abstention must be recorded in the minutes if so requested by that member.</p>

Method of voting	<p>3.14.6 The method of voting shall be as follows:</p> <p>(a) The chairperson in putting the motion shall 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, shall be conclusive unless such announcement is questioned immediately by any member, in which event the chairperson shall call a division.</p> <p>(b) The chairperson or any member may call for a division instead of or after receiving opinion on the voices and taking a show of hands.</p> <p>(c) Where a suitable electronic voting system is available, that system may be used instead of a show of hands, vote by voices or division, and the result displayed shall be notified to the chairperson who shall declare the result.</p>
Division	<p>3.14.7 When a division is called, the chief executive shall take down the names of the members voting for and against the motion and abstentions and is to hand the list to the chairperson to declare the result. The result of the division shall be entered into the minutes.</p>
Second division	<p>3.14.8 The chairperson may call a second division where there is confusion or error in the original division, unless the same can be otherwise corrected.</p>
Pecuniary interest	<p>3.14.9 No members may vote or take part in the discussion of any matter at any meeting where they, directly or indirectly, have any pecuniary interest as defined in law, other than an interest in common with the public.</p> <p>[s. 6(1), Local Authorities (Members' Interests) Act]</p>
Declaration of pecuniary interest	<p>3.14.10 Every member present when any matter is raised in which they directly or indirectly have a pecuniary interest, apart from any interest in common with the public, is under a duty to fully declare any such interest to the meeting. This disclosure and the subsequent abstention of such members from both discussion and voting on the item, is to be recorded in the minutes.</p> <p>[s. 6(1), Local Authorities (Members' Interests) Act]</p>
Pecuniary interest a reason for leaving room	<p>3.14.11 Members who have declared a pecuniary interest in matters to be discussed under Standing Order 3.14.10, should consider leaving the meeting room for the full duration of discussion on such matters.</p>

3.15 QUALIFIED PRIVILEGE

Qualified privilege relating to agenda and minutes	<p>3.15.1 Where a meeting of any local authority is open to the public during the proceedings or any part thereof, and a member of the public is supplied with a copy of the agenda for the meeting or any part of the minutes of that meeting are provided, the publication of any defamatory matter included in the agenda or in the minutes is privileged unless the publication is proved to have been made with ill will or taking improper advantage of the publication.</p> <p>[s. 52, LGOIMA]</p>
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Qualified privilege relating to oral statements **3.15.2**
Any oral statement made at any meeting of a local authority in accordance with the rules that have been adopted by that local authority for the guidance and order of its proceedings, is privileged, unless the statement is proved to have been made with ill will or taking improper advantage of the publication.

[s. 53, LGOIMA]

Qualified privilege additional to any other provisions **3.15.3**
The privilege conferred by Standing Order 3.15.2 is in addition to, and not in substitution for, or derogation of any other privilege, whether absolute or qualified, that applies, by virtue of any other enactment or rule of law, to the proceedings of any local authority.

3.16 MAINTENANCE OF PUBLIC ORDER AT MEETINGS

Chairperson may require members of the public to leave meeting **3.16.1**
The chairperson presiding at any meeting of the local authority may require any member of the public to leave the meeting if it is believed on reasonable grounds that the behaviour of that member of the public is likely to prejudice the orderly conduct of the meeting if that person is permitted to remain.

[s. 50, LGOIMA]

Removal of members of public **3.16.2**
If any member of the public who is required in accordance with Standing Order 3.16.1 to leave a meeting, refuses or fails to leave the meeting or, having left the meeting, attempts to re-enter the meeting without the permission of the chairperson, any police officer or employee of the local authority may, at the request of the chairperson, remove or exclude that member of the public from the meeting.

3.17 MINUTES OF PROCEEDINGS

Minutes to be evidence of proceedings **3.17.1**
“(1) A local authority must keep minutes of its proceedings.
(2) Minutes of proceedings duly entered and authenticated as prescribed by a local authority are prima facie evidence of those proceedings.”

[cl. 28, Schedule 7, LGA]

Keeping of minutes **3.17.2**
The chief executive or his/her designated representative must keep the minutes of meetings. The minutes must record the date, time and venue of the meeting; the names of those members present; identification of the chairperson; apologies tendered and accepted; arrival and departure times of members; any failure of a quorum; a list of speakers in the public forum and the topics they cover; a list of items considered; resolutions and amendments pertaining to those items; any objections to words used; all divisions taken; names of any members requesting the recording of their abstentions or votes; declarations of pecuniary interest; contempt, censure and removal of any members; resolutions to exclude members of the public; and the time that the meeting concludes or adjourns (see Standing Orders 2.16.3, 3.3.15, 3.5.3, 3.6.3, 3.8.4, 3.14.4, 3.14.5 and 3.14.11).

No discussion on minutes **3.17.3**
No discussion may arise on the substance of minutes at any succeeding meeting, except as to their correctness.

3.18 MINUTE BOOKS

- Inspection of minute books** **3.18.1**
The minute books of the local authority must be kept by the chief executive and be open to inspection in accordance with the Local Government Official Information and Meetings Act 1987 and the Local Government Act (see Standing Order 2.15.14 and 2.15.15).
[s.51, LGOIMA]
- Minutes of last meeting before election** **3.18.2**
The chairperson and the chief executive shall authenticate the minutes of the last meeting of a local authority prior to the next election of members.

3.19 DEPUTATIONS AND PRESENTATIONS

- Deputations where heard** **3.19.1**
Deputations may be received by the local authority or any of its committees provided an application for admission setting forth the subject, has been lodged with the chief executive at least 2 working days before the date of the meeting concerned, and has been subsequently approved by the chairperson. The chairperson may refuse requests for deputations which are repetitious or offensive.
- Urgency or major public interest** **3.19.2**
Notwithstanding Standing Order 3.19.1, where in the opinion of the chairperson the matter which is the subject of a deputation is one of urgency or major public interest, the chairperson may determine that the deputation be received.
- Deputations and presentations in English or Māori** **3.19.3**
A deputation or presentation to a local authority or any of its committees, may be made in English or Māori. Prior arrangement with the chairperson should be sought at least 2 working days before the meeting if the address is not in English. The chairperson may order that any speech or document presented be translated and/or printed in another language.
- Procedures for deputations** **3.19.4**
Except with the approval of the local authority or committee, not more than 2 members of a deputation may address the meeting. After a presentation is received, members may put to the deputation any question pertinent to the subject heard, but no member may express an opinion upon, or discuss the subject, until the deputation has completed making its submissions and answering questions (see Standing Order 3.15.2 regarding qualified privilege).
- Termination of presentation if disrespectful** **3.19.5**
The chairperson may terminate a presentation in progress which is disrespectful or offensive, or where the chairperson has reason to believe that statements have been made with malice (see Standing Order 3.15.2 regarding qualified privilege).
- Time limit on presentation** **3.19.6**
Unless the meeting determines otherwise in any particular case, a limit of 10 minutes is placed on a speaker making a presentation, or if there are 2 members of the deputation addressing the meeting 10 minutes in total for the 2 speakers.

3.20 PETITIONS

- Form of petitions** **3.20.1**
Every petition presented to the local authority or to any of its committees, must comprise fewer than 50 words (not including signatories) and not be disrespectful, nor use offensive language or include statements made with malice (see Standing Orders 3.15.1 and 3.15.2 regarding qualified privilege).
- Petition where presented by members** **3.20.2**
Any member of the local authority, who presents a petition on behalf of the petitioners, is to confine himself/herself to reading the petition and the statement of the parties from which it comes, and the number of signatures attached to it.
- Petition in English or Māori** **3.20.3**
A petition presented to a local authority or any of its committees may be in English or Māori. Prior arrangement with the chairperson should be sought at least 2 working days before the meeting if the petition is not in English. The chairperson may order that any petition be translated and/or printed in another language.
- Petition where presented by petitioner** **3.20.4**
Where a petition is presented by a petitioner, unless the local authority determines otherwise, a limit of 5 minutes is placed on that person (see Standing Orders 3.15.1 and 3.15.2 regarding qualified privilege). If the chairperson has reason to believe that the petitioner is disrespectful or offensive, or has made statements with malice, the chairperson shall terminate presentation of the petition.

3.21 QUESTIONS

- Questions to officers during debate** **3.21.1**
In the course of any debate at any local authority meeting, any member may, at the chairperson's discretion, ask any question of the relevant officer on any matter under debate. Such questions are to be directed through the chair.

APPENDIX A

GROUND TO EXCLUDE THE PUBLIC FROM MEETINGS IN TERMS OF THE LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987

(Normative)

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 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 such disclosure 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:
 - (i) Would disclose a trade secret or
 - (ii) Would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information; or
 - (c) In the case only of an application for a resource consent, or water conservation order, or a requirement for a designation or heritage order, under the Resource Management Act 1991, to avoid serious offence to tikanga Māori, or to avoid the disclosure of the location of wāhi tapu; or
 - (d) Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information:
 - (i) Would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied or
 - (ii) Would be likely otherwise to damage the public interest; or
 - (e) Avoid prejudice to measures protecting the health or safety of members of the public; or
 - (f) Avoid prejudice to measures that prevent or mitigate material loss to members of the public; or
 - (g) Maintain the effective conduct of public affairs through:
 - (i) The free and frank expression of opinions by, or between, or to members or officers or employees of any local authority, or any persons to whom section 2(5) of the Local Government Official Information and Meetings Act 1987 applies, in the course of their duty; or
 - (ii) The protection of such members, officers, employees, and persons from improper pressure or harassment; or

- (h) Maintain legal professional privilege; or
- (i) Enable the local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or
- (j) Enable the local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or
- (k) Prevent the disclosure or use of official information for improper gain or improper advantage.

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

- A3** That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information, the public disclosure of which would:
- (a) Be contrary to the provisions of a specified enactment; or
 - (b) Constitute contempt of Court or of the House of Representatives.
- A4** That the purpose of the whole or the relevant part of the proceedings of the meeting is to consider a recommendation made to the local authority by an Ombudsman under section 30(1) or section 38(3) of the Local Government Official Information and Meetings Act 1987 (in the case of a local authority named or specified in the First Schedule 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 local authority to deliberate in private on its decision or recommendation in:
- (a) Any proceedings before a local authority where:
 - (i) A right of appeal lies to any Court or Tribunal against the final decision of the local authority in those proceedings or
 - (ii) The local authority is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings; and
 - (b) Any proceedings of a local authority in relation to any application or objection under the Marine Farming Act 1971.

Nzs 9202:2003

APPENDIX B SAMPLE RESOLUTION TO EXCLUDE THE PUBLIC

(Informative)

Section 48, Local Government Official Information and Meetings Act 1987.

I move that the public be excluded from the following parts of the proceedings of this meeting.

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

Item no	Minutes/report of:	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
1.	Report of the Chair of the Strategy and Finance Committee	Appointment of Directors – City Services Limited	Good reason to withhold exists under section 7	Section 48(1)(a)
2.	Report of the Sustainable Transport and Utilities Committee Meeting of 24/12/2003	North Connection to Smith Road. Purchase of Land	Good reason to withhold exists under section 7	Section 48(1)(a)
3.	Report of the Chairman of the Parks, Gardens and Waterways Committee	Property Purchase – 20 Smith Street	Good reason to withhold exists under section 7	Section 48(1)(a)
4.	Report of the Council Hearings Panel	Recommendation on Submissions to Variation 100 to City Proposed District Plan	Good reason to withhold exists under section 7	Section 48(1)(a)

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

Item No:		
1	Protection of privacy of natural persons	(Section 7(2)(a))
2, 3	Conduct of negotiations	(Section 7(2)(i))
4	Prevention of improper advantage	(Section 7(2)(j))

NOTE –

Section 48(4) of the Local Government Official Information and Meetings Act 1987 provides as follows:

“(4) Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof):

- (a) Shall be available to any member of the public who is present; and
- (b) Shall form part of the minutes of the local authority.”

APPENDIX C POWERS OF THE CHAIRPERSON

(Normative)

This Appendix is intended to separately set out the chairperson's powers which are contained in various parts of the Model Standing Orders.

The provisions in the Model Standing Orders shall be authoritative. The relevant Model Standing Orders are referred to in brackets.

C1 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.

(See Standing Order 3.3.2)

C2 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.

(See Standing Orders 3.13.3 and 3.13.6)

C3 Items not on the agenda may be discussed

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 of the local authority for further discussion.

(See Standing Orders 3.7.5 and 3.7.5.1)

C4 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.

(See Standing Order 3.7.4)

C5 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.

(See Standing Order 3.7.6)

C6 Chairperson's voting

The chairperson at any meeting has a deliberative vote and, in the case of equality of votes, does not have a casting vote.

(See Standing Order 2.5.2)

C7 Motion in writing

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

(See Standing Order 3.9.4)

C8 Motion in parts

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

(See Standing Order 3.9.5)

C9 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
- (e) 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.

(See Standing Orders 3.10.2 and 3.11.3)

C10 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, until the proposed notice of motion has been dealt with by the local authority, 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 local authority, action may be taken as though no such notice had been given.

(See Standing Order 3.9.16)

C11 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.

(See Standing Order 3.11.1)

C12 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.

(See Standing Order 3.9.18)

C13 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 ordinary meeting;
- (b) May requisition an extraordinary meeting to be held at a specified time and place, in order to conduct specified business;

(See Standing Orders 3.5.2, 2.14.1 and 2.14.2)

C14 Irrelevant matter and tedious repetition

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

(See Standing Order 3.8.2)

C15 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.

(See Standing Order 3.8.4)

C16 Reading of speeches

The chairperson may permit members who request permission to do so, to read their speeches.

(See Standing Order 3.8.5)

C17 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.

(See Standing Orders 3.8.12 and 3.8.13)

C18 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.

(See Standing Order 3.3.3)

C19 Members may leave places

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

(See Standing Order 3.3.4)

C20 Priority of speakers

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

(See Standing Order 3.3.5)

C21 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.

(See Standing Orders 3.17.1 and 3.18.2)

C22 Questions of speakers

The chairperson may permit members to ask questions of speakers under public forum or tangata whenua participation, for the purpose of obtaining information or clarification on matters raised by the speaker.

(See Appendices F4 and G5.)

C23 Withdrawal of offensive or malicious expressions

(a) The chairperson may call upon any member to withdraw any offensive or malicious expression and may require the member to apologise for the expression.

(See Standing Order 3.3.11)

(b) 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.

(See Standing Order 3.3.12)

C24 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.

(See Standing Orders 3.1.1 and 3.3.2)

C25 Disorderly behaviour

The chairperson may:

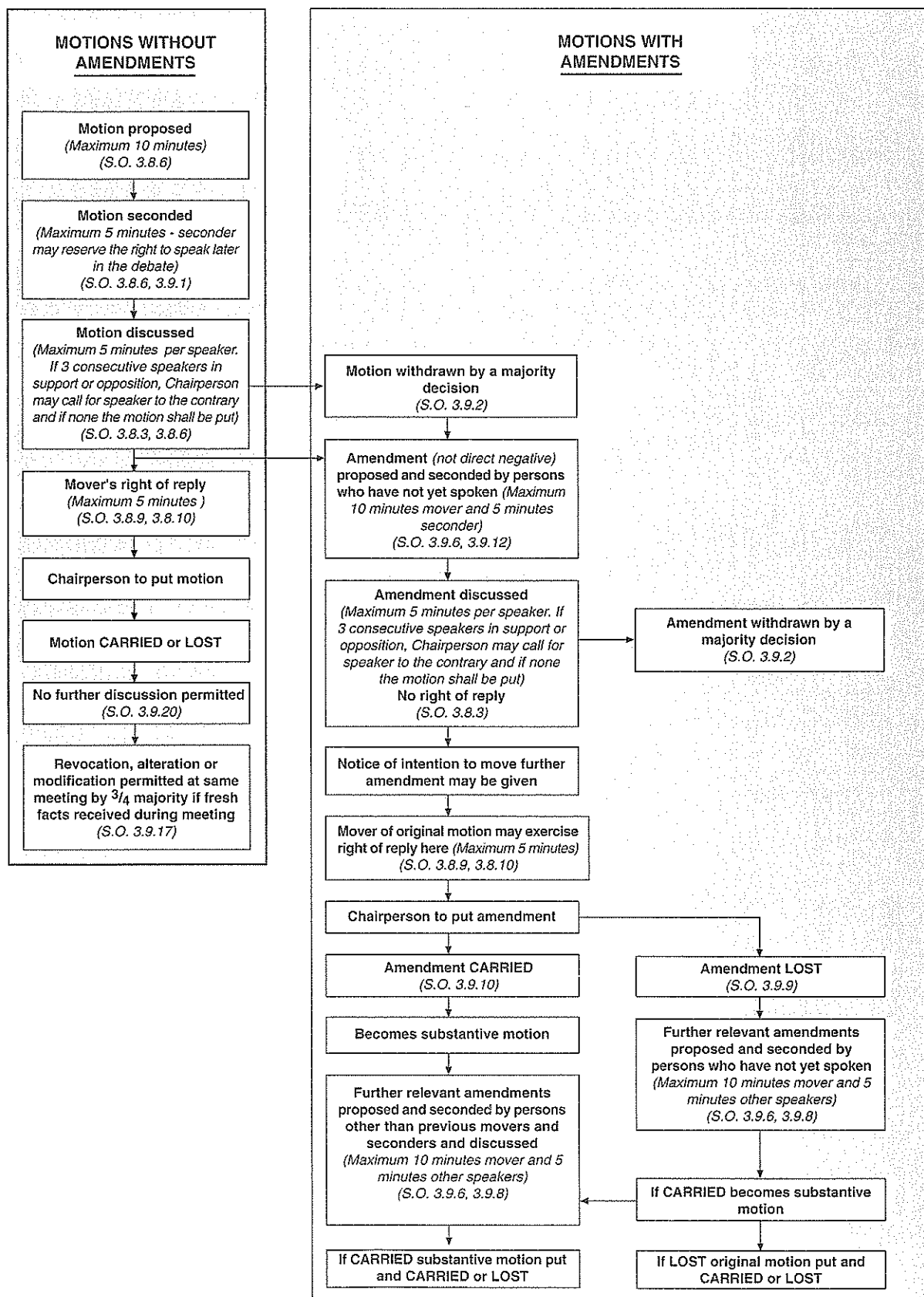
- (a) Require any member or member of the public whose conduct is disorderly or who is creating a disturbance, to withdraw immediately from the meeting for a time specified by the chairperson.
(See Standing Orders 3.3.13 and 3.16.1)
- (b) Ask the meeting to hold in contempt, any member whose conduct is grossly disorderly and where the meeting resolves to find the member in contempt, that resolution must be recorded in the minutes.
(See Standing Orders 3.3.14 and 3.3.15)

C26 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.
(See Standing Orders 3.3.16 and 3.16.2)

APPENDIX D MOTIONS AND AMENDMENTS

(Normative)



APPENDIX E TABLE OF PROCEDURAL MOTIONS

(Normative)

(See Standing Orders 3.12.1 to 3.12.12 and 3.13.1 to 3.13.6)

Motion	Has the Chair discretion to refuse this motion?	Is a second 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 already spoken in the debate may not speak again.
(b) "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.	
(c) "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.

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 meeting move directly to the next business, superseding the item under discussion."	No	Yes	No	No	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.	
(e) "That the item of business being discussed does lie on the table and not be further 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.	
(f) "That the item of business being discussed be referred 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.	
(g) "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 Orders 3.13.1 to 3.13.6

APPENDIX F PUBLIC FORUM

(Informative)

F1 Public forum

A period of up to 30 minutes, or such other time as the local authority may determine, will be set aside for a public forum at the commencement of ordinary meetings of the local authority, committee and subcommittee meetings which are open to the public. Each speaker during the public forum section of a meeting, may speak for three minutes.

F2 Time extension

Standing orders may be suspended on a vote of not less than 75 % of those present, to extend the period of public participation or the period any speaker is allowed to speak.

F3 Subjects of public forum

In respect of local authority, committee and subcommittee meetings, the public forum is to be confined to those items falling within the terms of reference of that meeting, provided the matter is not sub-judice.

NOTE – The public forum procedure does not apply in respect of any hearing, including the hearing of submissions where the local authority, committee or subcommittee sits in a quasi-judicial capacity.

F4 Questions of speakers during public forum

With the permission of the chairperson, members may ask questions of speakers during the period reserved for public forum. If permitted by the chairperson, questions by members are to be confined to obtaining information or clarification on matters raised by the speaker.

APPENDIX G

ADDITIONAL PROVISIONS FOR TANGATA WHENUA

(Informative)

G1 Tangata whenua representation at meetings

Where representatives of the tangata whenua identify any item on the agenda for a meeting of a local authority, committee or subcommittee which the tangata whenua wish to discuss, they may attend the meeting for that purpose. These provisions do not apply to any meeting of a local authority, committee or subcommittee which is sitting in a quasi-judicial capacity in respect of any matter to be heard.

G2 Speaking rights in addition to public forum

The right to speak at meetings of the local authority conferred by these provisions, are in addition to and separate from those rights of a public forum available in terms of Appendix F.

G3 Tangata whenua representation at committees and subcommittees

Where representatives of the tangata whenua have, in accordance with clause F1, identified items they wish to discuss at a meeting, they may be represented by such number of representatives as is equal to the number of permanent members of that committee or subcommittee who are present at that meeting.

G4 Tangata whenua speaking time

Representatives of the tangata whenua shall have the right to address any meeting of the local authority, committee or subcommittee for a period of 15 minutes in total on any item or issue which has been identified or initiated by the tangata whenua and listed for consideration at a meeting.

G5 Questions of speakers during tangata whenua participation

With the permission of the chairperson, members may ask questions of representatives of the tangata whenua. If permitted by the chairperson, questions by members are to be confined to obtaining information or clarification on matters raised by the speaker.

NOTE – The term "tangata whenua" is not mentioned in the Local Government Act 2002. The Act refers to "Māori".

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MACKENZIE DISTRICT COUNCIL

REPORT TO: MACKENZIE DISTRICT COUNCIL
SUBJECT: REQUEST FOR FUNDING TOWARDS DEVELOPMENT
OF CANTERBURY DIGITAL STRATEGY AND ACTION
PLAN
MEETING DATE: 30 OCTOBER 2013
REF: PAD 15/13
FROM: CHIEF EXECUTIVE OFFICER

REASON FOR REPORT:

To seek Council decision on Mackenzie District Contribution towards a Digital Strategy and Action Plan.

RECOMMENDATION:

1. That the report be received.
2. That Council support/reject the request to contribute up to \$3,000 towards a Canterbury Digital Strategy and Action Plan.

WAYNE BARNETT
CHIEF EXECUTIVE OFFICER

ATTACHMENTS:

A section of an email from Aoraki Business and Development Trust (ABDT) requesting Mackenzie District Council support for a Digital Strategy and Action Plan.

A copy of the 2013-2016 Otago Digital Strategy.

BACKGROUND:

A presentation of the Otago Digital Strategy was made to a Zone 5 & 6 LGNZ meeting in June. The strategy was based on a study into the use of technology within the Otago Region. The study aimed to understand how communities use digital technology and examine the challenges they face. The cost of the Otago work was approximately \$120,000.

ABDT have requested assistance from Mackenzie District Council to contribute to a similar study in Canterbury.

POLICY STATUS:

There is no Council policy relating to this decision. The work can be viewed as a community service and as such fits within Council's purpose under the Local Government Act.

SIGNIFICANCE OF DECISION REQUIRED:

This decision is not significant in terms of Councils Policy on Significance.

ISSUES & OPTIONS:

The request from ABDT is for either financial support or 'in kind' assistance. Providing staff time to this project will be less defined than a financial contribution. In addition, our IT resources are limited and fully utilised at this stage so it is not feasible to make an 'in kind' contribution.

If the ABDT proposal is compared to the Otago study, the overall cost of (\$70,000) appears to represent very good value. If the Mackenzie District can access the proposed study for a sum less than \$3,000, it would appear to be a very favourable arrangement.

It is unlikely that the type of information that the study will provide can be obtained by other means.

FINANCIAL CONSIDERATIONS:

There is no allowance for this work in the 2013/14 budget. The total budget for Tourism and Economic Development is \$316,000. If additional funding was provided the expenditure would result in an overspend of approximately 1%.

CONCLUSION:

The work proposed by ADBT appears to offer very good value for money in obtaining the proposed data. Council is free to decide whether it wishes to pursue this avenue to support economic development in the district.

Another piece of work that ADBT is embarking upon is joining the Canterbury Digital Leadership Forum:

Objectives of the Digital Strategy & Action Plan: Understand the levels of access the community currently has to digital technology and the level of skills needed to use online services. Understand the potential of the growing number of online opportunities for the region. Assess the digital maturity of Canterbury businesses and the barriers preventing businesses from maximising the benefits of fast broadband. Establish a clear vision for a digital Canterbury and key actions needed to deliver on the vision.

Approach: It is planned to complete this project in 3 stages:

1. Establish a working group to support the DLF in the research and consultation process. This will comprise people that understand the needs of different groups, with networks that can assist broader engagement.
2. Research digital challenges and opportunities for the region and successful digital initiatives delivered elsewhere. This will explore current levels of connectedness, capability, skills and confidence and evaluate awareness of the benefits and risks of utilising digital technologies within the region. Research will consider digital maturity among key business sectors and the community.
3. Prepare a Canterbury Digital Strategy outlining the digital vision and an action plan of recommend projects.

The Canterbury Development Corporation (CDC) will lead the project with the DLF providing direction and project oversight. An external goods and services budget of \$70,000 has been identified as needed to complete the work envisaged. This budget would be used to procure support from the Digital Office. The Digital Office is a not-for-profit organisation with the mission statement to create an environment where everyone has the opportunity to use, understand and benefit from digital services. The Digital Office prepared the Dunedin and Otago Digital Strategies.

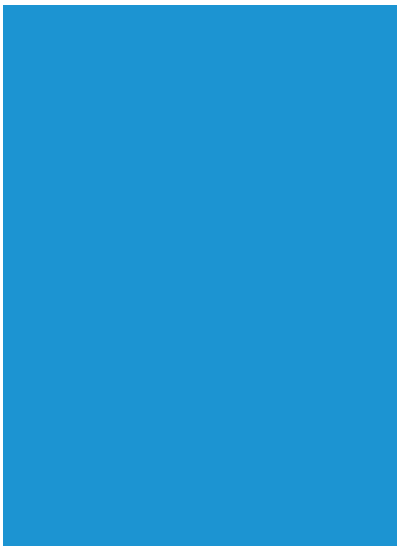
For us this piece of work is outside our budget and we are looking at how we South Canterbury can become engaged. The TDC is funding \$3k of this work while we have tried to source a further \$4k for Chorus. Could MacKenzie look at supporting this work either through cold hard cash or perhaps through the time of your "in house" digital expert?? Please advise your thoughts.

Have a great weekend.

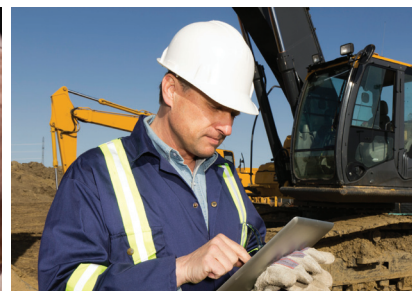
Regards

Wendy Smith
Chief Executive





Helping everyone to benefit from the digital world



2013 to 2016 OTAGO DIGITAL STRATEGY



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This document is divided into three sections: 'Part One: Digital Challenges and Opportunities', 'Part Two: Our Strategy' and 'Part Three: Making it Happen'.

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Key to symbols

-  Survey results
-  Additional information
-  Key messages identified
-  Quote collected from interview or survey

Introduction

The Central Otago, Clutha and Waitaki District Councils, Dunedin City Council and Otago Regional Council agreed to the development of an Otago Digital Strategy. The aim of the strategy was to define a vision to help Otago residents benefit from digital services.

Consultation Process

For the strategy to be successful it was important that we consulted and listened to the views of the Otago community and the local businesses and organisations that operate within the region.

The consultation process was led by the Digital Office and included: an Otago-wide survey (completed by over 2,000 people), targeted validation surveys, stakeholder workshops, community meetings, digital road shows and both national and international research. We talked to business leaders, community groups, tourists, students (secondary and tertiary), councillors, parents and the elderly members of our community. We have travelled through the region, visiting small and large towns and local schools.

Our aim was to understand how our communities use digital technology and hear about the issues and challenges they face. We have also taken a look at what other communities, towns, regions and countries are doing; researching digital issues and reviewing national and international digitisation projects and strategies.

What Did We Learn?

We heard from those who are leaders in the digital space and approached those who have little interest in technology. We talked to students who complete their courses online, mums who want to learn about online resources for their children, elderly who stay in contact with relatives off shore through Internet chat services and businesses who believe that the Internet is important but expensive to access.

We have examples of how being digitally connected and having the right skills can reduce isolation and loneliness, it can assist people in returning to work, help understand their health issues and inspire new business opportunities. But we also have stories from people who haven't got the access they need, cannot afford Internet services, are nervous about connecting, or don't understand the benefits that being connected can provide.

Consultation

- **2,135** individuals completed the Otago-wide survey
- We contacted over **400** Otago businesses and surveyed **650** business owners/managers
- Talked digital to over **300** people
- Did our research

Digital Challenges

These observations, comments, complaints and recommendations have been grouped into four digital challenges. We used these challenges to structure the key messages we heard during the consultation and to structure the subsequent strategy.

Our businesses and organisations being able to capitalise on the benefits and maximise the opportunities of the Internet and its services.

The quality and availability of access to the Internet in Otago.

**Digital
Maturity**

**Digital
Access**

**Digital
Awareness**

**Digital
Skills**

Understanding the benefits of being connected and the services that are available.

The digital skills our communities and organisations have to utilise technology in a beneficial and safe way.

We believe this report is compelling reading and further justifies the importance of embracing a digital strategy for Otago to prepare our communities, school children and businesses with the access, knowledge and skills to embrace the digital world.

Thank you to all who contributed and shared their views, experiences and frustrations. We have listened.



Stuart Dillon-Roberts
stuart@digitaloffice.co.nz

THE
digital
OFFICE

Part One:

Digital Challenges and Opportunities





Digital Maturity



Key Messages

- High speed, inexpensive connectivity is essential for the development of the region
- Our smaller businesses/organisations have been assessed as digitally 'immature' or 'maturing' and need help to fully embrace the digital opportunity
- Opportunities for councils and communities to come together and work cohesively on digital initiatives

Our Businesses and Organisations

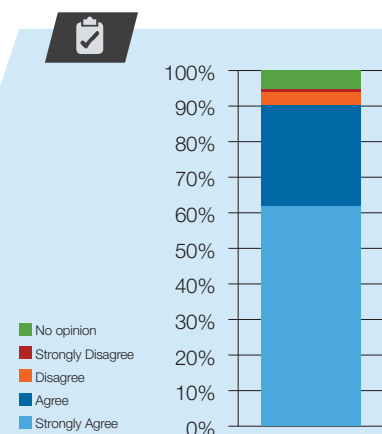
Small and medium enterprises (SMEs)¹ make a significant contribution to the New Zealand economy and are arguably one of the most dynamic, innovative sectors. They account for 50% of our economy's total output (on a value-added basis) and 43% of our entire workforce.² Of the 650 business owners/managers that we surveyed, 97% managed SMEs.

In general, the business owners/managers that we spoke with felt that high speed, inexpensive connectivity is essential for the development of the region.

87% of Otago business owners/managers agreed that fast Internet access is critical for the business to succeed.

The businesses identified the following as key benefits of fast Internet:

- More efficient communication
- Improved business productivity
- Reduced operational costs
- More efficient procurement processes



Their Maturity

Whilst many businesses agreed that fast Internet is essential for their growth, it is important to also understand their level of digital maturity. Digital maturity was assessed using three categories.

¹ Defined by the Ministry of Economic Development as having less than 50 employees
² Ministry of Economic Development, retrieved from: www.med.govt.nz/business/business-growth-internationalisation/small-and-medium-sized-enterprises

Immature

Organisation has no online presence. Internet is only used for very simple tasks like sending emails and searching for information.

Maturing

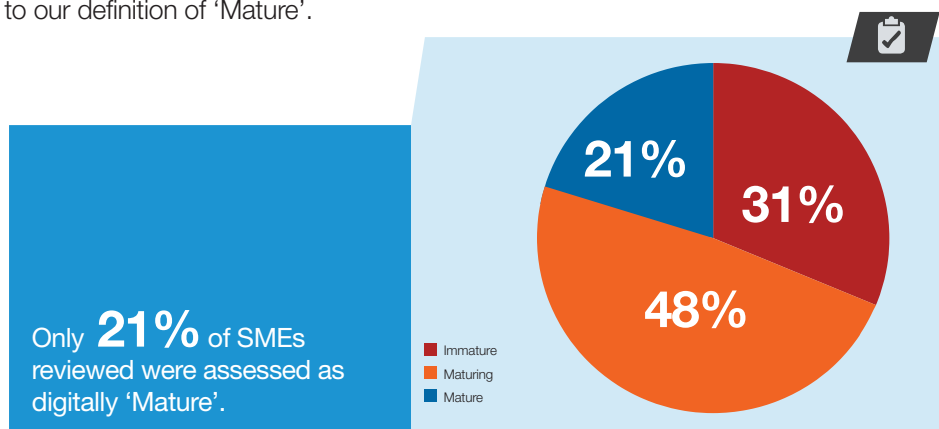
Organisation has a website, but with limited functionality. Staff may access email remotely or use cloud based services.

Mature

Organisation uses the Internet as a strategic service to grow their organisation. Have a customer focussed website that is regularly updated with new content.

Although Otago businesses and organisations appeared to understand the importance of the Internet, our review of SMEs indicates that the majority are either digitally 'Immature' or 'Maturing'. Only 21% of the SMEs that we reviewed could be considered to be digitally 'Mature'.

As a group, our larger businesses and government organisations were much closer to our definition of 'Mature'.



What is the Impact?

The move towards becoming 'digitally mature' has demonstrated positive advantages for SMEs overseas. A study of 4,800 SMEs across 12 countries found that those who used web technologies grew more than twice as fast as those with a minimal web presence.³

"...this is the way of the future and more should be spent on its growth and education, I run a signwriting company with no vehicle or building signage and I am so busy I'm taking on more staff.

We spend no money on radio, newspaper advertising and no money on online advertising, we spend time each day with our social media platforms and that generates 25-50% of our current workload..."

We found that the majority of Otago residents with Internet at home are taking advantage of online services. For example; 85% use online banking, 74% book accommodation and 58% follow shops or businesses online. This means that our organisations and businesses that are less digitally mature and have a limited website (or no website) may be missing a significant proportion of their market.

A UK survey by Lloyd's Banking Group in 2012 also found that digitally mature SMEs grew at a faster rate. SMEs who were using the Internet across their business reported significant benefits including; 51% increase in sales, 54% reduction in costs and 54% improved customer service.

90% of the Otago businesses surveyed agreed that, within the next five years, customers and/or suppliers will have business expectations that require faster Internet access.

³ Internet Matters: The Net's sweeping impact on growth, jobs and prosperity. (2011) McKinsey and Company. Retrieved from: <http://www.mckinsey.com/>

Lloyd's Banking Group found that many of the companies who reported these benefits only moved online because of pressure by their customers and/or suppliers. It appears that Otago businesses are experiencing similar pressures.

This need for faster Internet, for many businesses, will be met by the New Zealand government's RBI/UFB programme. However, organisations will still need the skills and 'know how' to maximise the advantage that faster Internet, and in particular fibre-based broadband, can provide.

RBI/UFB programme



- Relative to other countries, NZ has poor Internet speed and broadband quality.
- The Government is working to improve this by rolling out its Rural Broadband Initiative (RBI) and Ultra-Fast Broadband (UFB) initiative. This new infrastructure means that 75% of us will have access to Ultra-Fast Broadband within 10 years and the number of rural homes with access to broadband will increase from 20% to 86%.
- 97.7% of schools will receive a connection to the fibre infrastructure by 2016.
- There will be more cell phone coverage. Coverage will extend another 6,200 km² around NZ.

It was especially evident amongst the not for profit sector that their staff lack the digital skills to reap the benefits from technology. Internationally, this is not unusual. In the UK it is estimated that 50% of charities need help with web design and social media.⁴

Public Services

New ways of delivering public services will develop and expand in the coming years. The transformation of public services is being driven by greater access to the Internet, the increase of mobile phones in use at home rather than land lines, and the expectation that services should be available anytime and anywhere. Equally important, the online delivery of public services will also provide services which are easier, quicker and more convenient for the community to use.

The first regional NetHui⁵ event was held in Dunedin in November 2012. One area of discussion was how delegates can support the digital initiatives of the regions where they live. The view from many was that councils need to be more transparent, engage more and ask the community for help. A number of talented community members have approached us expressing that they would be happy to help others understand and embrace technology.



"I would welcome the opportunity to help the region develop community apps."

-NetHui Attendee, Dunedin November 2012



Councils have an important leadership role to play – to make the most of digital opportunities in the way they design their services. Public services should be simple to access and as automated as possible; speeding up transactions, reducing costs and empowering staff and the community.⁶ It is important that

4 Go On UK Ltd. Refer to: <http://www.go-on.co.uk/>

5 Refer to: <http://nethui.org.nz/>

6 Although savings delivered through online transactions vary depending on the nature of the transaction, one report has estimated the average cost of a transaction as £0.08, compared to £10.53 for a face to face transaction and £3.39 for a phone transaction (quoted in: Scotland's Digital Future A Strategy for Scotland (2011))

councils embrace technology in such a way that customers are in control and can still get 'face to face' service if required. Whilst digital channels should be the default (where possible), there must always be support for those who are not online, or who are learning to utilise online services.

The Association of Local Government Information Management (ALGIM) regularly assesses all New Zealand council websites, as well as ranking the websites. The huge variation in the 2012 ranking scores for Otago's councils identifies that across the region there are differing degrees of delivery of digital council services. There is an opportunity for Otago councils to work together and share experiences, expertise and potentially infrastructure for the benefit of the communities.



Digital Access



Key Messages

- We need more Internet capacity in NZ, we are way behind other countries in the digital age
- All members of our community, including minority groups, should have the opportunity to access the Internet and its services
- There is an increasing expectation that people should have access to cheaper Internet and free Internet in public spaces
- Businesses and residents are struggling with slow Internet speeds

Our Infrastructure




"Coming from an Australian city two years ago, I cannot believe the lack of fast broadband availability in NZ, especially rural areas. So frustrating!!! Even Vietnam and Cambodia are aeons ahead in these fields. NZ is like the old joke '20 years behind', but in this context it is not funny."

There was a strong message from survey respondents and the people we spoke with that New Zealand is being 'left behind', and that Otago residents are frustrated with the cost, speed and quality of Internet service in New Zealand compared with other countries.

The rural sector is developing an increasing dependence on the Internet, and business is inhibited in areas where there is no Internet access or poor quality Internet. Many farmers are now reliant on web based tools.⁷

⁷ For example, OVERSEER, MINDA, National Animal Identification and Tracing Scheme (NAIT)



80% of business owners/managers said that fast Internet is important in their choice of business location.⁷

Ironically it is often those in the most remote areas that could gain the most benefit from being connected. It was commented that rural isolation can be reduced by access to online services, and social forums can be a great way to communicate and discuss issues.

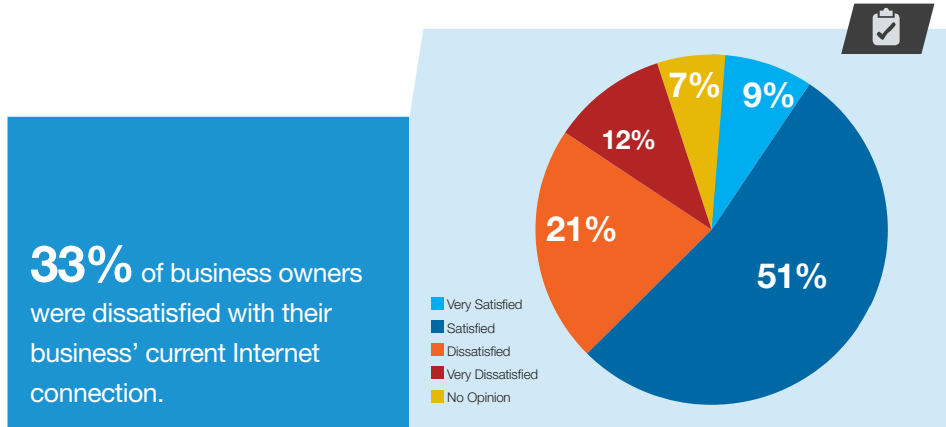
The government’s RBI/UFB programme will improve Internet speed and quality for those who are within the Otago coverage areas. Unfortunately, many of the residents and organisations we spoke with didn’t understand the RBI/UFB programme; they were unclear as to who was leading it, where, when, and how it would be delivered.

The most common complaint we heard is that people are struggling with an Internet connection that is too slow for their requirements. Some residents and the majority of business owners indicated that the location they selected for their home or business was influenced by Internet availability and/or speed.

Of the residents with Internet access that we surveyed, 26% worked from home. This may be a contributing factor as to why the need for faster, better quality Internet was such an important issue for Otago residents.

Otago businesses and organisations are also struggling with Internet connections that are too slow for their requirements. Business owners/managers and staff frequently complained to us about their slow or poor Internet connections. 33% of the staff surveyed described their Internet at work as slow⁸. In addition, a third of the business owners surveyed were also unhappy with their Internet connection.

“Fast broadband speed will be essential if we expect to remain competitive. The current speed is detrimental to my business.”



A concern was voiced by some of Otago’s more technically knowledgeable residents that the benefits of faster broadband conveyed by the RBI/UFB will be limited by the capacity of the Southern Cross Cable. In a similar vein, other infrastructure questions raised during the consultation included the move to digital broadcasting of television channels and the opportunity to deliver services through the 4G⁹ networks in the future.

What was clear from our consultation with Otago communities is that there is confusion on the services available today and what will be available in the future. It is also evident that the delivery of digital services is extremely complex as there are

“Upgrading the national links overseas are very important – not just fibre to the home. Dunedin should very strongly advocate for a high capacity cable overseas. This is like the refrigerated shipping of the 21st century.”

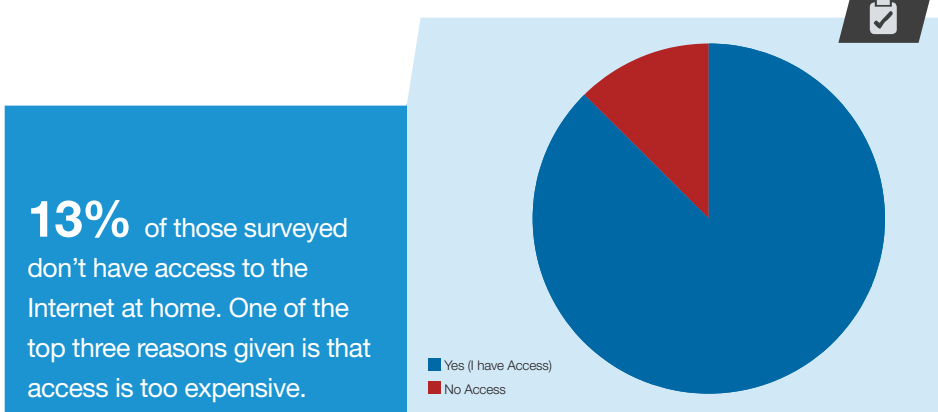
⁸ Slow being either ‘a little slow’, ‘very slow’, or ‘impossibly slow’
⁹ 4G is the successor to 3G and is the fourth generation of mobile phone communication standards

many options (e.g. fibre, 4G, wireless, mobile data, naked DSL¹⁰) and Otago needs a clear voice as advocate and leader in this space.

Access for Everyone

Another strong message that came across from Otago residents is that all members of our community should have access to online services regardless of disability, ethnic group or financial situation.

The gap between those who can benefit from digital technology and those who don't have the opportunity to is commonly referred to as the 'digital divide'. In New Zealand it is thought that low household income and lack of formal qualifications are contributing to the digital divide, acting as barriers to participating in the technological information environment (accessed primarily via the Internet).¹¹ Our survey results and discussions with the local communities support this supposition as, in Otago, the cost of digital technology and connecting to the Internet is preventing some people from being connected.



As at June 2012, 88% of the New Zealand population had access to the Internet, or 12% of our population did not have access to the Internet.¹² Although our survey results for Otago were comparable, we suspect the actual percentage might be higher as those who are interested in technology would be more likely to fill out our survey, so would be more likely to be connected.

As well as access to the Internet, access to new technology is also becoming an issue for some families. With the development of using the Internet for learning, new technologies are being adopted by schools.¹³ In some instances, parents are required to fund this. For example, Orewa College (north of Auckland) and Hamilton's St Paul's Collegiate require parents of Year 9 students to purchase an iPad 2 or similar handheld tablet for use at school. New Zealand's Secondary Principals Association have stated that it will only be a matter of time before all college students have to take an iPad to school.¹⁴ Requirements like this can place a substantial financial burden on some households. Other schools are aware that their families are not in a position to pay for the technology and have to look for other ways to fund the introduction of digital devices. Often it is just not possible and those children miss out.

To address this issue, a number of programmes have been established. One example is the newly launched Donate a Tablet scheme¹⁵ in Dunedin; which

10 Naked DSL is a broadband Internet connection provided over a standard phone line but with no phone service

11 The Digital Divide, Statistics New Zealand, 2004

12 Retrieved from: <http://Internetworldstats.com>

13 The World Internet Project International Report, 4th Edition (2012) found that students in New Zealand spend an average of 5.9 hours per week online at school. Retrieved from: <http://worldinternetproject.net/>

14 Retrieved from: <http://www.stuff.co.nz/national/education/5304084/Schools-iPad-requirement-divisive>

15 A Digital Office initiative

"Public information, goods and services should be accessible and usable by all, especially those for whom the Internet has become their main means of accessing information, such as older persons and the disabled."

"If we do not wish to further increase the gap between the information poor and the information rich, then it is important to enable equality of access for all Otago residents and visitors, irrespective of socio-economic status. I have dial-up at home and cannot access an increasing number of websites nor can I download important software updates."

provides schools with tablets, applications, training on the best educational use of tablets, and on-going support.

Also in Dunedin, the Computers in Homes scheme works with low decile schools to provide a computer with Internet access to those families who are not in a financial position to provide this for their children. There is strong demand for this type of service, at the end of 2012 Dunedin's Computers in Homes scheme had a waitlist of 300 families. It was noted that many of the Dunedin families who enlisted in the scheme do not have a fixed telephone line at home, so Internet is provided through wireless networks when possible.



"We need more organisations to follow the standards to create well designed web content that is: perceivable, operable, understandable and robust."

Royal New Zealand Foundation of the Blind

Aside from cost, people with disabilities are potentially excluded from participation by a lack of appropriate knowledge, poor design and poor coding. Although there are standards which allow for accessibility, knowledge of these standards amongst the general public and Internet authors is limited.¹⁶ One of the issues the standards address is the need for information to be available in multiple ways – for example, a video may be captioned for the deaf and hard-of-hearing as well as a transcript provided for those with low vision, or an image may have alternate text describing the picture for those using screen-readers.

There are few services in Otago that cater for users requiring assistive technology to access the Internet. Often people with disabilities, such as low vision, only have the option of standard mouse-based courses. In general, the course instructors are not aware of the challenges and do not have the skills to provide effective advice.

Individuals that don't have the opportunity to access the Internet run the risk of being excluded from possible social, educational, cultural and economic benefits. This may have adverse effects on their educational outcomes, employment prospects and other aspects of wellbeing; whether it is online shopping, accessing the increasing number of public services or simply sending an email and staying in touch with relatives.¹⁷

Free Wi-Fi is Expected

There is an increasing expectation that people should have access to free Internet in public spaces. This message came from residents, businesses involved in the tourism sector and tourists. We spoke with one tourist who was only eating at restaurants and staying at accommodation that provided free Wi-Fi (wireless Internet). Others commented that it would be good to know where the free wireless hotspots in Otago are located.

This expectation is not surprising given that Trip Advisor's 2012 survey found 88% of travellers expect Wi-Fi Internet access to be free in all lodgings. Also, a number of surveys have found that the most desired hotel amenity for travellers is free Wi-Fi.¹⁸ Many overseas cities and/or countries are offering free Wi-Fi to

16 Refer to the Web Content Accessibility Guidelines (WCAG 2.0): <http://www.w3.org/WAI/intro/wcag.php> or for a New Zealand contextualisation, refer to the New Zealand Government Web Standards which encompass WCAG 2.0: <http://webtoolkit.govt.nz/standards/nzgws-2/>

17 Australian Bureau of Statistics, 2003

18 Trip Advisor 2012, Go Airport Express 2012, Hotel.com Jan 2012

their visitors.¹⁹ For example, Wales is providing free wireless Internet at all of its 24 tourist information centres. Some of the tourists we spoke with complained that free Internet is not readily available in Otago, especially at our information centres.

One Otago town has taken the matter into their own hands. Lawrence is providing free Internet access via wireless technology to its main district. The free Internet has been popular with both residents and tourists and now the Lawrence Visitor Centre is offering free international phone calls over the Internet using Skype.²⁰ The Lawrence initiative demonstrates that providing free Internet can be a financially viable model that should be considered for other areas.

In addition, the Aotearoa People's Network Kaharoa (APNK) is a partnership between public libraries and The National Library of New Zealand. APNK provides free Internet service and access to digital technology at participating libraries. APNK also install screen-readers such as NVDA which provides synthetic speech and braille feedback for users such as those who are blind or visually impaired. Since the network began in November 2007, over 140 libraries have joined. In Otago this includes the following libraries.²¹ Oamaru, Palmerston, Kurow, Blueskin Bay, Dunedin City, Mosgiel, Port Chalmers and Waikouaiti. Many of these include a free Wi-Fi hotspot, and some of them 24 hour access (enabling those with mobile devices to access the Internet outside of the libraries' business hours). Rural libraries are being included through the extension of the Rural Broadband Initiative.

The provision of free Internet to local communities via Otago's libraries means our libraries have a crucial role to play in increasing exposure to technology and developing the skills and confidence of our community when using digital services. Yet, many of the Otago residents we spoke with were unaware of the APNK network, let alone which libraries offered the service. We believe that, where practical, free access should be available 24/7 so that the Internet and its services can be available to those who are unable to utilise it during standard business hours.



"We host Farmstay guests and all would like Internet access, but because the cost of my satellite connection is so expensive I cannot let them use my Internet access."



"It is essential that the public libraries in the region have wifi access for studying and personal use. Many visitors have commented about [Otago's] lack and move through to other centres where it is available."

19 Including: Singapore, Wales, Thailand, Barcelona, London, Paris

20 Retrieved from: <http://tvnz.co.nz/technology-news/small-town-maintains-pioneering-streak-2697097>

21 Retrieved from: <http://www.aotearoapeoplesnetwork.org/content/partner-libraries>




Digital Awareness



Key Messages

- Many don't understand the benefits of being connected
- People continue to have concerns regarding Internet safety
- Some members of the community don't know where to recycle digital technology



"I am on the local community board and I think there is a huge gap for people regarding knowledge on how to connect and what to do when connected."

Don't Understand the Benefits


Closing the digital divide is not just about providing access to everyone, although that is one component. We need to ensure people are *aware* of the opportunities and have the skills to benefit from access.

A significant portion of Otago's residents who are not connected to the Internet don't understand the benefits of being connected. Whilst being connected to the Internet and using technology may not be for everyone (the benefits are as individual as the people who use it), if people don't have the opportunity to access the Internet or understand what is possible, they will never know how it can contribute to their personal situation.

The World Internet Project²² found that 29% of New Zealand respondents cited No Internet/Not Useful as their reason for not going online.

As technology and applications get better and smarter, public services are increasingly moving to online formats. As this may also include benefits in health and education, it is becoming morally imperative that all residents have the opportunity to not only access the Internet, but also understand the benefits it may convey for them.

Unofficial reports of the UFB uptake have been estimated at between 1 and 3% of those who currently have access. This is not surprising when we consider a study²³ by International Data Corporation (IDC) which analysed past adoption rates of mobile and DSL²⁴ technology in



The top four reasons given by survey respondents who don't have access to the Internet at home:

- I don't own a digital device (selected by **24%**)
- Access to the Internet is too expensive (selected by **15%**)
- I can't see the benefit/ don't need it (selected by **14%**)
- Don't know enough about the Internet (selected by **10%**)

22 World Internet Project: International Report, 4th Edition (2012). Retrieved from: <http://worldInternetproject.net/>

23 IDC study: When Will Fibre Take Off in New Zealand? (2012)

24 DSL is an acronym for Digital Subscriber Line and refers to Internet access using telephone networks

New Zealand.²⁵ IDC predicts that, after an initial three to five year period of slow gradual uptake of fibre services (120,000 premises predicted to be connected), there will be a rapid period of increase where fibre uptake will grow to approximately 50% penetration by 2020. They noted that the most important factors driving uptake in New Zealand will be:

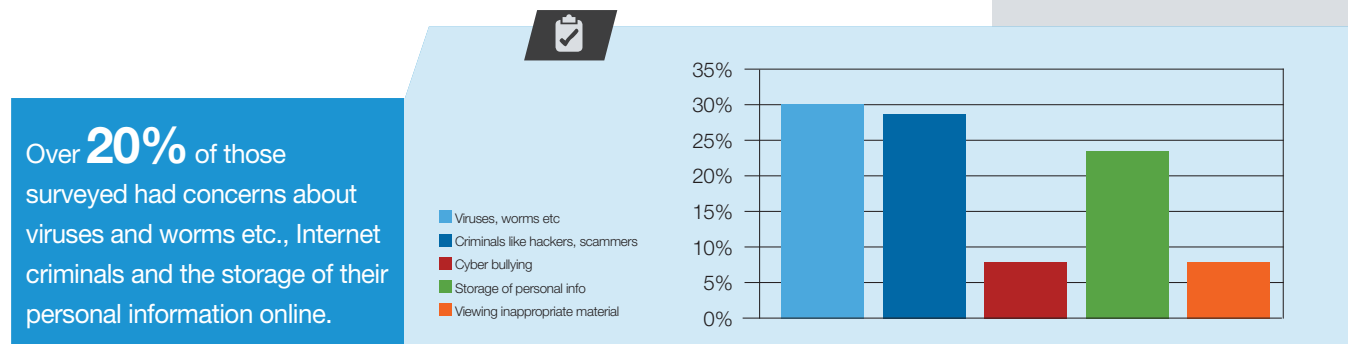
- Education of end-users
- Development of applications and content that use fibre capabilities
- Robust and consistent installation process
- Incentives for retail service providers (such as Telecom, Vodafone, Orcon) to embrace fibre

It is clear that, for New Zealand to gain the benefits conveyed by fibre, people need to be educated on the benefits. Our discussions with communities indicated that people are still unsure on the RBI/UFB and the impact it could have on them, their families and businesses.

However, we believe that more than just education of the benefits is required. Our discussions with community members have highlighted that people are more likely to connect and use digital services when they can see how technology directly relates to their own interests - whether this is family history, sports information, online shopping or keeping in touch. Painting this picture with real-life examples and help from friends and family was stressed as the best way to increase digital participation.

Using the Internet Safely

There appeared to be a relatively small number of those surveyed who indicated concerns on using the Internet safely. However, this figure appeared much higher when we spoke with members of the community across the region. We heard from school children who have had their Facebook accounts hacked and residents who want to use online banking but are too concerned about the risks.



There are nationwide initiatives that have been developed to raise awareness of the risks and precautions that can be followed. Netsafe is a nationwide leader that promotes confident, safe and responsible use of online technologies. In Dunedin, members of the volunteer Digital Ambassadors group²⁶ have assisted organisations to understand the precautions to follow.

Responsible Use

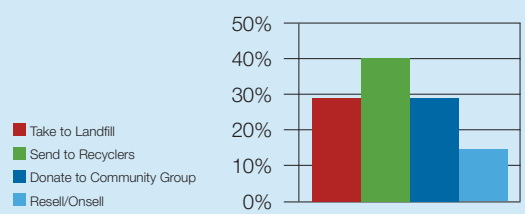
It was pleasing to discover that Otago residents were keen to reuse old technology, on-sell it, or donate it, however there are still a large number of items being sent to landfill.

25 IDC have also conducted a study of overseas fibre markets: Driving Fibre Demand – Market Influences and Realities in New Zealand (2012)

26 A Digital Office initiative



Almost **30%** of those surveyed use landfills to dispose of unwanted or broken digital devices.



“I have a huge hoard of electronic trash at home that I have no idea how to get rid of – tvs, cellphone chargers, etc. I don’t want to just dump it, but don’t know what else to do with the broken electronics.”

Many of those we spoke with indicated that they have devices in storage as they don’t know what to do with them.

There was strong message that Otago had a role to play in being more responsible with e-waste. The social conscious was not to throw the waste away but recycle it. The lack of information on where to do this, how much it was going to cost and the distance involved in getting to the recyclers were all raised as inhibitors for not recycling.

Yet, many digital devices can be reused. The success of Starship Foundation’s Mobile Phone Appeal²⁷ and the recently launched Donate a Tablet scheme has demonstrated that organisations and individuals are supportive of donating digital technology for re-use in the community. However, for this to be successful requires an effective way of ‘cleaning and repairing’ digital technology and distributing devices to the people and organisations who could utilise them.



Digital Skills



Key Messages

- A growing number of the community have limited digital skills and therefore little opportunity to benefit from digital technology
- Lack of understanding on which digital services will make an impact for my organisation

Skills in Our Community

Using the Internet requires only the most basic digital literacy, yet internationally lack of skills is cited as a key reason many people are not online. One UK study found that 63% of working-age non-users and 78% of retired non-users state they do not know how to use the Internet.²⁸

Although the primary reason for not being connected cited by our survey respondents was related to cost, lack of skills was also a common reason.

²⁷ <https://www.starship.org.nz/phone>
²⁸ The Case for Universal Digitisation, Booz and Company retrieved from: www.go-on.co.uk/news-and-views/latest-thinking/

From our discussions with people we heard that many didn't know the basics of using a computer and the Internet; such as using a mouse, sending an email or browsing the Internet.

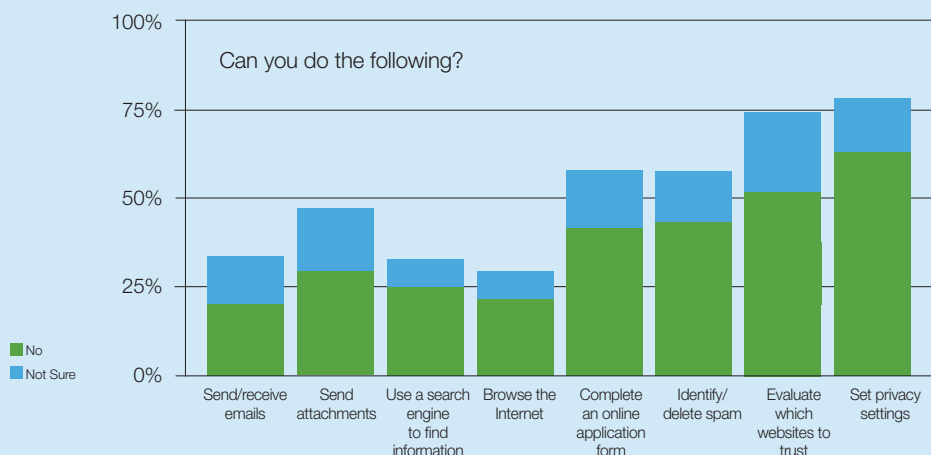
This is consistent with previous local research that found 27% of Dunedin residents believed they didn't have the capability to fully participate in digital services.²⁹

A paper based survey facilitated by the Dunedin Council of Social Services found that there is a low level of digital skills in the communities where they are working. At least 29% of those surveyed cannot confidently perform basic online skills. This is particularly concerning given that digital skills are becoming increasingly important in almost every aspect of our lives - for example, staying in touch, getting a job and saving money.

"I really want to get connected as my daughter is going to school and it is more and more an essential educational tool. I just don't know how to start."



At least **29%** of those surveyed cannot confidently perform basic online skills.



Staying in Touch

As international travel gets easier, families are often distributed around the world. Internet services are making it easier for people to talk with family and friends regardless of where they live; using email, chatting for free on the phone or via video, or keeping in contact via social media forums. A retired individual we spoke with said that online telephone/video calling (such as Skype) has become a key tool in reducing isolation for him, and that lack of skills was the barrier for his peers utilising this service. He has helped some of his friends gain these important skills.

Getting a Job

Digital skills are also becoming a crucial requirement for many roles in the workforce. In the UK they are predicting that by 2015 90% of jobs will require ICT (information communication technology) skills.³⁰ In addition, tertiary institutions are moving towards online learning. This is popular with digitally literate students as it enables them to learn at any time, any place, at their pace.³¹ However, individuals who lack the technology skills required will be disadvantaged by not being able to utilise online learning services. In New Zealand 17% of Internet users go online to participate in job training or an academic degree.³²



7% of the residents we surveyed selected 'Don't have the skills' as a factor for not being connected.

10% selected 'Don't know enough about it'.

29 Dunedin Digital Strategy, 2010
 30 Retrieved from: www.go-on.co.uk/challenge/uk-snapshot
 31 27 million copies of Open University's learning material have been downloaded on iTunes (www.go-on.co.uk)
 32 World Internet Project: International Report, 4th Edition (2012). Retrieved from: <http://worldinternetproject.net/>

Saving Money

Using the Internet and online tools can also offer opportunities for cost savings. Many business and organisations are moving towards using digital technology for the delivery of services because it is more effective and can improve customer experience. In some instances, people are penalised for not performing a transaction digitally (like some businesses applying a surcharge if a staff member is used to complete a transaction). Increasingly those who cannot use digital technology are disadvantaged.

In Otago, initiatives such as Computers in Homes and their Stepping UP training programme are attempting to address the lack of digital skills in the community, but these resources are currently focused only on Dunedin.



“Through lack of funding, experience and knowledge, many not for profit organisations have traditionally struggled with maximising the use of digital technologies. Across our membership approximately 70% of the smaller organisations could greatly benefit from assistance in becoming more digitally connected and savvy.”

Dunedin Council of Social Services

Skills in Our Businesses and Organisations

The lack of digital skills in our communities has a ‘knock on’ effect to our businesses and organisations. Many of them are not maximising the potential offered by digital technology because staff and decision-makers lack the appropriate skills. Internationally this is especially evident in the not for profit sector, even though research suggests that going online helps lower operating costs for those organisations.^{33 34}

Lloyds Banking Group survey of UK SMEs and charities found that 23% of SMEs and 35% of charities admitted they would require training and support to develop basic online skills.

Our conversations with those working in the not for profit sector corroborates the idea that their organisations are being hindered by a lack of digital skills within their staff.

We suspect that Otago SMEs may also be inhibited by lack of digital skills in their workforce. This impression is supported by our finding that only 21% of the SMEs that we reviewed could be considered to be digitally ‘Mature’.

The Otago schools we spoke with stated that, although there is increasing pressure on schools from the community and education leaders to increase their digital usage, their teachers often lack the digital skills to fully embrace the tools available. This is supported by a report written by the Education and Science Committee which raises concerns about digital literacy for New Zealand children, teachers and school leaders.³⁵ The committee have suggested that the Government consider requiring all teachers and appropriate school leaders to demonstrate a defined level of digital literacy and to undertake professional learning and development to maintain their digital literacy skills, knowledge and understanding.



“Tell local businesses to TALK to the university and Polytech instead of complaining there are no IT people in Dunedin, because out of my graduating class NONE have found work in Dunedin, most instead got jobs overseas or Auckland, never to return.”

- 33 Go ON UK estimate that 50% of charities need help with social media
 34 66% of charities surveyed said that going online helps lower operating costs, Go On UK ltd. Refer to: www.go-on.co.uk
 35 Inquiry into 21st Century learning environments and digital literacy, Report of the Education and Science Committee, Fiftieth Parliament (December 2012)



“I want to learn more about what my Apple computer can do. Cheap or free classes would be welcome. If they already exist, I'd like to know.”

This concern was also raised by ‘Digital Ambassadors’ volunteers, who have received requests for assistance from the education sector asking for help to understand technology such as online collaboration tools and cloud computing. With the government backing the Network for Learning³⁶ initiative, there will be a growing call for educational professionals to utilise online services.

It is imperative that our children have the opportunity to experience digital tools. The OECD found that children who develop the skills needed to use digital texts efficiently and effectively will be at an increasing advantage in accessing higher education, finding and succeeding in a well-paid job, and participating fully in society.³⁷

Although there is a lack of digital skills in some of our business and organisations, we also heard from people that Otago has a wealth of knowledge developing within the region, especially within its secondary and tertiary institutions. There is an opportunity to tap into local resources to utilise this talent and expertise to develop applications or services that would benefit the community.

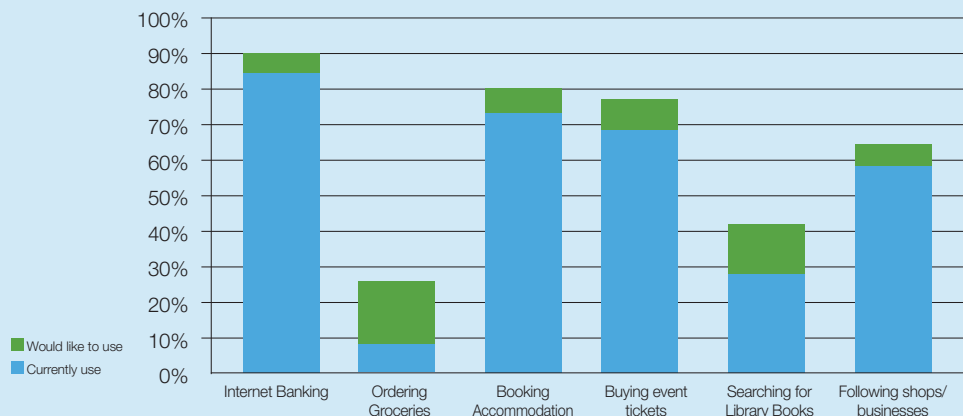
We Want to Know More

During the consultation process it was clear that there is strong interest amongst Otago residents regarding Internet services.

Many were aware of the advantages such as cost savings and time savings. Of those who have access to the Internet at home, 85% were using Internet banking and 65% are following (or would like to follow) businesses online.



The majority of those with Internet access at home are taking advantage of online services.



It is clear that, for those who have the right skills, digital technology can provide a vast range of benefits. However, not everyone has those skills, nor do they know how to get them. This means there is a significant proportion of our community who is missing out on the advantages that being connected can provide.

36 <http://www.n4i.co.nz/index.php>

37 OECD (2009), Policy Implications in PISA 2009 Results: Students Online: Digital Technologies and Performance (Volume IV), OECD Publishing. Retrieved from: http://www.oecd-ilibrary.org/education/pisa-2009-results-students-on-line/policy-implications_9789264112995-12-en



Summary

The following diagram summarises the four digital challenges and the associated key messages we heard during our consultation with Otago communities and businesses.

Digital Challenges and Opportunities

- High speed, inexpensive connectivity is essential for the development of the region
- Our smaller businesses/organisations have been assessed as digitally 'immature' or 'maturing' and need help to fully embrace the digital opportunity
- Opportunities for councils and communities to come together and work cohesively on digital initiatives

Digital Maturity

- We need more Internet capacity in NZ, we are way behind other countries in the digital age
- All members of our community, including minority groups, should have the opportunity to access the Internet and its services
- There is an increasing expectation that people should have access to cheaper Internet and free Internet in public spaces
- Businesses and residents are struggling with slow Internet speeds

Digital Access

- Many don't understand the benefits of being connected
- People continue to have concerns regarding Internet safety
- Some members of the community don't know where to recycle digital technology

Digital Awareness

Digital Skills

- A growing number of the community have limited digital skills and therefore little opportunity to benefit from digital technology
- Lack of understanding on what digital services will make an impact for my organisation



Part Two:
Our Strategy



Our Vision

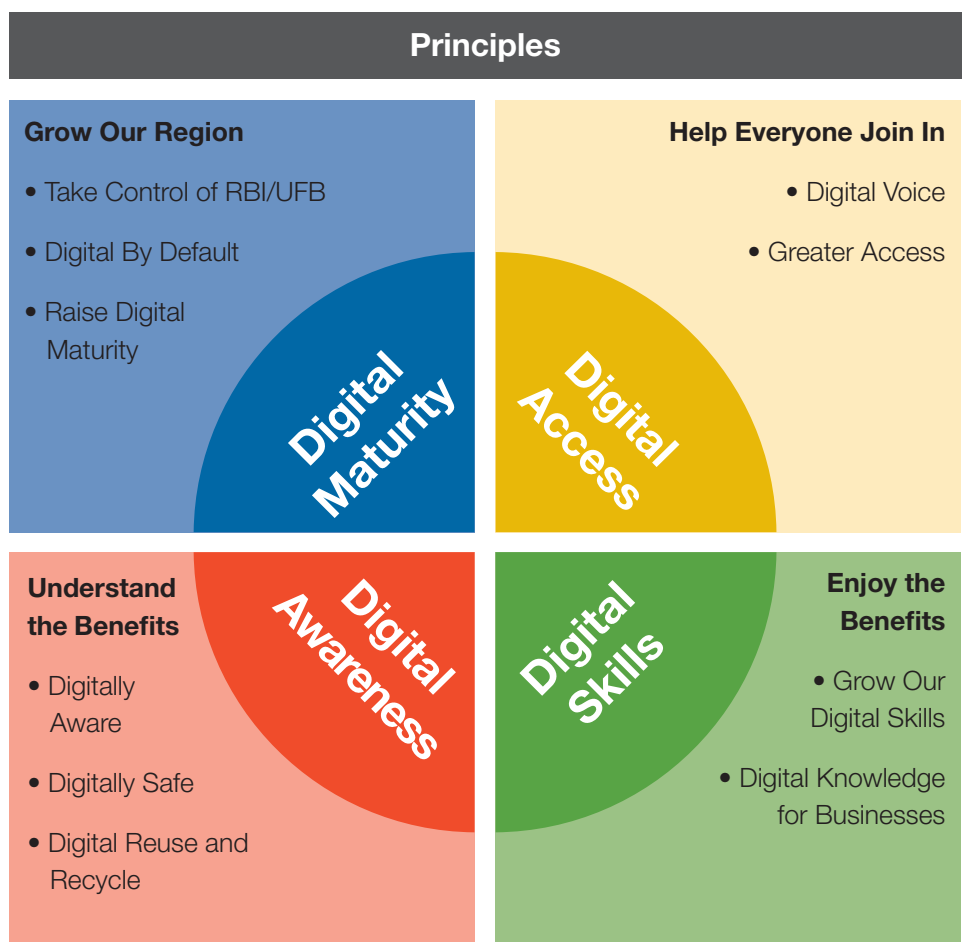
The vision of Central Otago, Clutha and Waitaki District Councils, Dunedin City Council and Otago Regional Council is for;

A Digital Otago – where everyone has the opportunity to participate and benefit from digital services.

Our Principles

The Otago Digital Strategy is organised into four fundamental principles; to *Grow Our Region*, *Help Everyone Join In*, *Understand the Benefits* and *Enjoy the Benefits*.

The diagram below displays these principles and the underlying key initiatives. It also shows the correlation between the principles and the four digital challenges identified in 'Part One: Digital Challenges and Opportunities'.

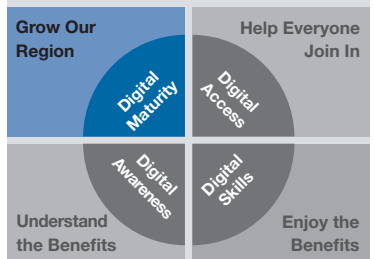




Grow Our Region

Our Goal:

Grow our organisations so they have the digital maturity to capitalise on the benefits and maximise the opportunities of the Internet and its services.



Digital Challenges and Opportunities

- High speed, inexpensive connectivity is essential for the development of the region
- Our smaller businesses/organisations have been assessed as digitally 'immature' or 'maturing' and need help to fully embrace the digital opportunity
- Opportunities for councils and communities to come together and work cohesively on digital initiatives

Initiatives

Take Control of RBI/UFB

The fibre rollout and the delivery of Internet services is critical to the economic growth of Otago. As a region we need to be in the 'driving seat' to fully understand the plans, influence future plans and keep our community informed on the RBI/UFB programme.

Actions

- 1.1** Engage with RBI/UFB vendors to fully understand the rollout process.
- 1.2** Identify any impediments delaying the RBI/UFB implementation and work with vendors to deliver the service as fast as possible.
- 1.3** Inform the Otago community on the RBI/UFB process on a quarterly basis to help explain the implementation process, the areas identified for the next phase and what has been achieved.

also refer to

- 4.2** Encourage telecommunication vendors to provide services in Otago and work with those vendors to deliver digital services in those locations that need it most.

Digital by Default

Councils have a role to play in leading the development of digital services. We need to lead from the front and modify what we do today and design new services with a goal to be digital by default.

Actions

- 2.1** *Establish a council led Otago Digital Working Group with representatives from Otago Councils, with a goal to share knowledge and work together to develop digital services and digitise existing services.*
- 2.2** *Engage with the IT talent in our community to work with the councils and deliver digital services for the benefit of Otago residents.*

Raise Digital Maturity

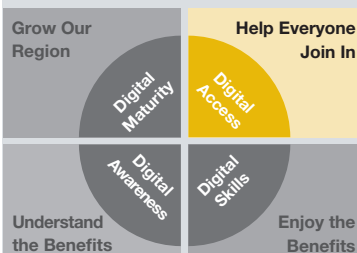
As a region, we need to inform and demonstrate the benefits of being online. We need to proactively encourage greater digital absorption to grow the economy, open new markets and drive efficiencies through the use of digital services.

Actions

- 3.1** *Expand the Digital Ambassadors volunteers' scheme from Dunedin to the wider Otago region providing businesses with technology expertise, promote digital use, raise digital maturity and awareness of what can be achieved online. Targeted at small businesses, not for profits, schools and community groups.*
- 3.2** *Prepare a Digital Enablement Training Package to include Otago case studies and video presentations on how digital use has helped Otago businesses, not for profits and community groups.*
- 3.3** *Take a leadership role in working with Otago organisations like the Otago Chamber of Commerce, Otago employee associations, community trusts and community boards to promote and encourage digital participation.*



Help Everyone Join In



Our Goal:

Everyone has the opportunity to **access** the Internet and take advantage of online services.

Digital Challenges and Opportunities

- We need more Internet capacity in NZ, we are way behind other countries in the digital age
- All members of our community, including minority groups, should have the opportunity to access the Internet and its services
- There is an increasing expectation that people should have access to cheaper Internet and free Internet in public spaces
- Businesses and residents are struggling with slow Internet speeds

Initiatives

Digital Voice

There are many ways to connect to the Internet. Clarification is needed to help our communities understand what services are available and make an informed decision on the option that best suits their needs. For those who don't have access, we need to advocate on their behalf so that they have the same opportunities and are not marginalised.

Actions

- 4.1** *Leadership role in promoting the communication options available to residents across Otago, identifying the different vendors, the services they offer, where the services are available and what can be expected.*
- 4.2** *Encourage telecommunication vendors to provide services in Otago and work with those vendors to deliver digital services in the locations that need it most.*
- 4.3** *Take a leadership role in supporting the case for additional connectivity within NZ for the benefit of Otago.*
- 4.4** *Establish an Otago-wide Leadership Group whose main function is to promote the NZ Government Web Standards and assist organisations to align to those standards for the benefit of people with disabilities.*

Greater Access

Increase the opportunity for Otago communities and visitors to connect to the Internet.

Actions

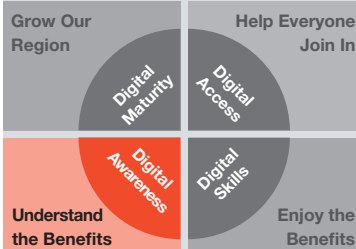
- 5.1** *With support from schools, utilise the fibre delivered service at UFB/RBI schools to provide greater community access and extend the fast Internet to the wider community.*
- 5.2** *Increase the number of free wireless hotspots at popular tourist locations and tourism offices across Otago.*
- 5.3** *Develop a 'Digital Otago Map' highlighting where free Internet access is available for the public. Ensure this Digital Map is promoted and made available to tourists and visitors to the region.*

also refer to

- 10.1** *Establish innovation incubators across the region with a target of having one in each participating district. Each incubator would provide small/ start-up businesses with IT advice and mentoring. The incubator would include digital services such as; video conference facilities, remote access capabilities, online training and administrative services.*



Understand The Benefits



Our Goal:

Everyone is **aware** of the services available and how they could benefit them, either financially, socially or contribute to their wellbeing.

Digital Challenges and Opportunities

- Many don't understand the benefits of being connected
- People continue to have concerns regarding Internet safety
- Some members of the community don't know where to recycle digital technology

Initiatives

Digitally Aware

Inform Otago residents on the advantages of being online and the opportunities of being connected to the Internet.

Actions

- 6.1** *Share Otago digital success stories to increase awareness on what you can do online.*
- 6.2** *Deliver a series of business-focussed training workshops to inform businesses and organisations on the digital opportunities increased connectivity presents and how business transformation can occur through online services.*

also refer to

- 3.1** *Expand the Digital Ambassadors volunteers' scheme from Dunedin to the wider Otago region providing businesses with technology expertise to promote digital use, raise digital maturity and awareness of what can be achieved online. Targeted at small businesses, not for profits, schools and community groups.*
- 3.2** *Prepare a Digital Enablement Training Package to include Otago case studies and video presentations on how digital use has helped Otago businesses, not for profits and community groups.*

Digitally Safe

Risks when using the Internet need to be understood and Otago residents informed on the current risks and the measures that can be followed to minimise the risks.

Actions

- 7.1 *Take a leadership role on engaging with the community to fully understand the digital risks at the time. Stay current by repeating the review to capture the current risks our communities, schools and residents are concerned about.*
- 7.2 *Develop an Otago Digital Safety pack and provide this to our communities, schools, and residents to inform them of the current risks and measures they can follow to minimise online and digital threats.*

Digital Reuse and Recycle

We have an obligation to recycle and reuse digital technology to minimise the environmental impact whilst reusing technology to the advantage of others.

Actions

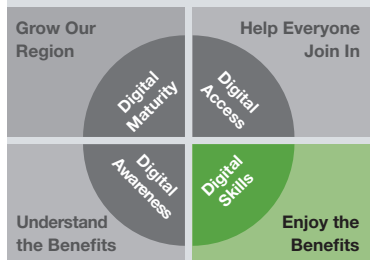
- 8.1 *Establish an Otago-wide initiative to reuse desktop and tablet devices within the schools and families that have limited access to technology. Training and on-going support should be provided to ensure recipients have the skills to fully utilise the technology and grow their digital skills.*
- 8.2 *Promote the recycling options available in Otago. Explain where they are and any costs involved.*
- 8.3 *Establish a 6 monthly recycling programme for digital technology with a mobile unit visiting rural and main centres on a rotation basis.*



Enjoy The Benefits

Our Goal:

Everyone who wants to has the **skills** to safely access and use the Internet and the online services available.



Digital Challenges and Opportunities

- A growing number of the community have limited digital skills and therefore little opportunity to benefit from digital technology
- Lack of understanding on which digital services will make an impact for my organisation

Initiatives

Grow Our Digital Skills

Prepare our community with the online skills to fully participate in digital services.

Actions

- 9.1** *Provide basic training on how to 'go online' to help build the skills essential for connecting, browsing and using the Internet. Ideally supported/facilitated at central community locations such as schools and libraries.*
- 9.2** *Investigate establishing community digital champions, especially for isolated rural communities. The champions will be equipped with digital training material which they can use in their communities.*

also refer to

- 8.1** *Establish an Otago-wide initiative to reuse desktop and tablet devices within the schools and families that have limited access to technology. Training and on-going support should be provided to ensure that recipients have the skills to fully utilise the technology and grow their digital skills.*

Digital Knowledge for Businesses

Provide our small businesses, not for profit organisations and community groups with the knowledge to take advantage of digital services driving economic growth.

Actions

- 10.1** *Establish innovation incubators across the region with a target of having one in each participating district. Each incubator would provide small/start-up businesses with IT advice and mentoring. The incubator would include digital services such as; video conference facilities, remote access capabilities, online training and administrative services.*

also refer to

- 3.1** *Expand the Digital Ambassadors volunteers' scheme from Dunedin to the wider Otago region providing businesses with technology expertise, promote digital use, raise digital maturity and awareness of what can be achieved online. Targeted at small businesses, not for profits, schools and community groups.*
- 3.2** *Prepare a Digital Enablement Training Package to include Otago case studies and video presentations on how digital use has helped Otago businesses, not for profits and community groups.*
- 8.1** *Establish an Otago wide initiative to reuse desktop and tablet devices within the schools and families that have limited access to technology. Training and on-going support should be provided to ensure that recipients have the skills to fully utilise the technology and grow their digital skills.*

Part Three:
Making it Happen



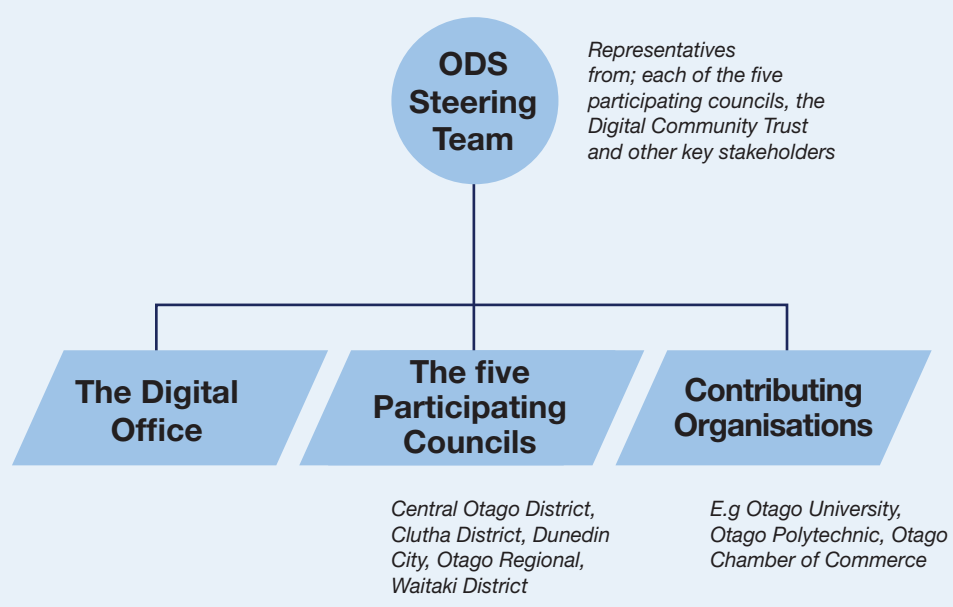
Governance and Leadership

ODS Strategy Steering Team

This digital strategy has been developed to position Otago as a leader in the adoption and participation of digital technology. The strategy's vision for a 'Digital Otago – where everyone has the opportunity to participate and benefit from digital services' aims to embrace digital technology to grow the Otago economy, support business growth and raise digital use and skills across our communities.

The success of the strategy is dependent on governance and leadership. To oversee the work outlined in 'Part Two: Our Strategy' we recommend the establishment of an ODS Steering Team, with representatives from each of the five councils involved in the creation of this strategy. To complete the 25 actions defined in the strategy, the ODS Steering Team will seek assistance from the various community and business groups across Otago, such as the Otago Chamber of Commerce, Otago University, Otago Polytechnic and the Digital Community Trust/Digital Office. It is envisaged that implementation of the actions will be overseen by the Steering Team, with accountability for delivery falling to the five participating councils and the Digital Office.

The following pages make recommendations on possible actions owners and organisations who may be involved in the initiative. Many of those indicated in the table have already offered assistance or demonstrated a willingness to contribute to the action plan. It is likely that additional organisations will be approached or volunteer to assist after the release of the Otago Digital Strategy to the public.



	<i>Initiatives and Action Plan</i>	<i>Recommended Lead</i>	<i>Recommended Contributing Organisations</i>	
GROW OUR REGION	1. Take Control of RBI/UFB			
	1.1	Engage with RBI/UFB vendors to fully understand the rollout process.	Digital Office	Chorus (UFB) and Vodafone (RBI)
	1.2	Identify any impediments delaying the RBI/UFB implementation and work with vendors to deliver the service as fast as possible.	Digital Office	Chorus, Vodafone and local council representatives
	1.3	Inform the Otago community on the RBI/UFB process on a quarterly basis to help explain the implementation process, the areas identified for the next phase and what has been achieved.	Digital Office	Chorus, Vodafone
	2. Digital by Default			
	2.1	Establish a council led Otago Digital Working Group with representatives from all Otago Councils with a goal to share knowledge and work together to develop digital services and digitise existing services.	ODS Steering Team	The five ODS Councils
	2.2	Engage with the IT talent in our community to work with the councils and deliver digital services for the benefit of Otago residents.	ODS Steering Team	The five ODS Councils, local IT specialists
	3. Raise Digital Maturity			
	3.1	Expand the Digital Ambassadors volunteers' scheme from Dunedin to the wider Otago region providing businesses with technology expertise, promote digital use, raise digital maturity and awareness of what can be achieved online. Targeted at small businesses, not for profits, schools and community groups.	Digital Office	Volunteer ambassadors, community board trusts and community groups
	3.2	Prepare a Digital Enablement Training Package to include Otago case studies and video presentations on how digital use has helped Otago businesses, not for profits and community groups.	Digital Office	Community groups, business groups and community boards
3.3	Take a leadership role in working with Otago organisations like the Otago Chamber of Commerce, Otago employee associations, community trusts and community boards to promote and encourage digital participation.	Digital Office	Otago Chamber of Commerce, Otago employee associations, community trusts, community boards	
HELPING EVERYONE JOIN IN	4. Digital Voice			
	4.1	Leadership role in promoting the communication options available to residents across Otago, identifying the different vendors, the services they offer, where the services are available and what can be expected.	Digital Office	Telecommunications vendors
	4.2	Encourage telecommunication vendors to provide services in Otago and work with those vendors to deliver digital services in the locations that need it most.	Digital Office	Telecommunications vendors
	4.3	Take a leadership role in supporting the case for additional connectivity within NZ for the benefit of Otago.	Digital Office	Councils
	4.4	Establish an Otago-wide Leadership Group whose main function is to promote the NZ Government Web Standards and assist organisations to align to those standards for the benefit of people with disabilities.	Digital Office, the five ODS councils	Disability Groups, Government standards
	5. Greater Access			
	5.1	With support from schools, utilise the fibre delivered service at UFB/RBI schools to provide greater community access and extend the fast Internet to the wider community.	Digital Office	Otago principals, community boards, regional service providers
	5.2	Increase the number of free wireless hotspots at popular tourist locations and tourism offices across Otago.	Digital Office	Tourism agencies, the five ODS Councils
	5.3	Develop a 'Digital Otago Map' highlighting where free Internet access is available for the public. Ensure this Digital Map is promoted and made available to tourists and visitors to the region.	Digital Office	Tourism agencies

UNDERSTAND THE BENEFITS	6. Digitally Aware			
	6.1	Share Otago digital success stories to increase awareness on what you can do online.	The five ODS councils	Digital Office
	6.2	Deliver a series of business-focussed training workshops to inform businesses and organisations on the digital opportunities increased connectivity presents and how business transformation can occur through online services.	Digital Office	Otago Chamber of Commerce and associated organisations
	7. Digitally Safe			
	7.1	Take a leadership role on engaging with the community to fully understand the digital risks at the time. Stay current by repeating the review to capture the current risks our communities, schools and residents are concerned about.	Digital Office	Netsafe, associated organisations, Otago schools
	7.2	Develop an Otago Digital Safety pack and provide this to our communities, schools, and residents to inform them of the current risks and measures they can follow to minimise online and digital threats.	Digital Office	Otago schools, community groups, community boards
	8. Digital Reuse and Recycle			
	8.1	Establish an Otago-wide initiative to reuse desktop and tablet devices within the schools and families that have limited access to technology. Training and on-going support should be provided to ensure that recipients have the skills to fully utilise the technology and grow their digital skills.	Digital Office	Volunteer ambassadors, Otago schools
	8.2	Promote the recycling options available in Otago. Explain where they are and any costs involved.	The five ODS councils	Digital Office
	8.3	Establish a 6 monthly recycling programme for digital technology with a mobile unit visiting rural and main centres on a rotation basis.	The five ODS councils	Digital Office, third party providers
ENJOY THE BENEFITS	9. Grow Our Digital Skills			
	9.1	Provide basic training on how to 'go online' to help build the skills essential for connecting, browsing and using the Internet. Ideally supported/facilitated at central community locations such as schools and libraries.	Digital Office	Otago schools, community groups, community trusts, Otago Polytechnic
	9.2	Investigate establishing community digital champions, especially for isolated rural communities. The champions will be equipped with digital training material which they can use in their communities.	Digital Office	The five ODS councils, community groups, community boards, volunteer ambassadors
	10. Digital Knowledge for Businesses			
10.1	Establish innovation incubators across the region with a target of having one in each participating district. Each incubator would provide small/start-up businesses with IT advice and mentoring. The incubator would include digital services such as; video conference facilities, remote access capabilities, online training and administrative services.	The five ODS councils	Otago Chamber of Commerce, community groups	



MACKENZIE DISTRICT COUNCIL

REPORT TO: MACKENZIE DISTRICT COUNCIL AND COMMUNITY BOARDS

FROM: CHIEF EXECUTIVE OFFICER

SUBJECT: REMUNERATION OF ELECTED MEMBERS

MEETING DATE: 30 OCTOBER 2013

REF: STA 9

PURPOSE OF REPORT:

For Members to adopt a policy for reimbursement of expenses by elected members.

RECOMMENDATIONS:

1. That the report be received.
2. That the policy of the reimbursement of expenses by elected members be adopted.

WAYNE BARNETT
CHIEF EXECUTIVE OFFICER

BACKGROUND:

The Remuneration authority requires Council to adopt a policy for the reimbursement of expenses by elected members.

The attached policy complies with the remuneration authority guidelines and is similar to the policy adopted by Council previously.

POLICY FOR THE REIMBURSEMENT OF EXPENSES BY ELECTED MEMBERS

1. Introduction

Remuneration of members of local authorities, including community boards is determined by the Remuneration Authority, an independent body set up under its own Act of Parliament.

The Authority is empowered to set rules for reimbursing expenses incurred by elected members under the Local Government Act 2002. The approach taken by the Authority is to invite local authorities to draft their own rules for it to consider and, if thought fit, approve.

2. Background

Any Council rules for the reimbursement of expenses are required to be approved by the Remuneration Authority. These rules replace those adopted by Council in the last triennium and, following Council endorsement, will be submitted to the Remuneration Authority for its formal approval.

3. Vehicle Mileage Allowance

Councillors generally incur expense in traveling to and from Fairlie for Council meetings, workshops and on other official business. In addition, the Mayor will incur other travel costs in undertaking duties outside of regular meetings. Such expense is reimbursable by way of a vehicle mileage allowance:

- Council will pay a vehicle mileage allowance of 77c/km for travel on Council related business above a threshold of thirty kilometres for any one event. The maximum annual reimbursement to any one elected member at the 77c/km rate will be based on 5,000km claimed. Because of size and location of the District, claims above 5,000 kms will be allowed but the balance portion will be reimbursed at the lower rate of 37c/km.
- Detailed claims should be submitted as regularly as practicable to the Payments Officer.
- To minimise the net cost to the ratepayers of the District, Councillors should arrange to share transport wherever practical.
- Where meetings are held at Tekapo and Twizel, Council vehicles will normally be used to transport members to and from Fairlie and points in between.

4. Travel Time allowance

Elected members will often travel outside the District on Council business.

Travel time in excess of two hours for any event will be paid for at \$35/hr.

The maximum amount claimable by any elected member will be set at 100hrs per year.

The following rules will apply:

- Attendance at conferences and courses will be authorised by way of a formal Council resolution.
- Council will arrange for the enrolment, registration fees, booking of accommodation and flight reservations if applicable.
- Wherever possible, payment will be made in advance by the Council or through the use of the Council credit card at the time. This is to reduce the number of instances where elected members have to incur expense out of their own pockets and then seek reimbursement from the Council.
- If payment is made directly by the member, reimbursement claims should be supported by appropriate GST receipts.
- Where the venue is within reasonable driving distance (say less than six hours travel time), Council will endeavour to arrange for a Council vehicle to be made available. If that is not possible, mileage may be claimed, but sharing of vehicles is also encouraged in such circumstances.
- Meal expenses are reimbursable but wherever possible such expenses should be added to the accommodation bill.
- Councillors are expected to meet their own personal expenses such as liquor and mini bar expenses.
- Councillors may wish to stay privately while attending courses and conferences. This is fine, but bear in mind that there is value in participating in informal networking sessions outside the normal conference sessions. Members' ability to participate in these may be somewhat limited if they make their own arrangements. In such cases, a daily allowance of \$50 is available when elected members do stay privately.
- Many conferences, including the annual conference of Local Government New Zealand, make provision for the attendance of spouses and partners. Such attendance has value and is encouraged. The Council position is that it will meet any spouse's/partner's registration fees for such conferences or courses. No additional accommodation cost is normally involved. Councillors will be responsible for the airfares of their spouse or partner and any additional costs of meals.

6. Other Out of Pocket Expenses

Mayoral Telephone Expenses

The Council provides the Mayor with a mobile phone as a convenient means of communication.

General

Council endeavours to minimise the amount of reimbursement required by meeting most expenses directly. However, there may still be some instances where out of pocket expenses are incurred and that is fine. These may include meals on the road and consumables for faxes and computers. It is essential for all Councillors to be contactable readily by either fax or e-mail or both. Past practice has been to either supply some consumables such as fax rolls or toner or to reimburse Councillors for such expense. Work related toll calls and call minder facilities are able to be reimbursed. It is proposed to continue these practices.

7. Computers and internet connections

The Council provides a laptop/tablet and multi-function printer (if required) for the Mayor and each Councillor. Laser printers are favoured because of their modest capital outlay and very low running costs. The laptops will be fitted with a basic webcam to allow informal communication between meetings. This equipment will remain the property of the Council.

The Council will also arrange for the Mayor and each Councillor to have the most appropriate form of broadband internet connection depending on the coverage in their area. Council's preference is to provide mobile broadband where possible but where adequate mobile broadband is not available Council will contribute the equivalent cost of broadband provision to elected members of mobile broadband. Council's preference is to provide 3G network coverage with a 1Gb per month cap.

Consumables relating to Council use will be reimbursed as required on a reasonable basis.

8. Resource Consent Hearings

Hearing fees for non-council initiated resource consent hearings will continue to form part of the Authority's determination.

The hourly rate will be reviewed each year. The hourly rate to apply from immediately after the 2013 elections will be:

Chairperson	\$100 per hour of hearing time
Others	\$80 per hour of hearing time

Preparation time of up to the time of the duration of the hearing may be remunerated at the same rates.

9. Application of these rules

These rules shall apply to the Mayor, Councillors, appointed members of Council Committees and to Community Board members with effect from a date determined by the Remuneration Authority.

WAYNE BARNETT
CHIEF EXECUTIVE OFFICER

23 October 2013

MACKENZIE DISTRICT COUNCIL

REPORT TO: MACKENZIE DISTRICT COUNCIL AND COMMUNITY BOARDS

FROM: THE MAYOR

SUBJECT: COMMITTEES AND APPOINTMENTS

MEETING DATE: 30 OCTOBER 2013

REF: STA 9/1

PURPOSE OF REPORT:

To establish or reconstitute a number of Council Committees and to make appointments to various committees and organisations.

RECOMMENDATIONS:

1. That the report be received.

2. That the following Committees be reconstituted, and Chairs and Vice Chairs be appointed as follows:
 - a) **Mackenzie Forestry Board**
 - a. *Four Councillors*.....
 - b. *Chairman*.....
 - c. *Vice Chairman*.....

 - b) **Pukaki Airport Board**
 - a. *One Councillor*.....
 - b. *Three non-Councillors – Derek Kirke, Rick Ramsay and Bruce Anderson*

3. That the following Joint Committees be reconstituted on their current terms of reference, and appointments be made as follows:
 - a) **Canterbury Regional Transport Committee**
 - a. *One Council appointee*.....

 - b) **Canterbury Waste Joint Committee**
 - a. *One Council appointee*.....

 - c) **Canterbury Civil Defence Emergency Management Committee**
 - a. *One Council appointee*.....

 - d) **Downlands Joint Standing Committee**
 - a. *One Council appointee*.....

b. *One shared community representative with Waimate District Council*

e) **Orari-Opihi-Pareora Zone Committee**

a. *One Council appointee*.....

4. That the Council notes the continuation of the following Joint Committees as resolved by Council on 8 October 2013 in accordance with Clause 30(7) of Schedule 7 of the Local Government Act 2002:

a) **Upper Waitaki Zone Committee**

b) **Alps 2 Ocean Joint Committee**

5. That the Council appoint a representative from the new Council to the **Alps to Ocean Joint Committee**:

One Council appointee.....

6. That the following appointments be made to:

a) **Mackenzie Scholarship Trust**

One Council appointee.....

b) **Aoraki Foundation**

One Council appointee.....

c) **South Canterbury Road Safety Trust and South Canterbury Road Safety Coordinating Committee**

One Council appointee.....

d) **Waitaki Shoreline Authorities Committee**

Once Council appointee.....

e) **Waitaki Lakes and Rivers Group**

One Council appointee.....

f) **South Canterbury Irrigation Trust**

One Council appointee.....

g) **Opihi Catchment Committee**

One Council appointee.....

h) **South Canterbury Rural Fire Authority**

One Council appointee.....

7. That **Councillor Smith** be appointed to the **Mackenzie District Licensing Committee** under the Sale and Supply of Liquor Act 2012.

8. That the following Rural Water Supply Committees be confirmed:

a) Allandale Water Supply Committee

N Campbell (Chairman), Stephen Whittaker, Tony Habraken, Simon Geary, Evan Williams, David Morgan and Stephen Adams.

b) The Ashwick/Opuha Water Rates Ratepayers Committee

C McCarthy (Chairman), John O'Connor, Paul Gallagher, Brian Tiffen, Stephen Gallagher, Ron Smith, Evan Williams, Graeme Page, Chad Steetskamp, Ralph Moffatt, Tim Guerin, Hamish Lane and Dan Davies.

c) The Kimbell Rural Water Supply

Richard Davis (Chairman) plus all consumers

d) School Road Water Rate Ratepayers Committee

Keith Stanley (Chairman) plus all ratepayers

9. That the Mayor (or, in her absence, the Deputy Mayor) represent the Council at:

- The Canterbury Mayoral Forum
- Zone 5 of Local Government New Zealand
- Regional Civil Defence and Emergency Management Group
- Meetings of Alpine Energy Shareholders

ATTACHMENTS:

1. Mackenzie Forestry Board –Statement of Intent
2. Pukaki Airport Board - Statement of Intent (adopted by Council on 17 May 2010)
(Attached separately)

BACKGROUND:*Existing Committees*

The Council operates two Boards, the Mackenzie Forestry Board and the Pukaki Airport Board. It is also a member of several joint committees with other Councils. The important work of these committees should be enabled to continue.

The Council also has committees for Allandale, Ashwick/Opuha, School Road and Kimbell Rural Water Supplies – the committees are elected at the Annual Meetings held in February/March each year.

Council Committee Structure

The previous Council had three Standing Committees (committees of the whole); Finance, Planning and Projects and Strategies. It also had an Audit and Risk subcommittee, Tekapo Property Group subcommittee, a Roading subcommittee and a Solid Waste subcommittee.

Further work is presently being undertaken in relation to the establishment of new Council committees and their terms of reference/delegations. These committees are expected to be established at a Council meeting later this year. Until these are established and delegations in place, all business will be conducted by the Council. This is not considered overly onerous provided it is a short term measure.

Appointment to Committee under Sale and Supply of Liquor Act

The Council is also asked to make a Councillor appointment to the Mackenzie District Licensing Committee under Sale and Supply of Liquor Act 2012. This is not a committee established under the Local Government Act.

On 26 September 2013 the members of the Council's Planning Committee appointed Pat Mulvey as a commissioner to Mackenzie's District Licensing Committee, and also resolved to appoint the Mayor and one other councillor.

It was intended that Graham Smith if he was re-elected would be second appointment to that committee, as Councillor Smith lived closest to Timaru where those hearing would be held. Since the election Councillor Smith and the Mayor have both attended a district licensing committee training workshop.

It is recommended that Councillor Smith be appointed the Mackenzie District Licensing Committee.

SIGNIFICANCE OF DECISIONS REQUESTED:

These are considered to be important decisions. Appointments to outside organisations and spreading the workload among Councillors require the exercise of political judgment on potentially sensitive matters. Traditionally, the Mayor has allocated responsibilities after seeking the views of fellow Councillors.

It is not a matter of significance in terms of the Council's Significance Policy.

CONSIDERATIONS:**FINANCIAL CONSIDERATIONS**

Committee activities, including where relevant the servicing of the committees by appropriate staff, are budgeted for in the Council's annual plans.

LEGAL CONSIDERATIONS

The Local Government Act provides for Council to appoint committees (including joint committees), subcommittees, and other decision making bodies. The Council is not required to establish committees, but they are considered an important part of effective and efficient governance.

CLAIRE BARLOW
MAYOR

Attachment 1

Mackenzie Forestry Board – Delegated Powers – statement of intent attached separately

Power to be delegated	Commentary & Conditions
<p>Such powers as necessary for it to:</p> <p>1. Manage the Council's forestry estate as a successful business and in accordance with the mission and business plan goals set down in the Statement of Intent.</p>	<p>Subject to following limitations and requirements:</p> <ul style="list-style-type: none"> • Powers must be exercised within the framework of Council's stated policies • The Boards responsibilities will include: <ul style="list-style-type: none"> Implementation and review of the long-term forestry strategy Providing recommendations for the sale/purchase of land to meet the strategy Approval of the planting and harvesting programmes Approval of the Annual Financial Budgets and physical targets Approval of wood sale contracts • Approval of the Annual Operating Programme • In respect of matters requiring financial input, the Board's power be limited to the extent that provision has been made in the Annual Budget. • That in respect of matters for which no provision or insufficient provision has been made in the Annual Budget, these will be dealt with by way of recommendation to the full Council. • Any changes to the plan and planting/harvesting or operational programmes that will result in a financial impact of greater than 20% of budgeted revenue will be reported to the Mackenzie District Council prior to implementation. Such changes will take a form of a recommendation to Council, which will not unreasonably withhold authority for such changes. • The Board shall work to its Forestry Strategy which it shall review at three-yearly intervals and present to Council for approval. • The Board shall prepare a draft Statement of Intent each year for approval by Council. • The Board shall report to the Council at least three times a year. An interim report by the end of February, a draft Statement of Intent by the end of April and a Year End report by the end of August. • The Board shall have delegated power to appoint sub-committees, and to give those sub-committees power to act. • The Board shall have delegated power to delegate such powers as it thinks fit to Officers of the Council, the forester and the forestry manager. • That the agendas/minutes for all Board meetings be distributed to all members of the Council.

Mackenzie Forestry Board

Statement of Intent

**For the Three Years Ended
30 June 2011**

1. INTRODUCTION:

The Mackenzie Forestry Board is a committee of the Mackenzie District Council, set up to manage its forestry estate and achieve the goals as set out in this document.

The statement of intent sets out the overall intentions and objects for the Board for the trading year 1 July 2008 to 30 June 2009 and the succeeding two years.

2. MISSION:

To manage the Mackenzie District Council's forestry estate wisely.... through:

- ✦ Ensuring that forestry achieves the best possible economic return
- ✦ Ensuring that forestry contributes positively to the Mackenzie District

3. BUSINESS PLAN GOALS:

- 3.1 To maintain the current estate in a healthy, productive and profitable state in perpetuity for the economic and social benefit of the community at large.
- 3.2 To grow the Council's forestry estate to 900 planted hectares.
- 3.3 To ensure that 100% of all new planting should be demonstrated by project analysis to be able to achieve a minimum IRR of 7% real pre-tax.
- 3.4 In respect to restocking areas of land that have been harvested, the Board will make a decision on a case-by-case basis after consideration of the all circumstances.
- 3.5 To lower the proportion of the Councils planted resource earning less than 7% from 39% to 35% by 2010.
- 3.6 To maximise the Council's wealth.

4. NATURE AND SCOPE OF ACTIVITIES:

The Board is required to operate and administer the Mackenzie District Council's forestry estate as a successful business.

As such, the Board will be responsible for:

- ✱ Implementation & review of the long term forestry strategy.
- ✱ Providing recommendations for the sale/purchase of land to meet the strategy.
- ✱ Approval of planting & harvesting programmes.
- ✱ Approval of annual financial budgets and physical targets.
- ✱ Approval of wood sale contracts.
- ✱ Approval of the annual operating programme.

5. FINANCIAL PERFORMANCE TARGETS:

5.1 Financial Projections

	<u>2008/2009</u>	<u>2009/2010</u>	<u>2010/2011</u>
Revenue Statement			
Revenue:			
Timber and Firewood Sales	84,509	244,651	
Interest on Reserve Balance	4,000	4,250	
Rental Income	13,806	8,175	
	102,315	257,076	
Less Expenses:			
Land Preparation	1,500	1,472	
Planting	0	981	
Releasing	0	981	
Fertilizer	0	0	
Silviculture	56,934	0	
Maintenance	17,140	21,070	
Admin/Consultancy	53,007	58,597	
Interest on Reserve Balance	0	0	
Rental Charge to Council (based on 4% of Land Value of Freehold Land)	64,000	64,000	
	192,581	147,101	
Net Operating Surplus/(Deficit)	(\$90,266)	\$109,975	
Reserve Balances			
Opening Balance	93,171	2,905	
Add Surplus/(Deficit)	(90,266)	109,975	
Closing Balance	\$2,905	\$112,880	

5.2 Internal Rate of Return Projections (Target Rate = 7%)

	<u>2008/2009</u>	<u>2009/2010</u>	<u>2010/2011</u>
Fox Peak – New Planting	n/a	n/a	
Cave Restocking*	n/a	n/a	

*includes high harvest costs

6. OPERATING PERFORMANCE TARGETS

6.1 Planting Program (Hectares)

	<u>2008/2009</u>	<u>2009/2010</u>	<u>2010/2011</u>
Fox Peak – New Planting	n/a	n/a	
Cave & Ma Waro – Restocking	n/a	n/a	
Total Hectares Planted	0.0	0.0	

6.2 Harvesting Program (Tonnes)

	<u>2008/2009</u>	<u>2009/2010</u>	<u>2010/2011</u>
Woodburn – P/thin	1,125	1,250	
Willetts	0	4,900	
Pages – Kimbell	700	0	
Total Tonnes Harvested	1,825	6,150	

		<u>2008/2009</u>	<u>2009/2010</u>	<u>2010/2011</u>
6.3	Total Land Area Planted	1,070ha	1,070ha	
6.4	Plantable Bare Land	0ha	0ha	
6.5	Total Plantable Land	1,070ha	1,070ha	
6.6	Weighted Avg. Plantation Age	15.4	16.4	
6.7	Weighted Avg Plan. Rotation	43.3	43.3	
6.8	Forestry Valuation (tree)	\$1.87m	\$2.07m	

7. DIVIDEND DISTRIBUTION POLICY:

The Board may make a contribution in the form of a special dividend after any harvesting takes place. The level of special dividend will be determined by the Board after taking consideration of its medium and long term financial forecasts.

8. REPORTING SCHEDULE:

8.1 The Board shall deliver to the Council within 60 days of the end of December each year a report on the state of the Board's operations which shall include:

- ⊛ Report from the Chairman
- ⊛ Financial report showing the year to date position against budget and the year-end forecast against budget.
- ⊛ Financial commentary explaining variances

8.2 Annually, prior to the end of April each year, the Board shall deliver to the Council:

- ✦ A draft Statement of Intent
- ✦ The Board's view on world log prices supported by any trend analysis

8.3 Annually, within 60 days of the end of June each year, the Board shall deliver to the Council:

- ✦ Report from the Chairman
- ✦ Statement of achievements relative to the goals and objectives of the Forestry Strategy
- ✦ Financial report showing the year to date position against budget and the end forecast against budget.
- ✦ Financial commentary explaining variances
- ✦ An annual Market Valuation for all plantations explaining the cause for any increases or decreases in value.

9. FORESTRY STRATEGY:

In conjunction with the Council, the Board shall be responsible to facilitate a review of the Forestry Strategy every three years to coincide with the review of the Council's Long Term Financial Strategy.

10. THE BOARD:

The Board will exercise due diligence and care in carrying out its role. Board members must act in good faith and in what the member believes to be in the best interest of both the Board and the Council.

10.1 Appointment

The number of Board members shall be no fewer than three or more than four. The Mackenzie District Council will appoint three members, and appointments will be reviewed, as a minimum every three years following elections. The Board shall have a minimum of two sitting Councillors. The Board may co-opt a further member if they deem appropriate.

10.2 Quorum

The quorum shall be two members, and a simple majority shall make decisions. Board meetings will be conducted in accordance with Mackenzie District Council standing orders.

10.3 Meeting Frequency

The Board shall meet no less than quarterly.

10.4 Resignation

A Board member will cease to hold office immediately the Mackenzie District Council's Chief Executive Officer receives a written resignation.

10.5 Remuneration

The remuneration for participation of appointed Councillors to the Board shall be as part of their total remuneration received as Councillors.

Remuneration for co-opted Board members will be determined at the time of appointment.

10.6 Retirement

Board members appointed by the Council will retire from office every three years at the Council's election date. Co-opted members will retire three yearly from the date of their appointment. Co-opted members may make themselves available for reappointment on retirement.

10.7 Disqualification

A Board member will automatically be disqualified from holding office if he or she:

- ✱ Dies
- ✱ Is adjudged bankrupt
- ✱ Is prohibited to act as a director under the Companies Act 1993
- ✱ Is removed by the Council
- ✱ Ceases to be a Councillor

10.8 Chairperson

Board members may elect one of their number as chairperson of the Board.

10.9 Personal Interest

A Board member must, forthwith after becoming aware of the fact that he or she is interested in a transaction or proposed transaction with the Board, disclose their interest to the Board, quantifying the nature and monetary value of the interest. The members shall then remove themselves from the meeting and not take part in discussion or voting.

10.10 Indemnities and Insurance

The Council shall maintain and keep current such public liability insurance cover that will cover the Board as part of Council's committee structure.

10.11 Delegated Authority

The Council's Delegation Manual (effective 27 November 1995) provides full-delegated authority to the Forestry Board to manage Council's forestry operation in accord with the Strategy Document dated 10 January 1995 and the Business Plan adopted by the Council.

Any changes to the planned planting/harvesting or operational programs that will result in a financial impact of greater than 20% of budgeted revenue will be reported to the Mackenzie District Council prior to implementation. This will ensure that the Council can have regard to the financial and cash flow implications on the balance of its operations. The Council will not unreasonably withhold authority to any such changes.

DRAFT FOR COUNCIL CONSIDERATION

Pukaki Airport Board

Statement of Intent

**For the Three Years Ended
30 June 2014**

1. INTRODUCTION:

The Pukaki Airport Board is a committee of the Mackenzie District Council, set up to manage Pukaki Airport assets and achieve the goals as set out in this document.

The Statement of Intent sets out the overall intentions and objects for the Company and Board for the trading year 1 July 2011 to 30 June 2012 and the succeeding two years.

2. MISSION:

The Pukaki Airport Board and will seek to maximise the commercial value and returns from the Pukaki Airport and implement the Councils aviation strategy.

3. GOVERNANCE:

The Directors/Board (Committee) members are responsible for the overall governance of the organisation. They are responsible to the owner, the Mackenzie District Council, for the performance of the Board.

The organisations will operate within the legal framework governing all companies and local body organisations. They will work within the legal framework of the Local Government Act 2002, Act 1986, Resource Management, Airport Authorities Act 1966, and Civil Aviation Act 1992. They will also operate taking account of other aviation and real estate specific legislation, regulations, and codes of practice.

4. NATURE AND SCOPE OF ACTIVITIES:

4.1 The objective of the Pukaki Airport Board will be the efficient operation of
aviation activity at Pukaki Airport in line with Council's Aviation Strategy.

In the short to medium term this will be achieved by the subdivision of land
and sale of real estate, while preserving the Airport's integrity
now
and in the future, as the region's public airfield.

The major long term business of the Pukaki Airport Board will be the efficient

and profitable management and operation of aviation activity at Pukaki Airport.

The Board will seek growth through the development of Pukaki Airport as a public airfield, as base for airport related activities such as tourist flights, aircraft storage and aircraft maintenance and through the leasing or sale of land for the benefit of the Airport and the aviation industry in the Mackenzie.

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1

4.1 Consistent with its objectives the Board has invested in capital equipment and infrastructure that further enhances its role to efficiently manage, grow, and develop, the commercial assets of the Council at Pukaki Airport.

4.2 While recognising the goals set out in the Council's aviation strategy to provide a public airport facility, the Board will seek to maximise returns to the Airport and work within the guidelines of the Terms of Reference outlined by Council.

5. FINANCIAL PERFORMANCE PROJECTIONS:

REVISED FINANCIAL FORECAST PROJECTIONS

- 7th March 2011

	2011/2012	2012/2013	2013/2014
Opening Balance	+\$187,000	+\$340,000	+\$329,000
Revenue Statement			
Revenue:			
Capital Revenue-land sales (stages1-4)	\$165,000		
Rebate Fuel installation			
Charges (stages 1-4)			
Capital Revenue-land sales(stage 5 & 6)			
Aviation, Rental Revenue, topsoil	\$24,000	\$25,000	\$26,000
Interest	\$3,000	\$5,000	\$5,000
Total Land Sales and Revenue	+\$192,000	\$30,000	\$31,000
Less Expenses:			
Running Expenses	\$35,000	\$35,000	\$35,000
Capital Hanger			
Retentions			
Crosswind Runway			
Aircraft Park			

Repairs and Maintenance	\$2000	\$3000	\$4000
Incidentals	\$2000	\$3000	\$4000
Interest			
Total Expenses	-\$39,000	-\$41,000	-\$43,000
Net Surplus/(Deficit)	+\$153,000	-\$11,000	-\$12,000
Airport Reserve Balances	+\$340,000	+\$329,000	+\$317,000
Closing Balance	+\$340,000	+\$329,000	+\$317,000

6. OPERATING PERFORMANCE PROJECTIONS:

Assumptions made in producing the financial forecast table in scenario 1.

1. The Opening Balance at 1.7.2011 may differ depending upon the timing of the receipt of accounts. This will not affect the closing balances
2. No further sales are forecast during the financial years 2013 and 2014.
3. All pre sale contracts for sales in stages 5 & 6 are honoured and completed.
(One sale from earlier stages which matured this year is under negotiation).

The targets set out in the forecast are based on a conservative approach to the economic conditions existing as at March 2011.
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Specific Projections

- a) No further sales are made.
- b) No further development work will be undertaken during this period.
- c) The Board have no residual financial obligations to other parties including Mackenzie District Council accept for normal land owner annual charges.
- d) The Board along with Council have reviewed the Council's Aviation strategy and presented a revised 10 year cash flow forecast to Council for approval in 2009.

The Board undertook preliminary work on noise boundaries and decided to leave these on file to be activated at some time in the future. Based on current airport noise protection zones gleaned from public documents we expect only one nearby landowner would be affected by noise zones. It will be important for the airport to review this issue regularly, and make decisions relative to future subdivision activity near the airport.

- e) The airport has lease contracts with The Helicopter Line, Metservice NZ, and BP.

f) The airport has available for sale a further \$2,000,000 of Lots to sell as economic conditions improve. In spite of our advertising efforts and working through a number of enquiries there have been no further sales during the last 12 months. We believe it would not be prudent to put further land sales into our forecasts.

h) Fuel. The new installation is complete and to a very high standard, and well under budget. This facility will be vital to the future success of the airport.

i) The Board recommend to Council the construction of the proposed hanger to the most competitive tenderer, to be built on one of the unsold Lots.

7. DIVIDEND DISTRIBUTION POLICY:

The Board has completed investment in capital infrastructure required for the subdivision and the running of the airport. The Board expects to make small annual deficits until more sales are made, and does not expect to pay dividends to Council until such time as substantial annual surpluses occur. This will be dependent on more land sales. It is important to note that the Board and Council recognise that capital is required for development and future operations of the airport

8. REPORTING SCHEDULE:

8.1 The Board shall deliver to the Council within 60 days of the end of December Each year a report on the state of the Board's operations which shall include:

- Report from the Chairman

- ⊗ Financial report showing the year to date position against budget and the year-end forecast against budget.

- ⊗ Financial commentary explaining variances

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8.2 Annually, prior to the end of February each year, the Board shall deliver to the Council:

- ⊗ A draft Statement of Intent

8.3 Prior to the 30th of June each year the Board shall deliver the completed Statement of Intent.

8.4 Annually, within 60 days of the end of June each year, the Board shall deliver to the Council:

- ⊗ Report from the Chairman

- ⊗ Statement of achievements relative to the goals and objectives of the Aviation Strategy
- ⊗ Financial report showing the year to date position against budget.
- ⊗ Financial commentary explaining variances

8.5 The Board recognises that it is obliged under the Local Government Act

2002 to make its completed Statement of Intent available to the public.

9. AVIATION STRATEGY:

In conjunction with the Council, the Board shall be responsible to facilitate a review of the Aviation Strategy every three years to coincide with the review of the Council's long-term council community plan.

10. THE BOARD:

The Board will exercise due diligence and care in carrying out its role. Board members must act in good faith and in what the member believes to be in the best interest of the Board, the Airport, and the Council.

10.1 Appointment

The number of Board members shall be no more than five. The Mackenzie District Council will appoint all members, and appointments will be reviewed as outlined in the Terms of Reference document. The Council will appoint one sitting Councillor to the Board.

10.2 Quorum

The quorum shall be three members, and a simple majority shall make decisions. Board meetings will be conducted in accordance with Mackenzie District Council standing orders.

10.3 Meeting Frequency

The Board shall generally meet 4 times each year, either by meeting **Page 4.**
in person or by conference call meeting.

10.4 Resignation

A Board member will cease to hold office immediately the Mackenzie District Council's Chief Executive Officer receives a written resignation.

10.5 Remuneration

The remuneration for participation of the appointed Councillor to the Board shall be as part of her or his total remuneration received as Councillor. Remuneration for other Board members will be determined at the time of appointment.

10.6 Retirement

Board members appointed by the Council will retire from office every three years at the Council's election date. Council may decide to appoint Directors for further terms.

10.7 Disqualification

A Board member will automatically be disqualified from holding office if he or she:

- ✱ Dies
- ✱ Is adjudged bankrupt
- ✱ Would be prohibited to act as a director of a company under the Companies Act 1993
- ✱ Is removed by the Council

10.8 Chairperson

Board members may elect one of their number as chairperson of the Board.

10.9 Personal Interest

A Board member must, forthwith after becoming aware of the fact that he or she is interested in a transaction or proposed transaction with the Board, disclose their interest to the Board, quantifying the nature and monetary value of the interest. The members shall then remove themselves from the meeting and not take part in discussion or voting. Such interest must also be registered with the Chief Executive Officer of the Mackenzie District Council, and be recorded in the Board's minutes.

10.10 Indemnities and Insurance

The Council shall maintain and keep current such public liability insurance cover that will cover the Board as part of Council's committee structure.

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10.11 Delegated Authority

The Council's Delegation Manual (effective) provides full-delegated authority to the Pukaki Airport Board.

Any changes to the planned operational programmes outlined in this Statement of Intent that will result in a financial impact of greater than \$25,000 when compared with budgeted outcomes will be reported to the Mackenzie District Council prior to implementation for their consideration.

This will ensure that the Council can have regard to the financial and cash flow implications on the balance of its operations.

11 Risks

11.1 Real Estate

Assumptions are made based on the Board's knowledge of the current

world and New Zealand economic situation, and our own experiences at

Pukaki Airport. Enquiries continue but sales are very difficult.

The Pukaki Airport subdivision is no longer a cash risk to Council as the

Board no longer has debt owing to Council and has cash reserves for

future real estate selling, Airport governance, and asset maintenance.

12 Pukaki Airport Capital Reserves

The Board acknowledge and agree with the Council policy that after the Board has transferred funds to the value of the Council's cost of purchase for the Airport, all surplus funds are to be held in a secure Pukaki Airport Capital Reserve Account. Funds held in this account will attract interest at a rate in line with Council internal funding policy, and funds from this account will be protected and used only for pursuing outcomes documented in the Council's Airport Strategy as outlined in the Council Terms of Reference produced for the Pukaki Airport Board.

13 Asset values and Rateable Value

The Board expect the ultimate rateable value of the Airport, including the privately owned lots, to be approximately \$7,500,000, - this figure is based on current values.

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MACKENZIE DISTRICT COUNCIL

REPORT TO: MACKENZIE DISTRICT COUNCIL

SUBJECT: LOCAL AUTHORITIES (MEMBERS' INTERESTS) ACT 1968 –
REGISTER OF MEMBERS' INTERESTS

FROM: CHIEF EXECUTIVE OFFICER

MEETING DATE: 30 OCTOBER 2013

REF: STA 9/1

PURPOSE OF REPORT:

To provide information about the *Local Authorities (Members' Interests) Act 1968* and in particular about good practice regarding compliance with the Act.

RECOMMENDATION:

1. That the report be received.
2. That the elected members provide details of their declared business interests and spouse/partner declared business interests for inclusion in a Mackenzie District Council Register of Members' Interests.

WAYNE BARNETT
CHIEF EXECUTIVE OFFICER

ATTACHMENT:

None

BACKGROUND:

The *Local Authorities (Members' Interests) Act 1968* provides rules about members discussing or voting on matters in which they have a pecuniary (financial) interest and about contracts between members and the Council.

This Act stipulates that any member who has "...directly or indirectly any pecuniary interest other than an interest in common with the public" in any matter being dealt with by the Council shall not vote on the matter or take part in its discussion.

Instances where a member is deemed to have a pecuniary interest are set out in Section 6. In particular, the interest of a spouse is deemed to be the interest of the member for the purposes of the Act.

Section 6 also identifies situations that are deemed not to create a pecuniary interest.

Section 3 of the Act limits the extent to which a member may act as a contractor [or subcontractor] to the Council. Any member who earns more than \$25,000 in a year from Contracts with the Council is automatically disqualified from office unless Audit Office approval to the excess is obtained.

Audit approval is likely for specific contracts if:

- The contract was put out to public tender and the member submitted the best price; and
- Approval is sought (and obtained) before the contract is entered into

Audit approval may be less likely if not sought until after the disqualifying contract has been entered into.

Attached is guidance about the law on conflicts of interest in the form of Frequently Asked Questions.

GOOD PRACTICE:

When making decisions elected members must be aware of the 'perception of bias'. If there is any suggestion that an elected member might not have an open mind when approaching a decision, he or she should declare their interest to the Chief Executive Officer and Mayor/Chairman and be prepared to stand back from the decision making process.

The 'rule of bias' says that 'no one may be judge of their own cause'. In their advice on the Members' Interests Act the Office of the Auditor General noted that this rule exists to ensure that people who exercise power from positions of authority carry out their duties free from bias.

Local authorities are encouraged to establish a register of members' interests to facilitate compliance with the Act and to update it regularly.

Staff with delegated authority to approve purchases should be aware of the existence and content of the register of business interests so that they can recognise situations where contracts should not be entered into without seeking prior approval from the Office of the Auditor General.

MACKENZIE DISTRICT COUNCIL

REPORT TO: MACKENZIE DISTRICT COUNCIL
SUBJECT: GENERAL ACTIVITIES REPORT
MEETING DATE: 30 October 2013
REF: PAD 2/3
FROM: CHIEF EXECUTIVE OFFICER

ACTIVITY REPORT

COUNCIL, COMMITTEE AND BOARD MEETINGS

21 October	Swearing in of elected members
30 October	Adoption of the Annual Report

OTHER MEETINGS AND ACTIVITIES

9 October	Met with Fiona Hudson from CINTA Survey. Met with David Henshaw, Dermott O'Sullivan, Peter Scott, Nicky Hyslop and Tony Howey - Waitaki Water, the Mayor & Toni Morrison regarding Waitaki Water.
10 October	Planning Catch up with N Hole. Asset Management Workshop in Reserves and Buildings with G Nixon. Attended meeting of Communication Systems Group with S Barlow.
14 October	Management Meeting. Met with Jason Gaskill from Tourism Waitaki. Met to discuss Tekapo water with Toni Morrison.
15 October	Met with John Murray at The Wolds.
16 October	Met with the CEO & Tom Lambie. Met with Noel Jackson. Met with Tony McCormick. Met with Fairlie Community Board members and G Nixon regarding Community Centre courtyard.
17 October	Met with Murray Cox. Met with Russell Armstrong. Met with James Leslie.
18 October	Met with Janine – General Manager for Mt Cook Alpine Salmon regarding lease.
21 October	Management Meeting.
22 October	Met with Julian Tan & Sefton Vuli from Audit NZ with the Mayor.
24 October	Planning Catch up with N Hole.
28 October	Management Meeting.

RECOMMENDATION:

1. That the report be received.

WAYNE BARNETT
 CHIEF EXECUTIVE OFFICER

MACKENZIE DISTRICT COUNCIL

MINUTES OF A MEETING OF THE MACKENZIE DISTRICT COUNCIL, HELD IN THE COUNCIL CHAMBERS, FAIRLIE ON TUESDAY 8 OCTOBER 2013 AT 9:31AM

PRESENT:

Claire Barlow (Mayor)
Crs Peter Maxwell
Annette Money
Graeme Page
Evan Williams
Graham Smith

IN ATTENDANCE:

Wayne Barnett (Chief Executive Officer)
Paul Morris (Manager – Finance and Administration)
Bernie Haar (Asset Manager) short time
Angie Taylor (Solid Waste Manager) short time
Toni Morrison (Senior Policy Planner) short time
Murray Petrie (Opus International Consultants) short time
Garth Nixon (Community Facilities Manager) short time
Keri-Ann Little (Committee Clerk)

I OPENING:

The Mayor opened the meeting and welcomed all present to the last meeting for the term.

II APOLOGY

Resolved: that an apology be received from Cr John Bishop.

Graham Smith/ Annette Money

III DECLARATIONS OF INTEREST:

There were no declarations of interest.

IV BEREAVEMENTS:

The Mayor referred to the recent deaths of Ella (Adair) Irving, Rosemary Helen Crawford and Patrick (Paddy) Michael O'Neill.

A moment of silence was observed and a motion of sympathy was passed. The Chief Executive Officer was directed to pass this on to those concerned.

V MAYORAL REPORT:

This was the report of The Mayoral activities to 8 October 2013.

Graham Smith/ Graeme Page

VI REPORTS REQUIRING COUNCIL DECISION:

1. SOLID WASTE BYLAW:

This report from the Solid Waste Manager was for Council to consider submissions on the Mackenzie District Solid Waste Bylaw 2013 and seek the Council's adoption of the bylaw.

The Asset Manager updated Council assisted by an updated report, *Appendix A* of this record and added there had been no submissions received.

Resolved:

1. That the report be received

Peter Maxwell/ Annette Money

Resolved:

2. That the Mackenzie District Solid Waste Bylaw 2013 be adopted.

Annette Money/ Graham Smith

2. THE MACKENZIE AGREEMENT:

The CEO sought to update Council on the progress of the Upper Waitaki Shared Vision Forum and to seek Council's support for staff to work with stakeholders and central government to establish the Mackenzie Country Trust and associated legislation. The report was accompanied by the Upper Waitaki Shared Vision Forum Report.

The CEO spoke to the report with the assistance of Toni Morrison.

Ms Morrison added any changes to the RMA would have to be carefully worked through and does not recognise any significant changes to our district plan or the RMA at this stage.

The Mayor said there was nothing but staff time required at this stage.

Resolved:

1. That the report be received.

Evan Williams/ Annette Money

Resolved:

2. To receive the Upper Waitaki Shared Vision Forum report of the Waitaki Shared Vision Forum and notes that it represents a vision and strategy agreed between local community and national organisations with a strong stake in the Mackenzie Country
3. To make provision for staff to work with stakeholders and with central government to investigate the establishment of the Mackenzie Country Trust and associated legislation as recommended in the Upper Waitaki Shared Vision Forum report.

Graeme Page/ Evan Williams

3. CONTINUITY OF CERTAIN COMMITTEES FOLLOWING ELECTION:

Ms Morrison spoke to Council regarding Council approving recommendations that the Alps 2 Ocean Joint Committee, the Upper Waitaki Zone Committee, the Orari Opihi-Pareora Zone Committee (OPPS) and their members continue to operate from the period between 12 October 2013 and local body elections and when the new Council resolves to establish its new governance structure and make any new appointments.

Ms Morrison updated the elected members that Timaru District Council has informed Mackenzie District Council that the Orari-Opihi-Pareora Committee (OPPS) will not be invoking clause 30 (7) of Schedule 7 of the Local Government Act and will be discharging the Committee until the date the new Council resolved to make any appointments.

Ms Morrison said no harm will accrue from making these recommendations as the OPPS committee have no immediate works in this period.

Ms Morrison stated she had not as yet received a decision from Waitaki District Council regarding the Upper Waitaki Zone and Alps 2 Ocean.

Resolved:

1. That the report be received.
2. That the Council resolve, as provided for by Clause 30(7) of Schedule 7 of the Local Government Act 2002, that the Upper Waitaki Zone Committee shall not be deemed to be discharged on the coming into office of the members of the local authority elected or appointed at, or following, the

Evan Williams/ Graeme Page

next triennial general election, and that the individuals currently appointed to the Committee continue until the date the new Council resolves to make any new appointments.

3. That the Council resolve, as provided for by Clause 30(7) of Schedule 7 of the Local Government Act 2002, that the Alps 2 Ocean Joint Committee shall not be deemed to be discharged on the coming into office of the members of the local authority elected or appointed at, or following, the next triennial general election, and that the individuals currently appointed to the Committee continue until the date the new Council resolves to make any new appointments.

Claire Barlow/ Annette Money

4. DELEGATIONS TO COVER EMERGENCY SITUATIONS :

This report from the CEO was to establish an appropriate delegation to enable any urgent political matters to be dealt with in the period from 9 October 2013 until Council goes out of office.

Resolved:

1. That the report be received.
- Evan Williams/ Peter Maxwell**
2. That the Council delegate to the Mayor and Deputy Mayor, or in the absence of the Deputy Mayor, and another Councillor, the power to deal with any urgent non-contentious matter that may arise from 9 October 2013 until the Council goes out of office.

Annette Money/ Graham Smith

VII INFORMATION REPORTS:

1. CHIEF EXECUTIVE OFFICERS GENERAL ACTIVITIES REPORT:

This report from the Chief Executive Officer referred to Committee, Community Board Meetings, and Other Meetings and Activities until 8 October 2013.

Resolved that the report be received.

Evan Williams/ Graeme Page

2. COMMON SEAL:

This information from the Committee Clerk is to advise Council of the documents signed under the Common Seal from 21 June 2013 until 30 September 2013.

Resolved:

1. That the report be received.
2. That the affixing of the Common Seal to document numbers 773, 774, 775, 776, 777, 778 and 779 be endorsed.

Annette Money/ Peter Maxwell

VIII COMMUNITY BOARDS:

This report from the Chief Executive Officer was accompanied by the Minutes of the meetings of the Fairlie Community Board held on 26 August 2013 and the Twizel and Tekapo Community Boards held on 28 August 2013.

Resolved: that the report be received.

Annette Money / Evan Williams

TEKAPO COMMUNITY BOARD:

2. Tekapo Plantation:

That the Council notes the Community Board's resolution regarding Lake Tekapo Plantation.

Resolved:

1. That Stage 1 of Section A to establish the water line from the cemetery and to establish a new track and to notify the public of the work we are doing and the possible planting to gain feedback.

Ian Radford/ Alan Hayman

3. Workers Accommodation in Tekapo:

That the Council notes and considers the Community Board's resolution regarding the Boards wishes for the CEO to undertake investigations with Council to their desire to provide worker accommodation for Tekapo.

Resolved:

1. That the community board feels that the old post office buildings should be investigated for the possibility to be used as workers accommodation.

Ian Radford/ Alan Hayman

4. Discharge Permit Application – Tekapo Village Centre:

That the Council notes the Community Board's resolution regarding a discharge permit application for a storm water discharge easement for commercial subdivision on the Tekapo Village foreshore.

Resolved:

1. That the Tekapo Community Board approve the discharge permit for the Tekapo Village Centre with the Chairman to write an accompanying letter regarding tidy up of the domain area.

Alan Hayman/ Peter Munro

TWIZEL COMMUNITY BOARD:

5. Application for Road Signage from Twizel SADD Team:

That the Council notes and/or considers the Community Boards resolution regarding a proposed sign being erected.

Resolved:

1. That the Twizel Community grants permission to the Twizel Area School SADD Students to erect a signboard as per design shown to the board. Twizel Area School SADD Students are now required to apply to the Council for resource consent to erect the signboard.

John Bishop/ Peter Bell

IX ADJOURNMENT:

The meeting was adjourned at 10:30am for a Citizenship Ceremony followed by morning tea. The meeting was reconvened at 11:10am.

VII INFORMATION REPORTS CONTINUED:

3. WORKER ACCOMMODATION IN TEKAPO:

A verbal report from the CEO following up Tekapo Community Board's request regarding Council owed properties made available for worker accommodation in Tekapo. Mr Morris and the CEO thought it appropriate to bring this to Council for discussion first and seek feedback as to whether Council have an appetite for staff to investigate this, to what avenue of investigation is required and what direction Council asks staff to investigate. Keeping in mind staff time available and possible expenditure to investigate the provision of worker accommodation with assessment to where the market is and to have a look at whether we can become involved directly as owners, joint venture or assisting in a particular way. This may result in a possible change to the long term plan as this is not an activity we signal we do currently.

The CEO concluded by saying he has asked Stephen Gubb to look at the possibility and will compile a report for Council.

The Mayor said Council are supportive of initiating discussion with local business owners as to how best bring the concerned parties together, providing outcomes to Council for consideration.

VI REPORTS REQUIRING COUNCIL DECISION CONTINUED:

5. TWIZEL WATER SUPPLY:

The Mayor welcomed Murray Petrie from Opus International Consultants to the meeting and thanked him for coming along today to update elected members on the Twizel Water Supply.

Murray spoke to his report accompanied by a PowerPoint presentation.

Resolved:

1. That the report be received.

Graeme Page/ Graham Smith

Resolved:

1. That council proceed with upgrade design of the existing source based on information provided in the Opus Consultants Report.

Graham Smith/ Evan Williams

The CEO thanked and commended Mr Petrie on the quality of the report.

X COMMITTEES:

Resolved that Minutes of the extraordinary meetings of the Finance and Planning Committees be confirmed and adopted as the correct record of the meeting.

Annette Money/ Evan Williams

XI CONFIRMATION OF MINUTES:

Resolved that the minutes of the meeting of the Mackenzie District Council held on Tuesday 17 September 2013, including such parts as were taken with the Public Excluded, be confirmed and adopted as the correct record of the meeting.

Graham Smith/ Graeme Page

XII LATE ITEMS:

Section 46A(7)(a)(b)(i)(ii) of the Local Government Official Information and Meetings Act 1987:

The Mayor informed the elected members of three late items for today's Council meeting requiring Council's decision:

1. A2O Cycle Trail
2. Lake Tekapo Footbridge Society Funding
3. Application to Heritage Protection Fund

VI REPORTS REQUIRING COUNCIL DECISION CONTINUED:**6. APPLICATION TO HERITAGE PROTECTION FUND:**

This late report from the Manager Planning and Regulation for Council to consider an application to the Council's Heritage Protection Fund from Fairlie Mackenzie Heritage Society Incorporated for repainting the exterior of Mabel Binney Cottage.

Resolved: that the report be received

Graeme Page/ Evan Williams

Resolved: that the Council allocates Fairlie Mackenzie Heritage Society Incorporated \$2,500.00 in accordance with the Heritage Protection Fund Policy to contribute to maintenance work proposed for Mabel Binney Cottage in Fairlie.

Graeme Smith/ Annette Money

7. LAKE TEKAPO FOOTBRIDGE SOCIETY FUNDING:

This late item was a request for Council to rescind the underwriting of the Tekapo Footbridge Society's footbridge projects for \$250,000 and change this to a loan for \$250,000.

The CEO apologised for the item being late and explained he was waiting for the letter form the Footbridge Society prior to writing the report but received the letter later than he expected, thus missing the report time requirement.

The CEO spoke to his report.

Resolved:

1. That the report be received.

Peter Maxwell/ Annette Money

2. That the Council rescind their offer to underwrite the Tekapo Footbridge project and instead agree to provide a loan facility to the Tekapo Footbridge Society for the amount of \$250,000.

Annette Money/ Evan Williams

3. That the loan facility is provided with terms and conditions to be agreed prior to drawing of the loan with the Chairman of the Finance Committee.

Graham Smith/ Peter Maxwell

8. A2O CYCLE TRAIL:

This late item from the CEO is to seek Council approval for the Contrast for Service Agreement for the implementation of A2O business plan.

The CEO spoke to his report.

Resolved:

1. That the report be received.

Annette Money/ Peter Maxwell

Cr Page enquired the \$50,000 for trail maintenance, when it was agreed prior, that Mackenzie would only look after their maintenance on their side and Waitaki the same. Councillor Page expressed concern over no spreadsheet being supplied for the business unit and a contract being agreed on in good faith

The CEO said he will look into the \$50,000 for trail maintenance but said the trail maintenance will be completed by Mackenzie and will only be on our side.

Resolved:

2. That Council approves the Contract for Service Agreement for Alps 2 Ocean Business and Marketing Services with subject to a review from the Chief Executive Officer.

Annette Money/ Claire Barlow

9. OLD LIBRARY CAFÉ UPDATE:

The CEO informed the Board that Architect, Graham McDermott, is completing the detailed design and specifications of framing and repair work which he hopes to have available before the 11th of October, providing the design to three local builders, ask for an estimate cost, available within 4 weeks (8 November) this having been received would be an appropriated time to have a public meeting at the end of November moving forward.

IX ADJOURNMENT:

The meeting was adjourned at 1pm and reconvened at 1:39pm.

VI REPORTS REQUIRING COUNCIL DECISION CONTINUED:**10. TWIZEL TOILETS:**

A verbal report was provided from the Community Facilities Manager updating Council on the Twizel Toilets project.

Mr Nixon said alternative plans outlining a unisex toilet plan had been sourced and both proposals would be submitted to tender, the original and unisex plan so the best price is available.

Cr Page and Cr Smith voiced concerns over putting both plans out to tender. Cr Smith feels it is slowing the building work down.

Resolved:

1. That the report be received
2. That Council put both proposals out to tender.

Annette Money/ Evan Williams

Cr Smith said it was a good idea and congratulated Mr Nixon on his work of supplying a cheaper option in regards to the unisex plans option.

11. ANNUAL REPORT:

This report from the Manager Finance and Administration was distributed under a separate cover to the agenda.

The Mayor requested for all future major documents are supplied to Councillors via Courier and in hard copy.

The Mayor invited Managers to speak to their own departments.

Mr Morris spoke to the financials first and paid tribute to accountant Tania Hoefsloot acknowledging her hard work in compiling the Annual Report to such a high standard.

The Mayor also commented on the Annual Report and that it has been completed on time and looks great.

The Solid Waste Manager spoke to her section of the report on Solid Waste. The Mayor thanked Ms Taylor for her attendance and hard work.

The Asset Manager broke down the Utilities and Roading sections and was thanked by the mayor for his contribution to a good report.

The Manager Planning and Regulations spoke to the report.
The Mayor thanked Mr Hole for his explanations and a good years report.

Mr Nixon spoke to all sections of the report obtaining to Community Facilities
The Mayor thanked Mr Nixon for a great report and all his hard work throughout the year.

The Councillors wished Mr Morris well with the Auditors.

Resolved:

1. That the report be received.
2. That Council recommend to the new Council to approve the Annual Report with consideration subject to audit.

Claire Barlow/ Annette Money

XIV VALEDICTORIES:

The Mayor said she has enjoyed working with such fantastic Councillors and thanked them for the great advice she has received. She said Cr Maxwell we will miss you and your great sense of humour and thanked him for all his work on the Tekapo Development.

The Mayor thanked Cr Williams for providing good advice and reliability it has been a pleasure.

The Mayor thanked Cr Page for his work as Chairman on several committees including Projects and Strategies, Solid Waste and the Forestry Board, she wished him good luck and said she has enjoyed working with him.

The Mayor thanked Cr Money for all her hard work and standing up when it would have been difficult, always holding her ground. The Mayor wished Cr Money good luck for the elections, I hope you do well.

The Mayor thanked her deputy – Cr Smith, “her right hand man” she said she has appreciated his support in not an easy time and for the great debates. She thanked him for his wisdom and experience and the extra time he has taken to talk her through things, good luck for the elections.

The Mayor thanked Mr Morris and said she has been very impressed with his work thank you.

The Mayor thanked the CEO stating you have brought a whole new attitude and style to the table with leadership; it has been a pleasure working with you.

The Mayor thanked the Committee Clerk for stepping up to the mark which was not an easy job and a pleasure to work with. The Mayor thanked the Committee Clerk for organising morning teas and the afternoon teas and running around. The Mayor wished her the best of luck for her new role as a Mother.

Cr Evan Williams said on behalf of The Council he would like to thank the Mayor for her 3 year service and wishes her well in the elections. He said she came to Council with an air of innocence and concluded by saying she has been a good Mayor and great ambassador for the Mackenzie District.

Cr Evan Williams thanked the Committee Clerk for her work and wished her well.

Cr Evan Williams thanked his fellow Councillors and wished them well in the elections.

Cr Peter Maxwell thanked the Mayor and Councillors wishing both well in the mayoral race and to who does become Mayor he hopes they lead a good positive Council. Cr Maxwell said this is a special district with unique challenges you need to stick together and wishes all the best. He thanked the staff and thanked the CEO for a new kind of leadership and an enjoyable 12 months.

Cr Graeme Page referred to 9 years ago when he arrived you were required to stand to speak. Cr Page said when he arrived he had black hair and now it's a race for going grey and falling out. Cr Page said he was greeted by Barry Stringer and after 3 years was told he showed potential and Barry told him he should stand again. Cr Page said he has enjoyed the battles so whatever happens on Saturday good luck to us both it is now in the lap of the gods.

Cr Annette Money wished both Mayoral Candidates all the best and added may the best person win. She said she has enjoyed the last 3 years and has learnt a lot and this is why she has chosen to stand for re-election. Cr Money concluded by saying all the best to everyone here.

Cr Graham Smith thanked the Mayor and the effort she has put in with a lot of satisfaction. Cr Smith said likewise Councillor Page with his experience, and his contribution has been invaluable. Cr Smith said he will miss them both and to his fellow Councillors, thank you, this has been a good Council to work with. Cr Smith wishes everyone well and all the very best, happiness and health and enjoy life, we live in a beautiful country.

The CEO thanked the Councillors for their support they have given him in his first year. The CEO said he has been impressed with Councillors debate, thinking and intent of decision making has been very good. The CEO said he wishes all who are standing well. The CEO concluded by saying as a staff we are very much focused on strengthening the relationship between Council staff and elected members and implementing the decisions you make. We look forward to the year ahead.

**THERE BEING NO FURTHER BUSINESS
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 3:07PM**

CHAIRMAN: _____

DATE: _____

MACKENZIE DISTRICT COUNCIL

REPORT TO: MACKENZIE DISTRICT COUNCIL

SUBJECT: SOLID WASTE BYLAW

MEETING DATE: 8 OCTOBER 2013

REF: WAS 18/1

FROM: SOLID WASTE MANAGER

ENDORSED BY: CHIEF EXECUTIVE OFFICER

PURPOSE OF REPORT:

To consider submissions on the Mackenzie District Solid Waste Bylaw 2013 and seek the adoption of the bylaw.

RECOMMENDATION:

1. That the report be received.
2. That the Mackenzie District Solid Waste Bylaw 2013 be adopted.

BACKGROUND

The Council adopted the draft Mackenzie District Solid Waste Bylaw on 3 September 2013. The draft bylaw was advertised in the Timaru Herald on 5 September, with the submission period running until 5 October. No submissions were received.

The bylaw process has been consistent with the special consultative procedure set out under the Local Government Act.

SIGNIFICANCE OF THE DECISION REQUIRED

The matter is not significant in terms of Council's Policy on Significance.

CONSIDERATIONS

A copy of the final proposed Solid Waste Bylaw 2013 that was approved by the Council on 3 September is attached. As no submissions have been received, it is recommended that the bylaw is adopted with no changes.

Angie Taylor
SOLID WASTE MANAGER

Wayne Barnett
CHIEF EXECUTIVE OFFICER

MACKENZIE DISTRICT COUNCIL

MINUTES OF THE FIRST MEETING OF THE MACKENZIE DISTRICT COUNCIL FOLLOWING THE TRIENNIAL ELECTIONS, HELD IN THE COUNCIL CHAMBERS, FAIRLIE, ON MONDAY 21 OCTOBER 2013 AT 7.06 PM

PRESENT:

Claire Barlow (Mayor)
Crs Graham Smith
Evan Williams
Noel Jackson
Murray Cox
James Leslie
Russell Armstrong

IN ATTENDANCE:

Wayne Barnett (Chief Executive Officer)
Keri-Ann Little (Committee Clerk)
Twizel, Tekapo and Fairlie Community Board Members
Staff Members and Guests

I APOLOGIES:

It was noted that an apology be received from the Asset Manager

II WELCOME BY CHIEF EXECUTIVE OFFICER:

The Chief Executive Officer welcomed all present to the first meeting of the Council following the triennial elections.

III MAKING OF DECLARATION BY THE MAYOR UNDER CLAUSE 14 OF SCHEDULE 7 OF THE LOCAL GOVERNMENT ACT 2002:

Claire Barlow made and attested the declaration to faithfully and impartially, and according to the best of her skill and judgement, execute and perform in the best interest of the Mackenzie Community, the powers, authorities and duties vested in or imposed upon her as Mayor of the Mackenzie District Council by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987 or any other Act. Her declaration was witnessed by the Chief Executive Officer.

The CEO presented the chains of office to Mayor Claire Barlow.

The Mayor thanked the CEO and then addressed the meeting congratulating all elected members both to the Community Boards and Council. The Mayor said she was happy when she looks around table at the great strengths available to serve our Community with informed and intelligent decisions providing unity and a positive self-confidence to our Community. The Mayor said to elected members that your name will go down in history creating a proud heritage providing a stimulating district for your children and your children's children.

The Mayor said that after a three year apprenticeship she understands and knows the time and effort that is required, and thanks all elected members for volunteering their time.

The Mayor concluded by saying the next three years will be exciting ones in the Mackenzie District.

IV MAKING OF DECLARATIONS BY COUNCILLORS UNDER CLAUSE 14 OF SCHEDULE 7 OF THE LOCAL GOVERNMENT ACT 2002:

Graham Smith, Evan Williams, Noel Jackson, Russell Armstrong, Murray Cox and James Leslie made and attested their Declarations to faithfully and impartially, and according to the best of their skill and judgement, execute and perform in the best interest of the Mackenzie Community, the powers, authorities and duties vested in or imposed upon them as members of the Mackenzie District Council by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987 or any other Act. Their declarations were witnessed by the Chief Executive Officer.

V GENERAL EXPLANATION BY THE CHIEF EXECUTIVE OFFICER OF THE LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987 AND OTHER LAWS AFFECTING ELECTED MEMBERS:

The Chief Executive Officer referred to his report which set out the Statutory Responsibility of Members. He provided a general explanation of some of the laws which regulated the conduct of elected members.

Resolved that the report be received and the information noted.

Graham Smith/ Evan Williams

VI METHOD OF VOTING ON CERTAIN APPOINTMENTS:

This report from the Chief Executive Officer set out two alternative systems of voting for certain appointments, noting that the system must be determined before an election or appointment process began.

Resolved:

1. That the report be received.

Graham Smith/ Evan Williams

2. That the Council supports the election of Committee Chairs and Deputies and the appointment of Councillors to outside agencies being made using the first past the post system.

Graham Smith/ Evan Williams

VII APPOINTMENT OF DEPUTY MAYOR:

The Mayor appointed Cr Graham Smith to the position of Deputy Mayor in accordance with Section 41A (3)(a) Local Government Act 2002.

The Council all voted in favour of the appointment.

VIII APPOINTMENT OF ONE COUNCILLOR TO EACH OF THE THREE COMMUNITY BOARDS:

Motion:

That Cr Jackson be appointed as a member of the Fairlie Community Board.

Claire Barlow/Evan Williams

There were no further nominations. The motion was put and carried and the Mayor declared Cr Jackson to be appointed to the Fairlie Community Board.

Cr Jackson requested that the Fairlie Community Board meeting not take place on a Wednesday or Tuesday night.

Motion:

That Cr Cox be appointed as a member of the Tekapo Community Board.

Claire Barlow/Graham Smith

There were no further nominations. The motion was put and carried and the Mayor declared Cr Cox to be appointed to the Tekapo Community Board.

Motion:

That Cr Armstrong be appointed as a member of the Twizel Community Board.

Claire Barlow/ Evan Williams

There were no further nominations. The motion was put and carried and the Mayor declared Cr Armstrong to be appointed to the Twizel Community Board.

IX CONFIRMATION OF THE DATE AND TIME OF THE FIRST ORDINARY MEETING OF THE MACKENZIE DISTRICT COUNCIL IN THE NEW TRIENNIUM:

Resolved that the first ordinary meeting of the Council in the new Triennium be held on Wednesday 30 October 2013 at 9:30am.

Claire Barlow/Evan Williams

**THERE BEING NO FURTHER BUSINESS THE
MAYOR DECLARED THE MEETING CLOSED
AT 7.37 PM**

MAYOR: _____

DATE: _____