

Komiti o te Waharoa Papa Rereangi | Waharoa (Matamata) Aerodrome Committee

Kaupapataka Wātea | Open Agenda

Notice is hereby given that an ordinary meeting of Waharoa (Matamata) Aerodrome Committee will be held on:

Ko te rā | Date: Monday 1 December 2025
Wā | Time: 10:00
Wāhi | Venue: Te Taurapa Room
Matamata-Piako Civic and Memorial Centre
11 Tainui Street
MATAMATA

NGĀ MEMA | MEMBERSHIP

Ngāti Hauā

Tiamana | Chairperson: Muna Wharawhara
Rangitionga Kaukau
Deacon Paul

Te Kaunihera ā-rohe o | Matamata-Piako District Council

Tiamana | Chairperson: **Koromatua | Mayor:**
Ash Tanner
Koromatua Tautoko | Deputy Mayor:
James Sainsbury
Kaunihera ā-Rohe | District Councillor:
James Thomas

Waea | Phone: 07-884-0060
Wāhitau | Address: PO Box 266, Te Aroha 3342
Īmēra | Email: governance@mpdc.govt.nz
Kāinga Ipuranga | Website: www.mpdc.govt.nz



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1 Whakatūwheratanga o te hui | Meeting Opening

Co-Chairperson to welcome members and open the meeting.

2 Karakia

The opening karakia is to be performed.

3 Ngā whakapāha/Tono whakawātea | Apologies/Leave of Absence

At the close of the agenda no apologies had been received.

4 Pānui i Ngā Take Ohorere Anō | Notification of Urgent/Additional Business

Section 46A(7) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“An item that is not on the agenda for a meeting 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.”

Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“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.”

5 Whākī pānga | Declaration of Interest

Members are reminded of their obligation to declare any conflicts of interest they might have in respect of the items on this Agenda.

6 Whakaaetanga mēneti | Confirmation of Minutes

Minutes, as circulated, of the Ordinary meeting of Waharoa (Matamata) Aerodrome Committee, held on 15 May 2025

7 Papa ā-iwi whānui | Public Forum

There is no public forum scheduled.

8 Pūrongo me whakatau | Decision Reports

8.1 Welcome to new and returning members - Waharoa (Matamata) Aerodrome Committee

CM No.: 3117202

Te Kaupapa | Purpose

To welcome new and returning members to the Waharoa (Matamata) Aerodrome Committee following the local elections 2025.

Rāpopotonga Matua | Executive Summary

This report provides an overview of membership updates for the Waharoa (Matamata) Aerodrome Committee.

Mayor Ash Tanner and Councillor James Thomas will be returning to the Committee after being members in the past. Deputy Mayor James Sainsbury will join the Committee as a new member.

Tūtohunga | Recommendation

That:

1. The new and returning members be welcomed.

Horopaki | Background

Local elections were held on 11 October 2025. At Council's first ordinary meeting on 5 November 2025, it confirmed members of the Waharoa (Matamata) Aerodrome Committee. Mayor Ash Tanner will act as co-chairperson alongside Muna Wharawhara. Deputy Mayor James Sainsbury and Councillor James Thomas will also serve as key members of the Committee, contributing to its overall function and ensuring effective governance and oversight.





Ngā take ā-ture, ā-Kaupapahere hoki | Legal and policy considerations

Section 88 of the Ngāti Hauā Claims Settlement Act 2014.

Te Tākoha ki ngā Hua mō te Hapori me te here ki te whakakitenga o te Kaunihera | Contribution to Community Outcomes

Matamata-Piako District Council's Community Outcomes are set out below:

| MATAMATA-PIAKO TŌ MĀTOU WĀHI NOHO OUR PLACE | MATAMATA-PIAKO DISTRICT COUNCIL TE ARA RAUTAKI STRATEGIC DIRECTION |
|---|---|
| TŌ MĀTOU WHAKAKITENGA OUR VISION Matamata-Piako District is vibrant, passionate, progressive, where opportunity abounds. 'The heart of our community is our people, and the people are the heart of our community.' | |

| TŌ MĀTOU WHĀINGA MATUA OUR PRIORITIES (COMMUNITY OUTCOMES) | | | |
|---|---|---|---|
|  |  |  |  |
| He wāhi kaingākau ki te manawa A place with people at its heart | He wāhi puawaitanga A place to thrive | He wāhi e poipoi ai tō tātou taiao A place that embraces our environment | He wāhi whakapapa, he wāhi hangahanga A place to belong and create |

All of the above community outcomes are relevant to this report.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

| | | |
|-------------|---|--|
| Author(s) | Tamara Kingi Kaiārahi Kāwana Governance Team Leader | |
| Approved by | Sandra Harris Pou Kaupapahere, Rāngai Mahitahi me te Kāwana Policy, Partnerships and Governance Manager | |

8.2 Adoption of Standing Orders

CM No.: 3117226

Te Kaupapa | Purpose

The purpose of this report is for the Waharoa (Matamata) Aerodrome Committee to adopt Matamata-Piako District Council's Standing Orders as adopted by Council on 5 November.

Rāpopotonga Matua | Executive Summary

Under the Local Government Act 2002, Council is required to adopt standing orders. Council is required to operate in accordance with standing orders for the conduct of its meetings and the meetings of its committees and subcommittees. Standing orders must not contravene any Act.

The adoption of standing orders and any amendment to standing orders must be made by Council and by a vote of not less than 75% of the members present. Standing orders apply to all meetings of the local authority, its committees, subcommittees and subordinate decision-making bodies.

Following the election on 11 October 2025, the newly elected Council reviewed and adopted the Standing Orders at their meeting Wednesday, 5 November 2025. The standing orders are available on the Matamata-Piako District Council website and attached to this report.

Tūtohunga | Recommendation

That:

1. The report be received.
2. The Waharoa (Matamata) Aerodrome Committee adopt Matamata-Piako District Council Standing Orders (adopted by Council 5 November 2025), noting that Standing Orders cannot contravene any Act, specifically the Ngāti Hauā Claims Settlement Act 2014.

Horopaki | Background





Once adopted, standing orders remain in force (even after local elections) until any amendment is proposed, any change requires a vote of 75% of committee members present.

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.

Council's standing orders apply to all Committees.

Te Tākoha ki ngā Hua mō te Hapori me te here ki te whakakitenga o te Kaunihera | Contribution to Community Outcomes

Matamata-Piako District Council's Community Outcomes are set out below:

| | | | |
|---|---|---|---|
| MATAMATA-PIAKO TŌ MĀTOU WĀHI NOHO OUR PLACE | | MATAMATA-PIAKO DISTRICT COUNCIL TE ARA RAUTAKI STRATEGIC DIRECTION | |
| TŌ MĀTOU WHAKAKITENGA OUR VISION | | | |
| Matamata-Piako District is vibrant, passionate, progressive, where opportunity abounds. ‘The heart of our community is our people, and the people are the heart of our community. | | | |
| TŌ MĀTOU WHĀINGA MATUA OUR PRIORITIES (COMMUNITY OUTCOMES) | | | |
|  |  |  |  |
| He wāhi kaingākau ki te manawa A place with people at its heart | He wāhi puawaitanga A place to thrive | He wāhi e poipoi ai tō tātou taiao A place that embraces our environment | He wāhi whakapapa, he wāhi hangahanga A place to belong and create |

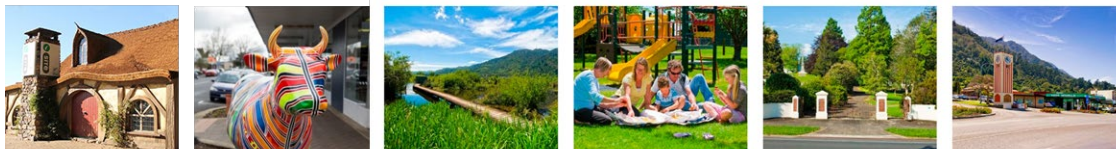
All of the above community outcomes are relevant to this report.

Ngā Tāpiritanga | Attachments

[A.1.](#) Standing Orders - adopted by Council 5 November 2025

Ngā waitohu | Signatories

| | | |
|-------------|---|--|
| Author(s) | Tamara Kingi Kaiārahi Kāwana Governance Team Leader | |
| Approved by | Sandra Harris Pou Kaupapahere, Rāngai Mahitahi me te Kāwana Policy, Partnerships and Governance Manager | |



Te Kaunihera ā-rohe o
Matamata-Piako District Council

Ngā Tikanga Whakahaere Hui
Standing Orders

Adopted: 5 November 2025



Te kaunihera ā-rohe o
matamata-piako
district council

Kupu whakapuaki | Preface

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

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

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

Although it is mandatory that local authorities adopt standing orders for the conduct of their meetings, it is not necessary that they are adopted every triennium. However, LGNZ recommends that every council, committee, subordinate body and local and community board review their standing orders within at least the first six months following an election to ensure that they fully meet their needs for effective and inclusive meetings (see LGA 2002, sch 7, cl 27).

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

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

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



Te kaunihera ā-rohe o
matamata-piako
district council

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1. Kupu Whakataki | Introduction

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

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

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

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

1.1 Ngā Mātāpono | Principles

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

- Conduct its business in an open, transparent and democratically accountable manner;
- Give effect to its identified priorities and desired outcomes in an efficient and effective manner;
- Make itself aware of, and have regard to, the views of all of its communities;
- Take account, when making decisions, of the diversity of the community, its interests and the interests of future communities as well;
- Ensure that any decisions made under these Standing Orders comply with the decision-making provisions of Part 6 of the LGA 2002; and
- Ensure that decision-making procedures and practices meet the standards of natural justice.

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



1.2 Ngā tohutoro ā-ture | Statutory references

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

It is important to note that statutory references in the Standing Orders apply throughout the period of a meeting, regardless of whether parts or all of the Standing Orders have been suspended. These provisions must also be carried through into any amendment of the Standing Orders that might be made. Please note, where it is employed the word 'must', unless otherwise stated, identifies a mandatory legislative requirement.

1.3 Ngā kupu rāpoto | Acronyms

LGA 2002 Local Government Act 2002

LGOIMA Local Government Official Information and Meetings Act 1987

LAMIA Local Authorities (Members' Interests) Act 1968

1.4 Te hāngaitanga | Application

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

2. Ngā whakamārama | Definitions

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

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

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

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

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

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



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

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

Chief executive means the chief executive of a territorial authority or regional council appointed under s 42 of the LGA 2002, and includes, for the purposes of these Standing Orders, any other officer authorized by the chief executive.

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

Committee includes, in relation to a local authority:

- (a) A committee comprising all the members of that authority;
- (b) A standing committee or special committee appointed by that authority;
- (c) A joint committee appointed under cl 30A of sch 7 of the LGA 2002; and
- (d) Any subcommittee of a committee described in (a), (b) and (c) of this definition.

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

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

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

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

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

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

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

Electronic link means both an audio and audiovisual link.

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

Extraordinary meeting has the same meaning as defined in cl 22 of sch 7 of the LGA 2002.



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

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

Item means a substantive matter for discussion at a meeting.

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

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

Karakia timatanga means an opening prayer.

Karakia whakamutunga means a closing prayer.

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

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

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

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

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

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

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

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

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

Motion means a formal proposal to a meeting.

Mover means the member who initiates a motion.

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



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

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

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

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

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

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

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

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

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

Presiding member means the chairperson.

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

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

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

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

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



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

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

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

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

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

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

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

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

Second means the member who seconds a motion or amendment.

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

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

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

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

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

Working day means a day of the week other than:

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



- (b) The day observed in the appropriate area as the anniversary of the province of which the area forms a part; and
- (c) A day in the period commencing with 20 December in any year and ending with 10 January in the following year.

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

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

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



Ngā take whānui | General matters

3. Ngā tikanga whakahaere hui | Standing orders

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

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

LGA 2002, sch 7, cl 27(1) & (2).

3.2 Te tukanga mō te whakatū me te whakahou i ngā tikanga whakahaere hui | Process for adoption and alteration of standing orders

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

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

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

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

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

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

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

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

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

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



A motion to suspend Standing Orders may be taken before or during a debate. The motion to suspend Standing Orders must also identify the specific Standing Orders to be suspended. Please Note: in the event of suspension, those Standing Orders prescribed in statute will continue to apply, such as the quorum requirements.

3.6 Ngā whakawā a te Kaunihera | Quasi-judicial proceedings

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

3.7 Ngā wāhi noho o ngā mema | Physical address of members

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

4. Ngā hui | Meetings

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

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

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

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

4.2 Te roa o ngā hui | Meeting duration

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

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

4.3 Te reo | Language

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

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



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

4.4 Te pāho mataora i ngā hui | Webcasting meetings

Webcast meetings should be provided in accordance with the protocols contained in Appendix 7.

4.5 Te hui tuatahi | First meeting (inaugural)

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

LGA 2002, sch, cl 21(1) - (4).

4.6 Ngā tikanga mō te hui tuatahi | Requirements for the first meeting

The chief executive (or, in the absence of the chief executive, their nominee) must chair the first meeting until the chairperson has made an oral declaration and attested the declaration (see LGA 2002, sch 7, cl 21(4)).

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

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

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

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

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



5. Ngā kopounga me ngā pōtitanga | Appointments and elections

5.1 Te kopounga a te Koromatua i te Koromatua tuarua, ngā ūpoko o ngā komiti me ngā mema | Mayoral appointment of deputy Mayor, committee chairs and members

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

LGA 2002, s 41A(3).

5.2 Te whakakore a te Kaunihera i tētahi tūranga i kopoua e te Koromatua | Council discharge of a mayoral appointment

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

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

LGA 2002, sch 7, cl 31.

5.3 Te whakatū a te koromatua i ngā komiti | Establishment of committees by the Mayor

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

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

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

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



5.4 Te pōti i ngā ūpoko ā-rohe, ngā Koromatua tuarua me ngā ūpoko tuarua | Elections of regional chairpersons, deputy Mayors and deputy chairpersons

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

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

Please note, this provision does not apply in situations where a mayor has used their powers under LGA 2002, s 41A to appoint a deputy Mayor, or committee chairs. See the LGNZ Guide to Standing Orders for more information.

LGA 2002, sch 7, cl 25.

5.5 Te whakakore i te tūranga a tētahi Koromatua tuarua | Removal of a deputy Mayor

A deputy Mayor, whether appointed by the Mayor under the Standing Order 5.1, or elected by the council, can only be removed in accordance with cl 18, sch 7, of the LGA 2002. See Appendix 9.

LGA 2002, sch 7, cl 18.

5.6 Te pūnaha pōti mō ngā ūpoko, ngā Koromatua tuarua me ngā ūpoko komiti | Voting system for chairs, deputy Mayors and committee chairs

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

System A

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

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

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



System B

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

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

LGA 2002, sch 7, cl 25.

6. Te tuku mana | Delegations

6.1 Te haepapa ki te whakaaroaro ki te tukunga mana ki ngā poari hapori | Duty to consider delegations to community boards

The council of a territorial authority must consider whether to delegate to a community board if the delegation will enable the community board to best achieve its role.

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

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

6.2 Ngā tepenga o te tuku mana | Limits on delegations

Unless clearly stated in the LGA 2002 or any other Act, a council may, for the purposes of efficiency and effectiveness, delegate to a committee, subcommittee, subordinate decision-making body, community board, local board, member, or officer of the local authority, any of its responsibilities, duties, or powers except:

- (a) The power to make a rate;
- (b) The power to make a bylaw;
- (c) The power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan;
- (d) The power to adopt a long-term plan, annual plan, or annual report;
- (e) The power to appoint a chief executive;
- (f) The power to adopt policies required to be adopted and consulted on under the LGA in association with the long-term plan or developed for the purpose of the local governance statement;
- (g) *Repealed*; and
- (h) The power to adopt a remuneration and employment policy.

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

6.3 Ka taea e ngā komiti te tuku mana | Committees may delegate

A committee, subcommittee, subordinate decision-making body, local board, community board, member, or officer of the local authority, may delegate any of its responsibilities,



duties, or powers to a subcommittee or person, subject to any conditions, limitations, or prohibitions imposed by the body that made the original delegation.

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

6.4 Te whakamahi i ngā mana tuku | Use of delegated powers

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

LGA 2002, sch 7, cl 32(2),(3), and (4).

6.5 E kore e taea te whakakore, te whakahou rānei i ngā whakatau i raro i te mana tuku | Decisions made under delegated authority cannot be rescinded or amended

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

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

6.6 Kei raro ngā komiti me ngā komiti āpiti i te mana a te mana ā-rohe | Committees and sub committees subject to the direction of the local authority

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

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

7. Ngā komiti | Committees

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

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

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

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

Unless expressly provided otherwise in legislation or regulation:



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

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

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

Please note: Section 12 (2) of the Civil Defence and Emergency Management Act 2002 states that a Civil Defence and Emergency Management Group is not deemed to be discharged following a triennial election. The same is true for District Licensing Committees (see the LGNZ Guide to Standing Orders).

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

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

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

7.4 Te tū a ngā mema pōti ki ngā komiti me ngā komiti āpiti | Elected members on committees and subcommittees

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

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

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

7.5 Ka āhei te mana ā-rohe ki te whakakapi i ngā mema mēnā kāore i whakakorehia te komiti | Local authority may replace members if committee not discharged

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

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



7.6 Te mematangā a te Koromatua | Membership of Mayor

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

LGA 2002, s 41A(5).

7.7 Kāore e noho manakore tētahi whakatau ahakoa i rangirua te mematangā | Decision not invalid despite irregularity in membership

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

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

LGA 2002, sch 7, cl 29.

7.8 Te kopounga o ngā komiti hono | Appointment of joint committees

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

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

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

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

7.9 Te tūnga o ngā komiti hono | Status of joint committees

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

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

7.10 Te mana ki te kopou me te whakakore i ngā mema takitahi o tētahi komiti hono | Power to appoint or discharge individual members of a joint committee

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

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



I mua i te hui | Pre-meeting

8. Te tuku pānui | Giving notice

Please note; the processes described in this section (Standing Orders 8.1 – 8.12) apply as appropriate to local boards and community boards.

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

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

LGOIMA, s 46.

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

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

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

8.3 Ka āhei ki te karanga hui Motuhake | Extraordinary meeting may be called

An extraordinary council meeting may be called by:

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

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

8.4 Te pānui ki ngā mema – ngā hui Motuhake | Notice to members - extraordinary meetings

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

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



8.5 Ka āhei ki te karanga hui ohotata | Emergency meetings may be called

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

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

LGA 2002, sch 7, cl 22A(1).

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

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

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

LGA 2002, sch 7, cl 22A(2).

8.7 Te pānui tūmatanui – ngā hui ohotata me te Motuhake | Public notice – emergency and extraordinary meeting

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

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

LGOIMA, s 46(3).

8.8 Kāore e manakore ngā hui | Meetings not invalid

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

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

LGOIMA, s 46(6).



8.9 Ngā tatūnga i whakamanahia i te hui Motuhake | Resolutions passed at an extraordinary meeting

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

- (a) The resolution was passed at a meeting or part of a meeting from which the public was excluded; or
- (b) The extraordinary meeting was publicly notified at least 5 working days before the day on which the meeting was held.

LGOIMA, s 51A.

8.10 Ngā hōtaka hui | Meeting schedules

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

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

8.11 Te kore e whiwhi pānui a ngā mema | Non-receipt of notice to members

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

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

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

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

8.12 Te whakakore hui | Meeting cancellations

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

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

9. Te rārangi take o ngā hui | Meeting agenda

9.1 Te whakarite i te rārangi take | Preparation of the agenda

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



When preparing business items for an agenda the chief executive must consult, unless impracticable, such as in the case of the inaugural meeting, the chairperson, or the person acting as chairperson for the coming meeting.

9.2 Te pūnaha mō te whakatakoto take hei whakatau | Process for raising matters for a decision

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

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

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

Where a Chief executive refuses a member's request to prepare a report, an explanation for that refusal should be provided to the member.

9.4 Te raupapatanga o ngā mahi | Order of business

At the meeting the business is to be dealt with in the order in which it stands on the agenda unless the chairperson, or the meeting, decides otherwise. An example of a default order of business is set out in Appendix 10.

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

9.5 Te marohi a te ūpoko | Chairperson's recommendation

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

9.6 Te pūrongo a te ūpoko | Chairperson may prepare report

The chairperson of a meeting has the right to prepare a report to be included in the agenda on any matter which falls within the responsibilities of that meeting, as described in its terms of reference.

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



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

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

LGOIMA, ss 5 & 46A.

9.8 Te tiroiro a te marea i te rārangi take | Public inspection of agenda

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

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

LGOIMA, s 46A(1).

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

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

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

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

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

9.11 Te tūnga o te rārangi take | Status of agenda

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

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

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

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

LGOIMA, s 46A(7).

Items not on the agenda may be brought before the meeting through a report from either the chief executive or the chairperson.

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

9.13 Te kōrerorero i ngā take iti kāore i runga i te rārangi take | Discussion of minor matters not on the agenda

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

LGOIMA, s 46A(7A).

9.14 Ngā take o te rārangi take kāore e whārikihia ki te marea | Public excluded business on the agenda

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

LGOIMA, s 46A(9).

9.15 Te maru whāiti e pā ana ki te rārangi take me ngā meneti | Qualified privilege relating to agenda and minutes

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

LGOIMA, s 52.



Ngā Tikanga Hui | Meeting Procedures

10. Te whakatuwhera me te whakakapi | Opening and closing

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

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

11. Kōrama | Quorum

11.1 Ngā hui Kaunihera | Council meetings

The quorum for a meeting of the council is:

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

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

11.2 Ngā hui komiti me te komiti āpiti | Committees and subcommittee meetings

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

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

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

11.3 Ngā komiti hono | Joint Committees

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

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



11.4 Te herenga mō te kōrama | Requirement for a quorum

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

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

11.5 Ka tārewa te hui mēnā karekau he kōrama | Meeting lapses where no quorum

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

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

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

11.6 Ngā take mai i ngā hui tārewa | Business from lapsed meetings

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

12. Te urunga a te marea me te hopunga | Public access and recording

12.1 E tuwhera ana ngā hui ki te marea | Meetings open to the public

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

LGOIMA, s 47 & 49(a).

12.2 Ngā take e panaia ai te marea | Grounds for removing the public

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

LGOIMA, s 50(1).



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

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

12.4 Ka āhei te marea ki te hopu i ngā hui | Public may record meetings

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

Where circumstances require, the chairperson may direct the recording to stop for a period of time.

13. Te taenga | Attendance

13.1 Te mōtika a ngā mema ki te tae ki ngā hui | Members right to attend meetings

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

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

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

A member attending a meeting of which they are not an appointed member is not a member of the public for the purpose of s48 of LGOIMA. Consequently, if the meeting resolves to exclude the public then any members of the local authority who are present may remain, unless they are lawfully excluded.

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

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

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

13.3 Te tuku tamōtanga | Leave of absence

A council may grant a member leave of absence following an application from that member. The council may delegate the power to grant a leave of absence to the Mayor in order to protect a members' privacy and the Council may approve an application from the Mayor. The Mayor will advise all members of the council whenever a member has been granted leave of



absence under delegated authority. Meeting minutes will record that a member has leave of absence as an apology for that meeting.

13.4 Ngā whakapāha | Apologies

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

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

13.5 Te hopu whakapāha | Recording apologies

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

13.6 Te tamōtanga kāore i whakaaetia | Absent without leave

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

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

13.7 Te mōtika kia tae atu mā te hononga ā-ro, ataata-rongo rānei | Right to attend by audio or audiovisual link

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

13.8 Te tūnga a te mema: kōrama | Member's status: quorum

Provided conditions in 13.1, 13.7, 13.11 and 13.12 of the Standing Orders have been satisfied, and in accordance with Schedule 7 of the Local Government Act, clause 25A (4), a member of the local authority or committee who attends a meeting by means of audio link or audio-visual link, is to be counted as present for the purpose of a quorum.

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

13.9 Te tūnga a te mema: te pōti | Member's status: voting

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



13.10 Ngā mahi a te ūpoko | Chairperson's duties

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

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

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

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

13.11 Ngā tikanga mō te taenga mā te hononga ā-oro, ataata-rongo rānei | Conditions for attending by audio or audiovisual link

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

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

13.12 Te tono kia tae mā te hononga ā-oro, ataata-rongo rānei | Request to attend by audio or audiovisual link

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

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

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

13.13 Ka āhei te ūpoko ki te whakakore i te hononga | Chairperson may terminate link

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

- (a) Use of the link is increasing, or may unreasonably increase, the length of the meeting;



- (b) The behaviour of the members using the link warrants termination, including the style, degree and extent of interaction between members;
- (c) It is distracting to the members who are physically present at the meeting;
- (d) The quality of the link is no longer suitable;
- (e) Information classified as confidential may be compromised (see also SO 13.16).

13.14 Te tuku, te whakaatu rānei i tētahi tuhinga | Giving or showing a document

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

- (f) Transmitting it electronically;
- (g) Using the audio visual link; or
- (h) Any other manner that the chairperson thinks fit.

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

13.15 Ina mūhore te hononga | Link failure

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

13.16 Te matatapu | Confidentiality

A member who is attending a meeting by audio or audio-visual link must ensure that the meeting's proceedings remain confidential during any time that the public is excluded. At such a time, the chairperson may require the member to confirm that no unauthorised people are able to view or hear the proceedings. If the chairperson is not satisfied by the explanation, they may terminate the link.

14. Te mahi a te ūpoko i roto i ngā hui | Chairperson's role in meetings

14.1 Ngā hui kaunihera | Council meetings

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

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

14.2 Ētahi atu hui | Other meetings

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



act as chairperson. This person may exercise the meeting responsibilities, duties and powers of the chairperson.

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

14.3 Me pēhea te whakaingoa i te ūpoko | Addressing the chairperson

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

14.4 Ngā whakataunga a te ūpoko | Chairperson's rulings

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

14.5 Ina tū te ūpoko | Chairperson standing

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

14.6 Te mōtika a te mema ki te korero | Member's right to speak

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

14.7 Ka āhei te ūpoko ki te whakaraupapa i ngā kaikōrero | Chairperson may prioritise speakers

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

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

15. Ngā Matapakinga a te Marea | Public Forums

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

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



15.1 Ngā tepenga wā | Time limits

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

Speakers can speak for up to 5 minutes. Where the number of speakers presenting in the public forum exceeds 6 in total, the chairperson has discretion to restrict the speaking time permitted for all presenters.

15.2 Ngā Herenga | Restrictions

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

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

15.3 Ngā pātai i ngā matapakinga a te marea | Questions at public forums

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

15.4 Kāore he tatūnga | No resolutions

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

16. Ngā Teputeihana | Deputations

The purpose of a deputation is to enable a person, group, or organisation to make a presentation to a meeting on a matter or matters covered by that meeting's terms of reference. Requests to speak at a deputation must be made to the Chairperson, or their delegate, eight working days before the meeting; however, this requirement may be waived by the Chairperson. Deputations may be heard at the commencement of the meeting or at the time that the relevant agenda item is being considered.



16.1 Ngā tepenga wā | Time limits

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

16.2 Ngā Herenga | Restrictions

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

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

16.3 Te pātai i ngā teputehana | Questions of a deputation

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

16.4 Ngā tatūnga | Resolutions

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

17. Ngā Petihana | Petitions

17.1 Te āhua o ngā petihana | Form of petitions

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

Petitions must contain at least 20 signatures and consist of fewer than 150 words (not including signatories). They must be received by the chief executive at least five working days before the meeting at which they will be presented, however, this requirement may be waived by the chairperson.

Petitions must not be disrespectful, use offensive language or include malicious, inaccurate, or misleading statements (see Standing Order 20.9 on qualified privilege). They may be written in English or te reo Māori. Petitioners planning to present their petition in te reo or sign language should advise the chief executive in time to allow translation services to be arranged.



17.2 Te petihana ka whakatakotohia e te kaipetihana | Petition presented by petitioner

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

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

17.3 Te petihana ka whakatakotohia e tētahi mema | Petition presented by member

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

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

18. Te aukati i te marea | Exclusion of public

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

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

Every motion to exclude the public must be put while the meeting is open to the public, and copies of the motion must be available to any member of the public who is present. If the motion is passed the resolution to exclude the public must be in the form set out in schedule 2A of LGOIMA (see Appendix 2). The resolution must state:

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

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

LGOIMA, s 48.

18.2 Ka āhei ngā tāngata ka tohua ki te noho mai | Specified people may remain

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



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

LGOIMA, s 48(6).

18.3 Ngā take e aukatihia ana ki te marea | Public excluded items

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

LGOIMA, s 46A(8).

18.4 Te kore e whāki i ngā mōhiohio | Non-disclosure of information

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

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

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

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

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

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

19. Te pōti | Voting

19.1 Mā te nuinga e whakatau | Decisions by majority vote

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

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



19.2 Te pōti tuwhera | Open voting

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

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

19.3 Kei te ūpoko te pōti whakatau | Chairperson has a casting vote

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

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

19.4 Te tikanga pōti | Method of voting

The method of voting must be as follows:

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

19.5 Te tono i te wehenga | Calling for a division

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

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

19.6 Te tono kia tuhi i ngā pōti | Request to have votes recorded

If requested by a member, immediately after a vote the minutes must record the member's vote or abstention. Recording any other matters, such as a members' reason for their vote or abstention, is not permitted.

19.7 Ka āhei ngā mema ki te noho puku | Members may abstain

Any member may abstain from voting.

20. Ngā whanonga | Conduct



20.1 Te tono kia tau ngā mema | Calling to order

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

20.2 Ngā whanonga e hāngai ana ki te Tikanga Whakahaere | Behaviour consistent with Code of Conduct

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

20.3 Te tango kōrero me te whakapāha | Retractions and apologies

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

20.4 Ngā whanonga kino | Disorderly conduct

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

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

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

20.5 Te whakahāwea | Contempt

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

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

20.6 Te pana i te tangata i te hui | Removal from meeting

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

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



20.7 Ngā take taharua ahumoni | Financial conflicts of interests

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

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

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

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

LAMIA, ss 6 & 7.

20.8 Ngā take taharua ahumoni-kore | Non-financial conflicts of interests

Non-financial interests involve questions about whether the judgement of a member of a local authority (or local or community board) could be affected by a separate interest, or duty, which that member may have in relation to a particular matter. If a member considers that they have a non-financial conflict of interest in a matter they must not take part in the discussions about that matter, or any subsequent vote.

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

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

20.9 Te maru whāiti mō ngā whakaritenga hui | Qualified privilege for meeting proceedings

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

LGOIMA, s 53.

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

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

LGOIMA, s 53.



20.11 Ngā pūrere hiko i ngā hui | Electronic devices at meetings

Electronic devices and phones can only be used to advance the business of a meeting. Personal use may only occur at the discretion of the chair. A chairperson may require that an electronic device is switched off if:

- I. its use is likely to distract a meeting from achieving its business, or,
- II. a member is found to be receiving information or advice from sources not present at the meeting that may affect the integrity of the proceedings.

21. Ngā tikanga whānui mō te tautohetohe | General rules of debate

21.1 Kei te ūpoko te tikanga | Chairperson may exercise discretion

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

21.2 Te tepenga wā mā ngā kaikōrero | Time limits on speakers

The following time limits apply to members speaking at meetings:

- (a) Movers of motions when speaking to the motion – not more than 5 minutes;
- (b) Movers of motions when exercising their right of reply – not more than 5 minutes; and
- (c) Other members – not more than 5 minutes.

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

21.3 Ngā pātai ki ngā kaimahi | Questions to staff

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

21.4 Ngā pātai whakamārama | Questions of clarification

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

21.5 Kotahi noa iho te wā e āhei ai te mema ki te korero | Members may speak only once

A member, depending on the choice of options for speaking and moving set out in SO 22.2 - 22.4, may not speak more than once to a motion at a meeting of the council, except with permission of the chairperson. Members can speak more than once to a motion at a committee or subcommittee meeting with the chairperson's permission.



21.6 Ngā tepenga mō te maha o ngā kaikōrero | Limits on number of speakers

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

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

21.7 Ka āhei te kaitautoko ki te whakatārewa i tana korero | Seconder may reserve speech

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

21.8 Me hāngai ngā kōrero ki ngā take whai panga | Speaking only to relevant matters

Members may only speak to;

- I. any matter before the meeting
- II. a motion or amendment which they propose, and
- III. to raise a point of order arising out of debate,

Members must confine their remarks strictly to the motion or amendment they are speaking to. The chairperson's rulings on any matters arising under this Standing Order are final and not open to challenge.

21.9 Te whakahua anō i te mōtini | Restating motions

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

21.10 Te whakahē i ngā tatūnga | Criticism of resolutions

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

21.11 Te whakahē kupu | Objecting to words

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

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



21.12 Te mōtika ki te whakautu | Right of reply

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

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

The original mover may speak once to the principal motion and once to each amendment without losing that right of reply. If a closure motion is carried, the mover of the motion may use their right of reply before the motion or amendment is put to the vote. The mover of the original motion may choose to indicate that they wish to reserve their right or reply until the closure motion.

21.13 E kore e āhei tētahi atu mema ki te korero | No other member may speak

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

- I. After the mover has started their reply;
- II. After the mover has indicated that they want to forego this right; and
- III. Where the mover has spoken to an amendment to the original motion and the chairperson has indicated that he or she intends to put the motion.

21.14 Ngā mōtini hei hiki i te hui | Adjournment motions

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

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

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

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

22. Ngā tikanga whānui mō te kōrero me te mōtini | General procedures for speaking and moving motions



22.1 Ngā kōwhiringa mō te kōrero me te mōtini | Options for speaking and moving

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

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

22.2 Kōwhiringa A | Option A

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

22.3 Kōwhiringa B | Option B

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

22.4 Kōwhiringa C | Option C

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



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

23. Ngā mōtini me ngā whakahoutanga | Motions and amendments

23.1 Te whakatakoto me te tautoko mōtini | Proposing and seconding motions

All motions, and amendments moved during a debate, must be seconded (including notices of motion). The chairperson may then state the motion and propose it for discussion. A motion should be moved and seconded before debate but after questions.

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

Note: Members who move or second a motion are not required to be present for the entirety of the debate.

23.2 Te tuhi i ngā mōtini | Motions in writing

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

23.3 Ngā mōtini i whakawehea | Motions expressed in parts

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

23.4 Te whakakapi mōtini | Substituted motion

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

23.5 Me hāngai ngā whakahoutanga me kaua e whakahē i te mōtini | Amendments to be relevant and not direct negatives

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

- a) Not directly relevant
- b) In conflict with a carried amendment
- c) Similar to a lost amendment
- d) Would negate a committee decision if made under delegated authority



- e) In conflict with a motion referred to the governing body by that meeting
- f) Direct negative.

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

23.6 Ngā whakahoutanga kua kōrerotia kētia | Foreshadowed amendments

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

23.7 Ngā whakahoutanga i whakaaetia | Carried amendments

Where an amendment is lost, the meeting will resume the debate on the original or substituted motion. Any member who has not spoken to that motion may, depending on the choice of options for speaking and moving set out in Standing Orders 22.2 – 22.4, speak to it, and may move or second a further amendment.

23.8 Ngā whakahoutanga i whakahēngia | Lost amendments

Where an amendment is carried, the meeting will resume the debate on the original motion as amended. This will now be referred to as the substantive motion. Members who have not spoken to the original motion may, depending on the choice of options for speaking and moving set out in Standing Orders 22.2 – 22.4, speak to the substantive motion, and may move or second a further amendment to it.

23.9 Ina whakahēngia tētahi mōtini | Where a motion is lost

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

23.10 Te tango i ngā mōtini me ngā whakahoutanga | Withdrawal of motions and amendments

Once a motion or amendment has been seconded the mover cannot withdraw it without the agreement of the majority of the members who are present and voting.

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

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

A member may not speak to any motion once:

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

24. Te whakakore, te whakahou rānei i ngā tatūnga | Revocation or alteration of resolutions



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

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

- (a) The resolution or part of the resolution which the member proposes to revoke or alter;
- (b) The meeting date when the resolution was passed;
- (c) The motion, if any, which the member proposes to replace it with; and
- (d) Sufficient information to satisfy the decision-making provisions of sections 77-82 of Part 6, of the LGA 2002.

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

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

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

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

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

24.3 Te herenga ki te tuku pānui | Requirement to give notice

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

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

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

Exceptions apply where, in the opinion of the chairperson:

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

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

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

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

**24.6 Te whakakore, te whakahou rānei mā te marohi ki rō Pūrongo |
Revocation or alteration by recommendation in report**

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

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

25. Ngā mōtini whakahaere | Procedural motions

**25.1 Me pōti ngā mōtini whakahaere i taua wā tonu | Procedural motions
must be taken immediately**

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

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

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

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



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

25.3 Te pōti mō ngā mōtini whakahaere | Voting on procedural motions

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

25.4 Te tautohetohe i ngā take i whakatārewatia | Debate on adjourned items

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

25.5 Ngā take e toe ana i ngā hui i whakatārewatia | Remaining business at adjourned meetings

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

25.6 Ngā take e tukuna ana ki te kaunihera, komiti, poari hapori rānei | Business referred to the council, committee or local or community board

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

25.7 Etahi atu momo mōtini whakahaere | Other types of procedural motions

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

26. Te tono ki te whakatika hapa | Points of order

26.1 Ka āhei ngā mema ki te tono ki te whakatika hapa | Members may raise points of order

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

26.2 Ngā kaupapa mō te whakatika hapa | Subjects for points of order

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

- (a) Disorder – to bring disorder to the attention of the chairperson;
- (b) Language – to highlight use of disrespectful, offensive or malicious language;
- (c) Irrelevance – to inform the chair that the topic being discussed is not the matter currently before the meeting;



- (d) Misrepresentation – to alert the chair of a misrepresentation in a statement made by a member, an officer or a council employee;
- (e) Breach of standing order – to highlight a possible breach of a standing order while also specifying which standing order is subject to the breach; and
- (f) Recording of words – to request that the minutes record any words that have been the subject of an objection.

26.3 Ngā whakahē | Contradictions

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

26.4 Te tono whakatika hapa i te wā o te wehenga | Point of order during division

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

26.5 Te whakatau a te ūpoko mō ngā tono whakatika hapa | Chairperson's decision on points of order

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

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

27. Te pānui i ngā mōtini | Notices of motion

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

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

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

27.2 Te whakahē i te pānui mōtini | Refusal of notice of motion

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

- (a) Is disrespectful or which contains offensive language or statements made with malice; or
- (b) Is not related to the role or functions of the local authority or meeting concerned; or



- (c) Contains an ambiguity or a statement of fact or opinion which cannot properly form part of an effective resolution, and where the mover has declined to comply with such requirements as the chief executive officer may make; or
- (d) Is concerned with matters which are already the subject of reports or recommendations from a committee to the meeting concerned; or
- (e) Fails to include sufficient information as to satisfy the decision-making provisions of the LGA 2002, ss 77-82. If the mover of the notice of motion is unable to provide this information, or the decision is likely to be deemed a significant decision, the notice of motion should provide that the proposal is referred to the chief executive for consideration and report; or
- (f) Concerns a matter where decision-making authority has been delegated to a subordinate body or a local or community board.

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

27.3 Te kaimōtini o te pānui mōtini | Mover of notice of motion

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

27.4 Te whakarerekē i te pānui mōtini | Alteration of notice of motion

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

27.5 Ka tārewa te pānui mōtini | When notices of motion lapse

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

27.6 Te tuku i ngā pānui mōtini | Referral of notices of motion

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

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

27.7 Ngā pānui mōtini tārua | Repeat notices of motion

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

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

28. Ngā meneti | Minutes



Te kaunihera ā-rohe o
matamata-piako
district council

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28.1 Ka noho ngā meneti hei taunakitanga mō te hui | Minutes to be evidence of proceedings

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

LGA 2002, sch 7, cl 28.

28.2 Ngā take ka tuhi ki ngā meneti | Matters recorded in minutes

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

- (a) The date, time and venue of the meeting;
- (b) The names of the members present;
- (c) The chairperson;
- (d) Any apologies or leaves of absences;
- (e) Member absent without apology or leave of absence;
- (f) Member absent on council business;
- (g) The arrival and departure times of members;
- (h) Any failure of a quorum;
- (i) A list of any external speakers and the topics they addressed;
- (j) A list of the items considered;
- (k) Items tabled at the meeting;
- (l) The resolutions and amendments related to those items including those that were lost, provided they had been moved and seconded in accordance with these Standing Orders;
- (m) The names of all movers, and seconders;
- (n) Any objections made to words used;
- (o) All divisions taken and, if taken, a record of each members' vote;
- (p) the names of any members requesting that their vote or abstention be recorded;
- (q) Any declarations of financial or non-financial conflicts of interest;
- (r) The contempt, censure and removal of any members;
- (s) Any resolutions to exclude members of the public;
- (t) The time at which the meeting concludes or adjourns; and
- (u) The names of people permitted to stay in public excluded.

Please Note: hearings under the RMA 1991, Dog Control Act 1996 and Sale and Supply of Alcohol Act 2012 may have special requirements for minute taking.

28.3 Kāore e āhei te whakawhiti kōrero mō ngā meneti | No discussion on minutes

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



28.4 Ngā meneti o te hui whakamutunga i mua i te pōtitanga | Minutes of last meeting before election

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

29. Te whakarite mauhanga | Keeping a record

29.1 Te whakarite i ngā mauhanga tika | Maintaining accurate records

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

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

Public Records Act 2002, s 17.

29.2 Te tikanga mō te tiaki i ngā mauhanga | Method for maintaining records

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

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

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

29.3 Te tiro tiro | Inspection

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

LGOIMA, s 51.

29.4 Te tiro tiro i ngā take aukati marea | Inspection of public excluded matters

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



Ngā tohutoro tuhinga | Referenced documents

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

Āpitihanga 1: Ngā take e aukatihia ai te marea | Appendix 1: Grounds to exclude the public

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

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

LGOIMA, s 7.

Under A2 (above) the public may be excluded unless, in the circumstances of a particular case, the exclusion of the public is outweighed by other considerations which render it desirable and in the public interest that the public not be excluded.

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

LGOIMA, s 48.

Āpitihanga 2: He tauira mō te tatūnga ki te aukati i te marea | Appendix 2: Sample resolution to exclude the public

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

1 that the public is excluded from:

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

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

| Meeting Item No. and subject | Reason for excluding the public | Grounds for excluding the public |
|------------------------------|---------------------------------|--|
| | | To prevent the disclosure of information which would— <ul style="list-style-type: none"> i. be contrary to the provisions of a specified enactment; or ii. constitute contempt of court or of the House of Representatives (s.48(1)(b)). |
| | | To consider a recommendation made by an Ombudsman (s. 48(1)(c)). |
| | | To deliberate on matters relating to proceedings where: <ul style="list-style-type: none"> i. a right of appeal lies to a court or tribunal against the final decision of the councils in those proceedings; or ii. the council is required, by an enactment, to make a recommendation in respect of the matter that is the subject of those proceedings (s.48(1)(d)). |
| | | To deliberate on proceedings in relation to an application or objection under the Marine Farming Act 1971 (s.48(1)(d)). |
| | | |

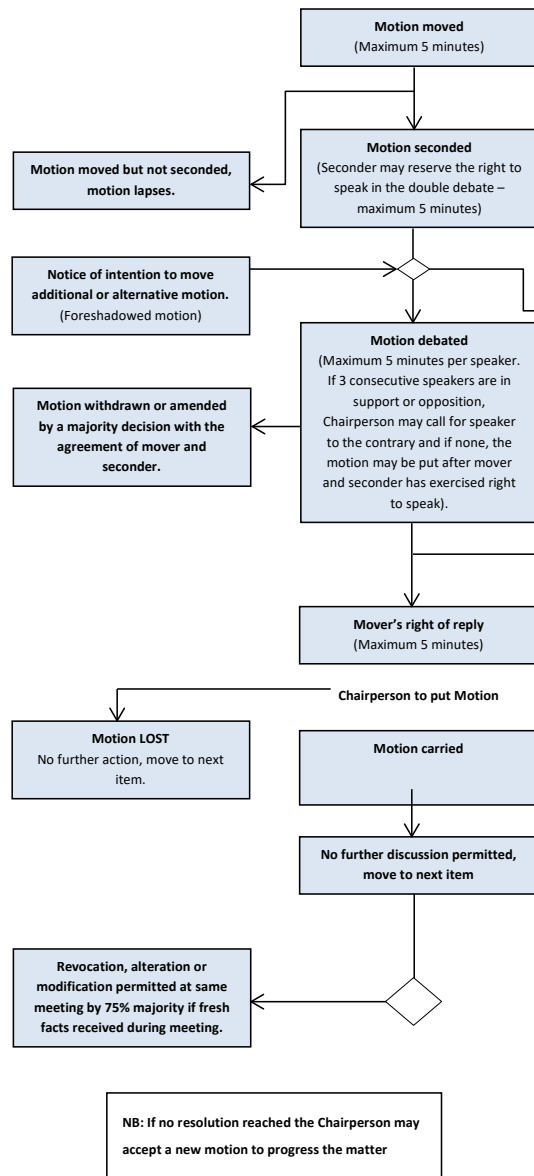
| Meeting Item No. and subject | Reason for excluding the public | Grounds for excluding the public |
|------------------------------|---------------------------------|--|
| | | To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)). |
| | | To protect the privacy of natural persons, including that of deceased natural persons (s 7(2)(a)). |
| | | To maintain legal professional privilege (s 7(2)(g)). |
| | | To prevent the disclosure or use of official information for improper gain or advantage (s. 7(2)(j)). |
| | | To protect information which if public would; <ol style="list-style-type: none"> disclose a trade secret; or unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information (s 7(2)(b)). |
| | | To avoid serious offence to Tikanga Māori, or the disclosure of the location of waahi tapu in relation to an application under the RMA 1991 for; <ul style="list-style-type: none"> a resource consent, or a water conservation order, or a requirement for a designation or an heritage order, (s 7(2)(ba)). |
| | | To protect information which is subject to an obligation of confidence where the making available of the information would be likely to: <ol style="list-style-type: none"> prejudice the supply of similar information, or information from the same source, where it is in the public interest that such information should continue to be supplied; or would be likely otherwise to damage the public interest (s 7(2)(c)). |
| | | To avoid prejudice to measures protecting the health or safety of members of the public (s 7(2)(d)). |

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

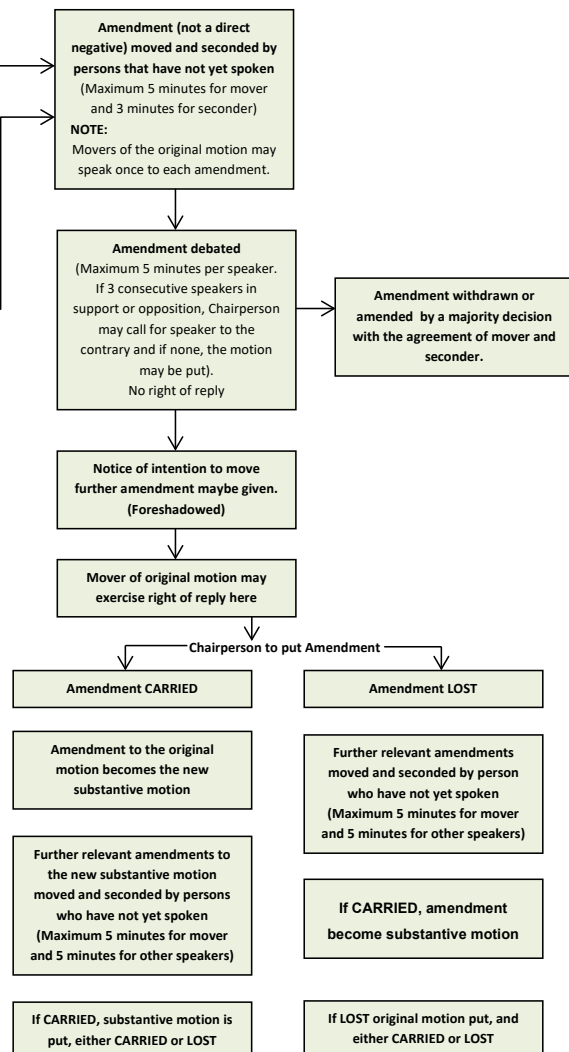
2. That (*name of person(s)*) is permitted to remain at this meeting after the public has been excluded because of their knowledge of (*specify topic under discussion*). This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because (*specify*).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

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

Motions without amendments

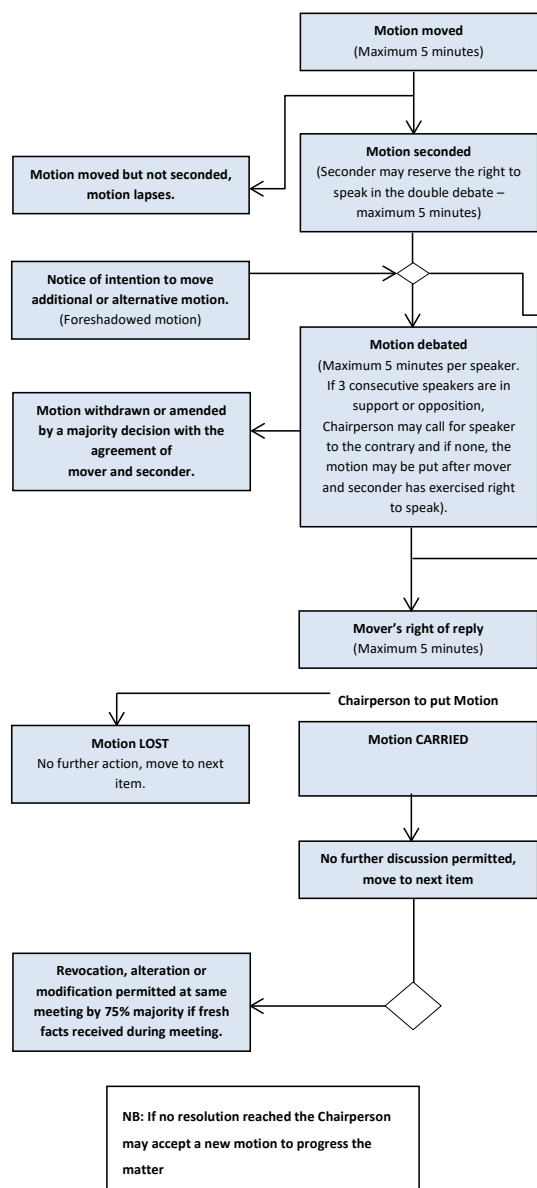


Motions with amendments

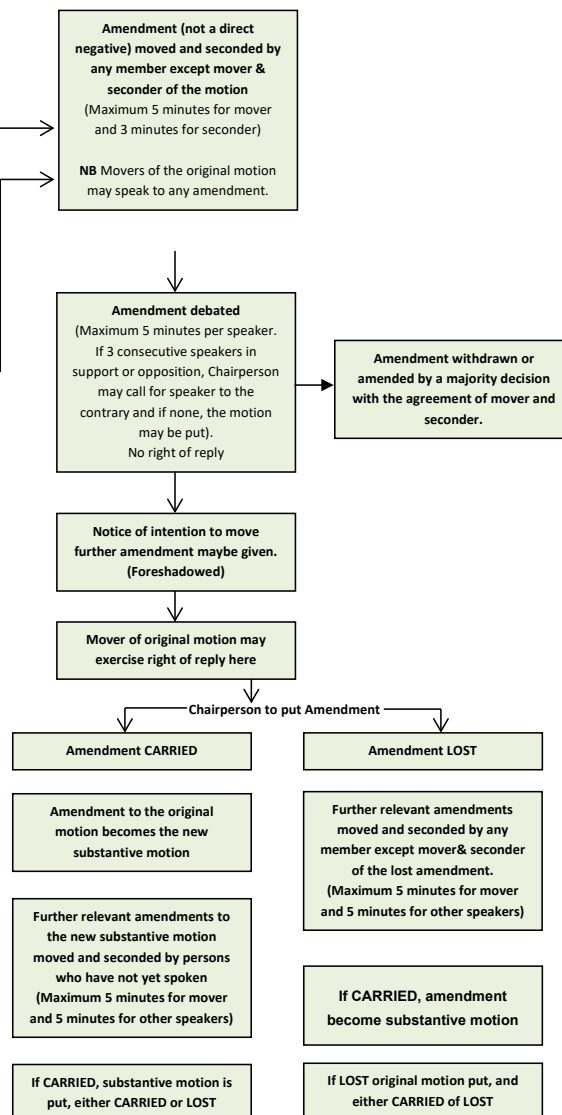


Āpitihanga 4: Ngā mōtini me ngā whakahoutanga (Kōwhiringa B) | Appendix 4: Motions and amendments (Option B)

Motions without amendments

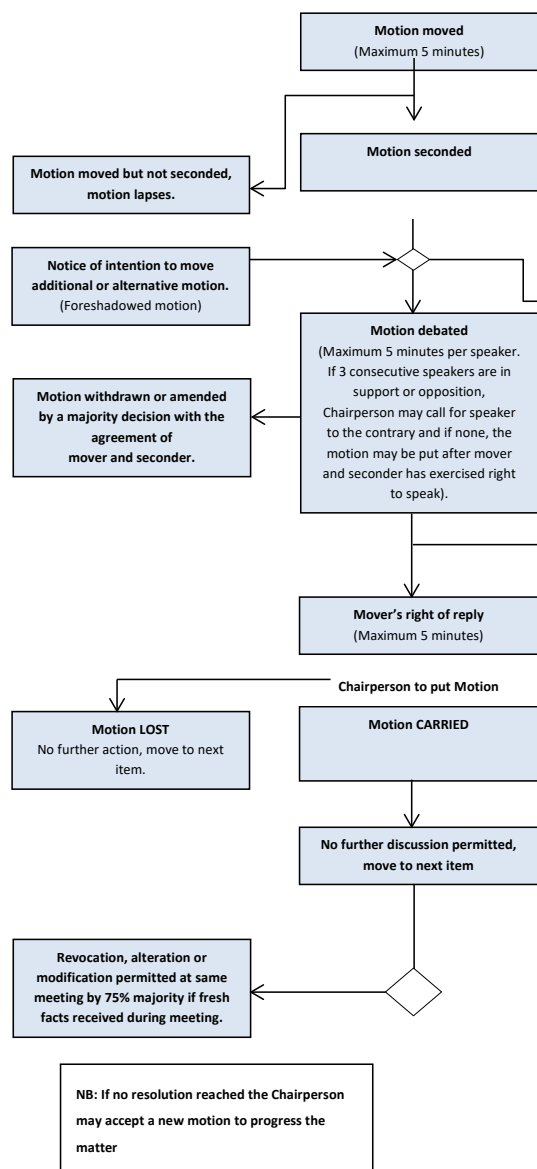


Motions with amendments

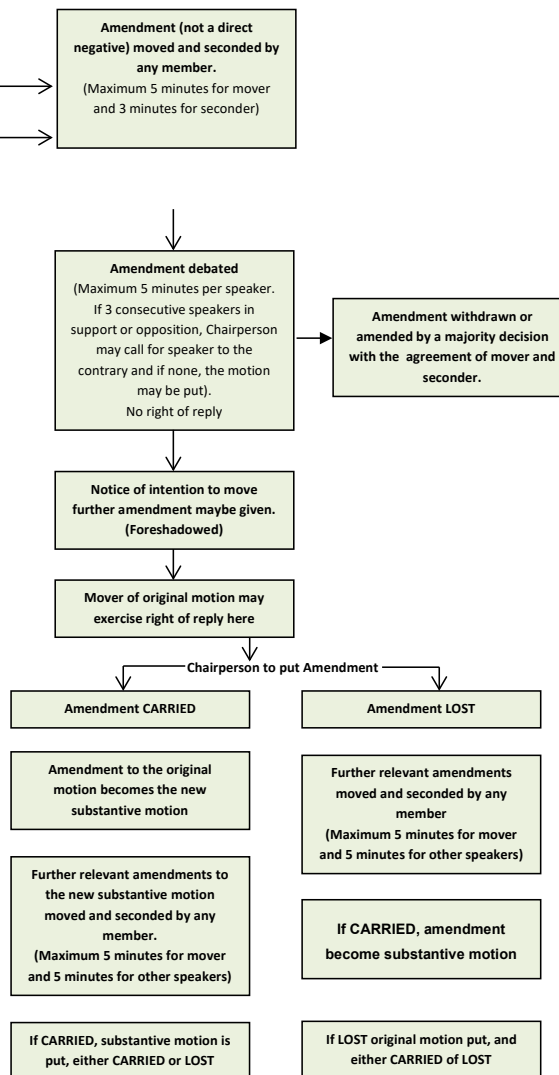


Āpitihanga 5: Ngā mōtini me ngā whakahoutanga (Kōwhiringa C) | Appendix 5: Motions and amendments (Option C)

Motions without amendments



Motions with amendments



Āpitianga 6: Tūtohi mō ngā mōtini whakahaere | Appendix 6: Table of procedural motions

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

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

Āpitihanga 7: Ngā tikanga mō te pāhotanga mataora | Appendix 7: Webcasting protocols

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

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

Āpitihanga 8: Ngā Mana Whakahaere a te Ūpoko | Appendix 8: Powers of a Chairperson

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

Chairperson to decide all questions

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

Chairperson to decide points of order (SO. 26.5)

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

Items not on the agenda (SO.9.12)

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

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

Chairperson's report (SO.9.6)

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

Chairperson's recommendation (SO.9.5)

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

Chairperson's voting (SO.19.3)

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

Motion in writing (SO.23.2)

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

Motion in parts (SO.23.3)

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

Notice of motion (SO.27.2)

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

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

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

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

Action on previous resolutions (SO.

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

Repeat notice of motion (SO.27.7)

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

Revocation or alteration of previous resolution

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

Chairperson may call a meeting

The chairperson:

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

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

Irrelevant matter and needless repetition (SO.21.8)

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

Taking down words (SO.21.11)

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

Explanations

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

Chairperson rising (SO.14.5)

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

Members may leave places (SO.14.6)

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

Priority of speakers (SO.14.7)

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

Minutes (SO.28.1)

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

Questions of speakers (SO.16.3)

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

Withdrawal of offensive or malicious expressions (SO.20.3)

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

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

Chairperson's rulings (SO.14.4)

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

Disorderly behaviour (SO.20.4)

The chairperson may:

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

Failure to leave meeting (SO.20.6)

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

Audio or audio visual attendance (SO.13.10)

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

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

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

Āpitihanga 9: Te pūnaha mō te whakakore i te tūranga a te ūpoko, te Koromatua tuarua rānei | Appendix 9: Process for removing a chairperson or deputy Mayor from office

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

LGA 2002, sch 7, cl 18.

Āpitihanga 10: He tauira mō te whakaraupapatanga o ngā take | Appendix 10: Sample order of business

Open section

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

Public excluded section

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

Āpitihanga 11: Te pūnaha mō te whakatakoto take hei whakatau | Appendix 11: Process for raising matters for a decision

Matters requiring a decision at a meeting, may be placed on the meeting's agenda by a:

- Report of the chief executive;
- Report of the chairperson;
- Report of a committee;
- Report of a community or local board; or
- Notice of motion from a member.

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

- Report of the chief executive; or
- Report of the chairperson.

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

8.3 Schedule of Meetings and Draft Work Programme 2026

CM No.: 3116919

Te Kaupapa | Purpose

The purpose of this report is to provide the committee with proposed meeting dates for 2026 and a draft work programme of reports.

Rāpopotonga Matua | Executive Summary

Annually, Council and Committees determine proposed meeting dates for the next year and a draft work programme of reports.

Note, Council and other Committees are yet to determine their meeting dates but a full draft is attached for information but is subject to change.

Tūtohunga | Recommendation

That:

1. The information be received.
2. The Committee confirms the schedule of meetings and draft work programme of reports for 2026.

Horopaki | Background

| Committee | Proposed frequency | Proposed dates |
|---|---|------------------------|
| Waharoa (Matamata) Aerodrome Committee | 3 rd or 4 th Thursday, 2-3 per annum. | 14 May 24 September |

Ngā Tāpiritanga | Attachments

A. WMAC draft work programme 2026.docx

B. 2026 Meeting Planner

Ngā waitohu | Signatories

| | | |
|-------------|--|--|
| Author(s) | Tamara Kingi Kaiārahi Kāwana Governance Team Leader | |
| Approved by | Tamara Kingi Kaiārahi Kāwana Governance Team Leader | |

**DRAFT Waharoa (Matamata) Aerodrome Committee Work
Programme 2026**

| Meeting Date | Scheduled Reports | Frequency | Date of previous report |
|-------------------|--|---------------|-------------------------|
| 14 May 2026 | Waharoa (Matamata) Aerodrome Reserve Management Plan | Every meeting | |
| | Plans, Policies, Bylaws update | Every meeting | |
| | Property Operational update | Every meeting | |
| | District Plan update | Every meeting | |
| | Work programme | Every meeting | |
| 24 September 2026 | Waharoa (Matamata) Aerodrome Reserve Management Plan | Every meeting | |
| | Plans, Policies, Bylaws update | Every meeting | |
| | Property Operational update | Every meeting | |
| | District Plan update | Every meeting | |
| | Schedule of Meetings and Draft Work Programme 2026 | Annual | |

Item 8.3

Attachment B

MPDC Meeting Planner 2026

Adopted:

| | January | February | March | April | May | June | July | August | September | October | November | December | |
|-------|---------|--------------------------|-------|-------|---------------------|------|------|--------------------------------|-----------|----------------------|----------|---------------------|-------|
| SUN | | | | | | | | | | | | | SUN |
| MON | | | | | | | | | | | | | MON |
| TUES | | | | | | | | | 1 | | | 1 | TUES |
| WED | | | | 1 | Workshop | | 1 | Workshop | 2 | Workshop | | 2 | WED |
| THURS | 1 | New Year's Day | | 2 | T1 ends | | 2 | | 3 | | 1 | 3 | THURS |
| FRI | 2 | Day after New Year's Day | | 3 | Good Friday | 1 | 3 | T2 ends | 4 | | 2 | 4 | FRI |
| SAT | 3 | | | 4 | | 2 | 4 | | 5 | | | 5 | SAT |
| SUN | 4 | | 1 | 5 | | 3 | 5 | | 6 | | 1 | 6 | SUN |
| MON | 5 | | 2 | 6 | Easter Monday | 4 | 6 | King's Birthday | 7 | | 2 | 7 | MON |
| TUES | 6 | | 3 | 7 | 14Apr agenda closes | 5 | 7 | 14May agenda closes | 8 | TMF Workshop | 3 | 8 | TUES |
| WED | 7 | | 4 | 8 | Workshop | 6 | 8 | Workshop | 9 | Workshop | 4 | 9 | WED |
| THURS | 8 | | 5 | 9 | | 7 | 9 | | 10 | | 5 | 10 | THURS |
| FRI | 9 | | 6 | 10 | Waitangi Day | 8 | 10 | 16June agenda closes | 11 | 20Oct agenda closes | 6 | 11 | FRI |
| SAT | 10 | | 7 | 11 | | 9 | 11 | | 12 | | 7 | 12 | SAT |
| SUN | 11 | | 8 | 12 | | 10 | 12 | | 13 | | 8 | 13 | SUN |
| MON | 12 | | 9 | 13 | 22Apr agenda closes | 11 | 13 | 22Jul agenda closes (CEPC inc) | 14 | 23Sept agenda closes | 9 | 14 | MON |
| TUES | 13 | | 10 | 14 | TMF Workshop | 12 | 14 | | 15 | 24Sept agenda closes | 10 | 15 | TUES |
| WED | 14 | | 11 | 15 | Council | 13 | 15 | *Workshop TBC | 16 | *Workshop TBC | 11 | 16 | WED |
| THURS | 15 | | 12 | 16 | | 14 | 16 | | 17 | | 12 | 17 | THURS |
| FRI | 16 | | 13 | 17 | 24Feb agenda closes | 15 | 17 | | 18 | 28Oct agenda closes | 13 | 18 | FRI |
| SAT | 17 | | 14 | 18 | | 16 | 18 | | 19 | | 14 | 19 | SAT |
| SUN | 18 | | 15 | 19 | | 17 | 19 | | 20 | | 15 | 20 | SUN |
| MON | 19 | | 16 | 20 | 25Mar agenda closes | 18 | 20 | 24June agenda closes | 21 | | 16 | 25Nov agenda closes | MON |
| TUES | 20 | | 17 | 21 | T2 starts | 19 | 21 | RAC | 22 | | 17 | 22 | TUES |
| WED | 21 | | 18 | 22 | | 20 | 22 | *CEPC TBC | 23 | Council | 18 | 23 | WED |
| THURS | 22 | | 19 | 23 | | 21 | 23 | | 24 | WMAC | 19 | 24 | THURS |
| FRI | 23 | | 20 | 24 | | 22 | 24 | | 25 | T3 Ends | 20 | 25 | FRI |
| SAT | 24 | | 21 | 25 | | 23 | 25 | | 26 | | 21 | 26 | SAT |
| SUN | 25 | | 22 | 26 | | 24 | 26 | | 27 | | 22 | 27 | SUN |
| MON | 26 | Auckland Anniversary | 23 | 27 | 4Mar agenda closes | 25 | 27 | 4Aug agenda closes | 28 | Labour Day | 23 | 28 | MON |
| TUES | 27 | | 24 | 28 | | 26 | 28 | | 29 | | 24 | 29 | TUES |
| WED | 28 | 10Feb agenda closes | 25 | 29 | Council | 27 | 29 | | 30 | 13Oct agenda closes | 25 | 30 | WED |
| THURS | 29 | | 26 | 30 | | 28 | 30 | | 29 | | 26 | 31 | THURS |
| FRI | 30 | 11Feb agenda closes | 27 | | | 29 | 31 | | 28 | | 27 | | FRI |
| SAT | 31 | | 28 | | | 30 | | | 29 | | 28 | | SAT |
| SUN | | | 29 | | | 31 | | | 30 | | 29 | | SUN |
| MON | | | 30 | | | | | | 31 | | 30 | | MON |
| TUES | | | 31 | | | 30 | | | | | | | TUES |
| | January | February | March | April | May | June | July | August | September | October | November | December | |

| Key | Public Holidays | Workshop Frequency: 1st and 2nd Wednesday per month *3rd Wednesday is TBC | Council Generally: 4th Wednesday of every month | CEPC Chief Executive Performance Committee Frequency: Annual *informal as required | TMF Te Manawhenua Forum Frequency: bi-monthly per annum / alternate with TMF workshops | TMF Workshop Te Manawhenua Forum Frequency: bi-monthly per annum / alternate with TMF meetings | RAC Risk and Assurance Committee Frequency: Quarterly per annum | WMAC Waharoa (Matamata) Aerodrome Committee Frequency: 2-3 meetings per annum |
|--------------------|-----------------|---|--|---|--|--|---|---|
| Agenda Close dates | | 5 working days before workshop | 7 working days before meeting | 7 working days before meeting | 7 working days before meeting | 5 working days before workshop | 7 working days before meeting | 7 working days before meeting |

9 Ngā Pūrongo Whakamārama | Information Reports

9.1 Reserve Management Plan Review Update

CM No.: 3116307

Te Kaupapa | Purpose

The purpose of this report is to provide the Waharoa (Matamata) Aerodrome Committee (WMAC) with an update on the reserve management plan review process.

Rāpopotonga Matua | Executive Summary

The review aims to update the reserve management plan (RMP) to reflect the Ngāti Hauā Deed of Settlement and the Ngāti Hauā Claims Settlement Act 2014, ensuring alignment with legislative obligations and community aspirations.

In 2024, Council engaged independent facilitators to support inclusive dialogue among mana whenua, aerodrome users, and other stakeholders. A key outcome was the formation of two representative groups:

- Waharoa Aerodrome Representative Group (WARG) – representing Ngāti Hauā hapū.
- United Waharoa Aviators (UWA) – representing aerodrome users.

Draft agreements were developed to formalize engagement protocols with WARG and UWA. UWA is ready to sign an agreement. Discussions on the draft MoU with WARG are ongoing, with WARG needing to seek agreement from the groups it represents, before confirming its position regarding an MoU.

WARG is compiling material on the historical, spiritual, and cultural significance of the aerodrome land, to be included in the draft RMP.

Drafting the revised RMP is expected to start in 2026 following further engagement with the representative groups and a workshop with the Waharoa (Matamata) Aerodrome Committee.

Once the draft is approved by the Committee it may be consulted on as prescribed by the Reserves Act 1977.

Tūtohunga | Recommendation

That:

1. The report is received.

Horopaki | Background

In June 2023, WMAC recommended, and Council approved, the review of the Waharoa (Matamata) Aerodrome Reserve Management Plan 2010 (RMP) and delegated relevant functions to the WMAC. A full timeline for the review of the RMP is provided on MPDC's website (<https://www.mpdc.govt.nz/waharoa-matamata-aerodrome-rmp-review>). More detailed background

information about the RMP review process and the role of WMAC in this is also available on the website (<https://www.mpd.govt.nz/news/all-news-and-public-notice/4524-the-waharoa-aerodrome-rmp-review-progresses>).

As part of the review process, independent facilitators were engaged by Council in 2024 to create opportunities for dialogue to explore concerns, aspirations, opportunities and potential ways forward. On 21 February 2024, a facilitated meeting was held at the Civic Centre, which allowed mana whenua, aerodrome users, and other stakeholders to share their connections to the Waharoa Aerodrome and aspirations for its future. The independent facilitator also offered to meet separately with any groups or individuals who wished to do so in confidence. A report was subsequently provided on 24 October 2024.

The facilitation process highlighted positions and aspirations and the need for further engagement. This led to the formation of two representative groups who have a mandate to engage with Council on the RMP review:

- The Waharoa Aerodrome Representative Group (WARG) representing Ngāti Hauā (Ngāti Te Oro and Ngāti Rangi Tawhaki hapū); and
- The United Waharoa Aviators (UWA) representing the Matamata Aerodrome User Group.

The formation of the representative groups does not preclude any other group or individual from making a submission or being heard at a hearing as part of the formal consultation process on the draft RMP. It is however more efficient to engage with smaller representative groups than engaging with all potential stakeholders, when seeking to understand the general positions of the broader groups they represent prior to producing a draft plan for more general consultation.

Staff recommend that the WMAC continues with the RMP review to allow it to update the current RMP for the aerodrome, from 2010, to reflect the Ngāti Hauā Deed of Settlement and Ngāti Hauā Claims Settlement Act 2014 (NHCSA), a crucial step in ensuring that the Council's administration and management of the aerodrome land aligns with the settlement legislation and the commitments and obligations in the Deed of Settlement provisions.

Ngā Take/Kōrerorero | Issues/Discussion

Support

Xyst Limited have been supporting Council with the review process. Anna McElrea was the lead consultant from Xyst, supported by Nicki Malone. Anna has recently left Xyst. Staff wish to acknowledge Anna's expertise and significant contribution to the RMP review project. Nicki has taken on the lead consultant role.

Current situation

In line with the direction provided by WMAC in October 2024, the Council Project Team liaised with the Waharoa Aerodrome Representative Group (WARG), who represent Ngāti Hauā (Ngāti Te Oro and Ngāti Rangi Tawhaki hapū), and the Unified Waharoa Aviators (UWA) in November 2024 to develop draft memorandums of understanding (MoUs) or similar agreements.

The purpose of these MoUs is to establish terms and conditions to guide future engagement on the RMP review process and clearly set out the RMP review process, scope of project, objectives and roles and responsibilities of the different parties involved in the review. It also aims to be a way to formally recognise the two main groups involved in the review and that they are the groups mandated to speak on behalf of those they represent.

WMAC has delegated the authority to sign MoU to the Co-Chairs.

An MoU has been drafted to reflect the role of UWA and UWA have signalled they are happy to sign the MoU.

Discussions on the draft MoU with WARG are ongoing, with WARG needing to seek agreement from the groups it represents, before confirming its position regarding signing an MoU.

WARG has undertaken a number of hui with the groups they represent and discussions with MPDC staff and consultants. WARG is compiling information they would like to see included in the revised RMP. This includes details of mana whenua historical and spiritual connections to the whenua, as well as aspirations for its future.

The information will be presented to WMAC once the WARG representatives receive sign off on the content from hapū in 2026. It was necessary to extend this timeframe given the timing of the 2025 Council elections.

Next steps





The following steps are proposed for 2026:

- Engagement with WARG and UWA to confirm their positions and aspirations and identify issues they feel ought to be addressed in the draft plan.
- A workshop is proposed for early 2026 for WMAC to review information, hear from the representative groups, and provide direction to staff/consultants on drafting the RMP and related matters.
- Drafting of the revised RMP is to commence following agreement from WMAC and the signing of the engagement agreements/MoUs with the different groups.
- Approval of draft RMP document by WMAC for public consultation as prescribed by the Reserves Act 1977.

Te Tākoha ki ngā Hua mō te Hapori me te here ki te whakakitenga o te Kaunihera | Contribution to Community Outcomes

Matamata Piako District Council's Community Outcomes are set out below:

| | |
|--|---|
| MATAMATA-PIAKO TŌ MĀTOU WĀHI NOHO OUR PLACE | MATAMATA-PIAKO DISTRICT COUNCIL TE ARA RAUTAKI STRATEGIC DIRECTION |
| <p style="text-align: center;">TŌ MĀTOU WHAKAKITENGA OUR VISION</p> <p>Matamata-Piako District is vibrant, passionate, progressive, where opportunity abounds. 'The heart of our community is our people, and the people are the heart of our community.'</p> | |

| TŌ MĀTOU WHĀINGA MATUA OUR PRIORITIES (COMMUNITY OUTCOMES) | | | |
|---|---|---|---|
|  |  |  |  |
| He wāhi kaingākau ki te manawa A place with people at its heart | He wāhi puawaitanga A place to thrive | He wāhi e poipoi ai tō tātou taiao A place that embraces our environment | He wāhi whakapapa, he wāhi hangahanga A place to belong and create |

All the community outcomes are relevant to this report.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

| | | |
|-------------|--|--|
| Author(s) | Mark Naudé Kaiārahi Mahere Paparēhia me ngā Taiwhanga Parks & Facilities Planning Team Leader | |
| Approved by | Susanne Kampshof Pou Rawa me ngā Kaupapa Assets and Projects Manager | |
| | Fiona Vessey Hautū Hanganga Rawa me ngā Whakahaere Group Manager Infrastructure, Assets & Operations | |

9.2 Parks and Facilities Planning Team Update

CM No.: 3116130

Te Kaupapa | Purpose

The purpose of this report is to provide an update on the Parks & Facilities Planning Team's work programme, in particular, any projects or programmes affecting the aerodrome.

Rāpopotonga Matua | Executive Summary

The Parks & Facilities Planning Team is responsible for developing, implementing, and reviewing strategies, policies, and plans related to parks and community facilities. Recently, the team has worked on several initiatives, including the Tree Policy, Park & Street Furniture Policy, Signage Manual, Sponsorship & Naming Rights Policy, and the Aerodrome Reserve Management Plan. The Team has also contributed to corporate projects such as district plan changes, bylaw reviews, and assessments of subdivisions and development proposals affecting parks and reserves. Over the next 12–18 months, the team plans to develop reserve management plans for nature parks which may be of particular interest to WMAC due to the proximity of Harold Catlin Reserve and Hawes Bush to the aerodrome.

Tūtohunga | Recommendation

That:

1. The report is received.

Horopaki | Background

The Parks & Facilities Planning Team develops, implements, and reviews, strategies, policies, and plans affecting parks and community facilities.

The team has been working on the following:

- Tree Policy
- Park & Street Furniture Policy
- Signage Manual
- Sponsorship & Naming Rights Policy
- Aerodrome Reserve Management Plan

The Team has also contributed to various corporate projects including proposed district plan changes and bylaw reviews and provided comments on subdivisions and development proposals involving parks and reserves.

The following is planned for the next 12-18 months:

- Nature Parks Reserve Management Plan
- Te Miro Reserve Management Plan.





The Nature Parks Reserve Management Plan may be of interest to WMAC as two of the sites it will apply to, Harold Catlin Reserve and Hawes Bush, are relatively close to the aerodrome.

Ngā Pāpāhonga me ngā Whakawhitiwhitinga | Communications and engagement

The Reserves Act 1977 prescribes the consultation process for reserve management plans. The minimum requirement is to notify draft management plans and call for submissions, allow two months for submissions, and allow submitters to be heard before finalising and adopting the plan.

Te Tākoha ki ngā Hua mō te Hapori me te here ki te whakakitenga o te Kaunihera | Contribution to Community Outcomes

Matamata Piako District Council's Community Outcomes are set out below:

| | | | |
|--|---|---|---|
| MATAMATA-PIAKO TŌ MĀTOU WĀHI NOHO OUR PLACE | | MATAMATA-PIAKO DISTRICT COUNCIL TE ARA RAUTAKI STRATEGIC DIRECTION | |
| TŌ MĀTOU WHAKAKITENGA OUR VISION | | | |
| Matamata-Piako District is vibrant, passionate, progressive, where opportunity abounds. 'The heart of our community is our people, and the people are the heart of our community.' | | | |
| TŌ MĀTOU WHĀINGA MATUA OUR PRIORITIES (COMMUNITY OUTCOMES) | | | |
|  |  |  |  |
| He wāhi kaingākau ki te manawa A place with people at its heart | He wāhi puawaitanga A place to thrive | He wāhi e poipoi ai tō tātou taiao A place that embraces our environment | He wāhi whakapapa, he wāhi hangahanga A place to belong and create |

All the community outcomes are relevant to this report.

Pānga ki te pūtea, me te puna pūtea | Financial Cost and Funding Source

Proposed works are funded from existing budgets.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

| | | |
|-----------|---|--|
| Author(s) | Mark Naudé Kaiārahi Mahere Paparēhia me ngā Taiwhanga Parks & Facilities Planning Team Leader | |
|-----------|---|--|

| | | |
|-------------|--|--|
| Approved by | Susanne Kampshof Pou Rawa me ngā Kaupapa Assets and Projects Manager | |
| | Fiona Vessey Hautū Hanganga Rawa me ngā Whakahaere Group Manager Infrastructure, Assets & Operations | |

9.3 Review of Policy on Dogs and Dog Control Bylaw

CM No.: 3085157

Te Kaupapa | Purpose

The purpose of this report is to provide information on the review of Council's Policy on Dogs and Dog Control Bylaw. The Waharoa (Matamata) Aerodrome Committee (Committee) are invited to provide feedback on local issues to contribute to the review.

Rāpopotonga Matua | Executive Summary

Council has commenced a review of its [Policy on Dogs](#) (Policy) and [Dog Control Bylaw](#) (Bylaw) pursuant to the Dog Control Act 1996 and the Local Government Act 2002 (LGA). The review will ensure that Council's approach to dog management aligns with legislative requirements, community expectations, and operational needs.

The Policy sets the strategic direction for dog management in Matamata-Piako, with objectives that include minimising nuisance and danger, promoting responsible ownership, providing recreation opportunities, and recognising the significance of kūrī to Māori.

The Bylaw gives legal effect to these objectives by setting enforceable rules covering: the control of dogs in public places, areas prohibited to dogs, on-leash areas (this includes Waharoa (Matamata) Aerodrome), dog exercise areas (where dogs can be off-leash), minimum standards for accommodation, dog limits in urban areas, fouling, nuisance, impounding, and penalties.

The Forum is invited to provide feedback on:

- Experiences and concerns relating to dog management, particularly within the local community and Waharoa (Matamata) Aerodrome area;
- Effective ways to involve the Committee and local community in this review;
- Feedback on the current dog rules at Waharoa (Matamata) Aerodrome (currently an on-leash area), how this is working in practice, whether it should continue as an on-leash area, and any suggestions for change.

Feedback from this workshop will inform the development of a revised Policy and Bylaw.

Tūtohunga | Recommendation

That:

1. The information be received.
2. Waharoa (Matamata) Aerodrome Committee provide feedback on local dog management issues to support the review of Council's Policy on Dogs and Dog Control Bylaw.
3. Waharoa (Matamata) Aerodrome Committee provide feedback on the designation of the Waharoa (Matamata) Aerodrome as a leash control area and any suggestions for changes to the current dog rules for that area.
4. Waharoa (Matamata) Aerodrome Committee provide feedback on effective ways to engage with the local community to support the review of Council's Policy on Dogs and Dog Control Bylaw.

Horopaki | Background

Council has recently commenced a review of its [Policy on Dogs](#) (Policy) and [Dog Control Bylaw](#) (Bylaw).

The Dog Control Act 1996 (the Act) requires Council to adopt a policy on dogs. A bylaw puts the policy into action by setting legally enforceable rules.

Council's Policy sets out the overall approach and objectives for managing dogs in the district. It provides the strategic direction and identifies seven key objectives, which are:

1. Minimise danger, distress and nuisance caused by dogs to the community.
2. Minimise the nuisance caused by dogs fouling in public places.
3. Provide opportunities to fulfil the exercise and recreational needs of dogs and their owners.
4. Promote education and awareness of dog control issues and owner responsibility.
5. Encourage responsible ownership through rebates.
6. Fund the cost of dog control activities from fees and charges levied on dog owners.
7. Recognise the significance of kūrī to Māori

The Bylaw is the "how" - how the objectives and policies are applied and enforced in day-to-day situations. This is the legal tool that gives effect to Council's Policy, and sets out the enforceable rules that dog owners must follow.

The current Bylaw includes the following rules:

| Clause | Content |
|-----------------------|--|
| Dogs in public places | Requires dogs to be kept under control at all times. |
| Prohibited areas | <p>These are places where dogs are not allowed. The following areas are included:</p> <ul style="list-style-type: none"> ○ Within 15 metres of any playground or play equipment. ○ The central business districts (CBDs) of Matamata, Morrinsville, and Te Aroha between 8.00am and 6.00pm - 7 days a week. ○ The Hauraki Rail Trail (between Farmer Street and Stirling Street – Te Aroha) ○ Various local parks and reserves across the district |
| On-leash areas | <p>Areas where dogs must be on lead at all times:</p> <ul style="list-style-type: none"> ○ All urban areas (excluding designated dog exercise areas) ○ Prohibited areas outside of the hours dogs are prohibited ○ Waharoa (Matamata) Aerodrome ○ Council cemeteries ○ Te Miro Forest (Waterworks Road Reserve) ○ Te Aroha Domain and associated track network ○ All parks not specifically listed as either Prohibited Areas or Dog Exercise Areas |

| Clause | Content |
|-------------------------------------|---|
| | <ul style="list-style-type: none"> o All walking and cycling tracks managed by Council, unless listed as a Dog Exercise Area or Prohibited Area |
| Dog exercise areas | <p>Dogs may be exercised off-leash (however, must be under the control of a person capable of physically restraining the dog and of exercising oral and visual control).</p> <p>The current designated dog exercise areas are:</p> <p><u>Matamata</u></p> <ul style="list-style-type: none"> a) Centennial Drive from Tainui Street to Broadway b) Tom Grant Drive from Rawhiti Avenue to Tawari Street c) Furness Reserve d) Founders Park e) Peria Road Reserve (portion excluding memorial plantings and pathway). <p><u>Morrinsville</u></p> <ul style="list-style-type: none"> a) Murray Oaks Reserve – State Highway 26. b) The Morrinsville Recreation Grounds Polo Field area only at times when there is no Horse or Sports Activity. c) Holmwood Park (lower portion near the Piako River). <p><u>Te Aroha</u></p> <ul style="list-style-type: none"> a) Spur Street Esplanade (portion near the Waihou River under the footbridge) b) Reserve on Spur Street (portion opposite netball club and bmx track) |
| Minimum standards for accommodation | <p>Dog owners must provide suitable shelter with shade, warmth, and enough space for the dog to move comfortably. The shelter must be at least two metres from the property boundary, and dogs must receive proper care, including food, water, exercise, and vet treatment when required.</p> |
| Dog limits | <p>A maximum of two dogs (older than three months) are allowed per property in urban areas.</p> |
| Fouling in public places | <p>There are requirements to clean up dog waste in public places and on land not owned or occupied by the dog owner.</p> |
| Nuisance provisions | <p>Dogs must not be kept on a property if they cause a nuisance, pose a significant risk to others' health or safety, or rush/intimidate any persons.</p> <p>A female dog in season must be kept securely on the owner's property. The dog shall be regularly exercised under control during this period of containment.</p> <p>If a dog is causing or likely to cause a nuisance or breach of</p> |

| Clause | Content |
|------------------------|--|
| | the bylaw, a written notice may be issued requiring the owner to fix the issue. The owner must comply within the timeframe given. |
| Impounding | <p>Any dog found wandering:</p> <p>a) In a public place or on any other land without the consent of the owner and/or;</p> <p>b) In any public place in breach of the bylaw.</p> <p>May be seized and impounded.</p> <p>Any dog impounded will not be released until all impounding fees set by Council and the full registration fee, if applicable, have been paid.</p> <p>If the dog is not claimed and fees remain unpaid within seven days of the owner receiving written notice in accordance with section 69 of the Act, the Council may sell, destroy, or otherwise dispose of the dog in such manner as it thinks fit.</p> <p>If the owner cannot be identified, the Council may do the same, seven days after the date of seizure of the dog.</p> |
| Offences and Penalties | Includes the legislative provisions for breaches of the Bylaw. |

Note: Definition of public places:

Council must identify any public places where dogs are prohibited and must identify any public places or any areas or parts of the district where dogs must be on-leash.

The Act includes the following definition of public place:

- a) means a place that, at any material time, is open to or is being used by the public, whether free or on payment of a charge, and whether any owner or occupier of the place is lawfully entitled to exclude or eject any person from that place; and*
- b) includes any aircraft, hovercraft, ship or ferry or other vessel, train, or vehicle carrying or available to carry passengers for reward*

Requirement to Review

The Bylaw is due for review under the LGA. The Dog Control Act 1996 requires the Policy to be reviewed at the same time, as it underpins the Bylaw.

The current [Policy on Dogs](#) and [Dog Control Bylaw](#) were last reviewed in 2016, with some amendments since then (e.g. new dog exercise areas in Te Aroha and Matamata). Since that time, demand has increased for:

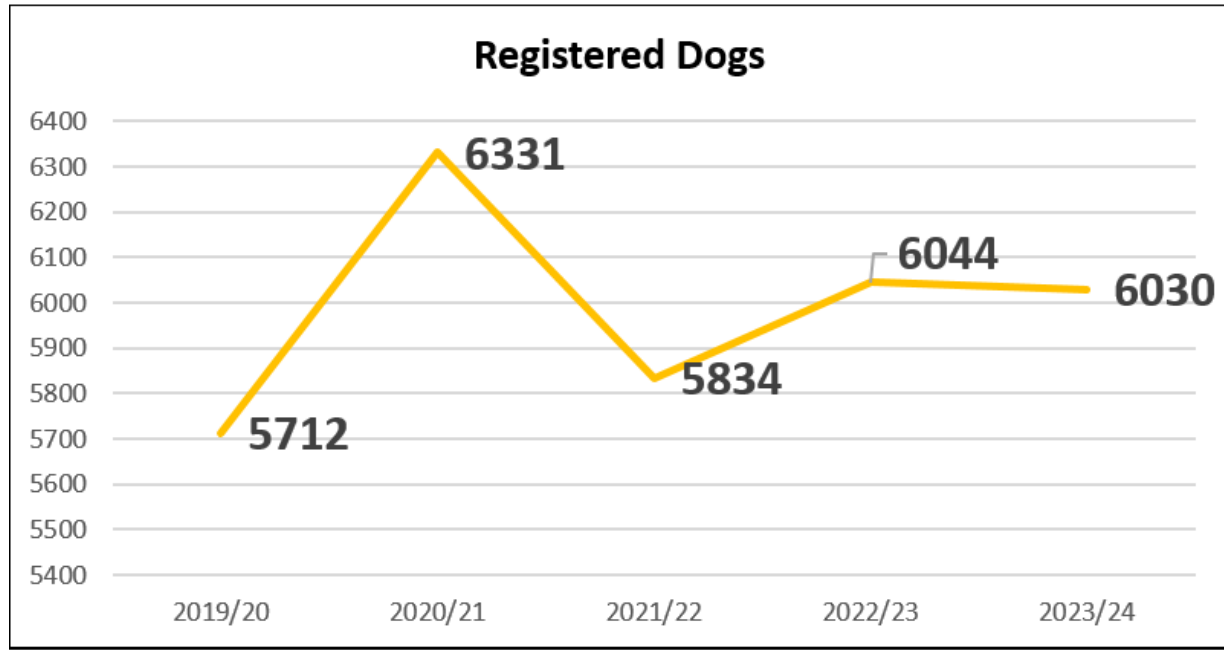
- Expansion of dog exercise areas (especially in Morrinsville).
- Stronger enforcement regarding barking and roaming dogs.
- Strengthened enforcement measures and clearer rules/guidance for dog owners.

As part of the early engagement phase, a communications plan is in development to connect with community groups and stakeholders, and to participate in public events (such as markets). This approach aims to understand community experiences with dog-related issues and identify gaps or opportunities to improve the current approach. It provides stakeholders and the wider public with meaningful opportunities to contribute to the review and the development of an updated Policy and Bylaw.

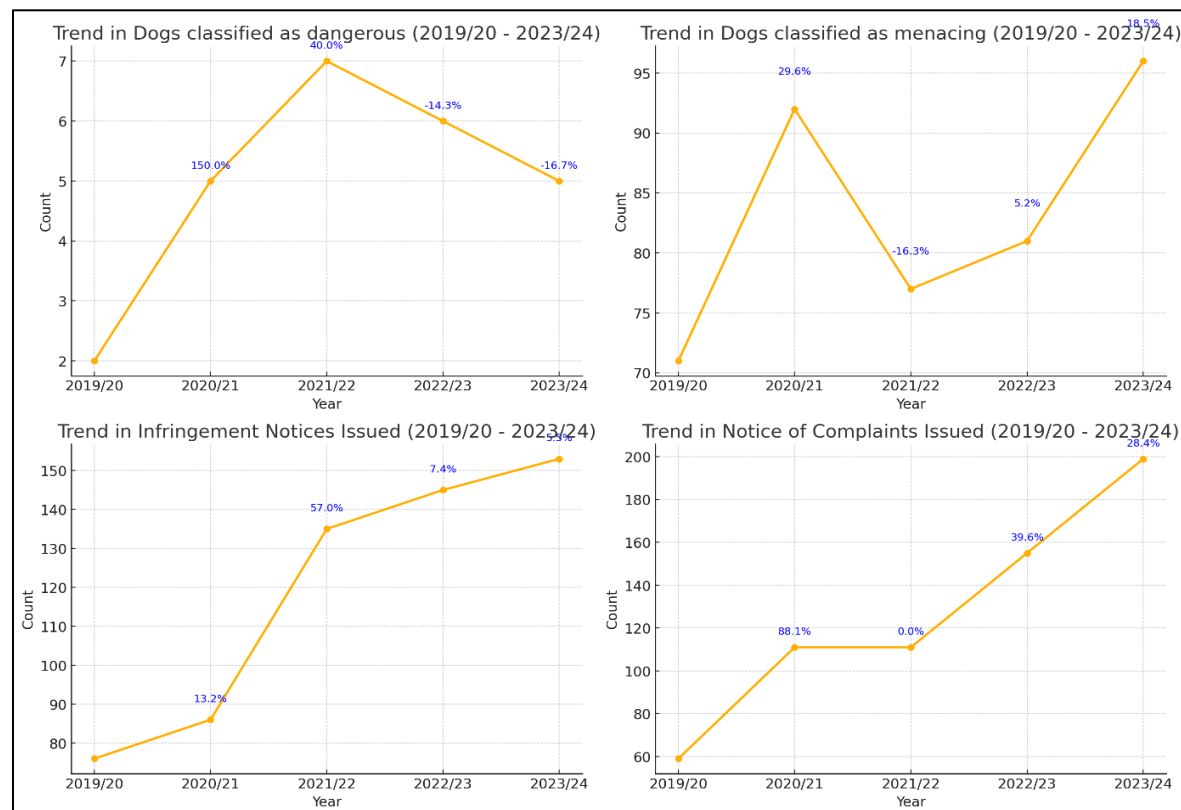
Ngā Take/Kōrerorero | Issues/Discussion

Dog Control Statistics at a Glance

a) Number of Registered Dogs

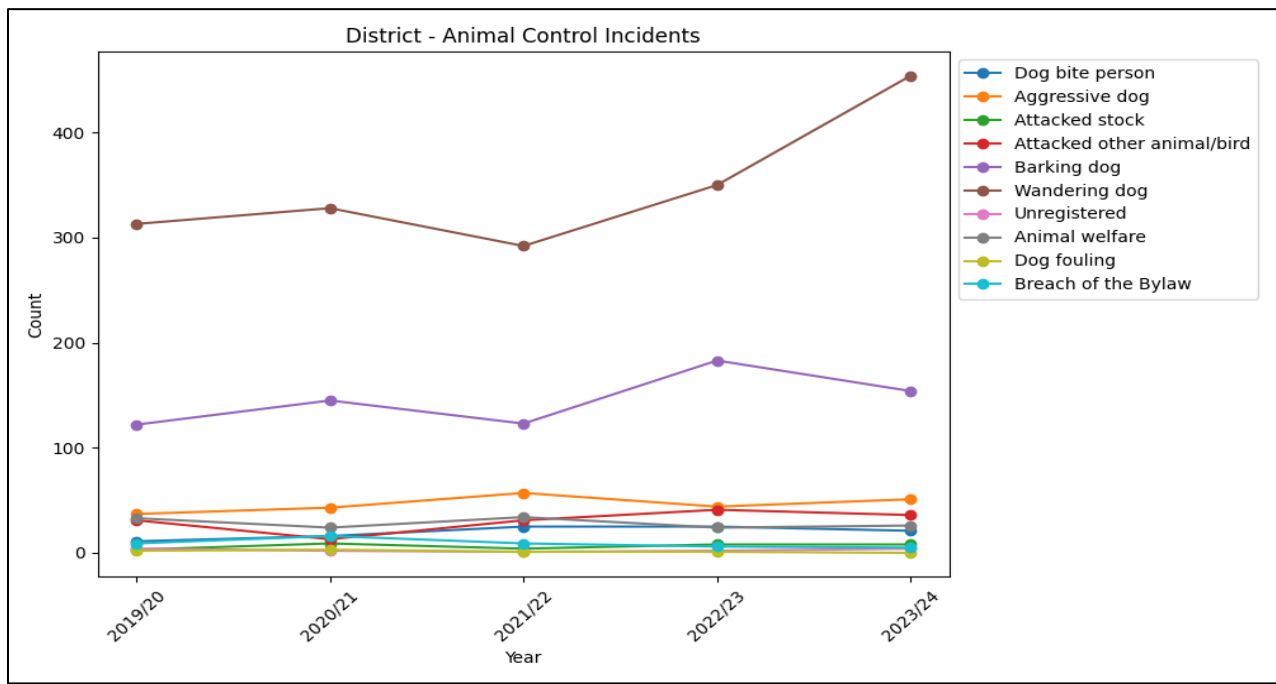


b) Statistics Reported in Dog Control Policy and Practices Report

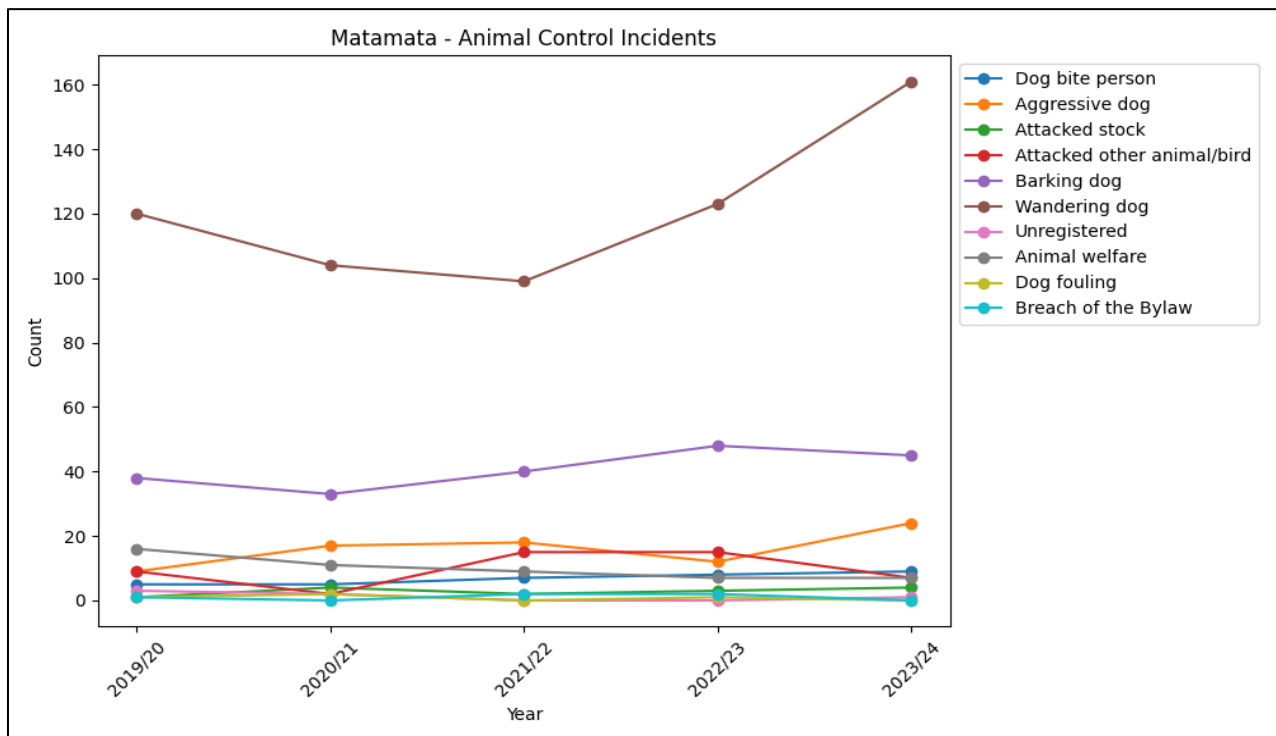


c) Summary of Complaints Received

District-wide



Matamata



Complaint Trends (2019-2024)

| Issue | Trend | Notes |
|-------------------|--|--|
| Wandering dogs | ▲ Rising district-wide (an increase of 45% over five years) | This is the biggest and fastest growing complaint, especially in Matamata and Morrinsville. |
| Barking dogs | ▲ Slightly decreased but still remains high (and increasing in Te Aroha) | Complaints peaked at 183 (2022/23), then slightly declined to 154 (2023/24). This is still higher than earlier years. |
| Aggressive dogs | ▲ Increasing over time. | Increased steadily from 37 (2019/20) to 51 (2023/24), peaking at 57 in 2021/22. |
| Dog bites | ▲ Peaked in 2021/22 & 2022/23, slightly decreased in 2023/24 | Complaints climbed from 11 (2019/20) to a high of 25 (2021/22 & 2022/23), then slightly decreased to 21 in 2023/24. Numbers are rising in Morrinsville and improving in Te Aroha. |
| Unregistered dogs | ↓ Complaints remain stable and low across all towns | 0-4 complaints received per year across the district. |
| Animal welfare | ↓ Improving | Across the district, complaints decreased from 33 (2019/20) to 26 (2023/24). Most towns show a downward trend, apart from Te Aroha. |
| Fouling | ↓ Minimal complaints received | 0-3 complaints received per year. This may reflect underreporting. |
| Bylaw breaches | ↓ Trending downward | Complaints remain low but trending downward, from nine (2019/20) to five (2023/24) district-wide. |

Feedback

The Forum is invited to provide feedback on:

- Experiences and concerns relating to dog management, particularly within the local community and Waharoa (Matamata) Aerodrome area;
- Effective ways to involve the Committee and local community in this review;
- Feedback on the current dog rules at Waharoa (Matamata) Aerodrome, how this is working in practice, whether it should continue as an on leash area, and any suggestions for change.

Mōrearea | Risk

Public engagement

If the Council does not engage with the community adequately, there is a risk that the Policy and Bylaw may not reflect community needs, values, or expectations. This could result in reduced public understanding, lower compliance, negative feedback, and reputational impacts.

Mitigation measures include early and ongoing engagement with a range of stakeholders, clear and accessible communication, and opportunities for public input at multiple stages of the review process and via different means, e.g. in person, online, interactive etc.

Ngā take ā-ture, ā-Kaupapahere hoki | Legal and policy considerations

The review is being undertaken in accordance with the LGA and the Dog Control Act 1996.

The Bylaw was last reviewed in 2016 and is required to be reviewed every ten years. The Dog Control Act 1996 requires the Policy on Dogs to be reviewed alongside the Bylaw to ensure consistency and compliance with legislative requirements.

Local Government Act 2002 (LGA 2002) Decision-making requirements

Having regard to the decision-making provisions in the LGA and Council's Significance and Engagement Policy, this review is assessed as having a high level of significance.

The Bylaw sets legally enforceable rules that affect residents and visitors, has long-term implications for how dogs are managed in public places, and may impact culturally significant areas.

Given these factors, the review requires comprehensive engagement with both dog owners and non-dog owners, as well as iwi, hapū, whānau, and other key stakeholders, to ensure the outcomes reflect community needs while meeting legislative requirements and operational considerations.

Ngā Pāpāhonga me ngā Whakawhitiwhitinga | Communications and engagement

A communications and engagement plan is currently in development to support the review of the Policy and Bylaw. Early engagement will include:

- Online community survey targeting both dog owners and non-dog owners.
- Presence at local markets for direct conversations.
- Targeted outreach to key stakeholders including dog agility clubs, animal welfare groups, and other interested parties.
- Targeted engagement with mana whenua on areas of cultural significance.
- Formal consultation and notification to dog owners scheduled for early 2026 and further in person events to support formal consultation on the draft Policy and Bylaw.





Timeframes

| Key Task | Dates |
|---|------------------------|
| Initial Council workshop | 20 August 2025 |
| Te Manawhenua mō Matamata-Piako workshop | August/December 2025 |
| Waharoa (Matamata) Aerodrome meeting | 1 December 2025 |
| Early community engagement to inform the draft Policy and Bylaw | September/October 2025 |

| | |
|---|------------------------|
| Council workshop - Review early feedback - Review updated draft Policy and Bylaw | November/December 2025 |
| Council meeting to approve draft Policy and Bylaw for formal consultation | February 2026 |
| Formal consultation period | March/April 2026 |
| Hearing/Engagement Sessions - Consideration of all submissions (written and verbal) - Decision making | May 2026 |
| Updated Policy and Bylaw comes into force. | 1 July 2026 |

Te Tākoha ki ngā Hua mō te Hapori me te here ki te whakakitenga o te Kaunihera | Contribution to Community Outcomes

Matamata Piako District Council's Community Outcomes are set out below:

| | | | |
|---|---|---|---|
| MATAMATA-PIAKO TŌ MĀTOU WĀHI NOHO OUR PLACE | | MATAMATA-PIAKO DISTRICT COUNCIL TE ARA RAUTAKI STRATEGIC DIRECTION | |
| TŌ MĀTOU WHAKAKITENGA OUR VISION | | | |
| Matamata-Piako District is vibrant, passionate, progressive, where opportunity abounds. ‘The heart of our community is our people, and the people are the heart of our community. | | | |
| TŌ MĀTOU WHĀINGA MATUA OUR PRIORITIES (COMMUNITY OUTCOMES) | | | |
|  |  |  |  |
| He wāhi kaingākau ki te manawa A place with people at its heart | He wāhi puawaitanga A place to thrive | He wāhi e poipoi ai tō tātou taiao A place that embraces our environment | He wāhi whakapapa, he wāhi hangahanga A place to belong and create |

The review of the Policy on Dogs and Dog Control Bylaw supports safe, inclusive, and well-managed public places that reflect Council's community outcomes.

Pānga ki te pūtea, me te puna pūtea | Financial Cost and Funding Source

The cost of reviewing Council's policies and bylaws is funded within existing budgets through the Strategies and Plans activity as outlined in Council's Long Term Plan 2024-2034.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

| | | |
|-------------|---|--|
| Author(s) | Laura Hopkins Kaitohu Kaupapahere Mātāmua Senior Policy Advisor | |
| Approved by | Niall Baker Kaiārahi Tima Kaupapahere Policy Team Leader | |
| | Sandra Harris Pou Kaupapahere, Rāngai Mahitahi me te Kāwana Policy, Partnerships and Governance Manager | |
| | Kelly Reith Group Manager, Corporate, People & Relationships | |

9.4 Plans, Policies and Bylaws Update

CM No.: 3116404

Te Kaupapa | Purpose

The purpose of this report is to provide the Waharoa (Matamata) Aerodrome Committee (the Committee) with an update on Matamata-Piako District Council's policy work programme for 2025/26.

Rāpopotonga Matua | Executive Summary

This report outlines the topics scheduled for consultation from February to April 2026. Council seeks input from the Waharoa (Matamata) Aerodrome Committee on key issues for consideration in the review of these documents, as well as suggestions for effective ways to engage with the local community and encourage feedback.

Tūtohunga | Recommendation

That:

1. The report be received.
2. The Waharoa (Matamata) Aerodrome Committee provide feedback to staff to inform the review of topics included in the 2025/26 review cycle.
3. The Waharoa (Matamata) Aerodrome Committee provide feedback to staff on effective ways to engage with the local community during the upcoming consultation.

Horopaki | Background

Matamata-Piako District Council (Council) is required to produce a number of statutory planning and reporting documents on a regular cycle. This includes the Long Term Plan, the Annual Plan and the Annual Report.

In addition, Council is required to develop, and then regularly review, a number of policies and bylaws. For bylaws, the Local Government Act 2002 (LGA) requires councils to review these five years after they are made, and then every 10 years after. The review times for statutory policies are set out in the relevant legislation.

Council also undertakes other strategic policy and planning work as required.

A number of documents are currently under review and formal consultation is planned to occur in February to April 2026 on the following:

- Policy on Dogs and Dog Control Bylaw (please see separate report)
- Land Transport Bylaw
- Local Easter Sunday Shop Trading Policy
- Climate Resilience Strategy
- Fees and Charges 2026/27
- Development Contributions Policy
- Revenue and Financing Policy

- Annual Plan (still to be confirmed).

This report includes key information on these topics for information and to provide the committee with an opportunity to provide feedback to staff to inform these reviews.

1. Land Transport Bylaw

Council is reviewing its Land Transport Bylaw to ensure it remains fit for purpose and reflects community needs. Although the review was due in 2027, it is being undertaken earlier to allow staff to focus on the upcoming Long Term Plan

The review aims to:

- Improve clarity and readability.
- Ensure compliance with legislation.
- Address operational issues and community concerns.
- Future-proof the Bylaw and align with other councils.

The purpose of the current bylaw is to provide for the regulation of Roads, footpaths, bridges and culverts within the control of the Council by:

- a) the setting of Speed Limits for Vehicles; and
- b) providing requirements for Parking and control of Vehicular or other traffic; and
- c) providing requirements for the Movement of Stock; and
- d) providing requirements for the construction, maintenance and use of Vehicle crossings; and
- e) providing requirements for weights or loads of Vehicles over bridges and culverts.

Summary of Clauses in Current Bylaw

- **Stock movement:**
Specifies thresholds above which regular stock crossings require an approved underpass to protect road users and infrastructure, as well as highlighting permit conditions.
- **Vehicle crossings regulation:**
Rules governing how and where properties may access roads, including standards for installation and maintenance of vehicle crossings.
- **Parking and loading restrictions:**
Provisions to manage on-street parking, loading zones, and vehicle standing in different areas to preserve traffic flow and residential amenity.
- **Signage and visibility requirements:**
Stipulates placement and control of traffic signs to ensure safety and visibility at intersections and along roads.
- **Shared-path, footpath, and cycleway usage rules:**
Controls use and maintenance of shared transport corridors including pedestrian and cycling facilities—ensuring public access and safety.

Progress to date:

- Initial workshop held with the previous Council in August 2025.

- Direction provided to undertake a 'simple' review – to improve readability and consider Council's operational needs and community needs.
- Feedback from Te Manawhenua Forum highlighted concerns about parking near marae and urupā, and shared pathway issues.
- Analysis of customer requests shows recurring issues with footpath accessibility, parking over footpaths and berms, and vegetation encroachment.

Current status of the review of Council's Land Transport Bylaw: Council is reviewing feedback and operational comments to help protect the roading network and improve safety for road users.

2. Local Easter Sunday Shop Trading Policy

Under the Shop Trading Hours Act 1990, most shops must close on Easter Sunday unless exempt (e.g. dairies, service stations, pharmacies, restaurants, and garden centres).

In 2016, the Act was amended through the Shop Trading Hours Amendment Act 2016 to allow Councils to adopt a local policy to permit shops in their district (or parts of the district) to open on Easter Sunday. A policy can be developed which determines whether to allow shop trading on Easter Sunday across the entire district or in certain towns/areas and include a map of the area within the policy.

Key points:

- A local policy can apply to the entire district or specific areas.
- A policy cannot be developed which:
 - Permits shops to open only for some purposes.
 - Permits only some types of shop to open.
 - Specifies times at which shops may or may not open.
 - Includes any other conditions as the circumstances in which shops in the area may open.
- Employees have the legal right to refuse to work on Easter Sunday without repercussions.
- Enforcement of trading restrictions remains with central government (Ministry of Business, Innovation and Employment (MBIE)).

Council must consider whether to amend, revoke, or continue the policy without amendment. If Council chooses to revoke this policy, this means that trading on Easter Sunday will not be allowed (as the Shop Trading Hours Amendment Act 2016 will apply).

The Policy is required to be reviewed every five years using the special consultative procedure under the Local Government Act 2002. Although the last review occurred in 2022 and the next is not due until 2027, the review has been brought forward to align with the timing of the upcoming Long Term Plan and allow staff to focus on that process.

Current Policy

- Council's existing Local Easter Sunday Shop Trading Policy (Policy) permits trading across the district on Easter Sunday.
- The current Policy means that individual businesses can decide if they would like to open or not.

Current status of the review of Council's Local Easter Sunday Shop Trading Policy:
Council is reviewing options to determine its preferred option for community input.

3. Climate Resilience Strategy

A draft Climate Resilience Strategy was developed during the last triennium through a collaborative process between Council and Te Manawhenua Forum. It has three focus areas: Council resilience, Community adaptation and preparedness, Council and community sustainability. In October, Council and the Forum endorsed the draft Strategy and recommended it to the incoming Council.

Current status of the development of Council's Climate Resilience Strategy: Council will now review and refine the Strategy ahead of planned consultation in March – May 2026.

4. Annual Plan and Associated Policies (including Development Contributions Policy, and Revenue and Financing Policy)

The Annual Plan 26/27 is currently being developed by Council, to provide for any updates to year three of the Long Term Plan 2024-2034. Council will make a decision on whether public consultation is required once the draft budgets have been developed. If public consultation is required this will take place in March-May 2026.

Minor amendments are also being made to the Development Contributions Policy and the Revenue and Financing Policy, and these will go out for public consultation alongside the Annual Plan.

Current status of the development of the Annual Plan and associated policies: Council is developing the draft Annual Plan budget.

6. Fees and Charges 26/27

Fees and Charges are reviewed, updated and publicly consulted on each year in line with the Long Term Plan or Annual Plan. At the time of writing this report, the proposed fee changes were yet to be considered by Council which is scheduled for the end of November 2025. An update will be provided at the meeting.

Proposed changes to Fees and Charges for Waharoa Aerodrome are as follows:

| Fee description | Notes | Current Fee | Type of change proposed | Proposed Fee | Reason for change |
|--|-------|-------------|-------------------------|--------------|-------------------|
| The first of any of the following types of movements are charged at landing rates: landing, touch and go, approach and go. Direct bank payments must be made within 10 days or will revert to the invoiced rate. No cash option on site | | | | | |

| Fee description | Notes | Current Fee | Type of change proposed | Proposed Fee | Reason for change |
|--|-----------------------------------|-------------|---------------------------------|-----------------|---|
| Annual landing/movement fee - recreational users (non-commercial) | Per year | \$165.00 | Increase by more than inflation | \$200.00 | <i>Reason: to make more comparable with other Councils' sites</i> |
| Recreational operator – direct credit - per landing/movement per day (paid within 10 days of the landing) | Per day | \$12.00 | Increase by more than inflation | \$20.00 | |
| Commercial operator - direct credit - per landing/movement per day (paid by the 10th day of the following month) | Per day Per landing | \$26.00 | Increase by more than inflation | \$30.00 | |
| Recreational and commercial operator – invoiced – per landing/movement | Per day | \$56.00 | Increase by more than inflation | \$62.00 | This is landing fee plus admin cost. Previously 12 landing fee plus 42 admin fee. Proposing now 20 landing fee plus 42 admin fee. |
| Camping | | | | | |
| Public camping closed. Commercial camping only granted by permission from MPDC. | | | | | |
| Adults | | | | | |
| Un-powered site | Per person/ | \$15.00 | No change | \$15.00 | <i>NB: Adding inflation would not result in</i> |

| Fee description | Notes | Current Fee | Type of change proposed | Proposed Fee | Reason for change |
|--------------------------|------------------------|-------------|---------------------------------|----------------|---------------------------------------|
| | per day | | | | <i>change in fee</i> |
| Powered site | Per person/ per day | \$19.00 | Increase by inflation | \$20.00 | <i>Reason: power costs increasing</i> |
| Soaring Centre bunk room | Per person/ per day | \$14.00 | Increase by more than inflation | \$15.00 | |
| Children | | | | | |
| Camping (under 16 years) | Per person/ per day | \$8.00 | No change | \$8.00 | |

Current status of the development of the Fees and Charges: Council is reviewing the proposed changes.

Ngā Take/Kōrerorero | Issues/Discussion

The Committee is invited to provide feedback to help shape Council's upcoming reviews. Your input will ensure the perspectives of the Committee are considered before consultation begins.

Dog Control Policy and Bylaw

- See separate report

Land Transport Bylaw

- Identify any local transport issues that should be addressed.
- Share ideas on how the Bylaw can better respond to current and emerging needs (e.g., parking, shared pathways, safety concerns).

Other Topics

- Easter Trading Policy – any local considerations for review.
- Climate Resilience Strategy – any local considerations for review.
- Annual Plan and associated policies – any local considerations for review.
- Fees and Charges – any feedback on proposed Waharoa Aerodrome fees

- Consultation – ideas for engaging the community effectively across all topics.

Feedback from this discussion will help Council refine draft documents and engagement plans before formal consultation.

Mōrearea | Risk

Public engagement

If the Council does not engage with the community adequately, there is a risk that the resulting documents may not reflect community needs, values, or expectations. This could result in reduced public understanding, lower compliance, negative feedback, and reputational impacts.

Mitigation measures include early and ongoing engagement with stakeholders, clear and accessible communication, and opportunities for public input at multiple stages of the review process and via different means, e.g. in person, online, interactive etc.

Ngā take ā-ture, ā-Kaupapahere hoki | Legal and policy considerations

The review and drafting of these documents is being undertaken in accordance with relevant legislation, including the LGA and other applicable statutory requirements. The documents are subject to mandatory review periods to ensure they remain fit for purpose, comply with legislation, and reflect current community needs and expectations.

Local Government Act 2002 (LGA 2002) Decision-making requirements

In accordance with the decision-making provisions of the LGA and Council's Significance and Engagement Policy, this review is assessed as having a high level of significance overall. Each topic has been individually assessed, but collectively the impact is significant.

Key considerations include:

- The Dog Control Bylaw sets legally enforceable rules that affect residents and visitors, has long-term implications for dog management, and may impact culturally significant areas.
- The Land Transport Bylaw also sets legally enforceable rules for the management of Council's roading network.
- The Local Easter Sunday Shop Trading Policy influences business operations and community expectations.
- A Climate Resilience Strategy provides a framework for proactive adaptation to climate impacts, safeguarding infrastructure, communities, and ecosystems.
- The Annual Plan and Fees and Charges involve decisions on funding and priorities for the upcoming financial year.

Given these factors, and the variety of topics, the review requires comprehensive engagement with the community including, iwi, hapū, whānau, and other key stakeholders to ensure outcomes reflect community needs while meeting legislative and operational requirements.

All Council decisions, whether made by the Council itself or under delegated authority, are subject to the decision-making requirements in sections 76 to 82 of the LGA. This includes any decision not to take any action.

| Local Government Act 2002 decision making requirements | Staff/officer comment |
|--|--|
| Section 77 – Council needs to give consideration to the reasonable practicable options available. | Council consider the options for each topic accordingly during Council workshops and formal meetings. |
| Section 78 – requires consideration of the views of Interested/affected people | Formal consultation will be undertaken to provide the community with an opportunity to submit formal feedback as per the requirements of the relevant legislation. |
| Section 79 – how to achieve compliance with sections 77 and 78 is in proportion to the significance of the issue | The Significance and Engagement Policy is considered above. This issue is assessed as having a high level of significance. |
| Section 82 – this sets out principles of consultation. | Consultation will be undertaken as per the requirements of section 82 of the LGA and the statutory requirements for each Policy/Bylaw/Plan. |

Policy Considerations

To the best of the writer's knowledge, this recommendation is not significantly inconsistent with nor is anticipated to have consequences that will be significantly inconsistent with any policy adopted by this local authority or any plan required by the LGA or any other enactment.

Ngā Pāpāhonga me ngā Whakawhitiwhitinga | Communications and engagement

A communications plan is currently in development to support the review of each topic and assess consultation requirements. Due to the number of topics, a staged approach is planned for the formal engagement period. This will allow for targeted engagement.





| Submissions Open | Topic(s) |
|-------------------------|---|
| 23-Feb-26 | Policy on Dogs and Dog Control Bylaw Land Transport Bylaw Local Easter Sunday Trading Policy |
| 09-Mar-26 | Climate Resilience |
| 16-Mar-26 | Annual Plan (to be confirmed) Fees and Charges Revenue and Financing Policy Development Contributions Policy |
| 17-Apr-26 | All topics close |

Timeframes

| Key Task | Dates |
|--|--|
| Early community engagement to inform the draft Policy and Bylaw | September-October 2025 |
| Te Manawhenua Forum mō Matamata-Piako | August and October |
| Council workshop <ul style="list-style-type: none"> - Review early feedback - Review updated draft Policy and Bylaw | November 2025 |
| Waharoa (Matamata) Aerodrome Committee <ul style="list-style-type: none"> - Seek feedback | December 2025 |
| Council meeting to approve documents for formal consultation | December 2025 and February 2026 Council Meetings |
| Formal consultation period | February-April 2026 |
| Hearing/Engagement Sessions <ul style="list-style-type: none"> - Consideration of all submissions (written and verbal) - Decision making | May 2026 |
| Updated documents come into force. | 1 July 2026 |

Te Tākoha ki ngā Hua mō te Hapori me te here ki te whakakitenga o te Kaunihera | Contribution to Community Outcomes

Matamata Piako District Council's Community Outcomes are set out below:

| | | | |
|--|---|---|---|
| MATAMATA-PIAKO TŌ MĀTOU WĀHI NOHO OUR PLACE | | MATAMATA-PIAKO DISTRICT COUNCIL TE ARA RAUTAKI STRATEGIC DIRECTION | |
| TŌ MĀTOU WHAKAKITENGA OUR VISION | | | |
| Matamata-Piako District is vibrant, passionate, progressive, where opportunity abounds. ‘The heart of our community is our people, and the people are the heart of our community. | | | |
| TŌ MĀTOU WHĀINGA MATUA OUR PRIORITIES (COMMUNITY OUTCOMES) | | | |
|  |  |  |  |
| He wāhi kaingākau ki te manawa A place with people at its heart | He wāhi puawaitanga A place to thrive | He wāhi e poipoi ai tō tātou taiao A place that embraces our environment | He wāhi whakapapa, he wāhi hangahanga A place to belong and create |

The review of Council's Policies, Plans, and Bylaws ensures alignment with and progress toward achieving the Council's community outcomes.

Pānga ki te pūtea, me te puna pūtea | Financial Cost and Funding Source

Policy work encompasses the development, review, and updating of Council's policies, plans, and bylaws to ensure they remain effective, relevant, and aligned with strategic objectives and community outcomes. These activities are delivered within existing budgets through the Strategies and Plans activity as outlined in Council's Long Term Plan 2024-2034.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

| | | |
|-----------|---|--|
| Author(s) | Laura Hopkins Kaitohu Kaupapahere Mātāmua Senior Policy Advisor | |
| | Anne Gummer Kaitohu Kaupapahere Mātāmua Senior Policy Advisor | |

| | | |
|-------------|---|--|
| Approved by | Niall Baker Kaiārahi Tīma Kaupapahere Policy Team Leader | |
| | Sandra Harris Pou Kaupapahere, Rāngai Mahitahi me te Kāwana Policy, Partnerships and Governance Manager | |
| | Kelly Reith Hautū Rangatōpū, Tāngata me ngā Hononga Group Manager Corporate, People & Relationships | |

9.5 District Plan and RMA Update

CM No.: 3088300

Te Kaupapa | Purpose

The purpose of this report is to provide the Waharoa Aerodrome Committee members with an update on the rolling review of the Matamata-Piako District Plan (MPDP). This also includes an update on the RMA reform including exemption applications and the Fast Track Approvals Amendment Bill, Private Plan Change 62 Calcutta, MPDC Website update work and the progress on the receipt of six Mana Whakahono ā Rohe invitations.

Rāpopotonga Matua | Executive Summary

A District Plan and Resource Management Reform summary is provided below. The update specifically refers to Plan Change Exemption Applications, Calcutta (PPC62), the proposed MPDC Growth Strategy, Resource Management Act Reform (RMA Reform), Future Proof, and the progress on the receipt of six Mana Whakahono ā Rohe invitations. Jayshree Kanji and Fiona Hill are available to deliver the update and answer any questions.

Tūtohunga | Recommendation

That:

1. The report be received.

Ngā Take/Kōrerorero | Issues/Discussion

Plan Change Exemption Applications

In August 2025, the Government introduced new legislation as part of the [Resource Management \(Consenting and Other System Changes\) Amendment Act 2025](#).

A key part of this legislation is called [Plan Stop](#). Its purpose is to prevent councils from spending time and resources unnecessarily on the plan-making process before the new legislation replacing the Resource Management Act comes to take effect. Plan Stop pauses work on district plan reviews, some Council-initiated plan changes and implementing the national planning standards. The provisions do not apply to private plan changes.

Under the Plan Stop rules, councils can ask the Minister responsible for Resource Management Reform for permission to keep working on a plan change if it meets the criteria in section 80W of the Resource Management Act.

As a consequence of these changes, on 8 October 2025 the Council decided not to notify PC61 National Planning Standards and other Matters and to proceed with lodging two exemption applications.

PC65 Minor Matters - Exemption application

Staff are preparing an exemption application to rectify a number of matters with the MPDP. This plan change aims to fix several issues that have caused inefficiencies, unintended outcomes or challenges in applying the rules. Some of these issues were originally part of PC61 such as amending or deleting some heritage sites e.g. removing McDonald Cottage from the maps and the heritage schedule because the building is no longer there, removing the former NZ Mushroom Development Concept Plan sites as the activity is no longer occurring on the site, adding and amending standards related to terrace housing in Precinct 1 Lockerbie.

Staff have prepared the application and its currently being reviewed prior to lodgement with the Minister. The exemption application will be published on the MPDC Plan Stop webpage once it is submitted to the Minister.

PC49 Waharoa - Exemption application

On 8 October 2025, Council agreed to support the preparation and submission of an exemption application for PC49 to the Minister responsible for Resource Management Reform. This plan change aims to improve job opportunities and enable more flexible living options in Waharoa.

Staff are currently preparing the PC49 exemption application. The next step in the process is to arrange a meeting with the Governance Group. A key matter to be discussed at this meeting is the scope of the plan change. The exemption application will be published on the MPDC Plan Stop webpage once it is submitted to the Minister.

Private Plan Change 62 - Calcutta

On 3 July 2025, the Council received a request for Private Plan Change 62 - Calcutta. This plan change seeks to rezone approximately 20ha of rural land along the southern side of Tauranga Road, Matamata to Industrial Zone. This is in the same location as Private Plan Change 57, however Private Plan Change 62 has a smaller footprint. Staff are reviewing the application and have issued a further information request to the applicant.

MPDC Growth Strategy

Council has given support for staff to progress this work. At the end of November 2025, a key input to the strategy, the WISE population projections, is expected. A review of this information will provide direction on how much land needs to be provided in the district to accommodate future growth and where this should be provided. Work has also begun on understanding the existing capacity in the district.

Resource Management Act Reform (RMA Reform)

In March 2024, the Government made an announcement regarding its proposed RMA reform processes, which is occurring in three phases.

| Phase | Status |
|--|---|
| 1 Repealed Existing RMA Reform | COMPLETE |
| 2 Stage 1 Freshwater and Other Matters Bill | COMPLETE |
| 2 Stage 2 Resource Management Consenting and Other Matters Act and national policy changes | PARTIALLY COMPLETE Act passed into law. National policy changes to take effect end of 2025 |
| 3 New Planning Act and Natural Environment Act | Bills expected end of 2025 |

Recent updates

Along with other national direction changes, the National Environmental Standard for Granny Flats and National Environmental Standard for Papakāinga is expected to be approved and operational in early 2026.

Staff are currently preparing a submission to the Fast-track Approvals Amendment Bill which closed on 17 November 2025. The Bill seeks to improve the efficiency of the process by reducing timeframes, unnecessary costs and provide clarity around the fast-track approvals process to applicants.

The new bills for the replacement RMA legislation are anticipated at the end of November 2025. This includes The Planning Act, Natural Environment Act and new legislation on Development Levies. Whilst there will be the opportunity to lodge submissions it is not known what the timeframe will be.

MPDC website update work - RMA Reform

Staff have recently created three new webpages to help the public understand what is happening with the RMA reform and how it affects our Council. Going forward, we will ensure these pages are updated regularly to reflect any new changes in legislation.

The webpages are:

- [Resource Management Act Reform](#) – this outlines information about the phases of the reform and the key proposed changes.
- [Plan Stop](#) – this outlines information about the plan stop requirements and progress on plan change exemption applications.
- [Fast Track](#) – the outlines information about the fast-track approval process and the role of local council.
- Staff are also in the early stages of preparing a new webpage for Granny Flats (also known as Minor Residential Units), which will provide early guidance to the public on the changes that are expected to come into force in early 2026. These changes include proposed building consent exemption and resource consent exemption for granny flat development.

Mana Whakahono ā Rohe invitations

The Council has received six Mana Whakahono ā Rohe invitations. A Mana Whakahono ā Rohe is a binding statutory arrangement that provides for a more structured relationship under the RMA between local authorities and iwi authorities. Their intent is to improve the working relationship between tangata whenua and local authorities as well as enhancing Māori participation in resource management and its associated decision-making processes.

While still in the initial phase, MPDC along with other local authorities have been coordinating the key steps in the process. The next potential hui is scheduled at the end of November and the beginning of December with varying Iwi Authorities.

Future Proof

There are several projects currently being driven by Future Proof, which affect Matamata-Piako. The first is the Hamilton to Tauranga (H2T) spatial corridor project. The aim of this project is to ensure that future economic growth along this corridor is well-coordinated, and that the necessary transport infrastructure decisions are made with a clear understanding of a potential growth area's unique needs and opportunities. The study will provide a high-level conceptual overview of the H2T which will be used to inform the review of the Future Proof Future Development Strategy in 2026. The study will provide a 30-year vision for potential development without delving into the specifics of a masterplan or Structure Plan. The completion date for this project is early in 2026.

The second project is looking to assess the current and predicted demand for retirement villages in terms of locality, type, and price point within the Future Proof sub-region over the next 30 years. This is expected to help Future Proof partners understand retirement living preferences and needs of the aging population, determine the suitable locations for retirement living, identify specialised requirements for retirement living within the Future Proof Strategy and identify any implications for public infrastructure and services. A final report providing strategic recommendations for Future Proof's role in planning and supporting retirement village developments is expected shortly.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

| | | |
|-----------|---|--|
| Author(s) | Jayshree Kanji Kaiwhakamahere Rautaki RMA Paetahi Graduate RMA Policy Planner | |
| | Fiona Hill Kaiwhakamahere Rautaki RMA Matua Team Leader RMA Policy | |

| | | |
|-------------|--|--|
| Approved by | Nathan Sutherland Pou Whakamahere Planning Manager | |
| | Ally van Kuijk Hautū Tipu me te Whakamatua General Manager Growth & Regulation | |

9 Ngā Pūrongo Whakamārama | Information Reports

9.6 Property Operational update

CM No.: 3117245

Te Kaupapa | Purpose

The purpose of this report is to provide the Waharoa (Matamata) Aerodrome Committee with an update on the operational activities of the Aerodrome.

Rāpopotonga Matua | Executive Summary

Staff will be in attendance to provide the Waharoa (Matamata) Aerodrome Committee with an operational update on the Aerodrome.

Tūtohunga | Recommendation

That:

1. The report be received.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

| | | |
|-------------|--|--|
| Author(s) | Roger Lamberth Pou Papanoho me ngā Kaupapa ā-Hapori Property & Community Projects Manager | |
| Approved by | Fiona Vessey Hautū Hanganga Rawa me ngā Whakahaere Group Manager Infrastructure, Assets & Operations | |

9 Ngā Pūrongo Whakamārama | Information Reports

9.7 Waharoa (Matamata) Aerodrome Committee Work Programme - Update December 2025

CM No.: 3103668

Te Kaupapa | Purpose

The purpose of this report is to provide the committee with an update of the work programme.

Rāpopotonga Matua | Executive Summary

The work programme for the Committee is attached. It is intended this is a standing item for each Committee meeting.

Tūtohunga | Recommendation

That:

1. The information be received.

Ngā Tāpiritanga | Attachments

[A↓](#). 1 December Work programme WMAC 2025.docx

Ngā waitohu | Signatories

| | | |
|-----------|---|--|
| Author(s) | Tamara Kingi Kaiārahi Kāwana Governance Team Leader | |
|-----------|---|--|

| | | |
|-------------|---|--|
| Approved by | Tamara Kingi Kaiārahi Kāwana Governance Team Leader | |
|-------------|---|--|

Waharoa (Matamata) Aerodrome Committee Work
Programme 2025

| Meeting Date | Scheduled Reports | Status – included in agenda | Comment / expected reporting dates |
|-----------------|--|-----------------------------|---|
| 15 May 2025 | Waharoa (Matamata) Aerodrome Reserve Management Plan | Yes | |
| | Plans, Policies, Bylaws update | Yes | |
| | Community Facilities Update | No | Due to conflicting work commitments, an update will be provided at the following meeting |
| | District Plan Update | Yes | |
| | Work programme | Yes | |
| 1 December 2025 | Waharoa (Matamata) Aerodrome Reserve Management Plan | Yes | |
| | Plans, Policies, Bylaws update | Yes | |
| | Community Facilities Update | Yes | |
| | District Plan Update | Yes | |
| | Local elections 2025 | No | At previous meeting, co-chair confirmed it is not required as the election has no impact on the continuation of the committee |
| | Schedule of Meetings and Draft Work Programme 2025 | Yes | |