

COUNCIL MEETING

ORDER PAPER

THURSDAY, 31 OCTOBER 2019, 1.00PM

**COUNCIL CHAMBER, RANGITĪKEI DISTRICT COUNCIL
46 HIGH STREET, MARTON**

Website: www.rangitikei.govt.nz

Email: info@rangitikei.govt.nz

Telephone: 06 327-0099

Facsimile: 06 327-6970

Chair - His Worship the Mayor, Andy Watson

Deputy Chair – Nigel Belsham

Membership

Councillors Cath Ash, Brian Carter, Fi Dalgety, Gill Duncan, Jane Dunn, Angus Gordon, Tracey Hiroa, Richard Lambert, Waru Panapa and Dave Wilson.

Please Note: Items in this agenda may be subject to amendments or withdrawal at the meeting. It is recommended therefore that items not be reported upon until after adoption by the Council. Reporters who do not attend the meeting are requested to seek confirmation of the agenda material or proceedings of the meeting from the Chief Executive prior to any media reports being filed.

Making this place home.





Rangitikei District Council

Council Meeting

Agenda – Thursday 31 October 2019 – 1:00 p.m.

Contents

1	Welcome	2	
2	Council Prayer	2	
3	Public Forum	2	
4	Apologies/Leave of Absence	2	<i>Agenda note</i>
5	Members' conflict of interest	2	<i>Agenda note</i>
6	Confirmation of order of business	2	<i>Agenda note</i>
7	Confirmation of minutes	2	Attachment 1, pages 17-22
8	Mayor's Report	2	Attachment 2, pages 23-27
9	Adoption of the 2018/19 Annual Report	2	<i>Agenda note</i>
10	Standing Orders and Order of Business for the 2019-22 Triennium.....	3	Attachment 3, pages 28-113
11	Code of Conduct	5	Attachment 4, pages 114-139
12	Committee structure and governance arrangements for the 2019-22 triennium .	6	Attachment 5, pages 140-177
13	Council appointments to Community Boards in the 2019-22 triennium.....	9	Attachment 6, pages 178-182
14	Council appointments to other organisations 2019-22 triennium	9	Attachment 7, pages 183-190
15	Gambling Venue policy (Class 4) – oral submissions.....	10	Attachment 8, pages 191-287
16	Rangitikei District Licensing Committee	11	<i>Agenda note</i>
17	Updated induction timetable.....	11	<i>To be tabled</i>
18	Additional remuneration for Councillors in the 2019-22 triennium	11	Attachment 9, pages 288-297
19	Expenses and Allowances Policy	12	<i>To be tabled</i>
20	Sale of house at 8 Walton Street, Bulls.....	12	<i>Agenda note</i>
21	Administrative Matters – October 2019 (2019-22 triennium).....	12	Attachment 10, pages 298-315
22	Top Ten Projects – status update, October 2019.....	13	Attachment 11, pages 316-325
23	Receipt of minutes from the last meeting in the 2016-19 triennium of Council ..	13	Attachment 12, pages 326-341
24	Minutes and recommendations from Committees	13	Attachment 13, pages 342-384
25	Late items.....	14	<i>Agenda note</i>
26	Public Excluded	14	<i>Agenda note</i>
27	Next Meeting	15	<i>Agenda note</i>
28	Meeting Closed	15	

*Public excluded items are distributed to Elected Members only.
The quorum for Council is six.

1 Welcome

2 Council Prayer

3 Public Forum

4 Apologies/Leave of Absence

That the apology for absence for Cr Tracey Hiroa be received.

5 Members' conflict of interest

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

6 Confirmation of order of business

That, taking into account the explanation provided why the item is not on the meeting agenda and why the discussion of the item cannot be delayed until a subsequent meeting,.....be dealt with as late items at this meeting.

7 Confirmation of minutes

The minutes from the Council meeting held 24 October 2019 are attached.

Recommendation:

That the minutes of the Council meeting on 24 October 2019 [as amended/without amendment] be taken as read and verified as an accurate and correct record of the meeting, and that the Mayor's electronic signature be attached to the electronic copy of these minutes.

8 Mayor's Report

The Mayor's report and schedule are attached.

File ref: 3-EP-3-5

Recommendation:

That the 'Mayor's report and schedule' to the 31 October 2019 Council meeting be received.

9 Adoption of the 2018/19 Annual Report

Once oral clearance has been provided, the final drafts of the Annual Report will be distributed to Elected Members.

The Audit Director will be present at the meeting to present his opinion.

Section 98 of the Local Government Act 2002 requires every local authority to prepare and adopt in respect of each financial year an audited annual report containing in respect of that year the information required by Part 3 of Schedule 10. The specified purposes of an annual report are:

- (a) to compare the actual activities and the actual performance of the local authority in the year with the intended activities and the intended level of performance as set out in respect of the year in the long-term plan and the annual plan; and
- (b) to promote the local authority's accountability to the community for the decisions made throughout the year by the local authority.

Each annual report must be completed and adopted, by resolution, within 4 months after the end of the financial year to which it relates. It (and the audited Summary Annual Report) must be publicly available within one month of adoption. Both documents will be uploaded to the Council's website and printed copies placed in the District libraries. In addition, two copies are required by the Legal Deposit Office in the National Library.

File ref: 5-FR-1

Recommendations:

1. That the Mayor and Chief Executive be authorised to sign the letters of representation addressed to the Council's auditor for the year ended 30 June 2019.
2. That the Annual Report 2017/18 be amended by adding the final Audit opinion and that both be adopted as amended.
3. That the Summary Annual Report 2018/19 be adopted subject to adding the final Audit opinion and making any changes (as agreed with the Chief Executive) to allow that.

10 Standing Orders and Order of Business for the 2019-22 Triennium

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

Council last adopted its Standing Orders on 3 November 2016. Since then there have been some changes from Local Government New Zealand which staff have amended and can be seen as tracked changes in the attached document.

Council staff will provide further commentary at the meeting, in brief the changes are:

- *Addition of definitions (2.0)*
 - Chief Executive (amendment)
 - Emergency meeting
 - Internet Site
 - Leave of absence
 - Open voting (amendment)
 - Present at the meeting to constitute quorum

- Public notice
- Working day (amendment)
- *Meeting duration (4.2)*
 - A meeting can sit for no more than two hours continuously without a break of at least ten minutes, previously this was three hours (unless the meeting resolves to extend the time before a break).
- *Membership of the Mayor (7.6)*
 - The Mayor is a member of all committees unless legislation states otherwise.
- Emergency meetings is an addition to the Standing Orders. Sections 8.5 -8.7 cover this amendment.
- When quorum is lost during a meeting, the meeting will lapse if quorum is not present within 15 minutes (11.5).
- *Leave of absence (13.3)* was in the Standing orders but has been reworded for clarification.
- Incorporating a casting vote in a council's Standing Orders is optional under cl. 24 (2) Schedule 7, LGA 2002. The casting vote provisions are left as they are in the default standing orders (20.3)
 - Council has three options for adopting a casting vote in their standing orders:
 - a. Status quo: *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.*
 - b. The casting vote provision is removed from the draft standing orders.
 - c. The standing orders are amended to provide for a "limited casting vote" that would be limited to a prescribed set of decisions only such as statutory decisions. For example, adopting the Long Term Plan or Annual Plan.
- Disrespect (21.2) has been changed to *Behaviour consistent with the code of conduct*. Code of conduct will be discussed in item 11.
- Clarity around speaking rights at committee and sub-committee meetings has been added to 22.5 for clarification.
- *Chairperson may recommend amendment* is a new section (24.6)
- There is an additional paragraph added to *Procedural motions must be taken immediately* (26.1)

- Some wording has been added to 29.1 to allow for electronic copies and electronic signatures.
- Section 30 on *Keeping a record* (of minutes) has two new additions and inspection also been reworded.

File ref: 3-OR-3-4

Recommendation:

That Council replace its Standing Orders by adopting* those proposed by Local Government New Zealand with the following changes to sections:

- Definitions in 2.0; and
- Meeting duration 4.2; and
- Membership of the Mayor 7.6; and
- Emergency meeting 8.5-8.7; and
- Casting vote 20.3; and
- Losing quorum 11.5; and
- Leave of absence 13.3; and
- Behaviour is consistent with code of conduct 21.2; and
- Speaking rights 22.5; and
- Chairperson recommending amendment 24.6; and
- Procedural motions 26.1; and
- Electronic signatures 29.1; and
- Keeping a record of minutes 30.0; and
- Any minor amendments to wording for clarity.

*75% vote required.

11 Code of Conduct

Code of Conduct Changes

Under cl 15 of Schedule 7 of the Local Government Act 2002 it is mandatory for councils to adopt a code of conduct.

The Code is designed to deal with the behaviour of members towards:

- each other, the chief executive and staff;
- the media; and
- the general public

Council last updated its code of conduct on 23 February 2017. Since the last update in 2017, there have been some changes from Local Government New Zealand which staff have amended and can be seen as tracked changes in the attached document.

Council staff will provide further commentary at the meeting, in brief the changes are:

- Under section 7 some additional points have been added on how contact with the media should be handled. Point one highlights that when dealing with media it must be clarified in what view you are providing comment.
- Further detail has been added to Section 13, Breaches of the code (Subsection 13.2, complaints) with it been referred to the Mayor/Chair and referred to an independent investigator.
- Appendix B further details the changes in regards to complaints and a revamped process that will be carried out.
- Section 13.1 also has an added principle

File ref: 3-OR-3-4

Recommendation:

That Council adopt* the proposed Code of Conduct with the tracked changes to the following sections:

- Contact with the media Section 7; and
- Principles Section 13.1; and
- Complaints section 13.2; and
- Any minor amendments to wording for clarity.

*75% vote required.

12 Committee structure and governance arrangements for the 2019-22 triennium

A report is attached.

File ref: 3-OR-3-4

Recommendations:

1. That the report 'Committee structures and governance arrangements for the 2019-22 triennium be received.

Committees for which Council solely determines membership

2. That the normal meeting time for Council, its standing committees and workshops is between 9.30 am and 5.00 pm on the second, third and last Thursdays of each month.
3. That Council endorses the criteria for establishing successful specialised standing committees as being
 - (i) committee membership open to all members of the Council,
 - (ii) committee meetings being at the same frequency as Council or at intervals consistent with Council's needs,

- (iii) the committees having the maximum legal delegations; and
 - (iv) the committees collectively covering the full scope of Council's business.
4. That Council notes the Mayor's decision for the broad delineation of the four specialised standing committees in the 2016-19 triennium continuing for the 2019-22 triennium as Finance/Performance; Assets/Infrastructure; Policy/Planning; and Audit/Risk, and endorses continuing the purpose statements, detailed terms of reference and delegations agreed for these committees in the 2016-19 triennium, with the proposed amendments, but subject to review after the strategic planning day on 20 November 2019.
 5. That Council notes the Mayor's decision to continue the Youth Council for the 2019-22 triennium, continuing the purpose statement, detailed terms of reference and delegations agreed during the 2016-19 triennium.
 6. That the Council notes the Mayor's decision to establish (and chair) a separate Hearings Committee to meet on an as-required basis only to determine panels for hearings under the Resource Management Act and to conduct hearings as required by other enactments.
 7. That the Council note the Mayor's preference
 - a. for the whole Council to meet on a quarterly basis (March, June, September, December) to review the strategic environment and priorities for the Rangitikei District and the local government sector;
 - b. for the whole Council to meet on a quarterly basis (April, May, August, November) with the chairs of the Community Boards and the Community Committees; and
 - c. for the Mayor and the Deputy Mayor to meet with the Chief Executive and Senior Leadership Team at their first meeting each month.
 8. That the Council notes the Mayor's decision that the chairs of the four specialist standing specialist committees in the 2019-22 triennium will be:

Finance/Performance	Cr Belsham
Assets/Infrastructure	Cr Wilson
Policy/Planning	Cr Gordon
Audit/Risk	Mr Craig O'Connell

and that each of these committees will appoint their deputy chairs.
 9. That Te Rōpu Ahi Kā continue to be able to nominate a representative as a full member for each of the Assets/Infrastructure, Finance/Performance and Policy/Planning Committees in the 2019-22 triennium.
 10. That the authority to set the remuneration for the independent Chair of the Audit/Risk Committee lie with the Chief Executive, within an annual cap of \$10,000.

11. That the full Council conduct any reviews of the Chief Executive's performance with the review process being managed as a specified additional responsibility by

Committees which comprise members elected by the wider community.

12. That Council confirms for the 2019-22 triennium the existing terms of reference and delegations [as amended] for Te Rōpu Ahi Kā, the Māori Land Rates Remission Sub-committee, the Creative Communities Assessment Committee, the Sport New Zealand Rural Travel Fund Assessment Committee, the reserve management committees at Turakina and Mangaweka, and the rural water supply management sub-committees at Hunterville, Erewhon, Omatane and Putorino.
13. That for the 2019-22 triennium His Worship the Mayor and Councillor.....be the Rangitikei District Council's representatives on Te Rōpu Ahi Kā.
14. That for the 2019-22 triennium His Worship the Mayor (as Chair), Councillor and Councillor be Council's members on the Māori Land Rates Remission Committee.
15. That for the 2019-22 triennium His Worship the Mayor and Councillor be appointed to the Creative New Zealand Assessment Committee, together with Hari Benevides (representing Te Rōpu Ahi Kā) and confirms the nominations received for the community representatives following public advertisements as Mr Paul Marcroft, Ms Jan Harris, Ms Mary Laki, Ms Gemma Cameron, Mr Richard Aslett, Ms Katarina Hina, Ms Raewyn Turner, Ms Laura Morrison and Ms Deborah Jorgenson with the Chair being appointed annually by the Committee.
16. That for the 2019-22 triennium the Sport New Zealand Rural Travel Fund Assessment Committee comprise His Worship the Mayor, Councillor..... and Councillor....., with appointed as Chair.
17. That for the 2019-22 triennium, Councillor..... be the Rangitikei District Council's representative on the Rangitikei Youth Council.
18. That for the 2019-22 triennium, Councillor..... be the Rangitikei District Council's representative on the Hunterville Rural Water Supply Management Sub-Committee in addition to His Worship the Mayor (ex officio).
19. That for the 2019-22 triennium, Councillor be the Rangitikei District Council's representative on the Erewhon Rural Water Supply Management Sub-Committee in addition to His Worship the Mayor (ex officio).
20. That for the 2019-22 triennium, Councillor be the Rangitikei District Council's representative on the Omatane Rural Water Supply Management Sub-Committee in addition to His Worship the Mayor (ex officio).
21. That for the 2019-22 triennium, the following be appointed liaison councillors for community committees, with His Worship the Mayor appointed ex officio:

Turakina: Cr..... and Cr.....

Bulls: Cr..... and Cr.....

Marton: Cr..... and Cr.....

Huntermuir: Cr..... and Cr.....

22. That for the 2019-22 triennium the following be appointed liaison councillors for reserve management committees, with His Worship the Mayor appointed ex officio:

Turakina: Cr.....

Santoft: Cr.....

McIntyre: Cr.....

13 Council appointments to Community Boards in the 2019-22 triennium

A report is attached.

File ref: 3-OR-3-4

Recommendations:

1. That the report 'Council appointments to Community Boards in the 2019-22 Triennium' to the 31 October 2019 Council meeting be received.
2. That the three Northern Ward Councillors are appointed to the Taihape Community Board on a rotating basis so that

Councillor A..... and Councillor B..... are members from November 2019 to October 2020;

Councillor A..... and Councillor C are members from November 2020 to October 2021;

Councillor B..... and Councillor C are members from November 2021 to October 2022;

and that, at its inaugural meeting, the Taihape Community Board be asked to allow the third Northern Ward Councillor not formally appointed in any year to the Board to have speaking (but not voting) rights at any meeting of the Board during that year.

3. That Councillor be appointed to the Rātana Community Board.
4. That both Community Boards be invited, early in 2020, to consider and recommend on any changes to their delegations for Council to consider.

14 Council appointments to other organisations 2019-22 triennium

A memorandum is attached.

File ref: 3-EP-2

Recommendations:

1. That the memorandum 'Council appointments to other organisations in the 2019-22 triennium' be received.
2. That..... be appointed as the Rangitikei District Council representative to the Regional Land Transport Committee and that be appointed as the alternate.
3. That..... be appointed as Rangitikei District Council's advisory member of the Horizons Regional Council's Passenger Transport Committee and that be appointed as the alternate.
4. That.....and..... be appointed as the Rangitikei District Council representatives to the John Beresford Swan Dudding Trust Advisory Committee.
5. That..... be nominated as Council's representative on the Otaihape Health Trust and that be appointed as the alternate.
6. That..... be appointed as the Rangitikei District Council representative to the Electoral College for the Whanganui Regional Museum.
7. That be appointed as the Rangitikei District Council representative to the Bonny Glen Community Trust and thatbe appointed as the alternate.
8. That His Worship the Mayor, Andy Watson, be appointed as the Rangitikei District Council representative to Civil Defence Emergency Management Group, Governance Body.

15 Gambling Venue policy (Class 4) – oral submissions

Submissions close on 28 October 2019. Submissions received by 24 October 2019 are attached. Any submission received later and by the closing date will be uploaded on 29 October 2019 (and tabled at the meeting).

Oral submissions from 3.15 pm

The following submitter's have been confirmed to speak:

- Bonnie Lovich-Howitt, Problem Gambling Foundation
- Martin Cheer, Pub Charity Limited

Voice messages and emails have been left with the following who have indicated they wish to speak:

- Whanganui District Health Board

A revised list will be tabled at the meeting if there are other submitters who wish to speak

16 Rangitikei District Licensing Committee

The term of the current Committee expires on 31 January 2020.

Section 189 of the Sale and Supply of Alcohol Act prescribes that any licensing committee comprises three people, drawn the list of approved people. However, the chair must be either an elected member of the Council or a commissioner appointed by Council to the committee. The latter has been the case for the present committee. In Rangitikei, most of the functions prescribed by the Act are carried out by the chair; during 2018/19, the Committee met twice.

A public notice has been prepared inviting nominations from people to be considered for appointment. The outcome of that will be reported to Council's next meeting (on 5 December 2019)

Section 192 of the Sale and Supply of Alcohol Act 2012 requires that, to be eligible, a person must have experience relevant to alcohol licensing matters. The Act also specifies two exclusions:

- No actual or perceived involvement (or a relationship with someone who has actual or perceived involvement) with the alcohol industry that he or she could not perform his or her duties without actual bias or the appearance of bias;
- Ineligible for appointment is anyone who is a constable, a Medical Officer of Health, an inspector, or an employee of the territorial authority.

The term of consecutive membership is limited to ten years so all existing members are eligible to reapply. The relevant information will be passed to them.

Section 195 of the Act provides that the level of fees and allowances payable to members (including commissioners appointed to the Committee) is set by the Government.

17 Updated induction timetable

The updated induction timetable will be tabled at the meeting.

18 Additional remuneration for Councillors in the 2019-22 triennium

A memorandum is attached.

File: 3-OR-3-5

Recommendations:

1. That the memorandum 'Additional remuneration for Councillors in the 2019-22 triennium' to the 31 October 2019 Council meeting be received.
2. That Council adopts as the basis for additional remuneration for Councillors in the 2019-22 triennium

EITHER Option 1 – allocate the full governance remuneration pool evenly among all Councillors.

OR Option 2 – allocate the full governance remuneration pool to specific additional responsibilities (i.e. Deputy Mayor, Committee Chair and Deputy Chairs and the Chair of the Chief Executive Review Committee).

OR Option 3 – adopt a mixed allocation on the basis that ...% recognises additional representation responsibilities discharged by all Councillors (this increasing their minimum allowable annual remuneration) and the balance (...%) recognises specific additional responsibilities (i.e. Deputy Mayor, Committee Chair and Deputy Chairs and the Chair of the Chief Executive Review Committee).

OR

19 Expenses and Allowances Policy

A memorandum will be tabled at the meeting.

File ref: 3-OR-3-4

Recommendations:

1. That the memorandum 'Expenses and Allowances Policy' to the 31 October 2019 Council meeting be received.
2. That....

20 Sale of house at 8 Walton Street, Bulls

The auction (by Bayleys) will take place at the site on Saturday 2 November 2019. Council is asked to nominate a reserve price.

Recommendation:

That the reserve price for the house at 8 Walton Street, Bulls, be(GST inclusive).

21 Administrative Matters – October 2019 (2019-22 triennium)

A report is attached.

File ref: 5-EX-4

Recommendations:

1. That the report 'Administrative Matters – October 2019 (2019-22 triennium)' to the 31 October 2019 Council meeting be received.

2. That Council approve the minor amendments proposed to the Rates remission policy –incentivising residential development, to take immediate effect (i.e. from 1 November 2019).
3. That His Worship the Mayor be authorised to sign on behalf of the Council the submission to the Parliamentary Environment Committee on the Resource Management Amendment Bill.
4. That any objections to the road closures requested for the purpose of holding Christmas Parades in Bulls, Marton, Hunterville and Marton be considered by His Worship the Mayor, the Deputy Mayor and the Chief Executive and their decision reported to the next meeting of Council.
5. That the normal meeting time for Council, its standing committees and workshops is

EITHER between 9.30 am and 5.00 pm on the second, third and last Thursdays of each month

OR.....

22 Top Ten Projects – status update, October 2019

A memorandum is attached.

File ref: 5-EX-4

Recommendation:

That the memorandum ‘Top Ten Projects – status update, October 2019’ to the 31 October 2019 Council meeting be received.

23 Receipt of minutes from the last meeting in the 2016-19 triennium of Council

Standing Orders 3.18.2 specifies that the Chair and the Chief Executive authenticate the minutes of the last meeting of a Local Authority.

Recommendation:

That the minutes and public excluded minutes of Council’s meeting on 10 October 2019 be received.

24 Minutes and recommendations from Committees

The minutes are attached.

Recommendations:

1. That the following minutes be received:
 - Hunterville Community Committee, 7 October 2019
 - Te Rōpu Ahi Kā, 8 October 2019
 - Bulls Community Committee, 8 October 2019
 - Ratana Community Board, 8 October 2019 – *to be tabled at the meeting*
 - Taihape Community Board, 9 October 2019
 - Marton Community Committee, 9 October 2019
 - Youth Council, 15 October 2019 – *to be tabled at the meeting*
2. That the following recommendation from the Hunterville Community Committee meeting held on 7 October 2019:

19/HCC/027

That the Hunterville Community Committee recommend to Council that Council revamp the gardens at the southern end of the township on State highway 1, around the NZTA speed signs.

3. That the following recommendations from the Marton Community Committee meeting held on 9 October 2019:

19/MCC/040

That the Marton Community Committee recommend to Council that Council keep the current Gambling Venue (Class 4) Policy with no changes.

19/MCC/043

The Marton Community Committee recommend to Council that Council approach Project Marton to remove the all the Heart-branded signs and replace it with the approved branded Marton township signs.

25 Late items

As agreed at Item 6.

26 Public Excluded

Recommendation:

I move that the public be excluded from the following parts of the proceedings of this meeting, namely:

1. Property matters
2. Remission of rates

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

General subject of the matter to be considered	Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for passing of this resolution
Item 1 Property matters	To enable the local authority holding the information to carry on, without prejudice or disadvantage negotiations (including commercial and industrial negotiations) – <i>section 7(2)(i)</i> .	Section 48(1)(a)(i)
Item 2 Remission of rates	To enable the local authority holding the information to protect the privacy of natural persons, including that of deceased natural persons) – <i>section 7(2)(a)</i> .	Section 48(1)(a)(i)

This resolution is made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interests protected by Section 6 or Section 7 of the Act which would be prejudiced by the holding or the whole or the relevant part of the proceedings of the meeting in public as specified above.

27 Next Meeting

5 December 2019, 1.00pm

28 Meeting Closed

Attachment 1



Rangitikei District Council

Inaugural Council Meeting

Minutes – Thursday 24 October 2019 – 7:30 p.m.

Contents

1	Council Prayer	2
2	Welcome and introduction from the Chief Executive	2
3	Apologies/Leave of Absence	2
4	Mayor's declaration and installation	2
5	Declaration by Councillors	2
6	Address from the Mayor	3
7	Appointment of the Deputy Mayor	4
8	Legislation requiring general explanation at the first meeting	4
9	First meeting	5
10	Meeting closed	5

Present:

His Worship the Mayor, Andy Watson
Cr Nigel Belsham
Cr Cath Ash
Cr Brian Carter
Cr Fiona Dalgety
Cr Gill Duncan
Cr Jane Dunn
Cr Angus Gordon
Cr Tracey Hiroa
Cr Richard Lambert
Cr Waru Panapa
Cr Dave Wilson

In attendance:

Mr Peter Beggs, Chief Executive
Mr Michael Hodder, Community & Regulatory Services Group Manager
Ms Jo Devine, GM – Finance and Business Support
Mr Arno Benadie, Principal Advisor – Infrastructure
Ms Carol Gordon, Customer Services & Communications Team Leader
Mr Lequan Meihana, Strategic Advisor – Mana Whenua
Ms Nardia Gower, Strategic Advisor - Youth
Ms Alyssa Takimoana, Executive Assistant
Mr George Forster, Policy Advisor
Ms Bonnie Clayton, Governance Administrator

1 Council Prayer

Mr Waru Panapa read the Council Prayer in Te Reo Maori.

2 Welcome and introduction from the Chief Executive

From the chair, the Chief Executive welcomed everyone to the meeting and congratulating newly elect Councillors.

Mr Beggs welcomed Rangitikei Youth Council representatives in attendance and looks forward to meeting them and getting to know more about the Rangitikei Youth Council. He spoke about his own Powhiri only two days earlier, being welcomed as the Rangitikei District Council's new Chief Executive and updating his friends and family of his excitement of his recent move to the district.

Finishing off, Mr Beggs acknowledged the strong sense of community over the past few days noting that the people he has been chosen to represent (Council staff) are an amazingly talented group.

3 Apologies/Leave of Absence

Nil

4 Mayor's declaration and installation

I, Andy WATSON, declare that I will faithfully and impartially, and according to the best of my skill and judgement, execute and perform, in the best interests of the Rangitikei District, the powers, authorities, and duties vested or imposed upon me as the Mayor of the Rangitikei District Council by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

The Mayor placed the Mayoral chains around his neck and took the Chair.

5 Declaration by Councillors

Newly elect Councillors made their declaration in the following order:

- Cr Cath Ash
- Cr Nigel Belsham
- Cr Brian Carter
- Cr Fiona Dalgety
- Cr Gill Duncan
- Cr Jane Dunn
- Cr Angus Gordon
- Cr Tracey Hiroa
- Cr Richard Lambert
- Cr Waru Panapa
- Cr Dave Wilson

I,, declare that I will faithfully and impartially, and according to the best of my skill and judgement, execute and perform, in the best interests of the Rangitikei District, the powers, authorities, and duties vested or imposed upon me as a Member of the Rangitikei District Council by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Ko ahau, ko....., e oati ana ka whai ahau i te pono me te tōkeke, i runga hoki i te mutunga kē mai nei o āku pūkenga, o āku whakatau hoki kia whakatutuki, kia mahi anō hoki i te mana whakahaere, te mana whakatau me ngā momo mahi kua ūhia ki runga i a ahau kia whiwhi painga mō te takiwā o Rangitikei hei Kai-kaunihera o te Kaunihera-ā-rohe o Rangitikei, e ai hoki ki te Ture Kāwanatanga-ā-Taiao 2002, ki te Ture Kāwanatanga-ā-Taiao Whakapae me te Hui 1987, me ētahi Ture anō rānei.

I tohungia i Tutaenui (Rangitikei) i te 24 o ngā rā, Whiringa-ā-nuku 2019.

Cr Tracey Hiroa and Cr Waru Panapa delivered their declaration in Te Reo Maori.

All declarations were duly signed by the Mayor and Councillors.

6 Address from the Mayor

The Mayor made the following address to Council:

It is an honour and a privilege to be elected as Mayor of the Rangitikei District for the third time although it seems strange not to have gone through the voting process.

I endorse the words of our Chief Executive Peter Beggs in welcoming thanking everyone for attending this Inaugural Council meeting. It is pleasing to see family and whanau attending to witness the signing in of new Councillors. I thank the Ratana band for attending and I ask the Youth Council members to stand so that we can acknowledge their presence and the support they have provided to the election process. I suspect that some of you will serve in a Councillor capacity here or elsewhere.

I thank our Koumatua Dr. Mike Paki for his assistance and to Lequan for his work in organising the Powhiri.

It is appropriate that I acknowledge those that have come before us. On a personal level just before I was elected as Mayor for the first time my mother passed away something that I reflect on at this time, her father my grandfather was Mayor of Palmerston North Council for ten years and she would have been moved to see me follow his footsteps.

I acknowledge the Councillors and Mayors that have come before me. We have had six Councillors stand down for this election and we owe them a considerable amount as a district.

Council has recently appointed Peter Beggs as our new Chief Executive, a position that he thoroughly deserved to win. I would like to ask Peter to introduce himself to the meeting.

Ross Mc Neil has served as our Chief Executive for the past 7 years and he has led the strategy and direction capably for the LTP (long term plan) and guided us well and I pass on my thanks. Also, I would like to recognise the role that our acting Chief Executive Michael Hodder has performed before Peter's induction, he has effectively kept the wheels turning.

To my knowledge this is the first time that two Councillors have signed their declarations in Te Reo, which is welcomed and a sign of the times moving forward.

To Councillors, congratulations you have been elected from your peers, it is a brave step to stand for Council and I also congratulate those people who put themselves up for election that did not get to sit at this table.

As Councillors you take over from a successful council, so you have a lot to live up to.

I remind you that you have been elected in your wards but you have a responsibility for the district at large. You need to adopt a district wide approach when making decisions.

Our annual plan/long term plans indicate the highest capital spend in our district history, with many new builds and infrastructure replacement. It will be a busy year especially in the first few months.

Our district is growing, industry is wanting to come here and our population is increasing; this is a great time to be a Councillor.

In the next item of the agenda I will be naming Cr Nigel Belsham as my deputy. He is an invaluable asset, I have had frank conversations with the elect Councillors and Nigel was the automatic choice.

I welcome Peter as our new Chief Executive and thank staff for their work guiding Council and for being the operational arm of Council.

Andy Watson, Mayor Rangitikei.

7 Appointment of the Deputy Mayor

His Worship the Mayor made the following announcement:

Under section 41A(3) of the Local Government Act 2002, I as Mayor am formally appointing Cr Nigel Belsham as Deputy Mayor.

Cr Belsham thanked His Worship the Mayor and that it is an honour to be working alongside him. He also thanked fellow Councillors for their confidence in him and looks forward to the next 3 years.

8 Legislation requiring general explanation at the first meeting

Mr Beggs took the report as read.

Resolved minute number

19/RDC/344

File Ref

That the report on "Legislation requiring general explanation at the first Council meeting for the 2019-22 triennium" be received and the information noted.

Cr Belsham/Cr Wilson. Carried

9 First meeting

Resolved minute number

19/RDC/345

File Ref

That the first meeting of Council be held on Thursday 31 October 2019, commencing at 1.00pm.

His Worship the Mayor/Cr Belsham. Carried

10 Meeting closed

8.05pm.

Confirmed/Chair: _____

Date:

Attachment 2

Report to Council October 25, 2019

I am honoured and privileged to have been elected as the Mayor of the Rangitikei District for the next three years. I congratulate the new Councillors elected and signed in on the 24th of this month. The returning Councillors standing for re- election succeeded on the basis of the work and reputation that they have demonstrated over the past three years and I thank them for that work. The new Councillors have been elected on their reputation and the esteem that they are held in as well as the promises of commitment they have made. I believe we have a very strong Council going forward. The Council is made up of 6 new Councillors with nearly a 50/50 gender split and significantly two of the declarations were read in Te Reo.

As part of the inaugural meeting I named Cr Nigel Belsham as my Deputy Mayor based on his service and the advice of Councillors.

I have recommended that Council will be governed by the three existing standing committees of Assets/Infrastructure, Policy/Planning and Finance/Performance chaired by Cr Dave Wilson, Cr Angus Gordon and Cr Nigel Belsham respectively. Again, I am making this recommendation on the basis of experience and after individual consultation with Councillors. My expectation is that each Chair will provide a written report to be included in each of their respective committee agendas. I have decided that the deputy chair roles for those committees should be by Council vote.

I have deferred naming Councillors as having portfolio responsibilities as my experience has been that this has not worked as effectively as I had hoped. There is however an exception, I think that an Iwi portfolio has merit and I would like further discussion around this before an appointment is made.

I would also like to name the Deputy Mayor in charge of the Chief Executive appraisal process. Deputy Mayor Nigel Belsham has handled that process incredibly well and I thank him for his work.

Environmental issues and impending Government legislation around the “three waters” will encompass an enormous amount of work this triennium and I would like Council to hold a quarterly strategic workshop where these issues can be explored to develop draft positions for Policy/Planning, Assets/Infrastructure, Finance/Performance and Council.

We need to continue to use local knowledge on such important issues such as waste water and water schemes as part of our infrastructure process.

I congratulate our new Chief Executive Peter Beggs on his appointment and the way in which he has engaged with staff and the community. As part of that process Peter has suggested that the Mayor and Deputy Mayor meet with senior staff on occasions, something that I appreciate.

As expressed at the signing in ceremony last week we face a significant capital spend and development program. It is essential that we consider the financial impacts well and have a community engagement process that everyone agrees to.

Andy Watson, Mayor Rangitikei.

Mayors Engagement

October 2019

1	Attended the forward plan meeting re the Taihape to Napier Road – Hastings
2	Was based in Taihape all day Met with a Bulls resident
3	Attended the Mayor’s Taskforce for Jobs Core Group Meeting Attended the Turakina Reserve Management Committee meeting and the Turakina Community Committee meetings
4	Met with Pastor Levine, Samoan Assembly of God Met with Rev Tim Duxfield Priest-in-Charge, Rangitikei Anglican Parish re Marton Youth Met with a potential business in Bulls
5	Attended the 150 Anniversary of the Day – Marton Was a guest speaker at the opening of the marching day at Nga Tawa
7	Attended the Hunterville community Committee meeting
8	Attended Te Roopu Ahi Kaa Komiti meeting Attended the Bulls Community Committee meeting
9	Attended the Marton Community Committee meeting Met with various Bulls and Marton residents
10	Met with a Marton resident Met with the Tuia Candidate, Maatariki re the final Wananga in Auckland Attended the end of triennium Council meeting Attended the end of triennium Council function
11	Had a follow-up meeting with Pastor Levine, Samoan Assembly of God
14	Met with a newly elected Southern ward Councillor Attend the management team meeting to discuss the upcoming informal chat with newly elected members
15	Met with Wendy Paterson re Dementia Education in Bulls Met with a newly elected Southern ward Councillor Attended the Rangitikei Youth Council Meeting
16	Attended the Alliance meeting – Palmerston North Met with a newly elected Southern ward Councillor Met with a newly elected Northern ward Councillor

	Met with various Marton and Hunterville residents Attended the informal chat with newly elected members
17	Attended the Agribusiness Industry Update - October 2019
18	Attended the Accelerate25 Lead Team meeting – Mt Ruapehu
20	Attended the Maori Land Court meeting re the Kotahitanga Hall
22	Attended the Powhiri for CE Peter Beggs - Rangitikei College Hall
23	Attended the Dudding Trust meeting Attended the Dinner for the sponsors of the Bulls Community house Project
24	Met with various Marton and Bulls residents Attended the Powhiri for Newly Elected Members Attended the Council Inaugural meeting
25	Met with a newly elected Central ward Councillor
29-30	To attend the Mayors induction workshop day 1 & 2
31	To attend the Central Ward tour To attend the Council meeting

Attachment 3



STANDING ORDERS

RANGITIKEI DISTRICT COUNCIL

Adopted by Council resolution, 3 November 2016

VERSION CONTROL

This version updated:	4 April 2017
Previously updated on:	3 November 2016
Previously updated on:	
Previously updated on:	

Preface

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

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

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

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

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

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

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

Copyright Notice:

The Rangitikei District Council (**Council**) has been granted a royalty-free, non-exclusive, non-transferable and revocable licence to:

- amend the standing orders (**Amended Standing Orders**) so that they are suitable for the Council's specific context and needs;
- copy the Amended Standing Orders for use by the Council's employees and elected members and the public; and
- place the Amended Standing Orders on the Council or public website.

The Council will not supply or make available to any third party a copy of the Guide, the Standing Orders or the Amended Standing Orders other than as permitted by this licence. All other rights are reserved by Equip, the copyright owner, under the Copyright Act 1994. Any request to use the standing orders for purposes other than those described above should be made directly to Equip.

Equip 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.

Contents

1.	Introduction	<u>1010</u>
1.1	Principles	<u>1010</u>
1.2	Statutory references	<u>1010</u>
1.3	Acronyms	<u>1141</u>
1.4	Application	<u>1141</u>
2.	Definitions	<u>1141</u>
	General matters	<u>1616</u>
3.	Standing orders	<u>1616</u>
3.1	Obligation to adopt standing orders	<u>1616</u>
3.2	Process for adoption and alteration of standing orders	<u>1616</u>
3.3	Members must obey standing orders	<u>1616</u>
3.4	Application of standing orders	<u>1616</u>
3.5	Temporary suspension of standing orders	<u>1616</u>
3.6	Quasi-judicial proceedings	<u>1747</u>
3.7	Physical address of members	<u>1747</u>
4.	Meetings	<u>1747</u>
4.1	Legal requirement to hold meetings	<u>1747</u>
4.2	Meeting duration	<u>1747</u>
4.3	Language	<u>1747</u>
4.4	Webcasting meetings	<u>1848</u>
4.5	First meeting (inaugural)	<u>1848</u>
4.6	Requirements for the first meeting	<u>1848</u>
5.	Appointments and elections	<u>1919</u>
5.1	Mayoral appointment of deputy Mayor, committee chairs and members	<u>1919</u>
5.2	Council Discharge of a Mayoral Appointment	<u>1919</u>
5.3	Establishment of committees by the Mayor	<u>1919</u>
5.4	Elections of regional Chairpersons, deputy Mayors and deputy Chairpersons	<u>2020</u>
5.5	Removal of a deputy Mayor	<u>2020</u>
5.6	Voting system for chairs, deputy Mayors and committee chairs	<u>2020</u>
6.	Delegations	<u>2121</u>
6.1	Limits on delegations	<u>2121</u>
6.2	Committees may delegate	<u>2121</u>
6.3	Use of delegated powers	<u>2222</u>
6.4	Decisions made under delegated authority cannot be rescinded or amended	<u>2222</u>
6.5	Committees and sub committees subject to the direction of the local authority	<u>2222</u>
6.6	Duty to consider delegations to community boards	<u>2222</u>

7. Committees	<u>2222</u>
7.1 Appointment of committees and subcommittees	<u>2322</u>
7.2 Discharge or reconstitution of committees and subcommittees	<u>2323</u>
7.3 Appointment or discharge of committee members and subcommittee members	<u>2323</u>
7.4 Elected members on committees and subcommittees	<u>2323</u>
7.5 Local authority may replace members if committee not discharged	<u>2423</u>
7.6 Membership of Mayor	<u>2424</u>
7.7 Decision not invalid despite irregularity in membership	<u>2424</u>
7.8 Appointment of joint committees	<u>2424</u>
7.9 Status of joint committees	<u>2524</u>
7.10 Power to appoint or discharge individual members of a joint committee	<u>2524</u>
Pre-meeting	<u>2625</u>
8. Giving notice	<u>2625</u>
8.1 Public notice – ordinary meetings	<u>2625</u>
8.2 Notice to members - ordinary meetings	<u>2625</u>
8.3 Extraordinary meeting may be called	<u>2625</u>
8.4 Notice to members - extraordinary meetings	<u>2625</u>
8.5 Public notice - extraordinary meetings	<u>2726</u>
8.6 Process for calling an extraordinary meeting at an earlier time	<u>2726</u>
8.7 Notification of extraordinary meetings held at an earlier time	<u>2726</u>
8.8 Chief executive may make other arrangements	<u>2726</u>
8.9 Meetings not invalid	<u>2826</u>
8.10 Resolutions passed at an extraordinary meeting	<u>2827</u>
8.11 Meeting schedules	<u>2927</u>
8.12 Non-receipt of notice to members	<u>2927</u>
8.13 Meeting cancellations	<u>2927</u>
9. Meeting agenda	<u>3028</u>
9.1 Preparation of the agenda	<u>3028</u>
9.2 Process for raising matters for a decision	<u>3028</u>
9.3 Chief executive may delay or refuse request	<u>3028</u>
9.4 Order of business	<u>3028</u>
9.5 Chairperson's recommendation	<u>3028</u>
9.6 Chairperson's report	<u>3028</u>
9.7 Public availability of the agenda	<u>3129</u>
9.8 Public inspection of agenda	<u>3129</u>
9.9 Withdrawal of agenda items	<u>3129</u>
9.10 Distribution of the agenda	<u>3129</u>

9.11	Status of agenda	<u>3129</u>
9.12	Items of business not on the agenda which cannot be delayed	<u>3230</u>
9.13	Discussion of minor matters not on the agenda	<u>3230</u>
9.14	Public excluded business on the agenda	<u>3230</u>
9.15	Qualified privilege relating to agenda and minutes	<u>3230</u>
Meeting Procedures		<u>3331</u>
10.	Quorum	<u>3331</u>
10.1	Councils	<u>3331</u>
10.2	Committees and subcommittees	<u>3331</u>
10.3	Joint Committees	<u>3331</u>
10.4	Requirement for a quorum	<u>3331</u>
10.5	Meeting lapses where no quorum	<u>3432</u>
10.6	Business from lapsed meetings	<u>3432</u>
11.	Public access and recording	<u>3432</u>
11.1	Meetings open to the public	<u>3432</u>
11.2	Grounds for removing the public	<u>3432</u>
11.3	Local authority may record meetings	<u>3432</u>
11.4	Public may record meetings	<u>3432</u>
12.	Attendance	<u>3533</u>
12.1	Members right to attend meetings	<u>3533</u>
12.2	Attendance when a committee is performing judicial or quasi-judicial functions	<u>3533</u>
12.3	Leave of absence	<u>3533</u>
12.4	Apologies	<u>3633</u>
12.5	Recording apologies	<u>3634</u>
12.6	Absent without leave	<u>3634</u>
12.7	Right to attend by audio or audio visual link	<u>3634</u>
12.8	Member's status: quorum	<u>3634</u>
12.9	Member's status: voting	<u>3634</u>
12.10	Chairperson's duties	<u>3634</u>
12.11	Conditions for attending by audio or audio visual link	<u>3735</u>
12.12	Request to attend by audio or audio visual link	<u>3735</u>
12.13	Chairperson may terminate link	<u>3735</u>
12.14	Giving or showing a document	<u>3735</u>
12.15	Link failure	<u>3936</u>
12.16	Confidentiality	<u>3936</u>
13.	Chairperson's role in meetings	<u>3936</u>
13.1	Council meetings	<u>3936</u>

13.2	Committee meetings	<u>3936</u>
13.3	Addressing the Chairperson	<u>3936</u>
13.4	Chairperson's rulings	<u>4037</u>
13.5	Chairperson standing	<u>4037</u>
13.6	Member's right to speak	<u>4037</u>
13.7	Chairperson may prioritise speakers	<u>4037</u>
14.	Public Forums	<u>4037</u>
14.1	Time limits	<u>4037</u>
14.2	Restrictions	<u>4138</u>
14.3	Questions at public forums	<u>4138</u>
14.4	No resolutions	<u>4138</u>
15.	Deputations	<u>4138</u>
15.1	Time limits	<u>4138</u>
15.2	Restrictions	<u>4138</u>
15.3	Questions of a deputation	<u>4239</u>
15.4	Resolutions	<u>4239</u>
16.	Petitions	<u>4239</u>
16.1	Form of petitions	<u>4239</u>
16.2	Petition presented by petitioner	<u>4239</u>
16.3	Petition presented by member	<u>4340</u>
17.	Exclusion of public	<u>4340</u>
17.1	Motions and resolutions to exclude the public	<u>4340</u>
17.2	Specified people may remain	<u>4340</u>
17.3	Public excluded items	<u>4440</u>
17.4	Non-disclosure of information	<u>4441</u>
17.5	Release of information from public excluded session	<u>4441</u>
18.	Additional provisions for District Iwi and the Māori community at Rātana	<u>4441</u>
18.1	District Iwi and the Māori community at Rātana representation at meetings	<u>4441</u>
18.2	Speaking rights in addition to public forum	<u>4541</u>
18.3	District Iwi and the Māori community at Rātana representation at committees and subcommittees	<u>4542</u>
18.4	District Iwi and the Māori community at Rātana speaking time	<u>4542</u>
18.5	Question of speakers during District Iwi and the Māori community at Rātana participation	<u>4542</u>
19.	Voting	<u>4542</u>
19.1	Decisions by majority vote	<u>4542</u>
19.2	Open voting	<u>4542</u>
19.3	Chairperson has a casting vote	<u>4542</u>

19.4	Method of voting	<u>4643</u>
19.5	Calling for a division	<u>4643</u>
19.6	Request to have votes recorded	<u>4643</u>
19.7	Members may abstain	<u>4643</u>
20.	Conduct	<u>4643</u>
20.1	Calling to order	<u>4643</u>
20.2	Disrespect	<u>4643</u>
20.3	Retractions and apologies	<u>4744</u>
20.4	Disorderly conduct	<u>4744</u>
20.5	Contempt	<u>4744</u>
20.6	Removal from meeting	<u>4744</u>
20.7	Financial conflicts of interests	<u>4744</u>
20.8	Non-financial conflicts of interests	<u>4845</u>
20.9	Qualified privilege for meeting proceedings	<u>4845</u>
20.10	Qualified privilege additional to any other provisions	<u>4845</u>
20.11	Electronic devices at meetings	<u>4845</u>
20.12	Members to Remain Seated	<u>4945</u>
21.	General rules of debate	<u>4946</u>
21.1	Chairperson may exercise discretion	<u>4946</u>
21.2	Time limits on speakers	<u>4946</u>
21.3	Questions to staff	<u>4946</u>
21.4	Questions of clarification	<u>4946</u>
21.5	Members may speak only once	<u>5046</u>
21.6	Limits on number of speakers	<u>5046</u>
21.7	Seconder may reserve speech	<u>5046</u>
21.8	Speaking only to relevant matters	<u>5047</u>
21.9	Restating motions	<u>5047</u>
21.10	Criticism of resolutions	<u>5047</u>
21.11	Objecting to words	<u>5047</u>
21.12	Right of reply	<u>5147</u>
21.13	No other member may speak	<u>5147</u>
21.14	Adjournment motions	<u>5148</u>
21.15	Chairperson's acceptance of closure motions	<u>5148</u>
22.	General procedures for speaking and moving motions	<u>5148</u>
22.1	Options for speaking and moving	<u>5248</u>
22.2	Option A	<u>5248</u>
22.3	Option B	<u>5249</u>
22.4	Option C	<u>5249</u>

22.5	Procedure if no resolution reached	<u>5349</u>
22.6	Addressing the Chair in English or Māori	<u>5349</u>
23.	Motions and amendments	<u>5350</u>
23.1	Proposing and seconding motions	<u>5350</u>
23.2	Motions in writing	<u>5350</u>
23.3	Motions expressed in parts	<u>5350</u>
23.4	Substituted motion	<u>5350</u>
23.5	Amendments to be relevant and not direct negatives	<u>5450</u>
23.6	Foreshadowed amendments	<u>5450</u>
23.7	Lost amendments	<u>5450</u>
23.8	Carried amendments	<u>5451</u>
23.9	Where a motion is lost	<u>5451</u>
23.10	Withdrawal of motions and amendments	<u>5451</u>
23.11	No speakers after reply or motion has been put	<u>5551</u>
24.	Revocation or alteration of resolutions	<u>5551</u>
24.1	Member may move revocation of a decision	<u>5551</u>
24.2	Revocation must be made by the body responsible for the decision	<u>5552</u>
24.3	Requirement to give notice	<u>5552</u>
24.4	Restrictions on actions under the affected resolution	<u>5652</u>
24.5	Revocation or alteration by resolution at same meeting	<u>5652</u>
24.6	Revocation or alteration by recommendation in report	<u>5652</u>
25.	Procedural motions	<u>5653</u>
25.1	Procedural motions must be taken immediately	<u>5653</u>
25.2	Procedural motions to close or adjourn a debate	<u>5653</u>
25.3	Voting on procedural motions	<u>5753</u>
25.4	Debate on adjourned items	<u>5753</u>
25.5	Remaining business at adjourned meetings	<u>5753</u>
25.6	Business referred to the council, committee or local or community board	<u>5754</u>
25.7	Other types of procedural motions	<u>5754</u>
26.	Points of order	<u>5754</u>
26.1	Members may raise points of order	<u>5854</u>
26.2	Subjects for points of order	<u>5854</u>
26.3	Contradictions	<u>5854</u>
26.4	Point of order during division	<u>5854</u>
26.5	Chairperson's decision on points of order	<u>5855</u>
27.	Notices of motion	<u>5855</u>
27.1	Notice of intended motion to be in writing	<u>5855</u>
27.2	Refusal of notice of motion	<u>5955</u>

27.3	Mover of notice of motion	<u>5955</u>
27.4	Alteration of notice of motion	<u>5956</u>
27.5	When notices of motion lapse	<u>5956</u>
27.6	Referral of notices of motion	<u>5956</u>
27.7	Repeat notices of motion	<u>6056</u>
28.	Minutes	<u>6056</u>
28.1	Minutes to be evidence of proceedings	<u>6056</u>
28.2	Matters recorded in minutes	<u>6157</u>
28.3	No discussion on minutes	<u>6157</u>
28.4	Minutes of last meeting before election	<u>6157</u>
29.	Minute books	<u>6258</u>
29.1	Inspection	<u>6258</u>
29.2	Inspection of public excluded matters	<u>6258</u>
	Referenced documents	<u>6359</u>
	Appendix 1: Grounds to exclude the public	<u>6460</u>
	Appendix 2: Sample resolution to exclude the public	<u>6662</u>
	Appendix 3: Motions and amendments (option A)	<u>7065</u>
	Appendix 4: Table of procedural motions	<u>7166</u>
	Appendix 5: Webcasting protocols	<u>7368</u>
	Appendix 6: Powers of a Chairperson	<u>7469</u>
	Appendix 7: Mayors' powers to appoint under s.41A	<u>7974</u>
	Appendix 8: Process for removing a Chairperson and deputy Mayor from office	<u>8075</u>
	Appendix 9: Workshops	<u>8176</u>
	Appendix 10: Sample order of business	<u>8277</u>
	Appendix 11: Process for raising matters for a decision	<u>8378</u>
	Appendix 12: Recordkeeping for Council	<u>8479</u>

1. Introduction

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

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

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

Following Part 3 the Appendices provide 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 for Chairpersons and staff on implementation of the standing orders and are not part of the standing orders.

1.1 Principles

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

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

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

1.2 Statutory references

The Standing Orders combine statutory provisions with guidance on their application. 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 during a meeting any statutory references in the standing orders apply throughout the period of the meeting, regardless of whether or not parts or all of the Standing Orders have been suspended. These provisions must also be carried through into any amendment of the standing orders that might be made. Please note, where it is employed the word 'must', unless otherwise stated, identifies a mandatory legislative requirement.

1.3 Acronyms

LGA 2002 Local Government Act 2002

LGOIMA Local Government Official Information [and meetings](#) Act 1987

LAMIA Local Authority [\(Members' Interests\)](#) Act 1968

1.4 Application

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

2. Definitions

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

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

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

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

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

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

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

Chief executive means the chief executive of a territorial authority or regional council appointed under section 42 of the LGA 2002, and includes, for the purposes of these standing orders, any other officer authorized by the [chief executive local authority](#).

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

Committee includes, in relation to a local authority:

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

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

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

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

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

Electronic link means both an audio and audio visual link.

[Emergency meeting has the same meaning as defined in cl. 22A of Schedule 7 of the LGA 2002.](#)

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

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

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

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

Karakia timatanga means an opening prayer.

Karakia whakamutunga means a closing prayer.

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

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

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

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

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

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

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

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

Motion means a formal proposal to a meeting.

Mover means the member who initiates a motion.

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

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

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

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

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

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

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

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

Presiding member means the person chairing a meeting.

Procedural motion means a motion that is used to control the way in which a motion or the meeting is managed as specified in standing orders 25.1 – 25.7.

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;
- any other information which has not been released by the local authority as publicly available information.

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

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

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

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

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

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

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

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

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

Right of reply means the right of the mover of a motion to sum up the debate and reply to those who have spoken against the motion. (The right can also apply to an amendment.)

Second means the member who seconds a motion.

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

Subordinate decision-making body means committees, subcommittees, and any other bodies established by a local authority that have decision-making authority, 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 any day of the week other than:

- (a) Saturday, Sunday, Waitangi Day, Good Friday, Easter Monday, Anzac Day, the Sovereign's Birthday, and Labour Day and, if Waitangi Day or Anzac Day falls on a weekend, then following Monday.

- (b) A day in the period commencing with the 20th day of December in any year and ending with the 10th day of January in the following year.

- ~~(b)~~(c) The day observed in the appropriate area as the anniversary of the province of which the area forms a part

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

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

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

General matters

3. Standing orders

3.1 Obligation to adopt standing orders

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

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

3.2 Process for adoption and alteration of standing orders

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

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

3.3 Members must obey standing orders

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

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

3.4 Application of standing orders

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

3.5 Temporary suspension of standing orders

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

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

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

3.6 Quasi-judicial proceedings

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

3.7 Physical address of members

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

4. Meetings

4.1 Legal requirement to hold meetings

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

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

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

4.2 Meeting duration

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

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

4.3 Language

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

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

4.4 Webcasting meetings

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

4.5 First meeting (inaugural)

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

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

4.6 Requirements for the first meeting

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

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

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

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

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

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

5. Appointments and elections

5.1 Mayoral appointment of deputy Mayor, committee chairs and members

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

s. 41A (3) LGA 2002.

5.2 Council Discharge of a Mayoral Appointment

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

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

cl. 31, Schedule 7 LGA 2002

5.3 Establishment of committees by the Mayor

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

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

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

5.4 Elections of regional Chairpersons, deputy Mayors and deputy Chairpersons

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

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

Please note, this provision does not apply in situations where a mayor has used their appointment powers under s.41A to appoint a deputy Mayor or committee chairs. See Appendix 7.

cl. 25 Schedule 7, LGA 2002.

5.5 Removal of a deputy Mayor

A deputy Mayor, whether appointed by the Mayor under standing order 5.1 or elected by the council, can only be removed in accordance with cl. 18, Schedule 7, of the LGA 2002. See Appendix 8.

cl. 18, Schedule 7, LGA 2002.

5.6 Voting system for chairs, deputy Mayors and committee chairs

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

System A

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

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

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

System B

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

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

cl. 25 Schedule 7, LGA 2002.

6. Delegations

6.1 Limits on delegations

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

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

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

6.2 Committees may delegate

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

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

6.3 Use of delegated powers

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

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

6.4 Decisions made under delegated authority cannot be rescinded or amended

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

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

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

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

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

6.6 Duty to consider delegations to community boards

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

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

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

7. Committees

7.1 Appointment of committees and subcommittees

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

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

7.2 Discharge or reconstitution of committees and subcommittees

Unless expressly provided otherwise in legislation or regulation:

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

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

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

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

7.3 Appointment or discharge of committee members and subcommittee members

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

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

7.4 Elected members on committees and subcommittees

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

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

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

7.5 Local authority may replace members if committee not discharged

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

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

7.6 Membership of Mayor

The Mayor is a member of every committee of the local authority [unless specific legislation provides otherwise, for example a committee established under s. 189 of the Sale and Supply of Alcohol Act 2012.](#)

s. 41A (5), LGA 2002.

7.7 Decision not invalid despite irregularity in membership

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

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

cl. 29, Schedule 7, LGA 2002.

7.8 Appointment of joint committees

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

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

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

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

7.9 Status of joint committees

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

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

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

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

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

Pre-meeting

8. Giving notice

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

8.1 Public notice – ordinary meetings

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

s. 46, LGOIMA.

8.2 Notice to members - ordinary meetings

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

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

8.3 Extraordinary meeting may be called

An extraordinary council meeting may be called by:

- (a) resolution of the council, or
- (b) a requisition in writing delivered to the chief executive which is signed by:
 - i. the Mayor or Chairperson, or
 - ii. no less than one third of the total membership of the council (including vacancies).

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

8.4 Notice to members - extraordinary meetings

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

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

~~8.6 — Public notice — extraordinary meetings~~

~~Where an extraordinary meeting of a local authority was called and notice of that meeting was inconsistent with these standing orders the local authority must, as soon as practicable following the meeting, give public notice stating that:~~

- ~~() — the meeting has occurred;~~
- ~~() — the general nature of business transacted; and~~
- ~~() — the reasons why it was not correctly notified.~~

~~s. 46 (3) & (4), LGOIMA.~~

~~8.12 — Process for calling an extraordinary meeting at an earlier time~~

~~If the nature of business requires a meeting to be held at an earlier time than is allowed by the notice requirements specified in standing order 8.4, a meeting may be called by the Mayor or Chairperson, or if the Mayor and Chairperson are not available, the chief executive.~~

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

~~8.15 — Notification of extraordinary meetings held at an earlier time~~

~~Notice of the time, place and matters to be considered of a meeting called under Standing Order 8.6, must be given by the person calling the meeting or by another person on that person's behalf. Notice must be given to each member of the council and the chief executive by whatever means is reasonable in the circumstances and at least 24 hours before the time appointed for the meeting.~~

~~cl. 22 (4), Schedule 7 LGA 2002.~~

~~8.18 — Chief executive may make other arrangements~~

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

~~s. 46(5) LGOIMA.~~

8.5 Emergency meetings may be called

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

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

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

8.6 Process for calling an emergency meeting

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

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

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

8.7 Public notice – emergency and extraordinary meetings

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

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

s. 46 (3) LGOIMA.

8.218.8 Meetings not invalid

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

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

s. 46 (6), LGOIMA.

8.228.9 Resolutions passed at an extraordinary meeting

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

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

s. 51A, LGOIMA.

8.238.10 Meeting schedules

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

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

8.248.11 Non-receipt of notice to members

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

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

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

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

8.258.12 Meeting cancellations

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

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

9. Meeting agenda

9.1 Preparation of the agenda

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

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

9.2 Process for raising matters for a decision

Requests for reports may be made by a resolution of the council, committee, subcommittee, subordinate decision-making body, local boards or community board and, in the case of all decision-making bodies other than the council, must also fall within the scope of their specific delegations. A process for requesting reports is described in Appendix 11.

9.3 Chief executive may delay or refuse request

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

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

9.4 Order of business

At the meeting the business is to be dealt with in the order in which it stands on the agenda unless the Chairperson, or the meeting, decides otherwise. An example of a default order of business is set out in Appendix 10. Activity reports will be at the end of the agenda, immediately before Late Items,

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

9.5 Chairperson's recommendation

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

9.6 Chairperson's report

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

9.7 Public availability of the agenda

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

s. 5 & 46A, LGOIMA.

9.8 Public inspection of agenda

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

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

s. 46A (1), LGOIMA.

9.9 Withdrawal of agenda items

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

9.10 Distribution of the agenda

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

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

9.11 Status of agenda

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

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

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

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

s. 46A (7), LGOIMA

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

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

9.13 Discussion of minor matters not on the agenda

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

s. 46A (7A), LGOIMA.

9.14 Public excluded business on the agenda

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

s. 46A (9), LGOIMA.

9.15 Qualified privilege relating to agenda and minutes

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

s. 52, LGOIMA.

Meeting Procedures

10. Opening and closing

Local authorities, local boards and community boards may, at the start of a meeting, choose to recognise the civic importance of the occasion through some form of reflection. This could be an expression of community values, a reminder of the contribution of members who have gone before or a formal welcome, such as a mihi whakatau. Options for opening a meeting could include a karakia timitanga, mihi whakatau, or powhiri as well as a karakia whakamutunga to close a meeting where appropriate.

11. Quorum

11.1 Councils [meetings](#)

The quorum for a meeting of the council is:

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

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

11.2 Committees and subcommittees [meetings](#)

The quorum for Council committees and sub-committees is as for Council, i.e. half the number of members if the number of members (including vacancies) is even or a majority if the number of members is odd.

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

11.3 Joint Committees

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

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

11.4 Requirement for a quorum

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

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

11.5 Meeting lapses where no quorum

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

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

[Should a quorum be lost the meeting will lapse if the quorum is not present within 15 minutes.](#)

11.6 Business from lapsed meetings

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

12. Public access and recording

12.1 Meetings open to the public

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

s.47 & 49(a), LGOIMA.

12.2 Grounds for removing the public

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

12.3 Local authority may record meetings

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

12.4 Public may record meetings

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

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

13. Attendance

13.1 Members right to attend meetings

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

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

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

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

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

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

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

13.3 Leave of absence

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

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

~~A council, local board or community board may grant a member leave of absence following an application from that member.~~

~~In addition a council, local board or community board may delegate the power to grant a leave of absence to the Chairperson in order to protect a member's privacy. The Chairperson will advise all members of the council, local board or community board 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.~~

13.613.4 Apologies

A member who does not have leave of absence may tender an apology should they be absent from all or part of a meeting. The Chairperson must invite apologies at the beginning of each meeting, including apologies for lateness and early departure. The meeting may accept or decline any apologies.

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

13.713.5 Recording apologies

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

13.813.6 Absent without leave

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

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

13.913.7 Right to attend by audio or audio visual link

Provided the conditions in these standing orders are met members of the local authority or its committees have the right to attend meetings by means of an electronic link, unless they have been lawfully excluded.

13.1013.8 Member's status: quorum

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

13.1113.9 Member's status: voting

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

13.1213.10 Chairperson's duties

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

- (a) the technology for the link is available and of suitable quality;
- (b) procedures for using the technology in the meeting will ensure that:
 - i. everyone participating in the meeting can hear each other;

- ii. the member's attendance by audio or audio visual link does not reduce their accountability or accessibility of that person in relation to the meeting;
- iii. the requirements of Part 7 of LGOIMA are met; and
- iv. the requirements in these standing orders are met.

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

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

13.1313.11 Conditions for attending by audio or audio visual link

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.

13.1413.12 Request to attend by audio or audio visual link

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

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

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

13.1513.13 Chairperson may terminate link

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

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

13.1613.14 Giving or showing a document

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

- (a) transmitting it electronically;

- (b) using the audio visual link; or
- (c) any other manner that the Chairperson thinks fit.

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

~~13.17~~13.15 Link failure

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

~~13.18~~13.16 Confidentiality

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

14. Chairperson's role in meetings

14.1 Council meetings

The Mayor ~~or Chairperson of the council or local or community board~~ must preside at meetings of the council ~~or board~~ unless they vacate the chair for a part or all of a meeting. If the Chairperson is absent from a meeting or vacates the chair, the deputy Mayor/~~chair~~ must act as Chairperson. If the deputy Mayor/~~chair~~ 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/~~Chairperson~~ for that meeting. This provision also applies to committees and subcommittees.

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

14.2 Committee meetings

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

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

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

14.3 Addressing the Chairperson

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

14.4 Chairperson's rulings

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

14.5 Chairperson standing

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

14.6 Member's right to speak

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

14.7 Chairperson may prioritise speakers

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

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

15. Public Forums

Public forums are a defined period of time, usually at the start of a 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 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 also fall within the terms of reference of that meeting.

15.1 Time limits

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

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

15.2 Restrictions

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

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

15.3 Questions at public forums

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

15.4 No resolutions

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

16. Deputations

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

16.1 Time limits

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

16.2 Restrictions

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

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

16.3 Questions of a deputation

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

16.4 Resolutions

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

17. Petitions

17.1 Form of petitions

Petitions may be presented to the local authority or any of its committees, local boards or community boards. Petitions must contain at least 20 signatures and consist of fewer than 150 words (not including signatories). They must be received by the chief executive at least 5 working days before the date of the meeting at which they will be presented.

Petitions must not be disrespectful, use offensive language or include malicious statements (see standing order [2119.9](#) on qualified privilege). They may be written in English or te reo Māori. Petitioners planning to make a petition in te reo Māori or sign language should advise the relevant Chairperson at least two working days before the meeting to enable the petition be translated and reprinted, if necessary.

17.2 Petition presented by petitioner

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

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

17.3 Petition presented by member

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

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

18. Exclusion of public

18.1 Motions and resolutions to exclude the public

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

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

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

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

s. 48 LGOIMA.

18.2 Specified people may remain

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

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

s.48 (6) LGOIMA.

18.3 Public excluded items

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

s.46A (8) LGOIMA.

18.4 Non-disclosure of information

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

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

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

18.5 Release of information from public excluded session

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

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

19. Additional provisions for District Iwi and the Māori community at Rātana

19.1 District Iwi and the Māori community at Rātana representation at meetings

Where representatives of the District Iwi and the Māori community at Rātana identify any item on the agenda for a meeting of a local authority committee or subcommittee which the District Iwi and the Māori community at Rātana wishes to discuss, they may attend the meeting for that purpose. These provisions do not apply to any meeting of a local authority, committee or subcommittee which is sitting in a quasi-judicial capacity in respect of any matter to be heard.

19.2 Speaking rights in addition to public forum

The right to speak at meetings of the local authority conferred by these provisions, are in addition to and separate from those rights of a public forum available in terms of section 14.

19.3 District Iwi and the Māori community at Rātana representation at committees and subcommittees

Where representatives of the District Iwi and the Māori community at Rātana have, in accordance with clause 14.1, identified items they wish to discuss at a meeting they may be represented by such number of representatives as is equal to the number of permanent members of that committee or subcommittee who are present at that meeting.

19.4 District Iwi and the Māori community at Rātana speaking time

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

19.5 Question of speakers during District Iwi and the Māori community at Rātana participation

With the permission of the chairperson, members may ask questions of representatives of the District Iwi and the Māori community at Rātana. If permitted by the chairperson, question by members are to be confined to obtaining information or clarification on matters raised by the speaker.

20. Voting

20.1 Decisions by majority vote

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

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

20.2 Open voting

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

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

20.3 Chairperson has a casting vote

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

20.4 Method of voting

The method of voting must be as follows:

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

20.5 Calling for a division

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

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

20.6 Request to have votes recorded

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

20.7 Members may abstain

Any member may abstain from voting.

21. Conduct

21.1 Calling to order

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

21.2 Behaviour consistent with Code of Conduct ~~Disrespect~~

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

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

21.421.3 Retractions and apologies

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

21.621.4 Disorderly conduct

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

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

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

21.721.5 Contempt

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

21.821.6 Removal from meeting

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

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

21.921.7 Financial conflicts of interests

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

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

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

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

s. 6 & 7 LAMIA.

21.1021.8 Non-financial conflicts of interests

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

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

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

21.1121.9 Qualified privilege for meeting proceedings

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

s. 53, LGOIMA.

21.1221.10 Qualified privilege additional to any other provisions

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

s. 53, LGOIMA.

21.1321.11 Electronic devices at meetings

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

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

21.1421.12 Members to Remain Seated

Members are to remain seated unless making a point of order.

22. General rules of debate

22.1 Chairperson may exercise discretion

The application of any procedural matters in this section of the standing orders, such as the number of times a member may speak, is subject to the discretion of the Chairperson.

22.2 Time limits on speakers

The following time limits apply to members speaking at meetings:

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

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

22.3 Questions to staff

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

In the email advising Elected Members that the Committee Order Papers have been uploaded, they will be asked to email questions before the meeting to the relevant Group Manager (and copied to the Governance Administrator). The answers will be copied to all Elected Members, the Chief Executive and the Governance Administrator. The full email exchange will be tabled at the meeting. Outstanding questions will be noted in this document.

Questions may still be asked at the meeting. The minutes will record those which require further clarification or actions by staff and note whether this is to be by email before the next meeting (in which case it will be included as a document in the Order Paper) or through a report or agenda note at the next meeting.

22.4 Questions of clarification

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

22.5 Members may speak only once

A member may not speak more than once to a motion at a meeting of a local authority or any local or community board 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.](#)

22.6 Limits on number of speakers

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

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

22.7 Secunder may reserve speech

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

22.8 Speaking only to relevant matters

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

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

22.9 Restating motions

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

22.10 Criticism of resolutions

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

22.11 Objecting to words¹

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.

¹ See 28.2 and Appendix 12

22.12 Right of reply

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

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

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

22.13 No other member may speak

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

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

22.14 Adjournment motions

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

22.15 Chairperson's acceptance of closure motions

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

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

23. General procedures for speaking and moving motions

23.1 Options for speaking and moving

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

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

23.2 Option A

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

23.3 Option B

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

23.4 Option C

- The mover and seconder of a motion can move or second an amendment

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

23.5 Procedure if no resolution reached

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

23.6 Addressing the Chair in English or Māori

For Te Roopu Ahi Kaa a member may address the chairperson in English or Māori, but a speaker making extensive use of Māori is to provide a translation at the end of the meeting.

24. Motions and amendments

24.1 Proposing and seconding motions

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

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

24.2 Motions in writing

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

24.3 Motions expressed in parts

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

24.4 Substituted motion

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

24.5 Amendments to be relevant and not direct negatives

Every proposed amendment must be relevant to the motion under discussion. Proposed amendments cannot be similar to an amendment that has already been lost. Any amendment which, if carried, would have the effect of defeating a previous motion that was carried is a direct negative and is therefore not allowed.

24.6 Chairperson may recommend amendment

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

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

24.624.7 Foreshadowed amendments

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

24.724.8 Lost amendments

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

24.824.9 Carried amendments

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

24.924.10 Where a motion is lost

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

24.1024.11 Withdrawal of motions and amendments

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

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

24.1124.12 No speakers after reply or motion has been put

A member may not speak to any motion once:

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

25. Revocation or alteration of resolutions

25.1 Member may move revocation of a decision

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

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

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

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

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

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

[cl. 30 \(6\) Schedule 7, LGA 2002](#)~~[cl. 32 \(2\)4 Schedule 7, LGA 2002.](#)~~

25.3 Requirement to give notice

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

which is substantially the same in purpose and effect may be accepted within the next twelve months.

25.4 Restrictions on actions under the affected resolution

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

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

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

25.5 Revocation or alteration by resolution at same meeting

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

25.6 Revocation or alteration by recommendation in report

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

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

26. Procedural motions

26.1 Procedural motions must be taken immediately

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

[A procedural motion to close or adjourn debate can be taken after two speakers have spoken for the motion and two against or, in the chairperson's opinion, it is reasonable to accept the closure motion.](#)

26.2 Procedural motions to close or adjourn a debate

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

- (a) that the meeting be adjourned to the next ordinary meeting (unless the member states an alternative time and place);
- (b) that the motion under debate should now be put (a closure motion);
- (c) that the item being discussed should be adjourned to a specified time and place and not be further discussed at the meeting;
- (d) that the item of business being discussed should lie on the table and not be further discussed at this meeting;
- (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.

26.3 Voting on procedural motions

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

26.4 Debate on adjourned items

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

26.5 Remaining business at adjourned meetings

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

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

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

26.7 Other types of procedural motions

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

27. Points of order

27.1 Members may raise points of order

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

27.2 Subjects for points of order

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

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

27.3 Contradictions

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

27.4 Point of order during division

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

27.5 Chairperson's decision on points of order

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

28. Notices of motion

28.1 Notice of intended motion to be in writing

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

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

28.2 Refusal of notice of motion

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

- (a) is disrespectful or which contains offensive language or statements made with malice; or
- (b) is not related to the role or functions of the local authority or meeting concerned; or
- (c) contains an ambiguity or a statement of fact or opinion which cannot properly form part of an effective resolution, and where the mover has declined to comply with such requirements as the chief executive officer may make; or
- (d) is concerned with matters which are already the subject of reports or recommendations from a committee to the meeting concerned; or
- (e) fails to include sufficient information as to satisfy the decision-making provisions of s.77-82 LGA 2002; or
- (f) concerns a matter where decision-making authority has been delegated to a subordinate body or a local or community board.

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

28.3 Mover of notice of motion

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

28.4 Alteration of notice of motion

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

28.5 When notices of motion lapse

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

28.6 Referral of notices of motion

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

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

28.7 Repeat notices of motion

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

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

29. Minutes

29.1 Minutes to be evidence of proceedings

The local authority, its committees, subcommittees and any local and community boards must keep minutes of their proceedings. These minutes must be kept in hard [or electronic](#) copy, [authorised by a Chairperson's manual or electronic signature](#) ~~signed and included in the council's minute book and, when once~~ confirmed by resolution at a subsequent meeting. [Once authorised the minutes are the](#) and signed by the Chairperson, will be prima facie evidence of the proceedings they relate to.

cl. 28 Schedule 7, LGA 2002.

29.2 Matters recorded in minutes²

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

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

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

29.3 No discussion on minutes

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

29.4 Minutes of last meeting before election

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

² See appendix 12

30. Keeping a record~~Minute books~~

30.1 Maintaining accurate records

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

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

s. 17 Public Records Act 2005.

30.2 Method for maintaining records

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

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

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

~~30.1~~30.3 Inspection

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

~~A hard copy of the local authority's minute books must be kept by the chief executive and be open for inspection by the public. This does not preclude the complementary use of electronic minutes in accordance with the Electronics Transactions Act.~~

s. 51 LGOIMA.

~~30.2~~30.4 Inspection of public excluded matters

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

Referenced documents

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

.

Appendix 1: Grounds to exclude the public

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

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

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

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

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

Appendix 2: Sample resolution to exclude the public

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)

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

- *Name of report(s)*

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

	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
1	<i>Put in name of report</i>	Good reason to withhold exists under Section 7.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
2		Good reason to withhold exists under Section 7.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

3		Good reason to withhold exists under Section 7.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
4	<i>Hearings Committee</i>	To enable the Committee to consider the application and submissions. OR To enable the Committee to consider the objection to fees and charges. OR To enable the Committee to.	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/Committee to deliberate in private on its decision or recommendation in any proceedings where : i) a right of appeal lies to any Court or tribunal against the final decision of the Council/Committee in those proceedings; or ii) the local authority is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings. Use (i) for the RMA hearings and (ii) for hearings under LGA such as objections to Development Contributions or hearings under the Dog Control Act s. 48(1)(d).

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

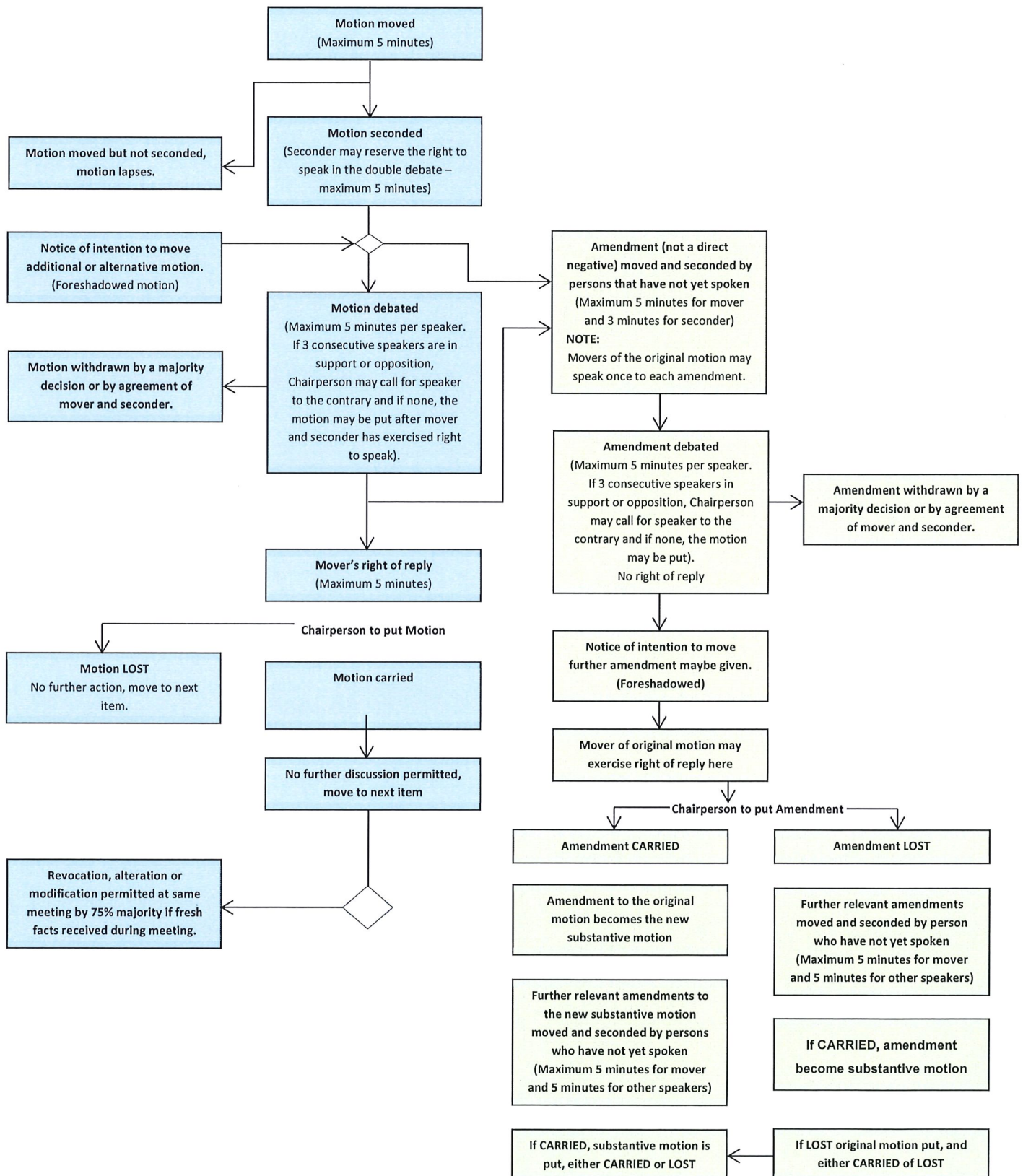
Item No	Interest
	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (Schedule 7(2)(i))
	Protect the privacy of natural persons, including that of deceased natural persons (Schedule 7(2)(a))
	Maintain legal professional privilege (Schedule 7(2)(g))
	Prevent the disclosure or use of official information for improper gain or improper advantage (Schedule 7(2)(j))
	Protect information where the making available of the information <ul style="list-style-type: none"> (i) would disclose a trade secret; or (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information (Schedule 7(2)(b))
	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 (Schedule 7(2)(ba))
	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 - <ul style="list-style-type: none"> (i) would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or (ii) would be likely otherwise to damage the public interest (Schedule 7(2)(c))
	Avoid prejudice to measures protecting the health or safety of members of the public (Schedule 7(2)(d))
	Avoid prejudice to measures that prevent or mitigate material loss to members of the public (Schedule 7(2)(e))
	Maintain the effective conduct of public affairs through the protection of members or officers or employees of the Council, and persons to whom Section 2(5) of the Local Government Official Information and Meetings Act 1987 applies in the course of their duty, from improper pressure or harassment (Schedule 7(2)(f)(ii)).
	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities (Schedule 7(2)(h))

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

Appendix 3: Motions and amendments (option A)

Motions without amendments

Motions with amendments



Appendix 4: Table of procedural motions

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

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

Appendix 5: Webcasting protocols

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

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

Appendix 6: Powers of a Chairperson

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

Chairperson to decide all questions

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

Chairperson to decide points of order

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

Items not on the agenda

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

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

Chairperson's report

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

Chairperson's recommendation

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

Chairperson's voting

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

Motion in writing

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

Motion in parts

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

Notice of motion

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

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

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

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

Action on previous resolutions

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

Repeat notice of motion

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

Revocation or alteration of previous resolution

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

Chairperson may call a meeting

The Chairperson:

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

Irrelevant matter and needless repetition

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

Taking down words

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

Explanations

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

Chairperson rising

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

Members may leave places

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

Priority of speakers

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

Minutes

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

Questions of speakers

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

Withdrawal of offensive or malicious expressions

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

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

Chairperson's rulings

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

Disorderly behaviour

The Chairperson may:

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

Failure to leave meeting

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

Audio or audio visual attendance

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

- (a) the technology for the link is available and of suitable quality
- (b) procedures for using the technology in the meeting will ensure that:
 - i. everyone participating in the meeting can hear each other

- ii. the member's attendance by audio or audio-visual link does not reduce their accountability or accessibility in relation to the meeting
- iii. the requirements of Part 7 of LGOIMA are met
- iv. the requirements in these standing orders are met.

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

Appendix 7: Mayors' powers to appoint under s.41A

The role of a Mayor is:

- (a) to provide leadership to councillors and the people of the city or district.
- (b) to lead development of the council's plans (including the long-term and annual plans), policies and budgets for consideration by councillors.

The Mayor has authority to:

- (a) Appoint the deputy Mayor.
- (b) Establish Council committees, their terms of reference, appoint the Chairperson of each of those committees and the members.
- (c) Appoint themselves as the Chairperson of a committee.
- (d) Decline to exercise the powers under clause a) and b) above but may not delegate those powers to another person.

The Council retains the ability to:

- (a) Remove a deputy Mayor appointed by the Mayor.
- (b) Discharge or reconstitute a committee established by the Mayor.
- (c) Discharge a committee Chairperson who has been appointed by the Mayor.

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

Appendix 8: Process for removing a Chairperson and deputy Mayor from office

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

cl. 18 Schedule 7, LGA 2002.

Appendix 9: Workshops

Definition of workshop

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

Application of standing orders to workshops

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

Calling a workshop

Workshops, briefings and working parties may be called by:

- (a) a resolution of the local authority or its committees
- (b) the Mayor,
- (c) a committee Chairperson or
- (d) the chief executive.

Process for calling workshops

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

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

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

Appendix 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)

Appendix 11: Process for raising matters for a decision

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

- report of chief executive
- report of a Chairperson
- report of a committee
- report of a community and/or local board
- notice of motion from a member.

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

- report of chief executive
- report of Chairperson

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

Appendix 12: Recordkeeping for Council

Recordkeeping for Council proceedings and public meetings

Recordkeeping for Council proceedings

The minutes of Council, Committees and Community Boards shall be made and maintained in accordance with the requirements set out in NZS 9202:2003 *Model Standing Orders for territorial authorities* and any subsequent amendment, having regard for current statutory provisions for recordkeeping.

In addition to these requirements,

- a summary shall be prepared of any oral report presented by the chair at the commencement of a meeting of the Council, Committee or Community Board;
- a summary or transcript (as directed by the chair) shall be made when a member provides a personal explanation;
- for Te Roopu Ahi Kaa, recordkeeping shall have regard to members' expectations over the recording of oral testimonies, and the minute-taker will be guided by the chair on this .

These will form part of the formal record of such meetings.

The record of hearings under the Resource Management Act 1991 shall be made and maintained in accordance with the requirements of that Act and with any direction which the Council is empowered to make with respect to the recording of evidence and submissions.

The record of hearings at any other public meeting of Council, Committees and Community Boards shall be confined to

- the text of written submissions provided before or circulated at the hearing, together with
- a précis of any oral submission in the following form

Submitter's name	Submitter's organisation affiliation (if any)	Topic	Outline of major new or additional points raised	Summary of Key questions posed by Elected Members and responses

The minute-taker's notes and tapes made during any meeting or hearings held by the Council, Committee or Community Board are regarded as informal records and normally will be destroyed after the minutes have been confirmed (normally at the next meeting).

The record of a Council workshop shall be confined to:

- a copy of all briefing materials provided before the workshop or circulated to participants during the workshop;
- documentation made during the workshop, subsequently transcribed and circulated to all Elected Members and other workshop participants; and
- a statement of all agreed issues to be raised and and/or conclusions requiring ratification at a formal meeting of the Council, Committee or Community Board.

Recordkeeping for public meetings arranged by the Council

The record of a facilitated public meeting arranged by the Council, committee or Community Board shall be confined to

- documentation made during the meeting, subsequently transcribed, and
- an overall summary of the meeting for distribution to participants and to the Council, Committee or Community Board (as appropriate) where a resolution to receive the summary, with or without qualification, provides verification of the record as a public record.

No record is maintained of the proceedings at any public meeting called by the Council, Committee or Community Board that is held to present information (irrespective of what discussion ensues), other than where and when such a meeting was held and for what purpose.

Attachment 4



CODE OF CONDUCT

RANGITIKEI DISTRICT COUNCIL

Adopted by Council resolution, 23 February 2017

VERSION CONTROL

2. Introduction

This Code of Conduct (the Code) sets out the standards of behavior expected from elected members in the exercise of their duties. Its purpose is to:

- enhance the effectiveness of the local authority and the provision of good local government of the community, city, district or region;
- promote effective decision-making and community engagement;
- enhance the credibility and accountability of the local authority to its communities; and
- develop a culture of mutual trust, respect and tolerance between the members of the local authority and between the members and management.

This purpose is given effect through the values, roles, responsibilities and specific behaviors agreed in this Code.

3. Scope

The Code has been adopted in accordance with clause 16 of Schedule 7 of the Local Government Act 2002 (LGA 2002) and applies to all members, including the members of any local boards as well as the members of any community boards that have agreed to adopt it. The Code is designed to deal with the behaviour of members towards:

- each other;
- the chief executive and staff;
- the media; and
- the general public.

It is also concerned with the disclosure of information that members receive in their capacity as elected members and information which impacts on the ability of the local authority to give effect to its statutory responsibilities

This Code can only be amended (or substituted by a replacement Code) by a vote of at least 75 per cent of members present at a meeting when amendment to the Code is being considered. The Code should be read in conjunction with the council's Standing Orders.

4. Values

The Code is designed to give effect to the following values:

1. **Public interest:** members will serve the best interests of the people within their community, district or region and discharge their duties conscientiously, to the best of their ability.
2. **Public trust:** members, in order to foster community confidence and trust in their Council, will work together constructively and uphold the values of honesty, integrity, accountability and transparency.
3. **Ethical behaviour:** members will not place themselves in situations where their honesty and integrity may be questioned, will not behave improperly and will avoid the appearance of any such behavior.
4. **Objectivity:** members will make decisions on merit; including appointments, awarding contracts, and recommending individuals for rewards or benefits.
5. **Respect for others:** will treat people, including other members, with respect and courtesy, regardless of their race, age, religion, gender, sexual orientation, or disability. Members will respect the impartiality and integrity of officials.
6. **Duty to uphold the law:** members will comply with all legislative requirements applying to their role, abide by this Code of Conduct, and act in accordance with the trust placed in them by the public.
7. **Equitable contribution:** members will take all reasonable steps to ensure they fulfil the duties and responsibilities of office, including attending meetings and workshops, preparing for meetings, attending civic events, and participating in relevant training seminars.
8. **Leadership:** members will actively promote and support these principles and ensure they are reflected in the way in which the Council operates, including a regular review and assessment of the Council's collective performance.

These values complement, and work in conjunction with, the principles of s.14 of the LGA 2002 and the governance principles of s.39 of the LGA 2002.

5. Role and responsibilities

Good governance requires clarity of roles and respect between those charged with responsibility for the leadership of the council and those responsible for advice and the implementation of council decisions. The key roles are:

5.1 Members

The role of the governing body includes:

- representing the interests of the people of the city, district or region;
- developing and adopting plans, policies and budgets;
- monitoring the performance of the council against stated goals and objectives set out in its long term plan;
- providing prudent stewardship of the council's resources;
- employing and monitoring the performance of the chief executive; and
- ensuring the council fulfils its responsibilities to be a 'good employer' and meets the requirements of the Health and Safety at Work Act 2015.

5.2 Chief executive

The role of the chief executive includes:

- implementing the decisions of the council;
- ensuring that all responsibilities delegated to the chief executive are properly performed or exercised;
- ensuring the effective and efficient management of the activities of the local authority;
- maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority;
- providing leadership for the staff of the council; and
- employing staff on behalf of the council (including negotiation of the terms of employment for those staff).

Under s.42 of the LGA 2002 the chief executive is the only person *directly* employed by the council itself. All concerns about the performance of an individual member of staff must, in the first instance, be referred to the chief executive.

6. Relationships

This section of the Code sets out agreed standards of behaviour between members; members and staff; and members and the public.

6.1 Relationships between members

Given the importance of relationships to the effective performance of the council, members will conduct their dealings with each other in a manner that:

- maintains public confidence;
- is open and honest;
- is courteous;
- is focused on issues rather than personalities;
- avoids abuse of meeting procedures, such as a pattern of unnecessary notices of motion and/or repetitious points of order; and
- avoids aggressive, offensive or abusive conduct, including the use of disrespectful or malicious language.

Any failure by members to act in the manner described in s.5.1 represents a breach of this Code.

Please note that nothing in this section of the Code is intended to limit robust debate within the council as long as it is conducted in a respectful and insightful manner.

6.2 Relationships with staff

An important element of good governance involves the relationship between the council and its chief executive. Members will respect arrangements put in place to facilitate this relationship, and:

- raise any concerns about employees, officers or contracted officials with the chief executive;
- raise any concerns about the performance or behaviour of the chief executive with the mayor/chair or the chairperson of the chief executive performance review committee (however described);
- make themselves aware of the obligations that the council and the chief executive have as employers and observe those requirements at all times, such as the duty to be a good employer;
- treat all employees with courtesy and respect and avoid publicly criticising any employee;
- observe any protocols put in place by the chief executive concerning contact between members and employees;

- avoid doing anything which might compromise, or could be seen as compromising, the impartiality of an employee.

Any failure by members to act in the manner described above represents a breach of this Code.

Please note: Elected members should be aware that failure to observe this portion of the Code may compromise the council's obligations to be a good employer and consequently expose the council to civil litigation or affect the risk assessment of council's management and governance control processes undertaken as part of the council's audit.

6.3 Relationship with the public

Given that the performance of the council requires the trust and respect of individual citizens, members will:

- interact with members of the public in a fair, respectful, equitable and honest manner;
- be available to listen and respond openly and honestly to community concerns;
- consider all points of view or interests when participating in debate and making decisions;
- treat members of the public in a courteous manner; and
- act in a way that upholds the reputation of the local authority.

Any failure by members to act in the manner described above represents a breach of this Code.

7. Contact with the media

The media play an important part in the operation and efficacy of local democracy. In order to fulfil this role the media needs access to accurate and timely information about the affairs of council. Any failure by member to comply with the provisions of this section can represent a breach of the Code.

~~From time to time individual members will be approached to comment on a particular issue either on behalf of the council, or as an elected member in their own right. When responding to the media members must be mindful that operational questions should be referred to the chief executive and policy related questions referred to the mayor or the member with the appropriate delegated authority.~~

When speaking to the media more generally members will abide by the following provisions:

1. In dealing with the media elected members must clarify whether they are communicating a view endorsed by their Council, committee or community board, or are expressing a personal view.
2. Members are free to express a personal view the media or social media, at any time, provided the following rules are observed; and
 - Comments shall be consistent with the Code; and
 - Comments must not purposefully misrepresent the views of the council or the views of other members; and
 - Social media pages controlled by members and used for making observations relevant to their role as an elected members should be open and transparent, except where abusive or inflammatory content is being posted; and
 - Social media posts about other members, council staff or the public must be consistent with the code.

~~7.1 — Media contact on behalf of the council~~

- ~~the mayor or chairperson is the first point of contact for an official view on any issue, unless delegations state otherwise. Where the mayor/chair is absent requests for comment will be referred to the deputy mayor/chair or relevant committee chairperson or portfolio holder;~~
- ~~the mayor/chair may refer any matter to the relevant committee chairperson or to the chief executive for their comment; and~~
- ~~no other member may comment on behalf of the council without having first obtained the approval of the mayo/chair.~~

~~7.2 — Media comment on a member's own behalf~~

~~Elected members are free to express a *personal view* in the media, at any time, provided the following rules are observed:~~

- ~~media comments must not state or imply that they represent the views of the council;~~
- ~~media comments which are contrary to a council decision or policy must clearly state that they do not represent the views of the majority of members;~~
- ~~media comments must observe the other requirements of the Code; for example, comments should not disclose confidential information, criticize, or compromise the impartiality or integrity of staff; and~~
- ~~media comments must not be misleading and should be accurate within the bounds of reasonableness.~~

~~Any failure by members to meet the standards set out above represents a breach of this Code.~~

8. Information

Access to information is critical to the effective performance of a local authority and the level of public trust felt by the public.

8.1 Confidential information

In the course of their duties members will occasionally receive information that is confidential. This will generally be information that is either commercially sensitive or is personal to a particular individual or organisation. Accordingly, members agree not to use or disclose confidential information for any purpose other than the purpose for which the information was supplied to the member.

8.2 Information received in capacity as an elected member

Members will disclose to other members and, where appropriate the chief executive, any information received in their capacity as an elected member that concerns the council's ability to give effect to its responsibilities.

Members who are offered information on the condition that it remains confidential will inform the provider of the information that it is their duty to disclose the information and will decline the offer if that duty is likely to be compromised.

Any failure by members to act in the manner described above represents a breach of this Code.

Please note: failure to observe these provisions may impede the performance of the council by inhibiting information flows and undermining public confidence. It may also expose the council to prosecution under the Privacy Act and/or civil litigation.

9. Conflicts of Interest

Elected members will maintain a clear separation between their personal interests and their duties as elected members in order to ensure that they are free from bias (whether real or perceived). Members therefore must familiarise themselves with the provisions of the Local Authorities (Members' Interests) Act 1968 (LAMIA).

Members will not participate in any council discussion or vote on any matter in which they have a pecuniary interest, other than an interest in common with the general public. This rule also applies where the member's spouse contracts with the authority or has a pecuniary interest. Members shall make a declaration of interest as soon as practicable after becoming aware of any such interests.

If a member is in any doubt as to whether or not a particular course of action (including a decision to take no action) raises a conflict of interest, then the member should seek guidance from the chief executive *immediately*. Members may also contact the Office of the Auditor General for guidance as to whether they have a pecuniary interest, and if so, may seek an exemption to allow that member to participate or vote on a particular issue in which they may have a pecuniary interest. The latter must be done before the discussion or vote.

Please note: Failure to observe the requirements of the LAMIA could potentially invalidate the decision made, or the action taken, by the council. Failure to observe these requirements could also leave the elected member open to prosecution (see Appendix A). In the event of a conviction, elected members can be ousted from office.

10. Register of Interests

Members shall annually make a declaration of interest. These declarations are recorded in a Register of Interests maintained by the council. The declaration must include information on the nature and extent of any interest, including:

- a) any employment, trade or profession carried on by the member or the members' spouse for profit or gain;
- b) any company, trust, partnership etc for which the member or their spouse is a director, partner or trustee;
- c) the address of any land in which the member has a beneficial interest within the jurisdiction of the local authority; and
- d) the address of any land owned by the local authority in which the member or their spouse is:
 - a tenant; or
 - the land is tenanted by a firm in which the member or spouse is a partner, a company of which the member or spouse is a director, or a trust of which the member or spouse is a trustee;
- e) any other matters which the public might reasonably regard as likely to influence the member's actions during the course of their duties as a member (if the member is in any doubt on this, the member should seek guidance from the chief executive)

Please note: Where a member's circumstances change they must ensure that the Register of Interests is updated as soon as practicable.

11. Ethical behaviour

Members will seek to promote the highest standards of ethical conduct. Accordingly members will:

- claim only for legitimate expenses as determined by the Remuneration Authority and any lawful policy of the council developed in accordance with that determination;
- not influence, or attempt to influence, any council employee, officer or member in order to benefit their own, or families personal or business interests;
- only use the Council resources (such as facilities, staff, equipment and supplies) in the course of their duties and not in connection with any election campaign or personal interests; and

- not solicit, demand, or request any gift, reward or benefit by virtue of their position and notify the chief executive if any such gifts are accepted. Where a gift to the value of \$50 or more is accepted by a member, that member must immediately disclose this to the chief executive for inclusion in the publicly available register of interests.

Any failure by members to comply with the provisions set out in this section represents a breach of this Code.

11.1 Undischarged bankrupt

In accordance with clause 15(5) of Schedule 7 (LGA 2002) any member who is an “undischarged bankrupt” will notify the chief executive prior to the inaugural meeting or as soon as practicable after being declared bankrupt. The member will also provide the chief executive with a brief explanatory statement of the circumstances surrounding the member’s adjudication and the likely outcome of the bankruptcy.

12. Creating a supportive and inclusive environment

In accordance with the purpose of the Code, members agree to take all reasonable steps in order to participate in activities scheduled to promote a culture of mutual trust, respect and tolerance. These include:

- Attending post-election induction programmes organised by the council for the purpose of facilitating agreement on the council’s vision, goals and objectives and the manner and operating style by which members will work.
- Taking part in any assessment of the Council’s overall performance and operating style during the triennium¹.
- Taking all reasonable steps to ensure they possess the skills and knowledge to effectively fulfill their Declaration of Office and contribute to the good governance of the city, district or region.

¹ A self assessment template is provided in the Guidance to this Code.

13. Breaches of the Code

Members must comply with the provisions of this Code (LGA 2002, schedule 5, s. 14(4)). Any member, or the chief executive, who believes that the Code has been breached by the behaviour of a member, may make a complaint to that effect. All complaints will be considered in a manner that is consistent with the following principles.

13.1 Principles:

The following principles will guide any processes for investigating and determining whether or not a breach under this Code has occurred:

- that the approach for investigating and assessing a complaint will be proportionate to the apparent seriousness of the breach complained about; and
- That the processes of complaint, investigation, advice and decision-making will be kept separate as appropriate to the nature and complexity of the alleged breach; and
- that the concepts of natural justice and fairness will apply in the determination of any complaints made under this Code. This requires, conditional on the nature of an alleged breach, that affected parties:
 - have a right to know that an investigation process is underway;
 - are given due notice and are provided with an opportunity to be heard;
 - Have confidence that any hearing will be impartial;
 - have a right to seek appropriate advice and be represented; and
 - have their privacy respected.

13.2 Complaints

All complaints made under this Code must be made in writing and forwarded to the chief executive. On receipt of a complaint the chief executive must ~~present that~~ forward the complaint to ~~The next Council meeting as the Mayor/Chair or, where the Mayor/Chair is party to a Public Excluded item~~ the complaint, an independent investigator, drawn from a pool of names or agency agreed in advance.

Only elected members and the chief executive may make a complaint under this Code.

Complaint referred to Mayor/Chair

On receipt of a complaint made under the provisions of the Council's Code of Conduct the Mayor/Chair will, as the situation allows:

- Interview the complainant to assess the full extent of the complaint.
- Interview the member(s) subject to the complaint.
- Assess the complaint to determine materiality.
- Where a complaint is assessed by the Mayor/Chair to be trivial, frivolous or minor, either dismiss the complaint, require an apology or other course of action, or assist the relevant parties to find a mutually agreeable solution.

Where a complaint is found to be material, or no mutually agreed solution can be reached, the Mayor/Chair will refer the complaint back to the Chief Executive who will forward it, along with any recommendations made by the Mayor/Chair, to the Council or an adjudicative body established by the Council to assess and rule on complaints made under the code.

If the Mayor/Chair chooses they may, instead of undertaking an initial assessment, immediately refer the complaint to the independent investigator, via the Chief Executive.

Complaint referred to Independent Investigator

On receipt of a complaint from a member which concerns the Mayor/Chair, or from the Mayor/Chair after initial consideration, the Chief Executive will forward that complaint to an independent investigator for a preliminary assessment to determine whether the issue is sufficiently serious to be referred, with recommendations if necessary, to the Council or an adjudicative body for assessing and ruling on complaints.

13.3 Investigation, advice and decision

The process, following receipt of a complaint, will follow the steps outlined in Appendix B.

13.4 Materiality

An alleged breach under this Code is material if, in the opinion of the independent investigator, it would, if proven, bring a member or the council into disrepute or, if not addressed, reflect adversely on another member of the council.

14. Penalties and actions

Where a complaint is determined to be material and referred to the council the nature of any penalty or action will depend on the seriousness of the breach.

14.1 Material breaches

In the case of material breaches of this Code the council, or a committee with delegated authority, may require one of the following:

1. a letter of censure to the member;
2. a request (made either privately or publicly) for an apology;
3. a vote of no confidence in the member;
4. removal of certain council-funded privileges (such as attendance at conferences);
5. restricted entry to council offices, such as no access to staff areas (where restrictions may not previously have existed);
6. limitation on any dealings with council staff so that they are confined to the chief executive only;
7. suspension from committees or other bodies; or
8. an invitation for the member to consider resigning from the council.

A council or committee may decide that a penalty will not be imposed where a respondent agrees to one or more of the following:

- attend a relevant training course; and/or
- work with a mentor for a period of time; and/or
- participate in voluntary mediation (if the complaint involves a conflict between two members); and/or
- tender an apology.

The process is based on the presumption that the outcome of a complaints process will be made public unless there are grounds, such as those set out in the Local Government Official Information and Meetings Act 1987 (LGOIMA), for not doing so.

14.2 Statutory breaches

In cases where a breach of the Code is found to involve regulatory or legislative requirements, the complaint will be referred to the relevant agency. For example:

- breaches relating to members' interests (where members may be liable for prosecution by the Auditor-General under the LAMIA);

- breaches which result in the council suffering financial loss or damage (where the Auditor-General may make a report on the loss or damage under s.30 of the LGA 2002 which may result in the member having to make good the loss or damage); or
- breaches relating to the commission of a criminal offence which will be referred to the Police (which may leave the elected member liable for criminal prosecution).

15. Review

Once adopted, a Code of Conduct continues in force until amended by the council. The Code can be amended at any time but cannot be revoked unless the council replaces it with another Code. Once adopted, amendments to the Code require a resolution supported by 75 per cent of the members of the council present at a council meeting where the amendment is considered.

Council may formally review the Code as soon as practicable after the beginning of each triennium. The results of that review will be considered by the council in regard to potential changes for improving the Code.

Appendix A: Legislation bearing on the role and conduct of elected members

This is a summary of the legislative requirements that have some bearing on the duties and conduct of elected members. The full statutes can be found at www.legislation.govt.nz.

The Local Authorities (Members' Interests) Act 1968

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

A pecuniary interest is likely to exist if a matter under consideration could reasonably give rise to an expectation of a gain or loss of money for a member personally (or for their spouse or a company in which they have an interest). In relation to pecuniary interests the LAMIA applies to both contracting and participating in decision-making processes.

With regard to pecuniary or financial interests a person is deemed to be "concerned or interested" in a contract or interested "directly or indirectly" in a decision when:

- a person, or spouse or partner, is "concerned or interested" in the contract or where they have a pecuniary interest in the decision; or
- a person, or their spouse or partner, is involved in a company that is "concerned or interested" in the contract or where the company has a pecuniary interest in the decision.

There can also be additional situations where a person is potentially "concerned or interested" in a contract or have a pecuniary interest in a decision, such as where a contract is between an elected members' family trust and the council.

Determining whether a pecuniary interest exists

Elected members are often faced with the question of whether or not they have a pecuniary interest in a decision and if so whether they should participate in discussion on that decision and vote. When determining if this is the case or not the following test is applied:

"...whether, if the matter were dealt with in a particular way, discussing or voting on that matter could reasonably give rise to an expectation of a gain or loss of money for the member concerned." (OAG, 2001)

In deciding whether you have a pecuniary interest, members should consider the following factors.

- What is the nature of the decision being made?
- Do I have a financial interest in that decision - do I have a reasonable expectation of gain or loss of money by making that decision?
- Is my financial interest one that is in common with the public?
- Do any of the exceptions in the LAMIA apply to me?
- Could I apply to the Auditor-General for approval to participate?

Members may seek assistance from the mayor/chair or other person to determine if they should discuss or vote on an issue but ultimately it is their own judgment as to whether or not they have pecuniary interest in the decision. Any member who is uncertain as to whether they have a pecuniary interest is advised to seek legal advice. Where uncertainty exists members may adopt a least-risk approach which is to not participate in discussions or vote on any decisions.

Members who do have a pecuniary interest will declare the pecuniary interest to the meeting and not participate in the discussion or voting. The declaration and abstention needs to be recorded in the meeting minutes. (Further requirements are set out in the council's Standing Orders.)

The contracting rule

A member is disqualified from office if he or she is "concerned or interested" in contracts with their council if the total payments made, or to be made, by or on behalf of the council exceed \$25,000 in any financial year. The \$25,000 limit includes GST. The limit relates to the value of all payments made for all contracts in which you are interested during the financial year. It does not apply separately to each contract, nor is it just the amount of the profit the contractor expects to make or the portion of the payments to be personally received by you.

The Auditor-General can give prior approval, and in limited cases, retrospective approval for contracts that would otherwise disqualify you under the Act. It is an offence under the Act for a person to act as a member of the council (or committee of the council) while disqualified.

Non-pecuniary conflicts of interest

In addition to the issue of pecuniary interests, rules and common law govern conflicts of interest more generally. These rules apply to non-pecuniary conflicts of interest, including common law rules about bias. In order to determine if bias exists or not members need to ask:

"Is there a real danger of bias on the part of the member of the decision-making body, in the sense that he or she might unfairly regard with favour (or disfavour) the case of a party to the issue under consideration?"

The question is not limited to actual bias, but relates to the appearance or possibility of bias reflecting the principle that justice should not only be done, but should be seen to be done. Whether or not members believe they are not biased is irrelevant.

Members should focus be on the nature of the conflicting interest or relationship and the risk it could pose for the decision-making process. The most common risks of non-pecuniary bias are where:

- members' statements or conduct indicate that they have predetermined the decision before hearing all relevant information (that is, members have a "closed mind"); and
- members have a close relationship or involvement with an individual or organisation affected by the decision.

In determining whether or not they might be perceived as biased, members must also take into account the context and circumstance of the issue or question under consideration. For example, if a member has stood on a platform and been voted into office on the promise of implementing that platform then voters would have every expectation that the member would give effect to that promise, however he/she must still be seen to be open to considering new information (this may not apply to decisions made in quasi-judicial settings, such as an RMA hearing).

Local Government Official Information and Meetings Act 1987

The Local Government Official Information and Meetings Act 1987 sets out a list of meetings procedures and requirements that apply to local authorities and local/community boards. Of particular importance for the roles and conduct of elected members is the fact that the chairperson has the responsibility to maintain order at meetings, but all elected members should accept a personal responsibility to maintain acceptable standards of address and debate. No elected member should:

- create a disturbance or a distraction while another councillor is speaking;
- be disrespectful when they refer to each other or other people; or
- use offensive language about the council, other members, any employee of the council or any member of the public.

See Standing Orders for more detail.

Secret Commissions Act 1910

Under this Act it is unlawful for an elected member (or officer) to advise anyone to enter into a contract with a third person and receive a gift or reward from that third person as a result, or to present false receipts to council.

If convicted of any offence under this Act a person can be imprisoned for up to two years, and/or fines up to \$1000. A conviction would therefore trigger the ouster provisions of the LGA 2002 and result in the removal of the member from office.

Crimes Act 1961

Under this Act it is unlawful for an elected member (or officer) to:

- accept or solicit for themselves (or anyone else) any gift or reward for acting or not acting in relation to the business of council; and
- use information gained in the course of their duties for their, or another persons, monetary gain or advantage.

These offences are punishable by a term of imprisonment of seven years or more. Elected members convicted of these offences will automatically cease to be members.

Financial Markets Conduct Act 2013

Financial Markets Conduct Act 2013 (previously the Securities Act 1978) essentially places elected members in the same position as company directors whenever council offers stock to the public. Elected members may be personally liable if investment documents such as a prospectus contain untrue statements and may be liable for criminal prosecution if the requirements of the Act are not met.

The Local Government Act 2002

The Local Government Act 2002 (LGA 2002) sets out the general powers of local government, its purpose and operating principles. Provisions directly relevant to this Code include:

Personal liability of members

Although having qualified privilege, elected members can be held personally accountable for losses incurred by a local authority where, following a report from the Auditor General under s.44 LGA 2002, it is found that one of the following applies:

- a) money belonging to, or administered by, a local authority has been unlawfully expended; or
- b) an asset has been unlawfully sold or other wise disposed of by the local authority; or
- c) a liability has been unlawfully incurred by the local authority; or
- d) a local authority has intentionally or negligently failed to enforce the collection of money it is lawfully entitled to receive.

Members will not be personally liable where they can prove that the act or failure to act resulting in the loss occurred as a result of one of the following:

- a) without the member's knowledge;
- b) with the member's knowledge but against the member's protest made at or before the time when the loss occurred;
- c) contrary to the manner in which the member voted on the issue; and
- d) in circumstances where, although being a party to the act or failure to act, the member acted in good faith and relied on reports, statements, financial data, or other information from professional or expert advisers, namely staff or external experts on the matters.

In certain situation members will also be responsible for paying the costs of proceedings (s.47 LGA 2002).

Appendix B: Process for the determination and investigation of complaints

Step 1: Chief executive receives complaint

~~When an alleged breach of the Code occurs, Council will appoint a working party of three councillors to investigate matters and provide the findings and any recommendations back to Council. The councillor alleged of breaching the code will be notified in writing of any allegations that have been received prior to investigation.~~

~~Where it has been established that a breach of the code has occurred, Council may consider the following actions:~~

~~Remedy to resolve the matter, which may or may not include censure~~

~~Resolve to remove the councillor from Council Committees and or other representative bodies~~

~~Resolve to remove the councillor from a position as Deputy Mayor or Chair of a Committee~~

~~Any alleged breaches of a criminal nature must be reported to the Chief Executive, and be referred to the Police.~~

On receipt of a complaint under the Code, whether from a member (because the complaint involves the Mayor/Chair) or from the Mayor/Chair after an initial assessment, the Chief Executive will refer the complaint to an investigator selected from a list agreed at the start of the triennium. The Chief Executive will also:

- Inform the complainant that the complaint has been referred to the independent investigator and the name of the investigator, and refer them to the process for dealing with complaints as set out in the Code; and
- Inform the respondent that a complaint has been made against them, the name of the investigator and remind them of the process for dealing with complaints as set out in the Code.

Step 2:- Investigator makes preliminary assessment

On receipt of a complaint the investigator will assess whether:

1. The complaint is trivial or frivolous and should be dismissed;
2. The complaint is outside the scope of the Code and should be re-directed to another agency or institutional process;
3. The complaint is minor or non-material; or
4. The complaint is material and a full assessment is required.

In making the assessment the investigator may make whatever initial inquiry is necessary to determine their recommendations, including interviewing relevant parties, which are then forwarded to the Council's Chief Executive. On receiving the investigator's preliminary assessment the Chief Executive will:

1. Where an investigator determines that a complaint is trivial or frivolous, inform the complainant, respondent and other members (if there are no grounds for confidentiality) of the investigator's decision.
2. In cases where the investigator finds that the complaint involves a potential legislative breach and outside the scope of the Code, forward the complaint to the relevant agency and inform the Chief Executive who will then inform the complainant, the respondent and members.

Step 3: Actions where a breach is found to be non-material

If the subject of a complaint is found to be non-material, but more than trivial or frivolous, the investigator will inform the chief executive and, if they choose, recommend a course of action appropriate to the breach, such as:

- ~~that~~That the respondent ~~seek~~is referred to the Mayor/Chair for guidance ~~from the Chairperson; and/or Mayor;~~
- ~~that~~That the respondent attend appropriate courses or programmes to increase their knowledge and understanding of the matters ~~leading to~~resulting in the complaint.

The ~~chief executive~~Chief Executive will advise both the complainant and the respondent of the investigator's decision and any recommendations, neither of which are open to challenge. ~~Any~~ recommendations made in response to a non-material breach are non-binding on the respondent and the ~~council~~Council.

Step 3-4: Actions where a breach is found to be material

If the subject of a complaint is found to be material, the investigator will inform the ~~chief executive~~Chief Executive, who will inform the complainant and respondent. The investigator will then prepare a report for the ~~council~~Council on the seriousness of the breach. In preparing that report, the investigator may:

- ~~consult~~Consult with the complainant, respondent and any directly affected parties; and/or
- ~~undertake~~Undertake a hearing with relevant parties; and/or
- ~~refer~~Refer to any relevant documents or information.

On receipt of the investigator's report, the ~~chief executive~~Chief Executive will prepare a report for the ~~council or committee~~relevant Council body charged with ~~delegated authority~~assessing and ruling on material complaints, which will meet to consider the findings and determine whether or not a penalty, or some other form of action, will be imposed. The ~~chief executive's~~Chief Executive's report will include the investigator's full report ~~prepared by the investigator~~.

Step 4-5: Process for considering the investigator's report

~~Depending upon the nature of the complaint and alleged breach the~~ The investigator's report ~~may~~will be considered by the ~~full council, excluding the complainant, respondent and any other 'interested' members, or a committee~~Council or adjudicative body established for ~~that purpose. In order to avoid any suggestion of bias, a considering reports on~~ Code of Conduct ~~Committee may often be the best mechanism for considering and ruling on complaints. Committees should be established at the start of a triennium with a majority of members selected from the community through either an application process, or any other body that the~~ Council may resolve, noting that the process will meet the principles set out in the cCode.

The Council, or adjudicative body, will consider the Chief Executive's report in open meeting, except where the alleged breach concerns matters that justify, in accordance with LGOIMA, the exclusion of the public. Before making any decision on a specific complaint, the relevant body will give the

respondent an opportunity to appear and speak in their own defense. Members with an interest in the proceedings, including the complainant and the respondent, should not take part in these proceedings in a decision-making capacity.

The form of penalty that might be applied will depend on the nature of the breach and may include actions set out in the cCode.

The report, including recommendations from the adjudicative body, should that body have no formal delegations, will be heard and accepted by the Council in open session, unless grounds for excluding the public exist, without debate.

Attachment 5

REPORT

SUBJECT: **Committee structures and governance arrangements for the 2019-22 triennium**

TO: Council

FROM: Michael Hodder, Community & Regulatory Services Group Manager

DATE: 24 October 2019

FILE: 3-OR-3-4

1 Executive summary

- 1.1 This report outlines the background to Council's committee structure and suggests options on the governance arrangements for the 2019-22 triennium. The focus is on 'standing' or permanent committees as distinct from ad hoc committees appointed to address a particular issue or project and then disband.
- 1.2 Council is not legally required to form committees, but it has been the practice to do so, in the interests of sharing workload, improving decision-making and providing stronger accountability to the community. The Local Government Act 2002 specifies some matters which may not be delegated to committees (and sub-committees).
- 1.3 Powers extended to mayors under section 41A(3) of the Local Government Act 2002 include
 - establishing committees of the territorial authority; and
 - appointing the chairperson of each committee.
- 1.4 The Mayor intends exercising this power in establishing those committees whose membership is solely determined by Council, and in appointing the chairs to these committees. Accordingly, recommendations over these committees are simply to record those decisions.
- 1.5 Substantive recommendations are provided on the establishment (or continuation) of Council's other committees whose membership is partly determined outside Council. These have regard for section 41A(5) of the Local Government Act 2002 which provides that the Mayor is a member of each committee of a territorial authority.

2 Background

- 2.1 The 2018/19 Annual Report to be adopted at this meeting includes a diagram of Council's governance structure as at 30 June 2019. This is reproduced as Appendix 1. This structure was put in place at the beginning of the 2016-19 triennium, continuing the arrangement in the previous triennium, representing a change from an arrangement.¹
- 2.2 The Local Government Act 2002 Amendment Act 2012 inserted section 41A into the substantive Act, with effect from 12 October 2013. In addition to empowering the Mayor to appoint the Deputy Mayor, this provision allows the Mayor to appoint committees of the territorial authority and to appoint chairpersons to those committees before the other members of the committee are determined by the Council – and may appoint himself as chair. If this mayoral power is exercised, Council may still discharge or reconstitute such committees (and their chairs) and appoint other committees.
- 2.3 If the Mayor does not use this power, the earlier provisions for Council to establish committees and appoint their chairs remain available.

3 Characteristics of committees

- 3.1 There is no statutory requirement for Council to have committees.² Section 14 of the Local Government Act 2002 states the principles which must underpin everything a local authority does: these emphasise openness, transparency, accountability, efficiency and effectiveness alongside stewardship, interests of people and communities, sustainability, collaboration and sound business practices. Later provisions contain more detailed requirements over decision-making and consultation processes, but there is no explicit link with subordinate decision-making structures (i.e. committees and sub-committees).
- 3.2 However, section 39 of the Act sets out five governance principles, one of which is that 'so far as practicable, responsibility and process for decision-making in relation to regulatory responsibilities is separated from responsibility and processes for decision-making for non-regulatory responsibilities'. The easiest way to assure this is the establishment of a separate committee to discharge such responsibilities.
- 3.3 Clause 32 of Schedule 7 in the Local Government Act 2002 sets out those matters which may not be delegated by the Council to any committee:

(a) the power to make a rate; or

¹ Before that, there was a single committee of Council (the Strategy and Policy Committee) which met monthly (on the same day as Council) to consider all major issues and make most of the decisions, with Council ratifying those decisions that the Committee could not make. All elected members were Committee members, and the chair and deputy chair were selected on a rotating basis. A separate Hearings Committee was also established, on an as-required basis, to determine the composition of panels to hear notified resource consents and to hear other matters.

² However, both Creative New Zealand and Sport New Zealand require the Council to establish and administer district funding assessment committees to distribute funds from those agencies.

- (b) the power to make a bylaw; or
- (c) the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan; or
- (d) the power to adopt a long-term plan, annual plan, or annual report; or
- (e) the power to appoint a chief executive; or
- (f) the power to adopt policies required to be adopted and consulted on under this Act in association with the long-term plan or developed for the purpose of the local governance statement; or
- (g) [Repealed]³
- (h) the power to adopt a remuneration and employment policy.

- 3.4 A distinction may be drawn between those committees for which Council solely determines membership and those committees which comprise members elected by the wider community. It is over the first set of committees where the Mayor intends to exercise his powers as was the case in the 2016-19 triennium.

4 Committees for which Council solely determines membership

- 4.1 In general, the most common reason to establish committees (or sub-committees) is to ease the workload on the governing body and to ensure appropriate consideration of technical or contentious matters. Establishing specific function-focussed committees implies that more dedicated deliberative bodies will make a difference – both in terms of the matters considered and the characteristics of the discussion and decision-making. It also implies that it is impossible for all elected members to have a detailed understanding on (or interest in) all areas of Council business. While Councillors not appointed to a committee may attend such meetings, they do not have voting rights and may speak only with the permission of the Chair. In the 2016-19 triennium this right was invariably granted.
- 4.2 One opportunity presented by a stronger committee structure is to increase the amount of business conducted in sessions open to the public, and a clearer differentiation from those sessions from which the public is formally (using the provisions of the Local Government Information and Meetings Act) or informally excluded (through workshops⁴ where no formal decisions are taken).

³ The power to warrant enforcement officers.

⁴ Workshops are helpful to staff in gaining frank comment on issues prior to developing formal options and proposals for debate at a meeting. Typically, a summary record of such sessions forms part of that formal report.

- 4.3 Previous experience with standing committees suggests there are four criteria which influence success:
- a. Frequency of meeting – having committees meeting less frequently than the Council means some business within the Committee’s terms of reference will inevitably be referred directly to Council.⁵
 - b. Delegations – providing committees with the maximum delegation allowable under the Local Government Act reinforces their purpose, ensures timely decision-making, and minimises by-passing a committee in favour of placing the issue directly before Council.
 - c. Membership – allowing all Councillors to be members of Council’s standing committees avoids any sense of exclusion (or exclusiveness) and is particularly helpful for first-time Councillors to grasp the full range of issues being presented to Council.
 - d. Collective scope – the committees collectively should span the full range of Council’s business. Otherwise some matters will be referred to Council by default. This suggests the scope of each committee needs to be delineated with respect to Council’s total business, rather than focussing on key aspects, and potentially have regard for a reasonably balanced workload. That was the basis for the structure established in the 2016-19 triennium.
- 4.4 The purpose statements, detailed terms of reference and delegations proposed by the Mayor and noted by Council for these committees in the 2016-19 triennium are attached as Appendix 2, with a few suggested changes highlighted in yellow. It is recommended that Council similarly note them as applying for the 2019-22 triennium, but subject to review following the strategic planning day on 20 November 2019. The Mayor had decided who he wants to chair the standing committees, but will leave the appointment of deputy chairs to the committees to decide.
- 4.5 During the last triennium, the Rangitikei Youth Council was established. The Mayor proposes that it continues. The detailed terms of reference and delegations are attached as Appendix 3.
- 4.6 The Mayor has considered whether Council would benefit from having some additional structures to address broader strategic issues, improve collaboration with community boards and community committees and allow regular engagement with the Chief Executive and his senior leadership team. It is not proposed to achieve this through forming additional committees, but through the following arrangements:

⁵ The exception would be where the purpose of the committee meant less frequent meetings still aligned to the Council’s needs. This is the case for the Audit/Risk Committee.

- a. for the whole Council to meet on a quarterly basis (March, June, September, December) to review the strategic environment and priorities for the Rangitikei District and the local government sector;
 - b. for the whole Council to meet on a quarterly basis (April, May, August, November) with the chairs of the Community Boards and the Community Committees; and
 - c. for the Mayor and the Deputy Mayor to meet with the Chief Executive and Senior Leadership Team at their first meeting each month – at the invitation of the Chief Executive.
- 4.7 During the 2016-19 triennium, the review of the Chief Executive’s performance was undertaken by the Council as a whole and not delegated to any committee. This is the logical corollary of the statutory prohibition on delegating the appointment of a chief executive to a committee. A Councillor was appointed to co-ordinate the review process as a specific responsibility.
- 4.8 During the 2016-19 triennium, Council invited Te Rōpu Ahi Kā to nominate a representative to each of the Assets/Infrastructure, Finance/Performance and Policy/Planning Committees, such people to have full speaking and voting rights. It is proposed to continue that in the 2019-22 triennium.

5 Committees for which membership is wholly or partly determined by Council

- 5.1 Council has a number of other standing committees whose membership is elected at least partly by people outside Council. These committees are:

Te Rōpu Ahi Kā;

Māori Land Rates Remission Committee;

Creative Communities Funding Assessment Committee;

Sport New Zealand Rural Travel Fund Assessment Committee;

Rural water supply management subcommittees at Hunterville, Erewhon, and Omatane;

Community Committees at Hunterville, Marton, Bulls and Turakina; and

Reserve management committees at Turakina, Santoft and McIntyre (Ohingaiti).

Detail on the terms of reference and delegations for Te Rōpu Ahi Kā attached as [Appendix 4](#).

Brief comment on each of these committees follows.

Te Rōpu Ahi Kā

- 5.2 The Memorandum of Understanding: Tutohinga identifies Te Rōpu Ahi Kā as a standing committee of the Council. These documents are attached as Appendix 4. In the last triennium, Te Rōpu Ahi Kā met on a bi-monthly basis. The agreed terms of reference for the Komiti provide representation for two elected members of the Council. In the previous triennium, this requirement was met by the Mayor (ex officio) together with a nominated Councillor. Other members are nominated by the iwi/hapū/Māori community they represent.
- 5.3 During the last triennium, a number of Councillors accepted the Komiti's invitation to attend any of their meetings. That arrangement has both preserved continuity of representation for the Komiti as well as allowing Councillors to hear (and participate in) these proceedings. An alternative to nominating particular Elected Members to be Council's representatives on the Komiti would be to have all Elected Members attend, on a rotating basis, with (say) two attending each meeting.

Māori Land Rates Remission Committee

- 5.4 This Committee is an element of the Council's policy on the remission and postponement of rates on Māori freehold land, a statutory policy but which must be reviewed at least every six years. The policy requires the Committee to comprise of three Council members and three Tangata Whenua, most likely members of Te Roopu Ahi Kaa. The Committee's role is to consider and decide all applications for rates remissions under the policy.

Funding Assessment Committees

- 5.5 The Council has two such committees, both being the mechanism for distributing central government funding in accordance with criteria laid down by the agencies concerned – Creative New Zealand and Sport New Zealand. Creative New Zealand has allocated \$15,814 in 2019/20 for its Funding Assessment Committee to distribute and requires that Committee to meet at least twice a year. Sport New Zealand has allocated \$9,500 in 2019/20 for the Rural Travel Fund Committee to distribute. This Committee meets annually. Sport New Zealand does not prescribe the frequency of meetings.
- 5.6 Applications were called for community members for the Creative Communities Funding Assessment Committee so that it would be in place for its first meeting on 24 September 2019. Creative New Zealand expects to see at least one representative from local Iwi. Currently Hari Benevides is Te Rōpu Ahi Kā's representative.
- 5.7 Creative New Zealand does not specify how many members an assessment committee must have but recommends there be at least seven members and no more than eleven. There is no requirement on Council to nominate any elected members to the Assessment Committee but Council may choose to do so. In

addition, the Mayor is automatically a member (ex officio) through section 41A(5) of the Local Government Act 2002.

- 5.8 There are no such representation requirements on the composition of the Sport New Zealand Rural Travel Fund Assessment Committee, which has been previously undertaken by just two Councillors from different Wards. This arrangement is efficient and appropriate for the far smaller number of applications received. However, the Mayor is now an ex officio member of this Committee.

Rural Water Supply Management Sub-committees

- 5.9 In each case the Mayor is a member ex officio, but the Delegations Register also provides for the appointment of a Councillor. Clause 23(3), Schedule 7 of the Local Government Act 2002 specifies that at least one member of the local authority must be present for a committee (other than a subcommittee) to have a quorum. This means these bodies (being sub-committees) may meet without a Councillor or the Mayor being present. Other members are elected by scheme participants.

Community Committees

- 5.10 For the 2016-19 triennium Council decided to appoint two Councillors to each of the four Community Committees, and it is suggested that this arrangement continue for this triennium. Such appointments have spread the workload and ensured that no meeting of these committees has been inquorate through lack of an Elected Member⁶. In addition, the Mayor is now an ex officio member of each committee. Other members are elected by the respective Ward communities through a public process.
- 5.11 The Council's Deputy Electoral Officer has already called for nominations and elections (if the number of nominations require that) to settle the community membership of these committees. The objective is to have the process complete by the end of November 2019.

Reserve Management Committees

- 5.12 Representation by Council in the Turakina Reserve Management Committee, the Santoft Domain Management Committee (re-established during the 2016-19 triennium) and the McIntyre Reserve Management Committee has been to appoint a liaison Councillor from the relevant Ward to each. The low number of meetings suggests that this representation is adequate, particularly as the Mayor is now an ex officio member of both committees. Other members are elected by the relevant communities (defined by distance from the reserve rather than a Ward boundary) through a public process.

⁶ However, it is proposed that only one Councillor has voting rights (so the voice of Elected Members does not dominate the committee), a decision to be made at each meeting. This reflects the arrangement for Councillors on the community boards.

- 5.13 As with community committees, the Council's Deputy Electoral Officer has arranged the call for nominations and if necessary elections of community members to these committees.

6 Recommendations:

- 6.1 That the report 'Committee structures and governance arrangements for the 2019-22 triennium be received.

Committees for which Council solely determines membership

- 6.2 That the normal meeting time for Council, its standing committees and workshops is between 9.30 am and 5.00 pm on the second, third and last Thursdays of each month.

- 6.3 That Council endorses the criteria for establishing successful specialised standing committees as being

- (i) committee membership open to all members of the Council,
- (ii) committee meetings being at the same frequency as Council or at intervals consistent with Council's needs,
- (iii) the committees having the maximum legal delegations; and
- (iv) the committees collectively covering the full scope of Council's business.

- 6.4 That Council notes the Mayor's decision for the broad delineation of the four specialised standing committees in the 2016-19 triennium continuing for the 2019-22 triennium as Finance/Performance; Assets/Infrastructure; Policy/Planning; and Audit/Risk, and endorses continuing the purpose statements, detailed terms of reference and delegations agreed for these committees in the 2016-19 triennium, with the proposed amendments, but subject to review after the strategic planning day on 20 November 2019.

- 6.5 That Council notes the Mayor's decision to continue the Youth Council for the 2019-22 triennium, continuing the purpose statement, detailed terms of reference and delegations agreed during the 2016-19 triennium.

- 6.6 That the Council notes the Mayor's decision to establish (and chair) a separate Hearings Committee to meet on an as-required basis only to determine panels for hearings under the Resource Management Act and to conduct hearings as required by other enactments.

- 6.7 That the Council notes the Mayor's preference
- a. for the whole Council to meet on a quarterly basis (March, June, September, December) to review the strategic environment and priorities for the Rangitikei District and the local government sector;

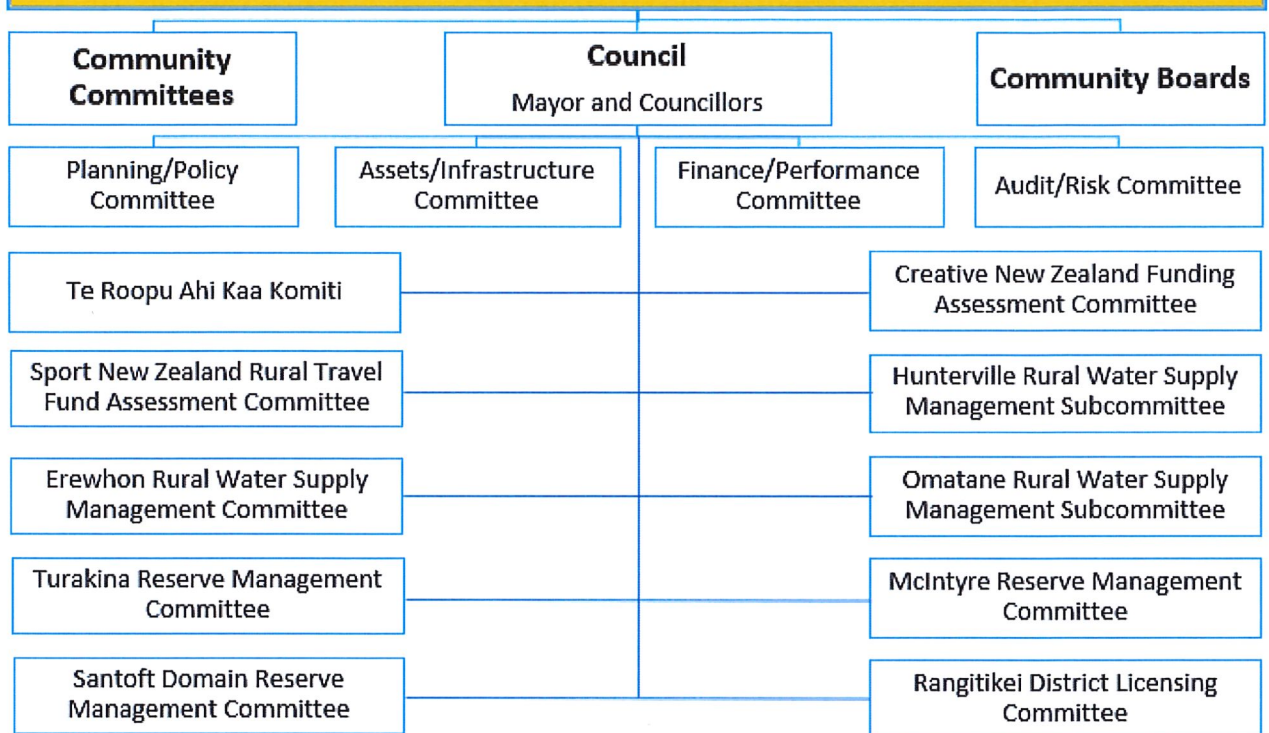
- b. for the whole Council to meet on a quarterly basis (April, May, August, November) with the chairs of the Community Boards and the Community Committees; and
 - c. for the Mayor and the Deputy Mayor to meet with the Chief Executive and Senior Leadership Team at their first meeting each month.
- 6.8 That the Council notes the Mayor's decision that the chairs of the four specialist standing committees in the 2019-22 triennium will be:
- | | |
|-----------------------|--------------------|
| Finance/Performance | Cr Belsham |
| Assets/Infrastructure | Cr Wilson |
| Policy/Planning | Cr Gordon |
| Audit/Risk | Mr Craig O'Connell |
- and that each of these committees will appoint their deputy chairs.
- 6.9 That Te Rōpu Ahi Kā continue to be able to nominate a representative as a full member for each of the Assets/Infrastructure, Finance/Performance and Policy/Planning Committees in the 2019-22 triennium.
- 6.10 That the authority to set the remuneration for the independent Chair of the Audit/Risk Committee lie with the Chief Executive, within an annual cap of \$10,000.
- 6.11 That the full Council conduct any reviews of the Chief Executive's performance, with the review process being managed as a specified additional responsibility by
- Committees which comprise members elected by the wider community.*
- 6.12 That Council confirms for the 2019-22 triennium the existing terms of reference and delegations [as amended] for Te Roopu Ahi Kaa, the Maori Land Rates Remission Sub-committee, the Creative Communities Assessment Committee, the Sport New Zealand Rural Travel Fund Assessment Committee, the reserve management committees at Turakina and Mangaweka, and the rural water supply management sub-committees at Hunterville, Erewhon, Omatane and Putorino.
- 6.13 That for the 2019-22 triennium His Worship the Mayor and Councillor.....be the Rangitikei District Council's representatives on Te Roopu Ahi Kaa.
- 6.14 That for the 2019-22 triennium His Worship the Mayor (as Chair), Councillor and Councillor be Council's members on the Māori Land Rates Remission Committee.

- 6.15 That for the 2019-22 triennium His Worship the Mayor and Councillor be appointed to the Creative New Zealand Assessment Committee, together with Hari Benevides (representing Te Rōpu Ahi Kā) and confirms the nominations received for the community representatives following public advertisements as Mr Paul Marcroft, Ms Jan Harris, Ms Mary Laki, Ms Gemma Cameron, Mr Richard Aslett, Ms Katarina Hina, Ms Raewyn Turner, Ms Laura Morrison and Ms Deborah Jorgenson with the Chair being appointed annually by the Committee.
- 6.16 That for the 2019-22 triennium the Sport New Zealand Rural Travel Fund Assessment Committee comprise His Worship the Mayor, Councillor..... and Councillor....., with appointed as Chair.
- 6.17 That for the 2019-22 triennium, Councillor..... be the Rangitīkei District Council's representative on the Rangitīkei Youth Council.
- 6.18 That for the 2019-22 triennium Councillor..... be the Rangitīkei District Council's representative on the Hunterville Rural Water Supply Management Sub-Committee in addition to His Worship the Mayor (ex officio).
- 6.19 That for the 2019-22 triennium Councillor be the Rangitīkei District Council's representative on the Erehon Rural Water Supply Management Sub-Committee in addition to His Worship the Mayor (ex officio).
- 6.20 That for the 2019-22 triennium Councillor be the Rangitīkei District Council's representative on the Omatane Rural Water Supply Management Sub-Committee in addition to His Worship the Mayor (ex officio).
- 6.21 That for the 2019-22 triennium the following be appointed liaison councillors for community committees, with His Worship the Mayor appointed ex officio:
- Turakina: Cr..... and Cr.....
- Bulls: Cr..... and Cr.....
- Marton: Cr..... and Cr.....
- Hunterville: Cr..... and Cr.....
- 6.22 That for the 2016-19 triennium the following be appointed liaison councillors for reserve management committees, with His Worship the Mayor appointed ex officio:
- Turakina: Cr.....
- Santoft: Cr.....
- McIntyre: Cr.....

Michael Hodder
Community & Regulatory Services Group Manager

Appendix 1

Citizens of the Rangitikei District



Appendix 2

Council's three standing committees for the 2019-22 triennium

	Finance/Performance	Assets/Infrastructure	Policy/Planning
Chair	Cr Belsham	Cr Wilson	Cr Gordon
Purpose	To ensure robust and transparent management of the Council's finances and maximising performance	To ensure sustainable management of Council-owned assets/infrastructure which achieves compliance with government requirements and high community satisfaction	To ensure the Council has a comprehensive planning, policy and regulatory framework which reflects legislative requirements and builds resilient communities
Outcomes <i>The Council and the community are confident that.....</i>	<ul style="list-style-type: none"> the Council's financial position and the delivery of Council services are <ol style="list-style-type: none"> robust, readily accessible, are monitored and reported regularly and accurately, maximise efficiency from robust information systems, reflect good practice, and compare favourably with councils of similar size and characteristics. the rates struck each year – <ol style="list-style-type: none"> are a fair representation of the cost and availability of 	<ul style="list-style-type: none"> the Council's continuing investment in its infrastructure is clearly supported by – <ol style="list-style-type: none"> accurate condition information and assessment, intelligent procurement, sound asset management practice, scheduled reviews of timeframes and priorities, and informed understanding of present and future demand, in terms of legal requirements, economic activity and demographic projections. 	<ul style="list-style-type: none"> the Council's plans are developed openly with the District's communities, reflect agreed priorities and are effectively implemented. the Council's policies and bylaws recognise and support the priorities of the District. the Council's engagement with communities – <ol style="list-style-type: none"> is robust, occurs collaboratively, secures support from external agencies including central government, and builds resilience.

	<p>services and facilities within the District,</p> <p>(ii) align favourably with the local government sector price index changes,</p> <p>(iii) avoid large differences between years, both for individual ratepayers and the District as a whole,¹</p> <p>(iv) do not result in material variations of payment by ratepayers in different area units.²</p> <ul style="list-style-type: none"> the District draws benefit from collaboration with other councils and agencies through demonstrable – <ul style="list-style-type: none"> (i) lower costs, (ii) improved services, and (iii) stimulus to the local economy 	<ul style="list-style-type: none"> opportunities for community management or ownership of Council facilities and local service contracts are thoroughly canvassed and implemented when demonstrably financially viable 	<ul style="list-style-type: none"> the Council looks for opportunities to protect the environment and to anticipate likely impacts on the District from climate change. the Council is well informed of all relevant government legislation and policies, and endeavours to influence proposed changes to these where the interests of the District are significantly affected.
Terms of reference	<ol style="list-style-type: none"> Financial strategy *Statutory financial policies³ Oversight of Council budgeting and financial management Investments and loans 	<ol style="list-style-type: none"> Infrastructure strategy Asset management planning Council owned infrastructure <ul style="list-style-type: none"> Water (including rural water supplies) 	<ol style="list-style-type: none"> *Annual Plan/Long Term Plan Legislation and governance issues *Statutory non-financial policies and statements Consultation processes⁶

¹ This will be achieved by rates modelling for all properties (and the consequent availability of 'dummy' rates assessments).

² These are the Statistics New Zealand group of mesh blocks.

³ As prescribed by the Local Government Act 2002 section 101.

⁶ Section 76AA of the Local Government Act 2002 provides for a Significance and engagement policy.

	5. Major contracts ⁴ – approval and subsequent monitoring 6. Regional collaboration/shared services with other councils 7. Economic development initiatives 8. Property sales, leases and licences to occupy 9. Forestry 10. Council-funded grant schemes ⁵ *Up to adoption	<ul style="list-style-type: none"> • Sewage and the treatment and disposal of sewerage • Stormwater drainage • Consents management 4. Council roading and footpath network <ul style="list-style-type: none"> • Programme monitoring • Emergency works • New Zealand Transport Agency funding and requirements 5. Council owned facilities – <ul style="list-style-type: none"> • halls, toilets • parks, reserves, • swimming pools, community housing, • libraries, information centres • cemeteries 6. Solid waste management	5. Governance-level policies (non-statutory) 6. Path to Well-being Initiative and other community development programmes 7. District Plan monitoring 8. *Bylaw development and review 9. Emergency management planning *Up to adoption
Delegations	Each Committee has the power to delegate to a sub-committee any authority or power to determine matters within its field of activity or responsibility, as covered by Section 32(3) of Schedule 7 of the Local Government Act 2002		
Exclusions	Matters prohibited under clause 32(1) Schedule 7 of the Local Government Act 2002 from being delegated: <ul style="list-style-type: none"> • the power to make a rate, • the power to make a bylaw, • the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan, • the power to adopt a long-term plan, annual plan or annual report, • the power to appoint a chief executive, • the power to adopt policies required to be adopted and consulted on under this Act in association with the long-term plan or developed for the purpose of the local governance statement, or 		

⁴ Those exceeding the delegation to the Chief Executive to approve or where that delegation is not exercised.

⁵ Currently the Community Initiatives Fund and the small projects grants made available to Community Boards and Community Committees.

	<ul style="list-style-type: none"> • the power to adopt a remuneration and employment policy. <p>Other matters to be dealt with directly by Council</p> <ul style="list-style-type: none"> • Council's governance structure, standing orders etc., • Council representation on external bodies, • Remuneration to Elected Members (including allowances and reimbursement of expenses), • Delegations to the Chief Executive and other staff, • Submissions (and deliberation on submissions), • Petitions and Public Forum, • Recommendations from the Community Boards or any Council committee (including Te Roopu Ahi Kaa, the community committees and the rural water supply management sub-committees), • Liaison and agreements with Iwi • Reports from the Chief Executive on staffing, internal capability, process and system improvements, and other operational matters, • Responses made to any exercise of Ministerial powers of assistance and intervention⁷ and • Any matter deemed necessary to be considered in a 'public excluded' meeting. <p>Any resolution at any Committee which three or more Elected Members vote against and ask for their votes to be recorded <i>or</i> which the Chair rules (on the basis of advice from the Chief Executive) as being substantially different from any option presented in the officer's report – such resolutions to be recast as recommendations to the Council.</p>
--	---

Adopted by Council, 31 October 2019: 19/RDC/....

⁷ Local Government Act 2002, Part 10.

	Audit/Risk Committee
Chair	Craig O'Connell (Independent Member)
Purpose	To ensure probity in the management of Council's operations and its assets and a close regard for minimising risk
Outcomes <i>The Council and the community are confident that.....</i>	<ul style="list-style-type: none"> the Council's financial operations and the delivery of Council services – <ul style="list-style-type: none"> (i) comply with all relevant legislation, regulations and standards; and (ii) comply with Council's own policy. the relationship with Council's auditors and other external agencies undertaking monitoring of Council's performance is meaningful and open the risks to Council's effective management and its reputation are well understood and addressed.
Terms of reference	<ol style="list-style-type: none"> Review of financial and non-financial reporting, including <ul style="list-style-type: none"> quarterly internal reports; appropriateness of accounting policies ; financial and infrastructure strategies ; oversight of periodic valuation of Council's assets; and oversight of treasury function. Risk management and system of internal controls, including <ul style="list-style-type: none"> setting the Council's appetite for risk; understanding the key risk areas including likelihood and consequences; evaluating the effectiveness of internal controls; and assessing fraud risk and procurement risk; reviewing how risk has been considered in <ul style="list-style-type: none"> the processes used to determine whether or not to enter into, continue or withdraw from shared services with one or more councils¹ and the Council's business case methodology and the instances where it is applied reviewing assurance reports from management on regulatory compliance, business resilience and other contentious matters including (for example); <ul style="list-style-type: none"> periodic audits conducted by the New Zealand Transport Agency; assessment reports on Council's role as a Building Consent Authority; reporting to external agencies required by statutory instruments²;

¹ This process *may* include reviews under section 17A of the Local Government Act 2002.

² For example, reporting to the Ministry for the Environment under the National Monitoring System or to Archives New Zealand under the Public Records Act.

	<ul style="list-style-type: none"> • undertakings made in response to the exercise of any Ministerial assistance or intervention³; • project management; • joint venture proposals; • hazard management; and • corporate policies addressing unethical, questionable or illegal activities. <p>3. External audit, including</p> <ul style="list-style-type: none"> • understanding the scope of agreements made with Council; • reviewing of management reports provided by Council's auditors; • reviewing progress with Audit recommendations; and • being a sounding board for issue arising between Council management and external auditors. <p>4. Internal audit, including</p> <ul style="list-style-type: none"> • contributing to appointment of internal auditor(s); • determining and monitoring the internal audit programme; • undertaking more intensive reviews of significant risks where the Committee considers further scrutiny is required <p>5. Annual review of the terms of reference.</p>
--	--

³ Part 10, Local Government Act 2002.

Appendix 3



Introduction	The Rangitikei District Council (RDC) recognises the importance of obtaining the views of young people in Rangitikei and providing a forum for obtaining advice about matters that impact youth. These Terms of Reference provide the RDC Youth Council with the terms for its operation.
Purpose Reason Youth Council exists / intended result aim/goal	<p>The purpose of the Youth Council is to:</p> <ul style="list-style-type: none">• Strengthen engagement between Rangitikei District Council and young people and build young people's knowledge of Community, Council and Central Government processes to enable them to participate in community decision-making processes.• Assist and advise the Rangitikei District Council on how it can be: a District full of opportunities that empower young people; a District that inspires young people; and a District that uses meaningful engagement to gain insight into the needs of young people.• Develop the skills and capabilities of its members as leaders within our community.• Encourage youth participation in civic affairs and provide a youth perspective into District issues, policies and future planning.• Create tangible positive outcomes your youth and wider community.
Key Tasks	<p>The Youth Council and its members are expected to:</p> <ul style="list-style-type: none">• Attend the training day or weekend• Attend as many 6 weekly Youth Council meetings as possible and at least one Committee meeting and one full Council meeting.• Actively participate in Youth Council meetings and get involved in activities outside of the meeting.• Share information, learnings with other young people in the community.• Listen to youth in the community and feedback views and ideas to Youth Council.• Advocate on Youth Issues, putting forward positive solutions for Council consideration.

	<ul style="list-style-type: none"> • Help plan, promote and run Youth Week with councils Strategic Advisor for Rangatahi. • Organise, plan and facilitate two annual youth events in the district.
Role Expected behaviour	<p>The Youth Council and its members are expected to provide:</p> <ul style="list-style-type: none"> • Constructive advice on Rangitikei District Council policies, strategies and services from a youth perspective and where possible identifying evidence and solutions, whilst taking into account the wider needs, issues and views of young people in Rangitikei. • Clear communication with Rangitikei District Council and a broad range of young people from the community to increase information flow and build both Council and youth knowledge. • Proactive engagement in Council decision-making and civic life through existing and innovative means.
Membership	<p>Member Criteria</p> <p>The Youth Council will include up to 11 members, including one Chairperson and one Deputy Chair. This group will embrace diversity and will ideally be broadly representative of the different cultures, genders, geographical residents and other various groups within the Rangitikei youth population.</p> <p>Criteria for the Youth Council are as follows:</p> <ul style="list-style-type: none"> • To be between the ages of 13-24. • To affiliate to the Rangitikei District • To be committed to making a contribution of consequence. • To collectively have the broad range of skills, experiences and perspectives required for the group to fulfil its purpose. <p>Role Descriptions</p> <p>The role of Members, Chair, Deputy, Alumni, the Strategic Advisor for Rangatahi and Elected Members/Councillors are outlined in the 'Role Description' document.</p> <p>Term of Appointment</p> <p>The standard term of appointment will be two years from date of appointment. Members may have their membership extended for additional terms if requested by the member. Extended terms of appointment must be approved by both the Chair and the Deputy of the Youth Council in consultation with the Strategic Advisor for Rangatahi.</p> <ul style="list-style-type: none"> • A Youth Council membership will cease if that Member resigns or: turns 25 during their membership (regardless of completing a two year term) • does not work proactively during any one calendar year review period, or • behaves in a way that violates the Code of Conduct or is otherwise seen, in the opinion of the Youth Council or

Rangitikei District Council, as detrimental to the effective operation of the Youth Council

A Youth Council membership will be re-evaluated if the Member:

- moves out of Rangitikei District boundaries
- misses more than three consecutive meetings without apology or 3 meetings within one year.

A performance meeting of the Chair, and/or Deputy, and the Strategic Advisor for Rangatahi with the Youth Council Member will take place to assess that Member's appointment. The Member's ongoing membership is at the discretion of the Chair and Deputy and will be reviewed annually – accounting for the Member's two year term, age, work over a calendar year and behaviour.

If a Youth Council Member resigns or ceases to be a member, a replacement will be sought through the process for selecting new members outlined below.

Selection Process

Rangitikei District Council will call for nominations of 13-24 year olds from within the District's boundaries via a number of different media and networks. Young people interested in being a Youth Council member will complete an application form. Youth councillors will be selected, not elected.

Nominations may also be received from the Rangitikei District Mayor and Councillors.

Youth Councillors are to demonstrate good group connections, and skills and qualities that will benefit the Youth Council.

Initial Establishment

After having called for nominations and a given application period, the Strategy and Community Planning Team will shortlist applicants for interviewing. The interview panel will consist of members from the Strategy and Community Planning Team, an Elected Member/Councillor and a representative nominated by Te Roopu Ahi Kaa.

New Appointments

After having called for nominations and a given application period, the Youth Council will shortlist applicants for interviewing. The interview panel will consist of the Youth Council Chair, Deputy Chair and a Strategy and Community Planning Team member and/or an Elected Member/Councillor and/or a representative nominated by Te Roopu Ahi Kaa.

	<p>Selecting Chair and Deputy The Chairperson and Deputy Chairperson will be appointed annually by ballot vote of the Youth Council members.</p> <p>Replacement of Vacancies Should vacancies arise, the Youth Council may recruit from previously shortlisted applicants to bring the full number of members back to 11.</p> <p>Alumni Members who have served the length of their term or have ceased to be members of the Youth Council may choose to continue supporting the Youth Council as an Alumni member. Alumni are not members of the Youth Council and cannot vote or set agenda items or tasks for the Youth Council. Criteria to serve as an Alumni:</p> <ul style="list-style-type: none"> • Have been a proactive member of the Youth Council. • Has the support of the Chair and Deputy to participate as an Alumni. • Has not violated the Code of Conduct or been removed from the Youth Council. <p>The role of the Alumni is outlined in the 'Role Description' document.</p>
Principles	<p>The Rangitikei District Council and the Youth Council will embrace the principles of positive youth development:</p> <ul style="list-style-type: none"> • Strengths-based approach: Recognition of the strengths and assets of the Youth Council. • Respectful relationship: Quality relationships between members and Rangitikei District Council that are supportive, respectful and challenging. • Meaningful contribution: The Youth Council is empowered to give authentic advice and develop meaningful actions. • Informed decisions: Effective research, evaluation, information gathering and sharing is important for good decision making for the Youth Council and Rangitikei District Council.
Operation	<p>Training for members In return for their commitment, Rangitikei District Council will provide members with:</p> <ul style="list-style-type: none"> • A training and team building day or weekend. • An induction explaining the Council's functions and processes and the role of the Youth Council. • Training or resources as necessary to fulfil their roles as a Youth Council member. For example, Chairing, contributing at meetings, understanding the role of local government, and presentation skills as needed or on request. • Opportunities to attend conferences/seminars and be a youth representative on various working groups/project teams. <p>Frequency of meetings The Youth Council will meet once every 6 weeks with additional meetings to be arranged if and when required.</p>

Communication

- Meeting minutes to be taken and distributed;
- Members to receive meeting agenda at least a week prior to the meeting;
- Agenda items to be received by the Chair for inclusion two weeks prior to the meeting (which is one week prior to agenda being sent out);
- Minutes to be distributed electronically to all members within two week of the meeting, with hardcopies made available at each meeting.

Council Support

- Council will provide secretarial services and a meeting venue.
- All members will receive an induction package and information explaining the Council's function and the role of the Youth Council.
- The Youth Council may invite Elected Members and Council staff to provide information at meetings.
- There is no remuneration payable to members of the Youth Council.
- Council's Strategic Advisor for Rangatahi will be lead support to Youth Council.
- Youth Council will be appointed one RDC Councillor.

Quorum

Half of the current number of members, not including vacancies, must be present for the group to have a quorum, which is the minimum number of members necessary to conduct the business on that group or for the meeting to go ahead. Any less than half the group and the meeting will not go ahead.

Decision making

Decisions will be made by a simple majority vote (a majority of those presenting and voting).

Support funds to enable participation

Members will be provided travel costs incurred for each meeting attended outside of their residential town.

Conflict Resolution

Should conflict occur, the Chair/Deputy Chair and group will work with the Strategic Advisor for Rangatahi to resolve the conflict. If there are any concerns, members should raise them:

- with the Chair of Youth Council, if concerns are about other members
- with the Strategic Advisor for Rangatahi, if concerns are about the Chair of Youth Council.

	<p>Conflict of Interest</p> <p>Members will be asked to complete a conflict of interest form when they join the Youth Council and at the beginning of each year they sit on the group. The Strategic Advisor for Rangatahi will be responsible for providing members with a conflict of interest form as part of new member induction packs and to all members at the beginning of each year.</p> <p>Members are also expected to notify the Strategic Advisor for Rangatahi of any new or emerging conflicts of interest at the start of each meeting.</p> <p>For the purpose of the Youth Council, conflicts of interest are deemed to occur where a member advises on work-streams that impact on:</p> <ul style="list-style-type: none"> • money or other resources the member has invested outside Council; • the member's family, or; • official positions the member holds on groups or bodies outside of Council.
Scope	<p>Reporting and Accountability</p> <p>The Youth Council will report to the appropriate Council committee every six months (or as the need arises), outlining work undertaken with Council staff, the group's achievements and any issues it wishes the Council to consider further.</p> <p>The names and details of all members of the group and minutes of the groups meeting will be available on the RDC Council website and TRYB website.</p> <p>Success stories/updates will be promoted as appropriate through a range of media, including but not limited to: Rangitikei Line, RDC Council website, TRYB website and social media platforms.</p>
Review	<p>The Terms of Reference</p> <p>These Terms of Reference will be reviewed annually. Any suggestions for changes will need to be an agenda item for a Youth Council meeting. All changes to the Terms of Reference will be subject to the approval of the Strategic and Community Planning Manager, and if necessary/appropriate the Policy/Planning Committee.</p> <p>Youth Council Performance</p> <p>The Chair, Deputy Chair and Strategic Advisor for Rangatahi will review the performance of the Youth Council annually. The review will evaluate the Youth Councils performance against its purpose and agreed work plan. The Chair and Strategic Advisor for Rangatahi will feed this back to the Youth Council and the Policy/Planning Committee.</p>

Members

Youth Council members are expected to:

- be prepared for meetings, turn up before the start of each meeting and consider issues with an open mind;
- actively participate in Youth Council meetings and contribute to the actions agreed to;
- provide apologies in advance when attendance at a meeting is not possible
- pass minutes at meetings;
- establish, maintain and make the most of existing relationships with other groups around the District;
- actively promote the work of the Rangitikei District Youth Council and relevant information to their networks;
- bring youth issues and opportunities to the Youth Council and assist the Rangitikei District Council to canvass youth views;
- not take individual issues to Youth Council that can be dealt with via general enquiries to the Rangitikei District Council Customer Service Centre;
- comply with the Code of Conduct.

Youth Council Chair and Deputy Chair

Members of the Youth Council will elect a Chair and Deputy Chair. The Chair is expected to:

- encourage open communication where all members can effectively contribute;
- work with Youth Council members and Council's Strategic Advisor for Rangatahi to compile meeting agendas;
- manage Youth Council meetings to enable considered yet efficient decision making;
- Sign off minutes;
- work with Youth Council members and Council's Strategic Advisor for Rangatahi to develop, complete and implement the group's annual work plan;
- be the spokesperson and contact point with Rangitikei District Council for Youth Council and represent the views and recommendations of the group;
- work with Council's Strategic Advisor for Rangatahi to review the contribution of Youth Council members at the yearly review and raise any concerns.

The Deputy Chair is expected to:

- support the Chair in their role and functions;
- act in place of the Chair if the Chair is unavailable or has a conflict of interest.

Alumni

Alumni are former members of the Youth Council that can remain connected and involved in the work of Rangitikei Youth Council. An Alumni is not a member. An Alumni's role is to:

- Establish, maintain and make the most of existing relationships with groups around the district;
- Actively promote the work of the Youth Council & Rangitikei District Council to their networks;
- Use their experience and skills to support the projects and actions of the Youth Council;
- Comply with the Code of Conduct.

The Council's Strategic Advisor

Council's Strategic Advisor for Rangatahi assigned to the Youth Council is not a member. They are expected to:

- provide administration, support and promotion of the group. This will include the induction of new members, recording meeting minutes and following up on action points to report back to the Youth Council;
- work with the Chair/Deputy Chair to set the meeting agenda;
- work with the Chair/Deputy Chair to track attendance and review the contribution of Youth Council members at the yearly review;
- work with the Chair/Deputy Chair to manage risks, conflicts and ceasing membership;
- work across Council business activities and committees to help them effectively engage the Youth Council in the development and implementation of policy, strategy, planning and service delivery in the district;
- liaise with other Council staff around presentations and the development of projects, plans, etc.;
- liaise with families for minors and ensuring the safety of minors in relation to Youth Council business.

The Elected Member(s) / Councillor(s) and Te Roopu Ahi Kaa (TRAK) Representative

Any Councillor or TRAK representative participating in Youth Council meetings is not a member. The Councillor or TRAK representative's role is to:

- act as a liaison and information conduit between the Council/TRAK and the Youth Council conveying, if necessary, the concerns of the Youth Council;
- provide, in conjunction with staff, information, advice and an explanation of the Council's political process and agreed Council policy where required and requested by the Youth Council;
- listen and consider the opinions and recommendations of the Youth Council.

Appendix 4

MEMORANDUM OF UNDERSTANDING TUTOHINGA

between

RANGITIKEI DISTRICT COUNCIL

and

Te Tangata Whenua O Rangitikei

Ngati Rangituhia

Ngati Whitikaupeka

Ngati Parewahawaha

Ngati Hauiti

Nga Ariki Turakina

Kauangaroa / Nga Wairiki

Ngati Kauae /Tauira

Ngati Hinemanu / Ngati Paki

Whangaehu

Ngati Tama Kopiri

Rātana Community

**Represented on Council by
TE ROOPU AHI KAA**

Version Control	
1	Agreed to by Te Roopu Ahi Kaa on 10 October 2006 Agreed to by Council on 26 October 2006
2	Amended under review by Te Roopu Ahi Kaa on 14 August 2012 (12/IWI/019) Confirmed by Council 30 August 2012 (12/RDC/151)

Introduction - Kupu Whakataki

This Memorandum of Understanding has been put together on the basis of:

- Both parties have entered into the Memorandum Of Understanding - Tutohinga in good faith and with a view to making the partnership work.
- Both parties recognise that there may be constraints from time to time in respect of resources.
- Both parties can see mutual benefits being derived from the establishment of the Memorandum of Understanding - Tutohinga.
- Both parties express the wish that their partnership will develop and become stronger over time.

Tutohinga Memorandum Of Understanding

1. Introduction

- 1.1 The Rangitikei District Council and Iwi of the District wish to enter into a number of protocols, which are intended to reflect the basis on which they will conduct their affairs of common interest.
- 1.2 For the purposes of this Memorandum, the Iwi of the District are the Tangata Whenua that hold Mana Whenua in relation to a particular area of the District. The Tangata Whenua of the District comprise the Iwi and Hapu, which are represented on Te Roopu Ahi Kaa, a present standing committee of Council.
- 1.3 Iwi and Hapu acknowledge each other's tino rangatiratanga, arising from their Mana Whenua, when speaking for their area.
- 1.4 Iwi and Hapu put forward delegates to Te Roopu Ahi Kaa to represent issues and consider Council policy, making resolutions and representations to Council. This clause does not preclude direct Iwi, Hapu or individual interaction with Council on issues that concern them directly.
- 1.5 For Iwi and Hapu, *Te Tiriti o Waitangi* is the starting point for determining their relationship with the Crown, its agencies and the Rangitikei District Council.
- 1.6 Within the Rangitikei District, the Māori community of Ratana is recognised as being integral to decision-making on Māori issues and therefore, the Ratana community, through their nominated representative, have membership of Te Roopu Ahi Kaa.
- 1.7 The Council's procedures are governed by statute, and in particular in the context of the protocols set out in Section 2 below, the provisions of the Local Government Act 2002 and Resource Management Act 1991.
- 1.8 Section 10 of the Local Government Act sets out the purposes of Local Government in New Zealand. Those stated purposes are:
 - (a) *to enable democratic decision-making and action by, and on behalf of, communities; and*
 - (b) *to promote the social, economic, environmental, and cultural well-being of communities, in the present and for the future.*

One of the emphases of the Local Government Act 2002 is to place greater decision-making abilities in the hands of communities. This is particularly relevant for Māori as all the areas of well-being directly impact upon them.

1.9 Section 8 of the Resource Management Act provides as follows:

“Treaty of Waitangi - In achieving the purpose of this Act, all persons exercising functions and power under it, in relation to managing the use, development, and protection of natural and physical resources, shall take into account the principles of the Treaty of Waitangi (Te Tiriti o Waitangi).”

Section 4 of the Local Government Act further provides that as part of the Crown’s responsibility to take appropriate account of the principles of the Treaty of Waitangi, the local authority is charged with facilitating opportunities for Māori to contribute to decision-making.

1.10 Given the provisions of the Local Government Act and Section 8 of the Resource Management Act, the Rangitikei District Council positively recognises that to carry out its functions appropriately, it must make appropriate provision for the specific interests of Māori in its community with particular emphasis on consultation and capacity building.

1.11 To enable it to make such provision, the Rangitikei District Council must take into account the principles of the Treaty of Waitangi, subject to the provisions of clause 1.14 below.

1.12 The Rangitikei District Council and Iwi of the District acknowledge that the principles of the Treaty of Waitangi are continuing to evolve.

1.13 However, in a document published in 1989 by the then Labour Government, several principles were identified. They were:

- (i) *The Kawanatanga Principle:* The Government has the right to govern and make laws.
- (ii) *The Rangatiratanga Principle:* The Iwi have the right to organise as Iwi, and, under the law, to control their resources as their own.
- (iii) *The Principle of Equality:* All New Zealanders are equal before the law.
- (iv) *The Principle of Reasonable Co-operation:* Both the Government and the Iwi are obliged to accord each other reasonable co-operation on major issues of common concern.
- (v) *The Principle of Redress:* The Government is responsible for providing effective processes for the resolution of grievances in the expectation that reconciliation can occur.

1.14 Both the Rangitikei District Council and Iwi of the District acknowledge these principles and accept that they apply to the Crown. However, they further accept that they can only apply to the Rangitikei District Council to the extent that any empowering legislation applicable to the Rangitikei District Council contemplates.

1.15 The Rangitikei District Council and Iwi of the District agree that the extent to which the application of the principles of the Treaty of Waitangi to the Rangitikei District Council is so contemplated by the empowering legislation, is reflected in the protocols that are set out below.

1.16 The Rangitikei District Council and Iwi of the District further agree that these protocols will need to be reviewed from time to time as the application of the principles of the Treaty of Waitangi continue to evolve and other principles emerge.

-
- 1.17 The Rangitikei District Council and Iwi of the District therefore wish to agree the protocols set out in Section 2 below.
- 1.18 These protocols are intended to reflect a partnership between the Rangitikei District Council and Iwi of the District, which is to be exercised in the utmost good faith to ensure that the needs of both Māori and the wider community will be met.

2. Protocols

- 2.1 These protocols constitute policy of the Rangitikei District Council and can be reviewed from time to time.
- 2.2 When these protocols are reviewed they must be reviewed by the Council in consultation with Te Tangata Whenua o Rangitikei.
- 2.3 If, at the conclusion of any such consultation, agreement cannot be reached concerning the form of protocols to apply thereafter, to the extent that agreement cannot be reached, the Memorandum of Understanding shall lapse, (i.e., the Memorandum shall only lapse in relation to those matters on which agreement cannot be reached).
- 2.4 Further, if following that consultation, further protocol(s) are agreed, they can be added to the Memorandum of Understanding by way of amendment and without otherwise affecting the protocols earlier entered into unless any earlier protocol(s) also need to be amended due to the further protocols agreed.
- 2.5 Te Roopu Ahi Kaa, as a Standing Committee of the Rangitikei District Council, may recommend to the Rangitikei District Council, any changes to the representation of Iwi and/or Hapu on Te Roopu Ahi Kaa from time to time.
- 2.6 Te Roopu Ahi Kaa, as a Standing Committee of the Rangitikei District Council, must recommend to the Rangitikei District Council, who will represent each Iwi and/or Hapu on Te Roopu Ahi Kaa within three months of each triennial election.
- 2.7 The Council's total financial liability pursuant to these protocols shall be determined by the Rangitikei District Council following consultation with Te Roopu Ahi Kaa annually as part of the Council's annual planning process.
- 2.8 Te Roopu Ahi Kaa will be responsible for the provision, and satisfactory delivery, of the work specified below for, and on behalf of, the Tangata Whenua of the Rangitikei District.
- (i) To review the relevant processes of Council and make recommendations on steps to be taken to assist Council in carrying out its functions and responsibilities in a bicultural manner taking into account the principles of the Treaty of Waitangi.
 - (ii) To develop draft proposals which recognise the Tangata Whenua of the Rangitikei District's Kaitiakitanga (the exercise of Guardianship) and Rangatiratanga in a manner consistent with the provisions of the Resource Management Act 1991 and the Local Government Act, 2002.
 - (iii) To provide advice and assistance with the Council's Policies, Bylaws, Rating and Funding, Strategic Plan, Annual Plan and other activity plans (ie, recreation, library, transport, etc).
 - (iv) Te Roopu Ahi Kaa will support and assist the Council to discharge its obligations to the Tangata Whenua in relation to procedures and issues that arise under the Resource Management Act 1991 and the Local Government Act 2002.
-

-
- (v) To respond on appropriate issues including, but not limited to, notified resource consent applications where the Council is required to determine issues relating to the management, use, development and protection of the District's physical resources.
 - (vi) To ensure appropriate persons are consulted or available to provide such information as may be required from time to time on items of interest to Te Roopu Ahi Kaa and/or the Rangitikei District Council.
 - (vii) Te Roopu Ahi Kaa will support and assist the Council in establishing the steps necessary to build Māori capacity to contribute to its decision-making processes.
 - (viii) In carrying out (i) to (vi) above, it will ensure that Tangata Whenua groups are consulted, including the arranging of hui when agreed and to keep the Council advised of outcomes or decisions reached.

2.9 The Council will otherwise be responsible as follows:

- (i) To ensure that consultation takes place in instances where Council is the applicant for a resource consent and as otherwise required pursuant to the provisions of the Resource Management Act 1991.
 - (ii) To ensure that consultation takes place prior to and during the preparation of Council's Bylaws, Rating and Funding Policy, Strategic Plan, Annual Plan and other activity plans. This will normally mean prior to the adoption by the Council of the draft documents and before the documents are put out for initial public consultation. The Council will ensure that sufficient information and time is made available to Te Roopu Ahi Kaa to determine what issues, if any, require further investigation and/or consultation.
 - (iii) The obligation of consultation will be carried out for the purpose of defining any issues of concern to Iwi of the District, to identify any reports that may be required to address such issues and to otherwise determine the methodology and resources (financial or otherwise) necessary to properly achieve Protocols 2.9 (i) and (ii), and such consultation will otherwise be conducted in a manner which is consistent with a rigorous process of consultation appropriate to the circumstances of any particular issue.
 - (iv) That Council develops, in consultation with Te Roopu Ahi Kaa, steps to build Māori capacity for contributing to its decision-making processes.
 - (v) In undertaking any consultation, both parties will ensure that the timeframes otherwise specified in any relevant legislation are complied with.
 - (vi) The Council will ensure that Te Roopu Ahi Kaa is kept informed of all progress in relation to the preparation of the District Plan and any reviews or variation thereto after that plan becomes operative.
 - (vii) That the Council Officers will provide information and advice to Te Roopu Ahi Kaa to enable the Rangitikei District Council to meet its obligations outlined in Protocols 2.9 (i) and 2.9 (ii) of the Memorandum of Understanding.
 - (viii) Where the Council requires Te Roopu Ahi Kaa to undertake any work, which is not otherwise identified in the Memorandum of Understanding, that work will be specified in a separate consultancy agreement.
-

3. Indemnity

- 3.1 At no time will the Council bear responsibility or liability in respect of any unlawful action arising out of the conduct of Te Roopu Ahi Kaa or its agents.

4. Dispute

- 4.1 If any disputes arise concerning the interpretation or application of these protocols, the parties will mutually agree the appointment of an independent mediator, with a view to the parties reaching agreement by way of mediation concerning that dispute.
- 4.2 If no such agreement can be reached following mediation, any disaffected party must thereafter be free to pursue any legal remedy that may otherwise be available to it, should it choose to do so.

5. Vires

- 5.1 The application of these protocols must at all times be subject to the provisions of the Local Government Act 2002 (and any amendments or re-enactment thereof), the Resource Management Act 1991 (and any amendments or re-enactments thereof) and/or any other legislation applicable to the process being undertaken pursuant to these protocols from time to time.
- 5.2 The Rangitikei District Council and Te Roopu Ahi Kaa hereby both acknowledge that the interpretation, application and operation of these protocols is at all times subject to the relevant empowering legislation.

6. Review

- 6.1 The Memorandum of Understanding: Tutohinga will be reviewed at the same time as each Representation Review.

Agreed Terms of Reference

Te Roopu Ahi Kaa

Purpose

The purpose of Te Roopu Ahi Kaa is to assist the Council to develop a partnership **through engagement** with Tangata Whenua. As well, it is to identify and advise on issues of concern to Tangata Whenua, the Ratana Community and Council, and facilitate resolution in the best interests of the residents, ratepayers, and Tangata Whenua of the Rangitikei District.

Objectives

- The Committee and Council to work together to ensure that both Māori and the Council are aware of all relevant issues and are able to participate in Resource Management decision making.
- The Committee and Council to continue to work together to ensure that Resource Management consultation takes place with the properly identified point of contact for Māori.
- The Committee and Council to work together to ensure that the relationship of Māori with the environment, along with the values and sites that are of importance to Māori, are protected and, where acceptable, identified.
- The Committee and Council to ensure that the protocols contained within the Memorandum of Understanding – Tutohinga, are exercised in the utmost good faith to ensure that the needs of both Māori and the wider community are met.
- The Committee to review the relevant processes of Council and make recommendations on steps to be taken to assist Council in carrying out its functions and responsibilities in a bicultural manner taking into account the principles of the Treaty of Waitangi.
- The Committee to develop draft proposals which recognise the Tangata Whenua of the Rangitikei District's Kaitiakitanga (the exercise of Guardianship) and Rangatiratanga in a manner consistent with the provisions of the Resource Management Act 1991.
- The Committee to provide advice and assistance with the Council's Policies, Bylaws, Rating and Funding, Strategic Plan, Annual Plan, and other activity plans (ie recreation, library, transport, etc).

Representation

Māori of Rangitikei are represented on Te Roopu Ahi Kaa by members of Ngati Rangituhia, Ngati Whitikaupeka, Ngati Parewahawaha, Ngati Hauti, Ngati Ariki Turakina, Kauangaroa / Nga Wairiki, Ngati Kauae / Tauira, Ngati Hinemanu / Ngati Paki, Whangaehu, Ngati Tama Kopiri, the Rātana Community, as well as two elected members of the Rangitikei District Council.

Committee members are recommended to the Council from the various hapu and marae groups within the District and they represent iwi, hapu and marae within the Rangitikei as well as a representative from the Ratana community, identified as a special interest group within the rohe.

Terms of Committee

- Schedule 7, s. 31 (4) of the Local Government Act 2002 requires that at least one member of the Committee must be an elected member.
- Schedule 7, s. 30 (7) of the Local Government Act 2002 allows Council discretionary powers in relation to not discharging committees after each triennial election. In light of this, Council has resolved that Te Roopu Ahi Kaa will not be discharged after each election and that it must recommend to Council, within three months of an election, members to the Committee. Schedule 7, s. 31 (5) does however allow, that if the Committee is not discharged under s.30 (7) Council may, after the next triennial general election of members, replace members of the Committee.

Attachment 6

REPORT

SUBJECT: Council appointments to Community Boards in the 2019-22 triennium

TO: Council

FROM: Michael Hodder, Community & Regulatory Services Group Manager

DATE: 24 October 2019

FILE: 3-OR-3-4

1 Background

- 1.1 Since the 1989 reorganisation of local government across New Zealand, there have been two community boards in the Rangitikei District – one covering the Taihape Ward and one for the much smaller area covered by Rātana Paa.
- 1.2 Section 51 of the Local Government Act 2002 clarifies the status of community boards as being an unincorporated body, not being a local authority, and not being a committee of the relevant local authority.¹
- 1.3 Section 52 describes the role of a community board as being to:
- (a) represent, and act as an advocate for, the interests of its community; and
 - (b) consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board; and
 - (c) maintain an overview of services provided by the territorial authority within the community; and
 - (d) prepare an annual submission to the territorial authority for expenditure within the community; and
 - (e) communicate with community organisations and special interest groups within the community; and
 - (f) undertake any other responsibilities that are delegated to it by the territorial authority.

¹ This means the powers newly provided to mayors over establishing committees, appointing committee chairs and being an ex officio member of each committee of a territorial authority do not apply to community boards,

2 Delegations

- 2.1 The powers of the community board are those that are delegated to it by the relevant territorial authority. Such delegations vary considerably across the country, typically more extensive when community boards extend across the full extent of the local authority (for example in Southland District). Delegations to Rangitikei's two community boards are quite limited.
- 2.2 The most significant delegation is the small projects fund of \$5,000 annually. Taihape has generally used the full extent of this funding. Rātana, however, has declined to exercise this delegation because of the impact of this on ratepayers in the Rātana community, and the Board's budget has been adjusted accordingly.
- 2.3 Other delegations to both Boards are:
- to seek community views on projects or initiatives requiring or allocated Council funding or other support within the area covered by the Board (including consultation on significant projects during their implementation phase);
 - to manage specified community facilities and services within the area covered by the Board;
 - to nominate a representative to participate in the assessment of applications for the Community Initiatives Fund and the Events Sponsorship Scheme; and
 - to determine and set names for roads in their respective areas of responsibility.
- 2.4 Clause 32(6) of Schedule 7 of the Local Government Act 2002 requires the Council to "consider whether or not to delegate to a community board if the delegation would enable the community board to best achieve its role". It is intended to put that question to each Board early in 2020.

3 Membership

- 3.1 The Representation Review finalised earlier this year continued both Boards with the appointment of two Councillors to the Taihape Community Board (together with four elected members) and one Councillor to the Rātana Community Board. (together with four elected members).
- 3.2 A quorum at the meeting of either Board may be achieved without the appointed Council members being present provided there are sufficient other members.
- 3.3 One change made during the 2013-16 triennium (and continued in 2016-19) was to rotate the Councillor membership of the Taihape Community Board among all three Taihape Ward Councillors. The Board agreed that the third Councillor who was not a member in any particular year would be allocated full speaking rights (but not voting rights). In practice this had the benefit of allowing all three Taihape Ward Councillors to participate fully in the Board's deliberations. It is

suggested that this arrangement continue in the 2019-22 triennium, for the three Northern Ward Councillors.

4 Recommendations:

4.1 That the report 'Council appointments to Community Boards in the 2019-22 triennium' to the 31 October 2019 Council meeting be received.

4.2 That the three Northern Ward Councillors are appointed to the Taihape Community Board on a rotating basis so that

Councillor A..... and Councillor B..... are members from November 2019 to October 2020;

Councillor A..... and Councillor C are members from November 2020 to October 2021;

Councillor B..... and Councillor C are members from November 2021 to October 2022;

and that, at its inaugural meeting, the Taihape Community Board be asked to allow the third Northern Ward Councillor not formally appointed in any year to the Board to have speaking (but not voting) rights at any meeting of the Board during that year.

4.3 That Councillor be appointed to the Rātana Community Board.

4.4 That both Community Boards be invited, early in 2020, to consider and recommend on any changes to their delegations for Council to consider.

Michael Hodder
Community & Regulatory Services Group Manager

Attachment 7



MEMORANDUM

SUBJECT: **Council appointments to other organisations in the 2019-22 triennium**

TO: Council

FROM: George Forster, Policy Advisor

DATE: 28 October 2019

FILE: 3-EP-2

1 Background

- 1.1 Council has a number of appointments to make to external organisations. The current list of such organisations is attached as Appendix 1.
- 1.2 Council's process for making such appointments is guided by its policy Council Membership and Representation on other organisations¹, attached as Appendix 2.
- 1.3 In all the appointments to other organisations currently included in Appendix 1, the appointments are made from within the elected members of the Council with the exception of the Manawatu-Whanganui Disaster Relief Trust and Powerco Trust.²
- 1.4 Where no other appointment has been made on other bodies, Council has previously resolved that His Worship the Mayor is the Council representative.³
- 1.5 This memorandum provides the opportunity for Council to make the necessary appointments.

2 Recommendations

- 2.1 That the memorandum 'Council appointments to other organisations in the 2019-22 triennium' be received.
- 2.2 That _____ be appointed as the Rangitikei District Council representative to the Regional Land Transport Committee and that _____ be appointed as the alternate.

¹ Included in the current Local Governance Statements as section 6.4.

² Trustees may serve for a maximum of nine years, but are subject to review after serving three and six years.

³ Resolved Minute Number 07/RDC/350, 15 November 2007

- 2.3 That _____ be appointed as the Rangitikei District Council representative to the Regional Passenger Transport Committee and that _____ be appointed as the alternate.
- 2.4 That _____ and _____ be appointed as the Rangitikei District Council representatives to the John Beresford Swan Dudding Trust Advisory Committee.
- 2.5 That _____ be appointed as the Rangitikei District Council representative to the Otaihape Health Trust and that _____ be appointed as the alternate.
- 2.6 That _____ be appointed as the Rangitikei District Council representative to Electoral College for the Whanganui Regional Museum.
- 2.7 That _____ be appointed as the Rangitikei District Council representative to the Bonny Glen Community Trust and that _____ be appointed as the alternate.
- 2.8 That His Worship the Mayor, Andy Watson, be appointed as the Rangitikei District Council representative to Civil Defence Emergency Management Group, Governance Body

George Forster

Policy Advisor

Appendix 1

Scope of representation on other organisations for the 2019-22 triennium

1. Regional Land Transport Committee

This Committee, managed by (and accountable to) Horizons Regional Council, is responsible for preparing a regional and transport plan (to set out transport priorities, objectives and measures across all modes of land transport) for approval by the regional council and to provide any advice and assistance to the regional council which it requests in relation to its transport responsibilities.¹ Membership is specified by section 105(2) of the Land Transport Management Act 2003, amended in June 2013. This includes a representative nominated by the Rangitikei District Council to be a member. It has been the practice to nominate a second Councillor to be an alternate.

The Committee normally meets four times a year. The timing typically dovetails with the meeting of the Regional Chiefs (i.e. Mayors/Chairs and Chief Executives).

2. Regional Passenger Transport Committee

The Committee is managed by (and accountable to) Horizons Regional Council. Its purpose is to undertake the planning and implementation of the Region's passenger transport services. Membership is specified by section 105(2) of the Land Transport Management Act 2003, amended in June 2013. This includes a representative nominated by the Rangitikei District Council to be a member. It has been the practice to nominate a second Councillor to be an alternate.

3. John Beresford Swan Dudding Trust Advisory Committee

This Committee advises the Public Trustee on grant applications to the Trust. There are four members, two of whom are nominated by the Council. One must be a resident of Marton; the other must be a resident of the rural area of the Rangitikei. The Mayor is usually one of Council's nominees.

4. Otaihape Health Trust

The Otaihape Health Trust was formed in 2007 and currently provides and maintains medical and health facilities in the Taihape community through its ownership of the Taihape Health Centre. It also undertakes to promote the welfare, care and comfort of the people of Taihape.

5. Powerco Wanganui Trust

The trust was established in 1993 when the undertakings of the Wanganui-Rangitikei Electric Power Board were vested in Powerco Limited. The Rangitikei District Council appoints two trustees, one of whom must live further than 15 km from the Council's head office. Trustees may not hold office for longer than nine years. The Trust deed provides that the Mayor should make the appointment(s)

¹ This is a narrower focus as a result of amendments to the Land Transport Management Act 2003, which reduces emphasis on environmental sustainability, public health, economic development and cultural interests.

“after consulting with the Councillors of the Rangitikei District Council and the Trustees”. No appointment is needed at this time.

6. Whanganui Regional Museum – Electoral College

Governance of the Whanganui Regional Museum is carried out by a Joint Council whose twelve members are selected by the Tikanga Maori House and the Civic House (six members each). A group of representative stakeholders forms the Electoral College which selects the Civic House while iwi and hapu from the Whanganui region select members of the Tikanga Maori House. It is possible that the Council’s appointee to the Electoral College could be selected for the Civic House.

7. Bonny Glen Community Trust

Midwest Disposals Ltd, the owner of Bonny Glen Landfill, have set up a charitable trust to benefit the Bonny Glen Community. Funding for projects will be available to those who live in the Trust area. The Community Trust meets at least once annually for the purpose of awarding funding to community projects identified through funding applications made direct to the Community Trust. There are three elected Trustees and four appointed Trustees of which Council is one.

8. Civil Defence Emergency Management Group

Under section 13 of the Civil Defence Emergency Management Act 2002, the Council must be represented on the region’s Civil Defence Emergency Management Group by the Mayor or an elected person who has the delegated authority to act for the Mayor.

9. Manawatu-Whanganui Disaster Relief Trust

The mayors of each territorial authority within the Horizons region and the chair of the regional council are delegates on the trust.

Appendix 2

Council Membership and Representation on other organisations

Council will maintain representation on other organisations as listed in the Delegations Register.

Representatives may be elected members or other persons appointed by Council

Representatives to other organisations must formally report back to the appropriate committee at least once a year and Council have the opportunity to express its views to these organisations

A Councillor may be a Board member but such an appointment is not as Council's representative.

Council has due regard for representation of other organisations for the following reasons¹:

- to respond to statutory requirements or pre-requisites for additional funding from central government,
- to demonstrate a commitment to community well-being and progressing community outcomes,
- to influence the strategy and programmes of regional organisations which operate in the Rangitikei as well as in neighbouring districts, and
- to influence the distribution of funds into the Rangitikei.

¹ Resolved Minute Number : 08/SPP /026 : 31 January 2008

Attachment 8

SUBMISSION 1

Consultation	Gambling Venue Policy
Full Name	Annie Belk
Organisation	Marton Counselling Centre
Postal Address	18 High Street Marton
Phone	063275245
Email	martoncounsellingcentre@gmail.com
Question 1	Replace the current CAP on Class 4 gaming machines with a SINKING LID CAP (i.e. do not replace gaming machine venues when they close)
Further Comment Question 1	
Question 2	Do not adopt a relocation policy permitting gambling machines to move venues
Further Comment Question 2	
Other Changes	
I wish to speak to my submission	
Keep Details Private	

SUBMISSION 2

Consultation	Gambling Venue Policy
Full Name	Shade Tuaine-whanau
Organisation	
Postal Address	
Phone	
Email	
Question 1	Reduce the CAP on Class 4 gaming machines permitted in the District from 83
Reduce the Cap to	
Further Comment Question 1	
Question 2	Adopt a relocation policy with provisions, permitting gambling machines to move venues
Further Comment Question 2	

Other Changes	
I wish to speak to my submission	Yes
Keep Details Private	Yes

SUBMISSION 3

Consultation	Gambling Venue Policy
Full Name	Desiree McLean
Organisation	
Postal Address	
Phone	
Email	
Question 1	Replace the current CAP on Class 4 gaming machines with a SINKING LID CAP (i.e. do not replace gaming machine venues when they close)
Further Comment Question 1	
Question 2	Adopt a relocation policy with provisions, permitting gambling machines to move venues
Further Comment Question 2	
Other Changes	
I wish to speak to my submission	
Keep Details Private	Yes

SUBMISSION 4

Consultation	Gambling Venue Policy
Full Name	Prue Deighton
Organisation	Irlen Syndrome
Postal Address	112 Bruce's Line
Phone	06 327 8185
Email	prue.irlen@gmail.com
Question 1	Replace the current CAP on Class 4 gaming machines with a SINKING LID CAP (i.e. do not replace gaming machine venues when they close)

Further Comment Question 1	We need to keep our community free from these blood suckers
Question 2	Do not adopt a relocation policy permitting gambling machines to move venues
Further Comment Question 2	
Other Changes	
I wish to speak to my submission	
Keep Details Private	

SUBMISSION 5

Consultation	
Full Name	Jason shailer
Organisation	
Postal Address	16 plunket street durie hill Whanganui
Phone	0210683057
Email	sweetwhanganui@gmail.com
Question 1	Reduce the CAP on Class 4 gaming machines permitted in the District from 83
Reduce the Cap to	10 or less
Further Comment Question 1	
Question 2	Adopt a relocation policy with provisions, permitting gambling machines to move venues
Further Comment Question 2	
Other Changes	
I wish to speak to my submission	
Keep Details Private	

SUBMISSION 6

Consultation	Gambling Venue Policy
Full Name	Hannah Whiteman
Organisation	
Postal Address	
Phone	
Email	
Question 1	Replace the current CAP on Class 4 gaming machines with a SINKING LID CAP (i.e. do not replace gaming machine venues when they close)
Further Comment Question 1	
Question 2	Do not adopt a relocation policy permitting gambling machines to move venues
Further Comment Question 2	
Other Changes	
I wish to speak to my submission	
Keep Details Private	Yes

SUBMISSION 7

Consultation	Gambling Venue Policy
Full Name	Charles Chadwick
Organisation	
Postal Address	142 guyton street
Phone	
Email	charles@ntota.co.nz
Question 1	Replace the current CAP on Class 4 gaming machines with a SINKING LID CAP (i.e. do not replace gaming machine venues when they close)
Further Comment Question 1	
Question 2	Do not adopt a relocation policy permitting gambling machines to move venues
Further Comment Question 2	
Other Changes	

I wish to speak to my submission	
Keep Details Private	

SUBMISSION 8

Consultation	Gambling Venue Policy
Full Name	Kendrex Kereopa
Organisation	
Postal Address	
Phone	
Email	
Question 1	Replace the current CAP on Class 4 gaming machines with a SINKING LID CAP (i.e. do not replace gaming machine venues when they close)
Further Comment Question 1	
Question 2	Adopt a relocation policy with provisions, permitting gambling machines to move venues
Further Comment Question 2	
Other Changes	Increase signage in the areas from a strengthening perspective
I wish to speak to my submission	
Keep Details Private	Yes

SUBMISSION 9

Consultation	Gambling Venue Policy
Full Name	Racheal
Organisation	Hospice
Postal Address	2a glanders cres
Phone	0220130865
Email	rachandjade@inspire.net.nz
Question 1	Reduce the CAP on Class 4 gaming machines permitted in the District from 83
Reduce the Cap to	None
Further Comment Question 1	
Question 2	No opinion / don't know

Further Comment Question 2	
Other Changes	
I wish to speak to my submission	
Keep Details Private	

SUBMISSION 10

Consultation	Gambling Venue Policy
Full Name	Ngareta Williams
Organisation	
Postal Address	
Phone	
Email	
Question 1	Reduce the CAP on Class 4 gaming machines permitted in the District from 83
Reduce the Cap to	0
Further Comment Question 1	
Question 2	Do not adopt a relocation policy permitting gambling machines to move venues
Further Comment Question 2	
Other Changes	
I wish to speak to my submission	Yes
Keep Details Private	Yes

SUBMISSION 11

Consultation	Gambling Venue Policy
Full Name	Angela Weekly
Organisation	Whanganui Regional Health Network
Postal Address	100 Heads Road Whanganui
Phone	0297711677
Email	aweekly@wrhn.org.nz

Question 1	Reduce the CAP on Class 4 gaming machines permitted in the District from 83
Reduce the Cap to	Half of current number
Further Comment Question 1	
Question 2	Do not adopt a relocation policy permitting gambling machines to move venues
Further Comment Question 2	
Other Changes	Time limits on operational hours ie not daytime hours, no more than 2hrs in evening. No machines in family areas
I wish to speak to my submission	
Keep Details Private	

SUBMISSION 12

Consultation	Gambling Venue Policy
Full Name	Shone cooper
Organisation	
Postal Address	30 main street
Phone	0273483272
Email	shoneemarie96@gmail.com
Question 1	Reduce the CAP on Class 4 gaming machines permitted in the District from 83
Reduce the Cap to	0
Further Comment Question 1	No gambling options
Question 2	No opinion / don't know
Further Comment Question 2	No gambling
Other Changes	
I wish to speak to my submission	
Keep Details Private	

SUBMISSION 13

Consultation	Gambling Venue Policy
Full Name	Stormie Hunter-Rogan
Organisation	
Postal Address	
Phone	
Email	
Question 1	Replace the current CAP on Class 4 gaming machines with a SINKING LID CAP (i.e. do not replace gaming machine venues when they close)
Further Comment Question 1	
Question 2	Do not adopt a relocation policy permitting gambling machines to move venues
Further Comment Question 2	
Other Changes	
I wish to speak to my submission	
Keep Details Private	Yes

SUBMISSION 14

Consultation	Gambling Venue Policy
Full Name	Malcom Hepi
Organisation	
Postal Address	
Phone	
Email	
Question 1	Replace the current CAP on Class 4 gaming machines with a SINKING LID CAP (i.e. do not replace gaming machine venues when they close)
Further Comment Question 1	Load them all on a boat and through them off out at sea for all I care
Question 2	Do not adopt a relocation policy permitting gambling machines to move venues
Further Comment Question 2	Once a venue has closed down all gambling machines should not be relocated (but destroyed)

Other Changes	
I wish to speak to my submission	
Keep Details Private	Yes

SUBMISSION 15

The Gaming Machine Association of New Zealand's Submission on Rangitikei District Council's Gambling Venue Policy



Contact Persons:

Bruce Robertson

Independent Chair

Gaming Machine Association of NZ

hospoboss@gmail.com

027 4400 650

Jarrod True

Counsel

Gaming Machine Association of NZ

jarrod.true@truelegal.co.nz

027 452 7763

The Gaming Machine Association of New Zealand's Submission on Rangitikei District Council's Gambling Venue Policy

Introduction

1. The Gaming Machine Association of New Zealand represents the vast majority of the gaming machine societies that operate in New Zealand. The Association wishes to provide council with pertinent information regarding gaming machine gambling to help council to make a balanced, evidence-based decision.

Summary

2. The Association requests that:
 - The current cap of 83 gaming machines be retained (the introduction of a sinking lid policy is opposed); and
 - The relocation provision be adopted. However, we ask that that the prohibition on being within 100 metres of an ATM be deleted, given the large number of non-ATMs that now exist (including non-bank ATMs).

Gaming Machine Funding

3. The Gambling Act 2003 seeks to balance the potential harm from gambling against the benefits of using gaming machines as a mechanism for community fundraising. Approximately \$300 million¹ in grants are made each year from non-casino gaming machines. In addition to the external grants, clubs such as RSAs and Workingmen's Clubs receive approximately \$50 million each year in gaming proceeds to assist with meeting the clubs' operating costs. This funding is crucial.
4. The gaming machine grants made to the Manawatu-Wanganui region in 2018 totalled \$12.3 million. Examples of recent local grants include:

\$18,600.00 to Life Education Trust



¹ <http://www.gamblinglaw.co.nz/download/Gambits/DIA-Class-4-Sector-Report-2017.pdf>

\$10,500.00 to Marton & District
Pipe Band & Scottish Society



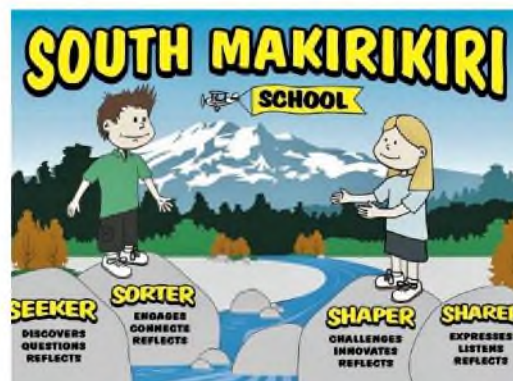
\$16,686.00 to Whangaehu School



\$128,714.00 to Project Marton Inc



\$25,000.00 to South Makirikiri
School



\$10,619.00 to Taihape Rugby & Sports Club



\$55,000.00 to Rotary Club of Marton



5. The total grants amount quoted by the Problem Gambling Foundation is less than the amount stated above, as the Problem Gambling Foundation's data is gathered from society websites, and not all societies publish their authorised purpose payments. The funds applied and distributed by club societies, for example, are not published. Further, if the grant recipient's name does not indicate that it is located within the territorial authority, the amount of that grant is not included in the Problem Gambling Foundation's figures.

Other Benefits from Gaming

6. Gambling is a popular form of entertainment that most New Zealanders participate in. The New Zealand National Gambling Study: Wave 4 (2015)² found that 75% of adult New Zealanders had participated in some form of gambling in the previous 12 months.
7. Gaming machine gambling contributes \$290 million per annum to the government by way of taxes, duty and levies.
8. The gaming machine industry pays over \$120 million per annum to local businesses, thus supporting local employment and business growth.

Revenue Breakdown

9. The return to players on a non-casino gaming machine is required to be set between 78% and 92%, with most being set at 91.5%. On average, for every \$1.00 gambled, 91.5 cents is returned to the player in winnings. The money retained is typically allocated as follows:

2 <https://www.health.govt.nz/system/files/documents/publications/national-gambling-study-report-6-aug18.pdf>

Typical Distribution of Gaming Machine Profits

	GST Inclusive	GST Exclusive
Government Duty	20%	23%
GST	13.04%	0
Problem Gambling Levy	0.78%	0.90%
Department of Internal Affairs' Costs	2.9%	3.33%
Gaming Machine Depreciation	6.95%	8%
Repairs & Maintenance	2.84%	3.27%
Venue Costs	13.9%	16%
Society Costs	1.74%	2%
Donations	37.83%	43.5%

Gaming Machines – Key Facts

10. Gaming machines have been present in New Zealand communities since the early 1980s. Initially the machines were operated without a gaming licence. The first gaming licence was issued to Pub Charity on 25 March 1988, over 31 years ago.
11. Gaming machine numbers are in natural decline. In 2003, New Zealand had 25,221 gaming machines. In June 2019, New Zealand had 15,007 gaming machines. In 2003, the Rangitikei District had 120 gaming machines. The district currently only has 83 gaming machines (a 31% reduction).
12. New Zealand has a very low problem gambling rate by international standards. The New Zealand National Gambling Study: Wave 4 (2015)³ found the problem gambling rate was 0.2% of people aged 18 years and over. The problem gambling rate is for all forms of gambling, not just gaming machine gambling.
13. The Ministry of Health keeps a record of the number of people in each territorial authority that seek help via phone, text, email or the face-to-face counselling services that are available. The most recently available data (the year from July 2017 to June 2018) shows that **only 1 new person from the Rangitikei District sought help for problem gambling.**
14. All gaming machine societies contribute to a problem gambling fund. This fund provides approximately \$20,000,000 per annum to the Ministry of Health to support and treat gambling addiction and to increase public awareness. The funding is ring-fenced and not able to be redirected to other health areas.
15. An excellent, well-funded problem gambling treatment service exists. The problem gambling helpline is available 24 hours a day, 365 days per year. Free, confidential help is available in 40 different languages. Free face-to-face counselling is also available and specialist counselling is available for Māori, Pasifika and Asian clients. An anonymous, free text service (8006) is available. Support via email is also available (help@pgfnz.org.nz).

³ <https://www.health.govt.nz/system/files/documents/publications/national-gambling-study-report-6-aug18.pdf>

Existing Gaming Machine Safeguards

16. Retaining the status quo cap is appropriate given the significant measures that are already in place to minimise the harm from gaming machines.
17. Limits exist on the type of venues that can host gaming machines. The primary activity of all gaming venues must be focused on persons over 18 years of age. For example, it is prohibited to have gaming machines in venues such as sports stadiums, internet cafes, and cinemas.
18. There is a statutory age limit that prohibits persons under 18 years of age playing gaming machines.
19. There are very restrictive limits on the amount of money that can be staked and the amount of prize money that can be won. The maximum stake is \$2.50. The maximum prize for a non-jackpot machine is \$500.00. The maximum prize for a jackpot-linked machine is \$1,000.00.
20. All gaming machines in New Zealand have a feature that interrupts play and displays a pop-up message. The pop-up message informs the player of the duration of the player's session, the amount spent and the amount won or lost. A message is then displayed asking the player whether they wish to continue with their session or collect their credits.
21. Gaming machines in New Zealand do not accept banknotes above \$20 in denomination.
22. ATMs are excluded from all gaming rooms.
23. All gaming venues have a harm minimisation policy.
24. All gaming venues have pamphlets that provide information about the characteristics of problem gambling and how to seek advice for problem gambling.
25. All gaming venues have signage that encourages players to gamble only at levels they can afford. The signage also details how to seek assistance for problem gambling.
26. All gaming venue staff are required to have undertaken comprehensive problem gambling awareness and intervention training.
27. Any person who advises that they have a problem with their gambling is required to be excluded from the venue.
28. It is not permissible for a player to play two gaming machines at once.
29. All gaming machines have a clock on the main screen. All gaming machines display the odds of winning.
30. The design of a gaming machine is highly regulated and controlled. For example, a gaming machine is not permitted to generate a result that indicates a near win (for example, if

five symbols are required for a win, the machine is not permitted to intentionally generate four symbols in a row).

31. It is not permissible to use the word “jackpot” or any similar word in advertising that is visible from outside a venue.

The Status Quo Cap is Reasonable

32. The status quo cap is reasonable, given the current environment of high regulation and naturally reducing machine numbers.
33. There is no direct correlation between gaming machine numbers and problem gambling rates. Over the last ten years, the problem gambling rate has remained the same, despite gaming machine numbers declining rapidly (4,472 gaming machines have been removed from the market).
34. The 2012 National Gambling Survey⁴ concluded that the prevalence of problematic gambling reduced significantly during the 1990s and has since stayed about the same. The report stated on pages 17 and 18:

Problem gambling and related harms probably reduced significantly during the 1990s but have since remained at about the same level despite reductions in non-casino EGM numbers and the expansion of regulatory, public health and treatment measures. Given that gambling availability expanded markedly since 1987 and official expenditure continued to increase until 2004, these findings are consistent with the adaptation hypothesis. This hypothesis proposes that while gambling problems increase when high risk forms of gambling are first introduced and made widely available, over time individual and environmental adaptations occur that lead to problem reduction.

35. The New Zealand National Gambling Study: Wave 3 (2014)⁵ noted that the problem gambling rate had remained the same over the last 10-15 years despite gaming machine numbers decreasing. The report stated on page 19:

In contrast to the 1990s, there is no evidence that problem gambling prevalence decreased with decreasing participation rates during the 2000s. When methodological differences between studies are taken into account, it appears that problem gambling prevalence has remained much the same during the past 10 to 15 years.

...gambling participation has decreased substantially in New Zealand during the past 20 years, and problem gambling and related harm has probably plateaued...

36. Professor Max Abbott is New Zealand’s leading expert on problem gambling. In 2006, Professor Abbott published a paper titled *Do EGMs and Problem Gambling Go Together Like a Horse and Carriage?* The paper noted that gaming machine reductions and the

⁴ http://www.health.govt.nz/system/files/documents/pages/national_gambling_study_report_2.pdf

⁵ <http://www.health.govt.nz/system/files/documents/pages/national-gambling-study-final-report-report-no.5.pdf>

introduction of caps generally appear to have little impact on problem gambling rates. Professor Abbott noted:

EGM reductions and the introduction of caps generally appear to have little impact (page 1).

Over time, years rather than decades, adaptation ('host' immunity and protective environmental changes) typically occurs and problem levels reduce, even in the face of increasing exposure. (page 6).

Contrary to expectation, as indicated previously, although EGM numbers and expenditure increased substantially in New Zealand from 1991 to 1999, the percentage of adults who gambled weekly dropped from 48% to 40%. This is of particular interest because it suggests that greater availability and expenditure do not necessarily increase high-risk exposure. (page 14).

37. The introduction of a sinking lid is unlikely to reduce problem gambling, but will, over time, reduce the amount of funding available to community groups in the Rangitikei District. Reducing gaming machine venues reduces casual and recreational play, and therefore reduces machine turnover and the amount of money generated for grant distribution. However, problem gamblers are people who are addicted to gambling. If a new bar is established and the policy prevents that bar from hosting gaming machines, a person who is addicted to gambling will simply travel the short distance to the next bar that has gaming machines, or worse, may move to another form of gambling such as offshore-based internet and mobile phone gambling.

Unintended Consequences – Increase in Internet and Mobile Phone Gambling

38. Any reduction in the local gaming machine offering may have unintended consequences, as this may simply lead to a migration of the gambling spend to offshore internet- and mobile-based offerings. While it is illegal to advertise overseas gambling in New Zealand, it is not illegal to participate in gambling on an overseas-based website or mobile phone application.



39. It now takes only a simple search and a few minutes to download to your computer, tablet or mobile phone any type of casino game you desire, including an exact replica of the gaming machine programs currently available in New Zealand venues.
40. There is no question that New Zealanders love gambling online. The Lotteries Commission reported in its 2016/17 Annual Report that online sales accounted for 13 per cent of its total sales, compared with 10 per cent the previous year.
41. The New Zealand Racing Board noted in its latest six-monthly report that online channels made up 59.2 per cent of its betting turnover, up 2.2 percentage points on last year. It also said that its online platforms were the fastest-growing channels.
42. SkyCity has launched an offshore-based online casino with a large selection of gaming machine games.

Welcome to SkyCity Online Casino!
100% UP TO \$100
+ 10 FREE SPINS PER DAY FOR 7 DAYS

[SIGN UP NOW](#)

Opt in required. Offer valid on first deposit only. Bonus 100% up to a max of \$100. 35x bonus wagering req. in 30 days. 70 free spins awarded on eligible games, 10 per day valid for 24h.

Game weighting and T&Cs apply

Search

[Lobby](#) [New Games](#) [Live Casino](#) [Top 12](#) [Jackpots](#) [Baccarat](#) [Slots](#) [Table Games](#) [More](#)

Slots

Book of Dead	Starburst	Immortal Roman...	Wild Wheel	300 Shields	Sizzling Spins

43. A September 2018 Cabinet paper⁶ on online gambling cites research suggesting that New Zealanders gambled approximately \$300 million with offshore providers in 2017, with the market growing annually at between 12 and 20 per cent.
44. The Cabinet paper notes that health professionals and gambling harm treatment providers have expressed concern that online gambling may be more harmful than some existing forms of gambling. The paper continues by stating “It [online gambling] has the potential to drive changes in behaviour to a greater, and more harmful, extent than some land-based gambling.”
45. Offshore-based online gambling, however, poses considerable risks because it:
- Is highly accessible, being available 24 hours a day from the comfort and privacy of your home;
 - Has no restrictions on bet sizes;
 - Has no capacity for venue staff to observe and assist people in trouble;
 - Reaches new groups of people who may be vulnerable to the medium;
 - Provides no guaranteed return to players;
 - Is more easily abused by minors;
 - Has reduced protections to prevent fraud, money laundering or unfair gambling practices; and
 - Is unregulated, so on-line gamblers are often encouraged to gamble more by being offered inducements or by being offered the opportunity to gamble on credit. For example, many overseas sites offer sizable cash bonuses to a customer’s account for each friend that they induce to also open an account and deposit funds.
46. The Problem Gambling Foundation shares our concern with the growth of online gambling. Below are some extracts from the Problem Gambling Foundation’s media platforms:

⁶ http://www.gamblinglaw.co.nz/download/Online_gambling_Cabinet_paper.pdf

PGF Services (Problem Gambling Foundation) Retweeted



Coalition To Stop Internet Gambling @StopNetGambling · Aug 3

.@PGFNZ cautions against online gambling platforms and the unique threats they pose: "One of the risks of [iGaming] is that you can sit in your lounge and you can gamble and no one can ever know. It can be a very hidden problem"



SkyCity's online gambling platform prompts calls for ...
New Zealand's gambling regulator is considering banning the use of credit cards for online gambling. ...
newstalkzb.co.nz



3

4



PGF Services (Problem Gambling Foundation) @PGFNZ · Aug 1

The NZ Govt is looking at ways to regulate #onlinegambling with overseas providers. "We... need to assess whether they [providers] sufficiently protect vulnerable New Zealanders, particularly our young people who can spend a lot of time online."



PGF Services (Problem Gambling Foundation) @PGFNZ · Jul 11

Lotto NZ is investigating expanding sales on its digital "MyLotto" platform to include online Bingo.

"Online instant play games... are... high risk forms of gambling because they are continuous so people don't have to wait long for a result."



Problem Gambling Foundation challenges Lotto NZ's...
Lotto NZ is investigating expanding its sales on its digital MyLotto platform to include online Bingo, and...
reseller.co.nz



3

4



47. If a reduction in gaming machines only redirects gamblers to offshore-based internet gambling, there is no harm minimisation advantage in that strategy. In addition, there are further disadvantages in the fact that no community funding is generated for New Zealanders, no tax revenue is generated for the New Zealand Government and no contributions are made via the New Zealand problem gambling levy.

Adopting a Relocation Provision

48. We ask that council adopt a relocation provision. Enabling venue relocation is good for harm minimisation and good for the district as a whole.
49. In September 2013, Parliament recognised the merit in enabling venues to relocate, and expressly amended the Gambling Act 2003 to enable venues to relocate and retain the same number of machines when a relocation consent was obtained.
50. Venue relocation is a harm minimisation tool. Venue relocation allows venues to move out of undesirable areas (such as residential areas and high deprivation areas) to a more suitable area, such as town centres.
51. Over the last three years, almost all the councils that have reviewed their gambling venue policy have adopted some form of relocation provision. Currently, approximately 50 councils have a relocation policy in place.
52. A relocation policy also has other benefits. A relocation policy allows gaming venues to move to new, modern, refurbished premises. Allowing local businesses to upgrade their premises and provide a more modern, attractive offering to the public helps to revitalise business districts, improves the local economy, and encourages tourism.
53. The first venue to relocate under the amendments made to the Gambling Act 2003 was the Te Rapa Tavern in Hamilton. The photos below show the old rundown premises and the new modern premises. The redevelopment cost \$3,000,000.



The old Te Rapa Tavern



The new Te Rapa Tavern

54. A venue is sometimes required to relocate to adjacent premises due to its fixed lease coming to an end or public works acquisition. When it is clear that the same business exists but has simply relocated a short distance, it is fair and reasonable for the policy to permit the venue to continue its current gaming machine operation.
55. Currently, once a venue has obtained a licence to host gaming machines its value is artificially increased. This often leads to landlords demanding higher than normal rentals.

Allowing relocation prevents landlords demanding unreasonable rentals as it gives the venue operator the ability to relocate to an alternative venue.

- 56. Enabling relocation permits venues to re-establish after a natural disaster or fire.
- 57. Enabling relocation allows venues to move out of earthquake-prone buildings.
- 58. Enabling relocation allows venues to move away from large premises, with large car parking areas, where such land may be better used for affordable high-density housing.

Venues Restriction – 100m from an ATM

- 59. Council is asked to remove the restriction in the proposed relocation clause on ATMs being within 100 metres of a class 4 venue. Given the abundance of ATMs this provision is, in practice, very restrictive.
- 60. Relocating a gaming venue in the Rangitikei District would be almost impossible given the abundance of ATMs. The major trading banks have ATMs conveniently located on almost every corner. Further, companies now offer non-branded ATMs to convenience stores. The store receives a small commission per transaction. ATMs can be established and removed at will.
- 61. The location of ATMs was considered by Parliament when the gambling regulations were set. After reviewing all the research, Parliament elected to prohibit ATMs from being inside a gaming room. There is no research or evidence to suggest that a further restriction is warranted.
- 62. The restriction on locating venues within 100 metres of an ATM is not an effective harm minimisation tool. Players are able to obtain cash via the EFTPOS terminals located within the venue.

Oral Hearing

- 63. I do not wish to make a presentation at the upcoming oral hearing. Please have regard to my written submission.
- 64. 16 October 2019

Bruce Robertson
Independent Chair
Gaming Machine Association of NZ
hospoboss@gmail.com
027 4400 650

Jarrold True
Counsel
Gaming Machine Association of NZ
jarrod.true@truelegal.co.nz
027 452 776

SUBMISSION 16

Submission Form

Gambling Venue Policy (Class 4)



<p>Submissions close at 12 noon on Monday 28 October 2019</p> <p>Return this form, or send your written submission to:</p> <p style="text-align: center;">Gambling Venue Policy Class 4 Rangitikei District Council Private Bag 1102 Marton 4741</p> <p style="text-align: center;">Email: info@rangitikei.govt.nz</p> <p style="text-align: center;">Oral submissions</p> <p>Oral submissions will be held at the Marton Council Chambers on TBC</p> <p>If you wish to speak to your submission, please tick the box below.</p> <p><input checked="" type="checkbox"/> I wish to speak to my submission.</p> <p>You are allowed ten minutes to speak, including questions from Elected Members.</p> <p>If you have any special requirements, such as those related to visual or hearing impairments, please note them here.</p> <hr/> <p style="text-align: center;">Privacy</p> <p>All submissions will be public.</p> <p>Please tick this box if you would like your personal details withheld (<i>note: your name will remain public</i>) <input type="checkbox"/></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Name</td> <td>Martin Cheer</td> </tr> <tr> <td>Organisation (if applicable)</td> <td>Pub Charity Limited</td> </tr> <tr> <td>Postal Address</td> <td>190 Taranaki St Te Aro Wellington</td> </tr> <tr> <td>Phone</td> <td>0274 75 745</td> </tr> <tr> <td>Email</td> <td>martin@pubcharitylimited.co.nz</td> </tr> </table> <p>Gambling Venue Policy (Class 4)</p> <p>Question 1: Please select your preferred option from the below.</p> <p><u>Option 1 (Status quo):</u> <input checked="" type="checkbox"/> No changes made to current CAP of 83 Class 4 gaming machines permitted in the District</p> <p><u>Option 2:</u> <input type="checkbox"/> Increase the CAP on Class 4 gaming machines permitted in the District from 83 to: <input style="width: 50px;" type="text"/></p> <p><u>Option 3:</u> <input type="checkbox"/> Reduce the CAP on Class 4 gaming machines permitted in the District from 83 to: <input style="width: 50px;" type="text"/></p> <p><u>Option D:</u> <input type="checkbox"/> Replace the current CAP on Class 4 gaming machines with a SINKING LID CAP (i.e. do not replace gaming machine venues when they close)</p> <p>Further Comment: (attached)</p>	Name	Martin Cheer	Organisation (if applicable)	Pub Charity Limited	Postal Address	190 Taranaki St Te Aro Wellington	Phone	0274 75 745	Email	martin@pubcharitylimited.co.nz
Name	Martin Cheer										
Organisation (if applicable)	Pub Charity Limited										
Postal Address	190 Taranaki St Te Aro Wellington										
Phone	0274 75 745										
Email	martin@pubcharitylimited.co.nz										



RANGITIKEI
DISTRICT COUNCIL

Gambling Venue Policy (Class 4)

Question 2: Please select your preferred option from the below.

Option 1: ☒ Adopt a relocation policy with provisions, permitting gambling machines to move venues

Option 2: ☐ Do not adopt a relocation policy permitting gambling machines to move venues

Further Comment:

Would you like to see any other changes to the Gambling Venue Policy (Class 4)

(attached)

Signed

M. Chen

Date

21/10/19

Rangitikei District Council

Gambling Venue Policy Review 2019



Jasleen Saluja, Kevin Thomson, Dame Betty Simpson and Fr. John Roberts came together for a dedication service for the new Marton ambulance funded by Pub Charity. Photo / Bevan Conley.

Jasleen Saluja, Kevin Thomson, Dame Betty Simpson and Fr. John Roberts came together for a dedication service for the new Marton ambulance funded by Pub Charity. Photo / Bevan Conley.

Submission of Pub Charity Limited

PO Box 27009 Wellington

Contact: Martin Cheer CEO

martin@pubcharitylimited.org.nz

z(04) 385 6100

Executive Summary

Pub Charity Limited (PCL) is currently licensed to operate 3 venues and 37 gaming machines in the Rangitikei District Council (RDC) area, at Bulls, Marton and Taihape.

Between March 2018 and September 2019 PCL has distributed 119 donations totalling \$1,066,838 within the RDC TLA, highlights include the purchase of a new Gen 3 Ambulance based at Marton and an \$80,000.00 contribution to the RDC project at the Marton Skate Park.

The RDC is conducting the triennial review of its Class 4 Venue Policy for the period 2019-2021. This will be the Council's 6th opportunity to review this policy.

Under the current policy cap of 83 machines the actual numbers of gaming machines operating has fallen over the last 3 policy periods from 85 in 2013 to 58 today, a reduction of —32%. Over the same period Class 4 venue numbers also fell from 8 to 5, or -37%.

Even if the population of Rangitikei remained static from the 2103 census figure of 14,019 the per capita exposure to gaming machines has fallen from 1:165 in 2013 to 1:242 today.

The decline in gaming machine numbers to well under the current policy cap, deemed acceptable to the RDC, indicate other influences at work determining the number of viable machines in the District.

Significantly the declines and the geographic spread of the RDC venues means there is now only 1 Class 4 venue fundraising in Bulls, Taihape and Hunterville and 2 venues in Marton.

While noting there is no demonstrable link between exposure and problem gambling prevalence, if exposure was a concern, the per capita exposure in Rangitikei District has reduced by a third.

While the previous five Council gambling policies in 2004, 2007, 2010, 2013 and 2016 found no need for a regressive policy position, in 2019 Council Staff have suggested one could be considered.

That view is supported by anecdotal comments, out of date and selective use of research but no logical argument especially in light of the policy's history and the fact that there has been almost no history of help seeking for problem gambling in the Rangitikei District.

The absence of a cohesive argument justifying the need for a more substantive policy makes submissions difficult.

'At risk gamblers', are by their nature not yet suffering adverse consequences.

With an incidence rate for problem gambling in New Zealand of less than 0.1¹ per 1,000 adults for ALL forms of gambling, the risk in a Class 4 setting is low.

The Council staff make no attempt to;

- Explain how or why a sinking lid will address the concerns voiced
- Consider the entertainment value of the machines or the benefits to small business and employment from hosting them.

¹ <https://www.health.govt.nz/publication/new-zealand-national-gambling-study-wave-4-2015>

- Explain why, in an environment of lower exposure than 10 years ago, that a sinking lid is considered '*appropriate and proportionate*' in 2019 when their predecessors over the years did not.

The Ministry of Health (MoH) developed guidelines to assist Council staff with assessing community risk and policy setting for Class 4 gambling policies over a number of key parameters;

- Problem gambling prevalence rates in the community
- Number of gaming machines per 10,000 head of population
- Maori and Pacifica population demographics
- Problem gambling services available
- Deprivation indexes for host communities

The MoH Overall RISK assessment for Rangatikei District is LOW with little or no policy restrictions required.

Conclusions

Pub Charity supports the retention of the status quo with a relocation clause and asks the Council to consider the impact to community **fundraising** if there are any further closures of Class 4 venues when risk indicators for Rangatikei District have actually declined not increased.

Pub Charity would like to speak to these submissions

Introduction

There is currently a total of 5 pubs that are Class 4 venues operating a total of 58 gaming machines across the full geographical spread of the Rangatikei District.

Despite the Rangatikei District Council operating a capped gambling policy over the last 6 years the number of gaming machines have fallen without policy input from the Council from 83 to the current level of 58, a decline of -32%.

It should be noted that over the same timeframe in the RDC area there has been a significant increase in outlets, products, and spending, linked with other forms of community gambling with little or no return to the community.

Expenditure on LOTTO and TAB products now exceeds the amount of money spent on Class 4 gambling.

In addition to physical gambling opportunities there has been a steadily growing incursion of gambling opportunities and expenditure from unregulated off-shore on-line gambling opportunities.

It is PCL's submission that Sinking lids on Class 4 gambling have **NOT**;

- Controlled or reduced gambling in the community
- Resulted in a corresponding reduction in problem gambling prevalence

Sinking lids on Class 4 gambling **HAVE**;

- Reduced the amount of responsible gambling
- Reduced the amount of community funding available

The False Justification of Sinking Lid Policies

Council staff often hold the view that the proposed sinking lid policy is justified on public health grounds having recommended that policy setting on the belief that the proposal represents the best solution to ensure;

- **The growth of gambling is controlled**
- **That harm from gambling is minimised**
- **To allow those who gamble responsibly to do so**

These objectives are of course both socially responsible and consistent with the purposes of the Act.

The underlying justifications for the proposed policy are the assumption that there is an immediate and linear relationship between exposure, that is the number of gaming machines per capita, and levels of gambling spend and problem gambling prevalence in a community.

These assumptions are contrary to the evidence.

Controlling the 'growth' of gambling

The proposed policy does not cover;

- Lotteries outlets, which have doubled in recent years, associated with 10.8% of problem gambling help seeking annually
- 'Other' forms of gambling like online, poker and housie, responsible for 7.8% of all problem gambling help seeking annually (and growing rapidly)
- Internet based options including on line mobile and app-based gambling products like LOTTO On-line, TAB racing and sports betting apps and accounts
- On-line casinos and gaming machines
- Overseas on-line casinos and sports betting agencies.
- NZ Racing Board on track and mobile based sports betting, associated with 7.8% of problem gambling help seeking

Despite a current policy setting permitting a significantly larger number of machines in Rangitikei there has been a substantial reduction in gaming machine and venue infrastructure.

This reflects similar declines in Class 4 gambling across the country.

Despite the substantial reduction in the number of Class 4 gaming machines across the country the promised reduction in gambling spend has not materialised. In fact, total spending has actually increased significantly.



Sinking lids - Exposure Theory and the Prevalence of Problem Gambling

As mentioned, Council policy staff are of the view that a sinking lid is required for the RDC policy. The underlying reason for that policy position is again the belief that there is a linear relationship between exposure to gaming machines and levels of problem gambling in the community.

There is no evidence that sinking lids have had any impact on problem gambling prevalence a fact recognised by researchers as long ago as 2006 as a false premise.²

² 'Do Problem Gambling and EGM's Go Together Like a Horse and Carriage'; Abbot, M; 2006

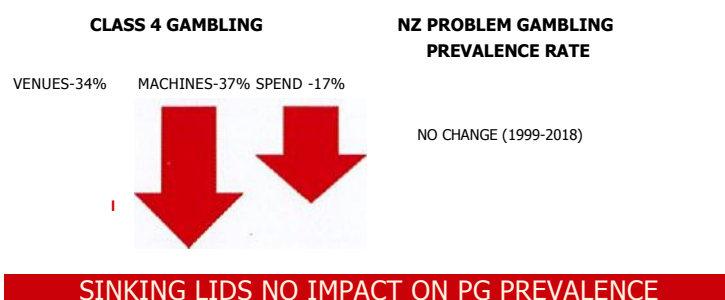
The current gambling legislation that enables local Government gambling venue policies, was introduced in 2004 before the emergence of high-speed domestic internet or smartphone technology.

At the time, the main access to gambling opportunities was to physically visit a state licensed venue or retail outlet. It was intuitive to consider that limiting or controlling access to gambling venues was both a means of controlling the supply of gambling, gambling spend, and potentially a means of reducing harm.

Such thinking in 2019 is outdated.

The empirical evidence does not support the argument that reducing Class 4 venues and machines is an effective means of reducing gambling spend or problem gambling prevalence.

'Minimise harm ... '



The imposition of sinking lids on community gaming machines in a number of jurisdictions, including the major markets of Auckland and Christchurch, has led to a decline by over one third, or about 8,000 community gaming machines, from the New Zealand Market.

Over that time total spending, in inflation adjusted terms, on community gaming machines fell in nominal terms by \$100M but in real terms, adjusted for inflation, by \$512M or 36% since 2004.

Despite this reduction in Class 4 spending the total spending on gambling in New Zealand has actually increased by over \$300M annually.

Class 4 gaming machine numbers across New Zealand have fallen by over 8,000 and when population growth is considered the per capita ratio of machines to the population has fallen by over 50% since 2004.

With a 36% reduction in spend and a 50% reduction in exposure surely if this was a strategy for reducing gambling spending and harm there would be ample evidence.

There is none.

Despite this some submitters will still call for a sinking lid claiming that reducing community gaming venues and machines leads to better health outcomes.

The problem gambling prevalence rate³ in New Zealand, already one of the lowest in the world, stabilised in the 1990's and have remained unchanged.

Ministry of Health Reports on Problem Gambling Prevalence

After numerous and regular studies, the NZ Ministry of Health reports;

- *'From examination of the findings of other surveys, taking account of methodological differences and their likely impact, it is concluded that there has probably been no change in the prevalence of current problem and moderate-risk gambling since 2006.'*
- *'Again adjusting for the likely impact of methodological differences, it is concluded that the prevalence of lifetime probable pathological and problem gambling have probably not changed since the last time a lifetime assessment was made in New Zealand (1999).'*
- *'From examination of previous New Zealand prevalence studies it is considered likely that the prevalence of problematic gambling, both current and lifetime, within the range assessed as pathological, problem and moderate-risk, reduced significantly during the 1990s and has since stayed at about the same level.'*
- *'The above conclusion is consistent with the findings of a recent meta-analysis of prevalence studies conducted world-wide since the late 1980s; in all major world regions examined prevalence increased in association with increased gambling availability, especially casino gambling and EGMs, then levelled out and declined.'*

If historical findings and research are considered it should not come as a surprise that enforcing sinking lids has not delivered. The only surprise is that some Council staff continue to propose them.

Long standing advice from local and international problem gambling clinicians and researchers indicated that imposing caps or sinking lids on gaming machine numbers in the expectation of a reduced incidence of problem gambling, has not been effective.

'EGM reductions and introductions of caps generally appear to have little impact ... more recently, in some jurisdictions, that have experienced prolonged and increased availability [of gaming machines], prevalence rates [of problem gambling] have remained constant or declined. ...'

Professor Max Abbot, AUT, 2006

'We find no evidence that the regional cap policy had any positive effect on problem gamblers attending counselling, on problem gambler counselling rates, or other help seeking behaviour.'

Study of the impact of caps on Electronic Gaming Machines; The South Australian Centre for Economic Studies; May 2006

Help Seeking is not a Proxy for Harm

The Gambling Commission has made it clear that presentation statistics are not a measure of the prevalence or incidence of harm.

³ Canadian Problem Gambling Screen Index (CPGSI) 8+

⁴ NZ Ministry of Health, NEW ZEALAND 2012 NATIONAL GAMBLING STUDY: GAMBLING HARM AND PROBLEM GAMBLING, REPORT NUMBER 2, Provider Number: 467589, Contract Numbers: 335667/00, 01 and 02, 3 July 2014, Authors: Professor Max Abbott, Dr Maria Bellringer, Dr Nick Garrett, Dr Stuart Mundy-McPherson

'... presentations are not a sound proxy for gambling harm.'

The Report initially agrees explaining the unreliability of the fluctuating help seeking statistics, which are for all forms of gambling not just class 4;

'There are difficulties in measuring whether the Policy has been effective in preventing and minimising harm caused by gambling.'

'This [increase in help seeking] may be the result of increased promotion for these services at particular times. There is some growth in the number of people seeking support, however this could be explained by increasing awareness levels about problem gambling, and associated support services.'

The unutilised gaming capacity under the current policy as well as the evidence of low risk based on spending, density and problem gambling prevalence (help seeking) should give the Council some comfort that a more restrictive policy approach is not required.

The Benefit of Regulated Gambling Venues

Community gambling will either be undertaken in controlled and supervised environments or uncontrolled and unsupervised places, like on-line.

Rather than being something to suppress or prohibit, Class 4 venues represent a 'best case' scenario for the monitoring of intervention in gambling behaviour.

Class 4 Games must be approved and meet national specifications established by the Department of Internal Affairs. Unlike Casino gaming machines Class 4 bet sizes and prizes are limited at \$2.50 and \$1,000.00 and are unchanged since 1997. In Class 4 the use or issuing of credit to gamble is prohibited.

Staff in Class 4 venues are trained to a high standard to monitor and supervise gambling participants, intervening as required with information and, in extreme cases, exclusion from gambling.

Since 2004 a number of Councils, on advice from anti gaming groups, imposed restrictions or sinking lids on future community-based gaming machine or venue numbers. They did so encouraged in the belief that by reducing one point of access to gambling, as opposed to implementing measures which reduce the harm caused by problem gambling, that problem gambling would be reduced.

That type of advice will no doubt be offered to the Council again during this review.

After 12 years of such policies, and a reduction of over 8,000 community gaming machines there is no evidence that this has had any impact on reducing the already very low prevalence rate of problem gambling in New Zealand.



Rather than facing restrictions the NZ Racing Board recently announced an aggressive expansion of products and technology as have the Lotteries Commission.

*'We are looking to attract more responsible gambling ... to double our active [TAB] accounts over the next couple of years. **

'Join TAB Now & Get A Bonus \$20 When You Deposit \$10. Now You're In The Game. Live Odds Online. NZ's Only Betmakers. Multis Betting. Services: Sports Betting, Horse Racing, Multis Betting, Odds, Favourites.'

TAB World Cup Promotion - *'Sign-up a new TAB account with the promotion code GOAL and we'll load a \$20 bonus into your new account after you make your first deposit of at least \$10.*

Available to new digital account customers only. Promotion Code GOAL must be submitted at sign-up. Your \$20 Bonus will be released into new account after first deposit has been made. Limit of 1 new account bonus per participant. Offer applies to new TAB customers only. Full promotion terms and conditions available at tab.co.nz/depbonus. Please gamble responsibly.'

Reducing controlled and supervised community spaces for gambling, like Class 4 venues, will simply accelerate the existing trend for gambling to move to commercial, uncontrolled and unsupervised channels, a trend already causing a great deal of concern internationally.

'Interactive and online gambling is having devastating consequences; new gamblers are more easily recruited online and gambling sites are accessible 24 hours per day.'

⁶ NZ Racing Board CEO John Allen, Sunday Star Times, November 12, 2017

^{*} The Royal Australian & New Zealand College of Psychiatrists, September 2017

The suggestion that the removal of gaming machines would resolve health outcomes for the most vulnerable ignores the complex nature of addictive disorders.

'Almost three quarters (73.2%) of pathological gamblers had an alcohol use disorder, (38.1%) had a drug use disorder, (60.4%) had nicotine dependence, (49.6%) had a mood disorder, (41.3%) had an anxiety disorder, and (60.8%) had a personality disorder'⁸

The Purpose of Class 4 Gambling - Community Funding

Pub Charity Limited funding to organisations based in the RDC area since 2018 is attached. Funding contributions to national organisations like Starship Foundation have not been listed here but can be seen at www.pubcharitylimited.org.nz if required.

In addition to these funding outcomes PCL pays 33% of gaming machine proceeds, or \$30.9M per annum to central Government in taxes and duties and \$1.2M annually towards the costs of problem gambling research, intervention and public awareness.

While these amounts were considered 'lost to the community' the benefits accrued through Government expenditure from the Consolidated Fund is a local benefit. In fact, love them or loathe them the people of RDC directly or indirectly benefit from Class 4 gambling every day.

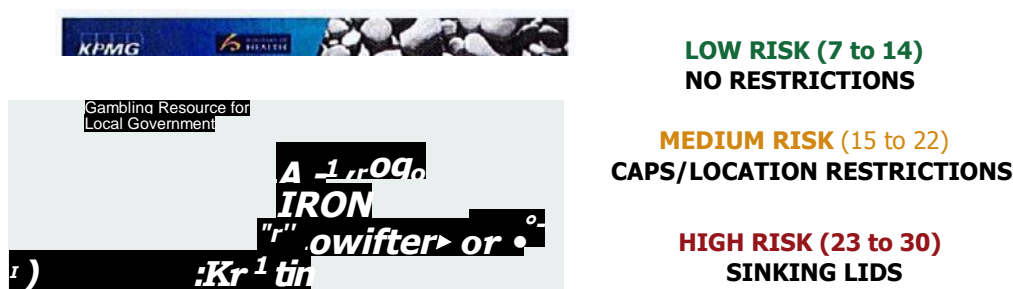
PCL is very concerned at the use by the RDC of funding data from the Problem Gambling Foundation. These reports, from a group who publicly opposes community-based gaming machines, have proved to be biased and unreliable.

The PGF do not have access to sufficient information to accurately report on benefits accruing to the RDC community.

The MoH/KPMG Risk Assessment for Tasman District

In 2013 the Ministry of Health/KPMG released guidelines with the support of the Department of

Ministry of Health Provide Policy Guidance to TLA's



⁸ The Journal of Clinical Psychiatry USA; Comorbidity of DSM-IV pathological gambling and other psychiatric disorders: results from the National Epidemiologic Survey on Alcohol and Related Conditions; May 2005

The Ministry of Health and KPMG provide a framework for local Government policy makers to assess risk and recommend the appropriate policy settings for Gambling policies.

The framework assesses and scores Low, Medium and High Risk in the following areas with RDC results highlighted;

Risk 1— District problem gambling prevalence rate. RDC Score 2

Risk 2 — District gambling density. RDC Score 2

Risk 4 — Community deprivation. RDC Score 2 MEDIUM RISK (in some locations)

Risk 5 — Availability of help services. RDC Score 2 MEDIUM RISK (in some locations)

The resulting risk profile Score for the RDC TLA of 10/22 then indicates the appropriate policy settings for environments.

Any consideration of sinking lid policy suggests that the RDC TLA is exposed to High Risk which is not the case.

Council policy staff have clearly not used the MOH assessment tool in fact it's not clear on what basis they have undertaken a risk assessment at all.

Summary

Empirical evidence contained in reports by the NZ Ministry of Health show that restrictive policies like sinking lids on class 4 gambling have had no impact on problem gambling prevalence in the community or on total gambling spend.

What they have achieved is reduced community funding and encouraged the migration of spending to other gambling activities.

PCL encourages the RDC to retain the current Class 4 Gambling Venue policy and add a relocation clause to ensure that fundraising can continue if there are issues with any of the incumbent venues.

Pub Charity Donations Rangatikei District - March 2018 to September 2019

Approval date	Organisation name	Approved amount (\$)	Description of Purpose
7/03/2018	Eventing Central Districts	\$ 5,070.00	
7/03/2018	Marton Rugby & Sports Club Incorporated	\$ 6,499.05	3 x buses, ground hire for juniors and seniors, insurance and power
7/03/2018	Nga Iwi O Mokai Patea Services Trust	\$ 1,126.96	
7/03/2018	Taihape Community Development Trust	\$ 4,011.00	Costs of advertising and an event safety medic for Gumboot Day 2018
28/03/2018	Central Districts Hockey Incorporated	\$ 3,579.00	Travel costs - rental van hireage
28/03/2018	Dressage Central Districts	\$ 6,000.00	Ground hire for our May Winter Dressage show
28/03/2018	Marton Amateur Swimming & Lifesaving Club Incorporated	\$ 972.00	Lane hire for 13.2.18- 12.4.18
28/03/2018	Taihape Rugby & Sports Club Incorporated	\$ 12,841.74	Travel costs for rugby teams
28/03/2018	Utiku Old Girls Netball Club	\$ 4,560.00	Travel
24/04/2018	Marton Golf Club Incorporated	\$ 32,142.00	New Greens Mower
24/04/2018	Papanui Netball Club	\$ 3,600.00	Accommodation
24/04/2018	The Bulls Rugby Football and Sports Club Incorporated	\$ 5,675.65	Two full team playing uniforms
24/04/2018	The Bulls Rugby Football Club	\$ 10,000.00	Operational running costs - power, telephone, and insurance etc as per resolution
24/04/2018	Central Squash Association Incorporated	\$ 7,500.00	District Coach and Administrator positions
29/05/2018	Bulls And District Community Trust	\$ 2,985.22	Speaker fees, accommodation and air travel
29/05/2018	Central Districts Hockey Incorporated	\$ 10,000.00	Accommodation
29/05/2018	Iroam Netball Team	\$ 3,372.00	Accommodation for netball tournament 23.08.2018 - 26.08.2018
29/05/2018			Vehicle
29/05/2018	Mataroa School BOT	\$ 7,428.09	Supply and installation of carpet
29/05/2018	Otiwhiti Station Land Based Training Limited	\$ 9,391.30	Replacing and servicing the golf course irrigation components
29/05/2018	Rangitikei Golf Club Incorporated	\$ 25,000.00	Team transport and accommodation hire
29/05/2018	Rangitikei Hockey Association Incorporated	\$ 8,675.00	
29/05/2018	Rangitikei Pony Club Incorporated	\$ 840.00	Venue hire and coaches course
26/06/2018	Counselling Centre (Marton) Incorporated	\$ 2,050.00	Annual audit of financial statements
26/06/2018	Dressage Central Districts	\$ 14,000.00	To aid in the payment of ground hire, rosettes and sound system for Regional Championship Show.

26/06/2018 Project Marton Incorporated	\$	4,884.97	Heating and insulation, computer requirements and security systems for new office
26/06/2018 Saint Joseph's School	\$	30,000.00	Implement Bike's in Schools Project; bikes, storage container and tracks.
26/06/2018 Taihape Area School	\$	3,584.85	Accommodation, van, car hire and meals for annual New Zealand Area Schools tournament
26/06/2018 Taihape Community Development Trust	\$	8,111.76	Website updating expenses for next 12 months
26/06/2018 Taihape Neighbourhood	\$	1,245.65	New laptop computer
26/06/2018 Taihape Netball Centre Incorporated	\$	592.60	New colour printer Travel expenses and entry fees for rep team to travel to three tournaments
26/06/2018 Utiku Old Girls Netball Club	\$	3,510.00	Travel and accommodation for Town Team to participate in Annual Netball Tournament
26/06/2018 Utiku Old Girls Netball Club	\$	3,510.00	Travel and accommodation for Premier Team to participate in Annual Netball Tournament
Support Incorporated	\$	10,000.00	Cost of tar sealing the new track
	\$	3,000.00	Coach for show hunter training required to teach riders for the 2018 North Island Show Hunter Championships
1/08/2018 Manawatu Blokart Club Incorporated			Gym floor upgrade
1/08/2018 Rangitikei Pony Club Incorporated	\$	17,354.00	
	\$	291.31	Computer monitor, wireless keyboard and mouse to improve the workstation for the secretary.
1/08/2018 Huntley School Board of Trustees			2018 Turf Fees
1/08/2018 New Zealand Boot-Throwing Association Incorporated	\$	1,760.00	
	\$	4,720.00	Contribution towards the purchase and installation of a new fort for the outdoor play area
1/08/2018 Rangitikei United Hockey Club			Annual rugby event costs: sports bags, jackets, polo shirts and accommodation
1/08/2018 Taihape Playcentre	\$	4,359.62	First Aid costs and presentation medals for U13 tournament
	\$	2,054.00	Cricket gear
1/08/2018 Rangitikei Primary School Rugby Union	\$	3,340.36	
29/08/2018 Central Districts Hockey Incorporated	\$	13,325.00	Mobile netball goals, tennis nets, a hockey goal, basketball hoops plus freight
29/08/2018 Marton Saracens Cricket Club Incorporated 29/08/2018 Marton School BOT	\$	22,000.00	Trailer to transport and store essential marking and ride day equipment and serve as an office on ride day.
29/08/2018 Rangitikei Area Distance Riders Incorporated	\$	798.00	Playing shirts for U13 teams
29/08/2018 Rangitikei Hockey Association Incorporated			

27/09/2018	Bulls and District Community Trust	\$	3,676.78	Christmas Parade expenses, Rose Show expenses including sound system, advertising/print costs and hall hire
27/09/2018	Hunterville School BOT	\$	3,050.00	Ferry Travel for school camp
27/09/2018	Marton and Districts Budget Service Incorporated	\$	1,338.60	Mobile whiteboard and five folding tables for the meeting/teaching room
27/09/2018	Rangitikei Area Distance Riders Incorporated	\$	327.37	Vet equipment to be used at events
27/09/2018	Rangitikei District Council	\$	80,000.00	Contribution towards Marton skatepark extension project of partial Concrete costs
27/09/2018	St Francis Indoor Bowling Club Incorporated	\$	2,069.14	Club's Insurance premium for one year
27/09/2018	The Bulls Rugby Football and Sports Club Incorporated	\$	6,291.00	Player members shirts
27/09/2018	Whanau Sports Day Committee	\$	6,481.40	Venue hire, wardens, marquee/tables and chairs hire and sound equipment
27/09/2018	The Order of St John Central Region Trust Board	\$	184,951.00	Gen 3 Ambulance Marton
2/11/2018	Taihape Heritage Trust	\$	1,899.94	Lighting for the theatre
2/11/2018	New Zealand National Horse & Pony Show Association Incorporated	\$	2,500.00	Sound system
2/11/2018	Bulls Bowling Club Incorporated	\$	1,412.20	New uniforms
2/11/2018	Bulls Toy Library Incorporated	\$	1,502.46	New tablet, software and accessories for the tablet, a printer and a laminating machine
2/11/2018	Clifton School BOT	\$	4,756.52	Van hire and accommodation costs for school camp
2/11/2018	Nga Iwi o Mokai Patea Services Trust	\$	5,250.00	New printer/copier for unit office
2/11/2018	Project Marton Incorporated	\$	9,500.00	Advertising, promotion, entertainment and services for the Market Day
2/11/2018	Taihape Community Development Trust	\$	5,911.75	Sound system for Christmas parade and sound system, staging/lighting for Christmas in the Park
6/12/2018	Taihape and Districts Agriculture and Pastoral Association Incorporated	\$	4,820.64	Advertising, tee shirts and petting farm for annual event
6/12/2018	Taihape Area School	\$	11,460.00	30 x Chromebooks
6/12/2018	Taihape Netball Centre Incorporated	\$	1,600.00	Refurbish and replace existing netball equipment at netball centre
6/12/2018	Tutaenui Sports Club	\$	4,600.69	Sound system, hire of show jumps, cartage of show jumps, ribbons, first aid and portaloos for one day annual event
31/01/2019	Otaihape Alpine Club Incorporated	\$	2,780.22	Replace/purchase a fridge, pillows and protectors and fit mattress protectors

31/01/2019	Marton and District Pipe Band and Scottish Society Incorporated	\$	5,500.00	Contribution towards accommodation for band to attend contest
31/01/2019	Marton Croquet Club Incorporated New	\$	475.90	Lawn mower plus petrol can for playing courts
31/01/2019	Zealand Boot-throwing Association Incorporated Nga Iwi	\$	508.70	Two town entrance signs
31/01/2019	o Mokai Patea Services Trust	\$	3,500.00	Costs of Vray Sound and Light Design for Waitangi Big Day Out.
31/01/2019	Project Marton Incorporated	\$	10,000.00	Costs of entertainment, services, marketing and promotion for festival
31/01/2019	Taihape Community Development Trust	\$	10,861.50	Contribution towards: sound and music equipment hire, advertising, interactive stall/shows, bouncy castle hire for an event
31/01/2019	Taihape Shearing Sports Incorporated	\$	2,300.00	Trucking costs for transport of sheep for woolhandling show
1/03/2019	Taihape Rugby & Sports Club Incorporated	\$	7,969.00	Playing uniforms and to purchase strapping tape and mouth guards.
1/03/2019	Utiku Old Girls Netball Club	\$	4,560.00	Transport of players and management from Taihape to compete in the Netball Manawatu 2019
6/03/2019	Whangaehu School	\$	7,000.00	Overtaken PCL 38401
28/03/2019	STANWAY PONY CLUB BRANCH INCORPORATED	\$	2,940.50	Replace Jumping Poles
28/03/2019	Bulls and District Friendship Club (Incorporated)	\$	3,600.00	Installing a suitable heat pump
28/03/2019	Central Districts Hockey Incorporated	\$	15,360.00	Accommodation for national tournament.
30/04/2019	1st Marton Scout Group	\$	17,896.00	Costs of a new scout hall roof
30/04/2019	Rangitikei Golf Club Incorporated	\$	27,000.00	To purchase a tractor with loader.
30/04/2019	Life Education Trust	\$	18,600.00	Program delivery
30/05/2019	BULLS TOY LIBRARY INCORPORATED	\$	4,255.00	Costs for building a partition/bi fold door system
30/05/2019	Iroam Netball Team	\$	2,805.00	Accommodation for 13 girls 29th August - 1st September
30/05/2019	RANGITIKEI AREA DISTANCE RIDERS INCORPORATED Taihape	\$	9,500.00	Contribution to purchase side by side ATV vehicle.
30/05/2019	Area School THE BULLS	\$	11,866.96	To purchase uniform for sports teams.
30/05/2019	RUGBY FOOTBALL AND SPORTS CLUB INCORPORATED THE	\$	10,945.09	Operational costs which includes affiliation fees.
30/05/2019	MARTON AND SURROUNDS ICT HUB CHARITABLE TRUST BOARD Turakina	\$	9,982.00	To purchase 4 iMac computers.
30/05/2019	Primary School	\$	3,200.00	Accommodation and travel 26-28th August

27/06/2019	MANAWATU BLOKART CLUB INCORPORATED	\$	20,033.00	Funds for tar sealing for the track.
27/06/2019	Marton Country Music Festival Incorporated	\$	5,000.00	Contribution towards running the Marton Country Music Festival.
27/06/2019	COUNSELLING CENTRE (MARTON) INCORPORATED	\$	3,350.00	Preparation and auditing fees.
27/06/2019	Dressage Central Districts	\$	13,500.00	Venue hire, rosettes and sound system for Regional Championship Show.
27/06/2019	Nga Iwi o Mokai Patea Services Trust	\$	3,810.00	To purchase laptops & accessories
27/06/2019	Papanui Netball Club	\$	3,600.00	Accommodation 29th August- 1st September
27/06/2019	Scout & Guide Hall Maintenance Committee	\$	17,856.05	To replace heater, hot water cylinder and flooring.
27/06/2019	Taihape Neighbourhood Support Incorporated	\$	205.29	Travel
27/06/2019	RANGITIKEI PONY CLUB INCORPORATED	\$	2,060.00	First aid course to be held on the 13th July 2019.
27/06/2019	Allergy NZ	\$	9,000.00	Epipen Project
1/08/2019	New Zealand Conservation Trust	\$	12,000.00	Wages
1/08/2019	RANGITIKEI PONY CLUB INCORPORATED	\$	3,500.00	Show hunt coach fees.
1/08/2019	BULLS AND DISTRICTS HISTORICAL SOCIETY INCORPORATED	\$	4,765.00	Cabinets, base for cabinets, archival card and polyester film.
1/08/2019	Marton And Districts Budget Service Incorporated	\$	1,581.25	fascia sign, advertising our service.
1/08/2019	Marton Junction School	\$	5,206.56	Accommodation and activities
1/08/2019	Taihape Community Development Trust TAIHAPE	\$	5,104.07	Young Leaders Workshop in September 2019.
1/08/2019	NETBALL CENTRE INCORPORATED	\$	1,017.75	To enable Taihape Netball Centre to present end of season prizes to the youth players in Taihape - specifically the Year 3 - 6 Future Fern players.
1/08/2019	Utiku Old Girls Netball Club	\$	3,340.50	Travel and accommodation.
1/08/2019	CENTRAL SQUASH ASSOCIATION INCORPORATED	\$	8,000.00	Contribution towards entry fees, travel and accommodation
29/08/2019	Marton Bowling Club Incorporated	\$	2,742.53	Fertiliser and spray.
29/08/2019	MARTON CROQUET CLUB INCORPORATED	\$	1,033.27	Verti-drain the playing area
29/08/2019	Project Marton Incorporated	\$	34,414.37	Marketing, promotion, services, supplies and entertainment
29/08/2019	RANGITIKEI HOCKEY ASSOCIATION INCORPORATED	\$	10,233.00	Accommodation and van hire for regional tournaments

29/08/2019	Taihape Community Development Trust	\$	1,895.75	Contribution towards country music night and advertising.
29/08/2019	TAIHAPE GOLF CLUB INCORPORATED	\$	6,500.00	Contribution towards new lino.
29/08/2019	TAIHAPE RUGBY & SPORTS CLUB INCORPORATED	\$	2,650.00	Accommodation for Kurungaituku tournament in Rotorua.
29/08/2019	Whangaehu School	\$	8,686.00	Ride on mower and re-painting of the school roof.
29/08/2019	Heart Kids NZ		2,150.00	
26/09/2019	Bulls and District Friendship Club (Incorporated)		7,000.00	To redecorate the interior of Friendship Hall.
26/09/2019	Taihape Area School	\$	4,037.39	New uniforms for Basketball.

119 \$ 1,066,838.27

SUBMISSION 17



Submission to
Rangitikei District Council
on the proposed combined
Class 4 Gambling Venue Policy

October 2019

Contents

Executive summary	45
Community organisations rely on pub gaming to survive	45
The pub gaming sector has experienced a significant decline.....	46
Council policies contribute to the decline in the pub gaming sector	46
Online gambling is an unregulated threat	47
Location of gaming machines is more important than their number.....	47
NZCT’s recommendations	47
Pub gaming’s vital support for the community	49
NZCT’s revenue distribution in 2017/18	50
NZCT’s position	52
Why allowing relocations is important	52
Helping reduce harm.....	52
Supporting local hospitality businesses	52
Responding to future demand	52
Allowing appropriate benefit and responsibility	53
Parliament’s directive is being acknowledged by other councils	53
Reasons to move to a cap on gaming machines	55
Gaming machines are an important component of your local hospitality sector and an important source of community funding.....	55
<i>Community funding</i>	55
<i>Difference between pub gaming societies, and clubs and New Zealand Racing Board</i>	55
Gaming machine numbers have little effect on problem gambling numbers.....	56
Gaming machines are a legal and valid entertainment choice	56
Problem gambling rates have plateaued	57
Problem gambling rates in New Zealand are relatively low	57
Gaming machines can only be played in strictly controlled environments.....	58
<i>Strict harm minimisation obligations</i>	58
<i>Harm minimisation activities</i>	59
<i>Ongoing obligations</i>	59
<i>Training</i>	59

Support is available for problem gamblers.....	60
Further information about our submission	60
Appendix 1: About NZCT	60
Who we are.....	61

Executive summary

- Gaming trusts return around \$300 million to the New Zealand community every year in grants, while implementing the Gambling Act's stringent requirements for preventing and minimising harm from gambling. Many grassroots organisations would struggle or cease to operate without gaming trust funds.
- Council gambling venue policies are critical to maintaining the infrastructure that allows community funding from gaming trusts to be sustainable long term. Sinking lid and no relocation policies destroy this infrastructure. Councils need to take a balanced approach to community benefit and potential harm from gambling.
- Reducing the number of gaming machines in communities does not reduce problem gambling, which has been consistent at a rate of around 0.5% of the adult population since 2003 (currently 0.2%), despite a decrease of 10,000 gaming machines since then. Research has shown that allowing gaming venues to relocate out of areas of high deprivation is more effective in reducing problem gambling.
- If gaming venues are removed from the community, gamblers may move to the online environment where gambling is unregulated and unmonitored, has no harm minimisation measures, incentivises spending and returns nothing to the New Zealand community.

Community organisations rely on pub gaming to survive

The purpose of the pub gaming sector is to raise funds for the community. Many community sports, arts and other groups depend on pub gaming to survive. It is crucial that this fundraising system is sustainable long term.

In nominal terms, between 31 March 2004 and 31 December 2017 class 4 revenue declined from \$1,027 million to \$870 million (-15%). The decline when adjusted for inflation was \$495 million (-36%).

In the same period, community funding from non-club societies reduced from \$389 million to \$300 million – a decline of 23% in real terms. The inflation-adjusted equivalent of the \$389 million distributed by the non-club sector in Q1 2004 would be \$526 million today. This highlights the extent of decline in fundraising capacity.

Seventy-five percent of groups surveyed in 2012 indicated their organisation is moderately or totally reliant on gaming funding to support their core business. Fifty-five percent said there would be a high to extreme risk to their organisation and their core business if they did not receive this funding.¹

The reduction in gaming trust funding has had a negative impact on community organisations, with many organisations and activities ceasing to operate and others severely reduced in capacity and capability. Grassroots community organisations are struggling with few alternative sources for funding available to replace the loss of gaming funding. Voluntary organisations are increasingly reliant on nationwide public donation campaigns to stay afloat.

Every year, the gaming trust sector as a whole raises around \$300 million² for thousands of worthwhile sports and community groups. The sector's contribution to the community through funding, in addition to the contribution to government revenue from GST, other taxes and levies, is acknowledged by central government.

We anticipate that the Government will regulate to require gaming societies to return at least 80% of the net proceeds they generate to the region where the funds were raised. This means communities that do not operate gaming machines will be unlikely to receive gaming grants and their local sports and community groups will suffer. NZCT already aims to return 92% of our funds locally.

The pub gaming sector has experienced a significant decline

During the last 15 years the pub gaming sector has experienced a significant decline. Department of Internal Affairs (DIA) statistics show that, between 30 June 2003 and 30 June 2019:

- the number of gaming venues reduced from 2,122 to 1,094 (a 48.5% reduction)³
- the number of gaming machines operating reduced from 25,221 to 15,007 (a 40.5% reduction)⁴.

Council policies contribute to the decline in the pub gaming sector

One of the main contributors to the decline of the pub gaming sector is the inflexibility of council gambling policies, particularly those with sinking lids on gaming machine numbers and those that do not allow relocation of venues in a broad range of circumstances.

¹ Page iii, Community Funding Survey, Point Research 2012.

² *Class 4 Gambling Report*, DIA, 2017.

³ DIA statistics: https://www.dia.govt.nz/diawebsite.nsf/wpg_URL/Resource-material-Information-We-Provide-Summary-of-Venues-and-Numbers-by-Territorial-AuthorityDistrict

⁴ Ibid.

Such policies are based on the erroneous belief that limiting gaming machine numbers will limit problem gambling. In fact, despite the 40.5% reduction in gaming machine numbers during the past 15 years, New Zealand's problem gambling rate has remained consistently low at around 0.3% to 0.7% of the population. The 2015 New Zealand Gambling Study (the most recent) found the rate was 0.2% and the latest Health and Lifestyles Survey found it was 0.1%. The 2012 New Zealand Gambling Study concluded "...there has probably been no change in the prevalence of current problem and moderate-risk gambling since 2006."⁵

Regulatory changes in 2014 increasing the minimum percentage of gaming machine profits to be returned to the community to 40% from 37.12% has put additional pressure on many gaming societies. This is forcing them to shed venues not contributing enough, given other cost pressures.

Online gambling is an unregulated threat

The public has access to a growing number of overseas gambling websites where they can spend their entertainment dollar. These sites are highly accessible, even to minors, often offer inducements to keep players betting, and have no bet size restrictions or guaranteed return to players. They do not return any funds to the New Zealand community or the New Zealand Government, and have no harm minimisation measures in place.

Location of gaming machines is more important than their number

Research⁶ suggests that when it comes to preventing and minimising gambling harm, the location of gaming machines is more important than the number of gaming machines operating. The Government acknowledged this point in 2013 when it amended the Gambling Act⁷ to require local authorities to consider adding relocation clauses to their gambling policies.

As well as harm minimisation benefits from allowing venues to relocate out of areas of high deprivation, relocation clauses provide sensible options for business owners who are otherwise at the mercy of building owners who know they have captive tenants. Relocation clauses also give councils more flexibility for re-zoning and city planning.

NZCT's recommendations

⁵ Page 7, *New Zealand 2012 Gambling Study: Gambling harm and problem gambling*.

⁶ *Brief Literature Review to Summarise the Social Impacts of Gaming Machines and TAB Gambling in Auckland*, Gambling & Addictions Research Centre, AUT University, 2012.

⁷ Section 97A and 102(5A).

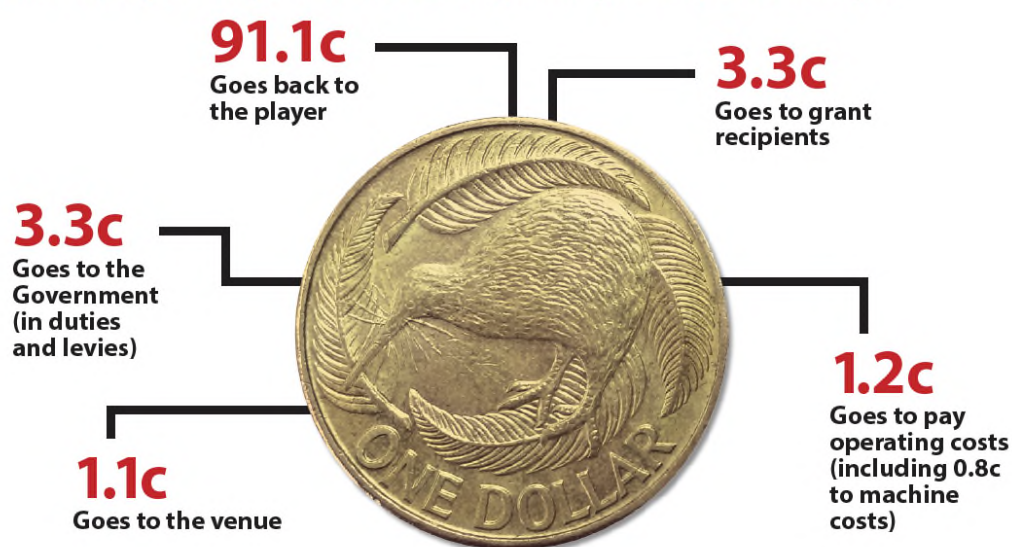
New Zealand Community Trust recommends Rangitikei District Council:

- maintain the current cap on gaming machine numbers (option A)
- allow gaming venues to relocate (option A).

Pub gaming's vital support for the community

In most countries, gambling is purely for commercial gain. New Zealand is different. We are one of the few countries with a community-focused model for pub gaming, where the proceeds are returned to the community instead of the private sector.

For every dollar a player wagers at an NZCT gaming room, on average:



Research⁸ shows that the annual entertainment value from the pub gaming sector to recreational players is around \$250 million. The government revenue in the form of tax, duties and levies is also substantial and was over \$279 million in 2014.

Grants distributed by gaming machine trusts were 10% of the total philanthropic funding to the community and voluntary sector in 2011 and were at almost twice the level given by New Zealand businesses. In 2017, the amount of funds returned to the community from non-casino gaming grants was around \$300 million.⁹ Class 4 gaming societies are required to distribute a minimum return of 40% to the community, on top of government fees, levies and GST, site rental, and machine and operating costs (see the chart on the next page showing NZCT's revenue distribution for the 2017/18 reporting period).

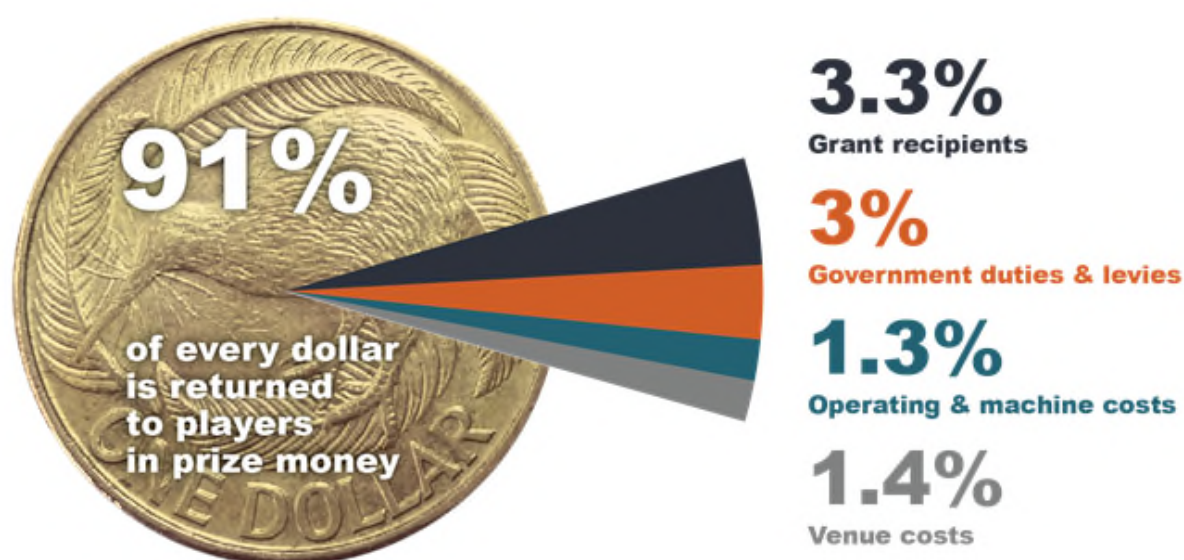
Each year the gambling industry pays around \$20 million to the government, so the Ministry of Health can implement its Preventing and Minimising Gambling Harm Strategic Plan. These funds pay for the implementation of public health services, intervention services, research, evaluation and workforce development.

⁸ *Maximising the benefits to communities from New Zealand's community gaming model*, BERL, February 2013.

⁹ *Class 4 Gambling Report*, DIA, 2017.

Pub gaming is tightly regulated and no more than 16% of gaming proceeds can be paid to gaming venue operators to cover site rental, including staff costs and business overheads relating to the gambling operation.

NZCT's revenue distribution in 2017/18



In the year ending 30 September 2018, NZCT distributed \$44.6 million to 1,920 sports and community groups through 2,250 grants.

Amateur sport is our main focus, so around 80% of the grants we distribute go to sports organisations. Each year, NZCT funds around 50 different sports.

In 2017/18, we funded the equivalent of:

- uniforms for 49,555 rugby teams (one uniform costs \$60), or
- 2,973,333 footballs (one football costs \$15), or
- 5,575 four-person waka (one waka costs \$8,000), or
- more than 2.23 million hours – or 254.5 years – of coaching (one hour of coaching costs \$20), or
- 30 artificial playing fields (one field costs \$1.5 million).

To raise this much money themselves, our grant recipients would have had to:

- cook and sell more than 22.3 million \$2 sausages at sausage sizzles and every person in New Zealand would need to buy and eat five sausages, or
- sell five \$2 raffle tickets to every man, woman and child in New Zealand each year, or
- wash more than 8.9 million cars at \$5 a wash, which would take 10 people continuously washing cars for 30 minutes around 50 years to achieve.

Sport New Zealand's report *The Value of Sport* states:

“Survey results indicate that the great majority of the general public agree that physical activity through sport, exercise and recreation is valuable. Whether individuals are ‘active’ or not, whether they are ‘sporty’ or not, whether they even like sport or not, most New Zealanders see value in sport and active recreation.

“Evidence from a wide range of international and national sources support many of New Zealanders’ perceptions, confirming that sport adds value to the lives of individuals, communities and the nation.

“Put simply, sport and active recreation creates happier, healthier people, better connected communities and a stronger New Zealand.”

NZCT's position

In the following pages, we provide five reasons why we advocate for gaming venues to be allowed to relocate to new premises in a broad range of circumstances. We also provide seven reasons why we support a cap on venue and gaming machine numbers, rather than a sinking lid.

Why allowing relocations is important

Helping reduce harm

Research¹⁰ by Auckland University of Technology shows that problem gambling behaviour is influenced more by the distance to the nearest gambling venue, rather than the number of gambling venues within walking distance.

The Ministry of Health's 2013 Gambling Resource for Local Government acknowledges this point and states that one of the major factors associated with increased prevalence of problem gambling is "location and/or density of gambling venues and machines".¹¹ The Ministry of Health also found "being a problem gambler is significantly associated with living closer to gambling venues."¹² Allowing gaming operations to move out of high-deprivation areas could potentially diminish gambling harm for at-risk communities.

Supporting local hospitality businesses

Relocation clauses help ensure the continual improvement and growth of your local hospitality sector. Rather than tying gaming operations to a physical address, which may over time become a less desirable location, relocations allow gaming operators to move their business to more suitable premises. This is particularly important if premises are deemed unsafe or unusable for a lengthy period, such as after a fire or earthquake. The result is attractive and safe entertainment environments in your community.

Responding to future demand

Broad relocation clauses help gambling venue policies accommodate urban growth, re-zoning changes or changes in population demographics. This is not possible while gambling machine entitlements are linked to a physical address.

The DIA recommended relocation policies as a way of allowing territorial authorities to future-proof their Class 4 gambling policies.¹³

¹⁰ *Brief Literature Review to Summarise the Social Impacts of Gaming Machines and TAB Gambling in Auckland*, Gambling & Addictions Research Centre, AUT University, 2012.

¹¹ Page 21, *Ministry of Health Gambling Resource for Local Government*, 2013.

¹² *Ibid.*

¹³ *Internal Affairs Policy Briefing 3: Options for improving territorial authority gaming machine policies*, 28 March 2013.

Allowing appropriate benefit and responsibility

Gaming machine entitlements sit with the property at a physical address, yet property owners are not regulated under the Gambling Act. In effect, the property owner holds the power, but has no responsibility for the gambling operation, unless they are also the operator of the site.

A broad relocation clause distributes the benefit and responsibility more fairly, enabling the gambling operator to choose where they wish to establish their business. A building owner could hike rents and ignore building maintenance because they know they have a captive tenant. In contrast, having a broad relocation clause incentivises building owners to maintain and upgrade their premises to attract and retain high-quality tenants.

Parliament's directive is being acknowledged by other councils

Of the many local authorities (see the table below) that have completed a gambling venue policy review since 2015, only six have not allowed relocations in their policy after considering a new or amended clause.

This reflects legislative change in September 2013, which required councils beginning a review of their gambling policy for the first time following the Gambling Act amendment to consider introducing a relocation clause (section 102(5A)).

Council	Submissions made	Review result
Thames-Coromandel	March 2015	Added relocation option
Wellington City	May 2015	Added relocation option
Westland	May 2015	Added relocation option
Hutt City	June 2015	Added relocation clause
Kaipara	June 2015	Added relocation option
Invercargill City	July 2015	Added relocation option
Waipa	August 2015	Added relocation option
Waitaki	September 2015	Added relocation option
Gisborne	November 2015	Added relocation option
Whakatane	April 2016	Added relocation clause
Matamata-Piako	April 2016	Added relocation clause
Southland	July 2016	Added relocation option
South Taranaki	August 2016	Added relocation option
Palmerston North	October 2016	Existing relocation option remains unchanged
Tasman	No public consultation	No relocations allowed
Otorohanga	March 2017	No relocations allowed
Hastings	March 2017	Existing relocation clause amended
Auckland	No public consultation	No relocations allowed

Napier	May 2017	Existing relocation clause amended
Rotorua	May 2017	Existing relocation clause amended
Queenstown	June 2017	Re-consulting on relocation clause in November 2017
Wairoa	June 2017	Existing relocation clause remains unchanged
Waitomo	No public consultation	Existing relocation clause remains unchanged
Hauraki	October 2017	No relocations allowed
New Plymouth	October 2017	Added relocation option
Horowhenua	October 2017	Existing broad relocation clause remains unchanged
Manawatu	September 2017	Existing broad relocation clause remains unchanged
Central Hawke's Bay	November 2017	Added relocation option
Dunedin	December 2017	Added relocation option
Thames-Coromandel	No public consultation	Existing relocation clause remains unchanged
Kawerau	December 2017	No relocations allowed
Taupo	October 2017	Existing relocation clause remains unchanged
Whanganui	October 2017	Added relocation option
Stratford	March 2018	Broad relocation policy introduced
Hamilton	February 2018	Proposal to remove relocation policy rejected
Marlborough	December 2017	Broader relocation policy introduced
South Waikato	March 2018	Existing relocation clause remains unchanged
Christchurch	No public consultation	No relocations allowed
Tauranga	November 2018	Broader relocation policy introduced
Nelson	October 2018	Existing relocation clause remains unchanged
Waitaki	September 2018	Relocation clause broadened
Waikato	August 2018	Existing relocation clause remains unchanged
Selwyn	June 2018	Existing relocation clause remains unchanged
Grey	June 2018	Relocation clause broadened
Kapiti	November 2018	Relocation clause clarified
Kaipara	November 2018	Existing relocation clause remains unchanged
Masterton/South Wairarapa/Carterton	May 2019	Existing relocation clause remains unchanged
Tararua	May 2019	Existing relocation clause remains unchanged
Matamata-Piako	April 2019	Existing relocation clause remains unchanged
Gisborne	March 2019	Existing relocation clause remains unchanged
Southland	June 2019	Existing relocation clause remains unchanged
Whangarei	May 2019	Existing relocation clause remains unchanged
Waipa	May 2019	Existing relocation clause remains unchanged

Porirua	July 2019	Existing relocation clause remains unchanged
Whakatane	April 2019	Existing relocation clause remains unchanged
Hamilton	June 2019	Existing relocation clause remains unchanged
South Taranaki	June 2019	Existing relocation clause remains unchanged

Reasons to move to a cap on gaming machines

Gaming machines are an important component of your local hospitality sector and an important source of community funding

Local hospitality sector

Businesses that host gaming machines are typically pubs and hotels. Gaming machine venues contribute to your local economy by employing staff and providing hospitality options for residents and tourists.

Community funding

Around \$300 million is returned to the community every year through grants awarded by Class 4 gaming societies. Many community organisations, such as sports clubs, hospices, rescue services and arts groups, would struggle or cease to function without this funding. There is currently no sustainable alternative to this funding to the level provided by gaming societies.

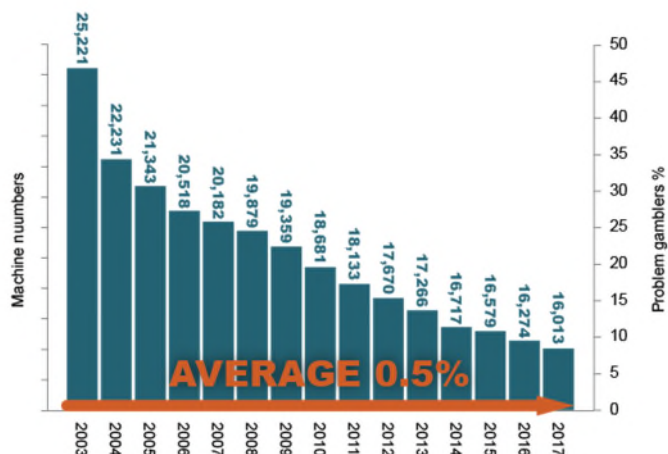
Class 4 gaming societies have probity processes we go through with every grant application to ensure the applicant is authentic and able to deliver the outcomes detailed in their grant application, and that any goods or services to be paid for by the grant are at arm's length and free from any conflicts of interest.

Difference between pub gaming societies, and clubs and New Zealand Racing Board

The pub gaming model differs from the gaming run at clubs like RSAs and in New Zealand Racing Board (NZRB) venues. Those entities can apply the funds they raise to their own purposes, for example, maintaining clubrooms or funding race meetings. In its 2018 annual report, NZRB advised its distributions totalled \$148.2 million to the three racing codes and only \$3.4 million to other sports codes. In contrast, Class 4 societies like NZCT distribute all net proceeds to the community.

Gaming machine numbers have little effect on problem gambling numbers

It is misleading and wrong to assume that fewer gaming machines will result in fewer problem gamblers. A gambling addiction is a complex psychological condition, which is influenced by many factors. As shown in the graph below, a reduction of almost 10,000 gaming machines across the country between 2003 and 2017 had no impact on the small percentage of problem gamblers nationally.



Note: In the 2006/07 Ministry of Health NZ Health Survey, 0.4% of the population were categorised as problem gamblers using the Problem Gambling Severity Index (PGSI). In the 2010 Health and Lifestyles Survey, the rate increased to 0.7%. In the preliminary findings from the 2012 New Zealand Health Survey, the rate was 0.3% of the population, but the 2012 New Zealand Gambling Study found the rate was 0.7% of people aged 18 years and over. The 2015 wave of the New Zealand Gambling Study found the rate was 0.2% and the 2016 Health and Lifestyles Survey found it was 0.1%.

Gaming machines are a legal and valid entertainment choice

Pub gaming is a legal, valid and enjoyable source of entertainment for Rangitikei residents and tourists alike. Most players regard gaming as light entertainment and know when to stop. The Gambling Commission has reminded councils and the regulator that "... conditions can only properly be imposed if they reduce the harm caused by problem gambling, as distinct from simply reducing gambling activity which is a lawful and permitted activity under the Act."¹⁴

We recognise that the Rangitikei District Council aims, through its Long-term Plan, to balance the needs of visitors and residents while achieving economic development. We support this objective and believe a vibrant hospitality sector is a vital part of achieving this outcome.

¹⁴ Gambling Commission decision GC 03/07.

Pub gaming brings many benefits to New Zealand. Business and Economic Research Ltd (BERL)¹⁵ calculated in 2015 that each year the entertainment value to recreational players is around \$250 million, the grants value to the community is also around \$250 million (now \$300 million), and the Government revenue value in the form of tax, duties and levies is around \$279 million.

Problem gambling rates have plateaued

The New Zealand 2012 National Gambling Study found that the number of people who regularly participate in continuous forms of gambling, like gaming machines, decreased from 18% in 1991 to 6% in 2012.¹⁶ The study concluded: “Problem gambling and related harms probably reduced significantly during the 1990s but have remained at about the same level despite reductions in non-casino EGM [electronic gaming machine] numbers and the expansion of regulatory, public health and treatment measures.”¹⁷

The 2016 National Gambling Study (the most recent) found the problem gambling rate was 0.2% and concluded: “From 2012 to 2015, overall gambling participation has declined whilst problem gambling and low-risk and moderate-risk gambling levels have remained static. This poses a public health challenge of identifying the factors to explain the persistence of harm despite declining gambling participation. One reason may be a high relapse rate [66%].”

The 2016 Health and Lifestyles Survey states that “In 2016, 3.1% of New Zealand adults 18 years and over had experienced an occasion when they had gambled more than intended, but this proportion has been dropping steadily since 2006/07 when it was 11%.”

It also states that the current problem gambling rate has now dropped to an all-time low of 0.1% of the adult population (around 7,500 people), despite an upward trend in gaming machine expenditure.¹⁸

Problem gambling rates in New Zealand are relatively low

NZCT is committed to reducing and minimising the harm that can be caused by gambling. As can be seen in the table below, New Zealand has one of the lowest rates of problem gambling in the world.¹⁹ Relatively few New Zealanders are gambling at levels that lead to negative consequences; most people who gamble know when to stop.

Country	Problem gambling prevalence (% population*)
New Zealand	0.1–0.2

¹⁵ *Maximising the benefits to communities from New Zealand’s Community Gaming Model*, BERL, February 2013.

¹⁶ Pg 8, *NZ 2012 National Gambling Study: Overview and gambling participation*.

¹⁷ Pg 18, *ibid*.

¹⁸ DIA media release: <http://livenews.co.nz/2017/04/21/new-zealand-gaming-pokie-spending-patterns-continue/>

¹⁹ *Maximising the benefits to communities from New Zealand’s community gaming model*, BERL, February 2013.

UK	0.7
Norway	0.7
Australia	2.3
USA	2.6
Canada	3
* Mixture of CPGI, PGSI and SOGS scores ²⁰	

Gaming machines can only be played in strictly controlled environments

Corporate societies licensed to conduct Class 4 gambling are fully aware of their obligations under the Gambling Act 2003. All gaming rooms are operated by trained staff at licensed venues.

The DIA is responsible for monitoring the Class 4 gambling industry, including venue ‘key persons’, bar staff and societies, to ensure they adhere to legislative requirements. The penalties for non-compliance include fines, suspensions, loss of operating or venue licence and potential criminal charges.

Strict harm minimisation obligations

A key purpose of the Gambling Act is to prevent and minimise the harm that can be caused by gambling, including problem gambling. To that end, in all Class 4 gambling venues:

- stake and prize money are limited
- odds of winning must be displayed
- gaming rooms are restricted to people over the age of 18 years
- gaming rooms can only be operated in adult environments, such as pubs, nightclubs and clubs
- play is interrupted every 30 minutes with an update on how long the player has been at the machine, how much money they’ve spent, and their net wins and losses
- \$50 and \$100 notes are not accepted
- no ATMs are allowed in licensed gambling areas
- gaming advertising is prohibited
- the DIA monitors every gaming machine’s takings
- syndicated play is prohibited
- all venues must have staff trained in gambling harm minimisation on duty whenever gaming machines are operating
- all venues must have a gambling harm minimisation policy in place
- all venues must display pamphlets and signs directing gamblers to help services
- venue staff must be able to issue and enforce Exclusion Orders
- venue staff must help problem gamblers if they have an ongoing concern about them.

²⁰ A range of different measurements are available to measure problem gambling rates. CPGI refers to the Canadian Problem Gambling Index, PGSI is the Problem Gambling Severity Index and SOGS is the South Oaks Gambling Screen.

Harm minimisation activities

Gaming trusts take legal obligations very seriously, none more so than those around minimising the harm that can be caused by gambling. To meet our harm prevention and minimisation requirements, NZCT provides a problem gambling resource kit to each of its gaming venues. The kit includes:

- NZCT's Harm Prevention and Minimisation Policy
- a plain language harm prevention and minimisation manual and policy guide
- exclusion orders and guidance on the exclusion order process
- a pad of gambling host responsibility record sheets to record any problem gambling issues and action taken by staff
- signage, pamphlets and other problem gambling resources.

NZCT also provides all its gaming venues with the Health Promotion Agency's harm minimisation signs to display in and around the gaming area, wallet cards with information for potential problem gamblers and host responsibility resources for staff.

Ongoing obligations

The Gambling Act obliges venue staff to provide ongoing help to a potential or current problem gambler. Offering help once, and then ignoring continued warning signs, is not sufficient.

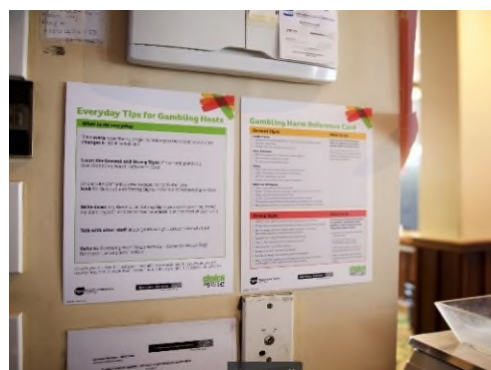


A venue is automatically in breach of the law if an excluded person enters the gambling area. Venues must be able to show they have robust systems and processes in place that restrict excluded people from entering.

Training

NZCT provides face-to-face and online problem gambling training to staff at each of its gaming venues and trains over 500 staff a year.

Trainers deliver a presentation on problem gambling and take staff members through each part of the problem gambling resource kit in detail. Venue staff also work through an online training tool, which includes an assessment that they must pass. Refresher training is provided annually. Gaming venues are continually reminded



of their obligation to ensure a person trained in harm minimisation is always on duty when gaming machines are operating.

Support is available for problem gamblers

Each year the gambling industry pays \$20 million to the government in the form of a problem gambling levy, so the Ministry of Health can implement its Preventing and Minimising Gambling Harm Strategic Plan (PMGH). These funds pay for the implementation of public health services, intervention services, research, evaluation and workforce development.

Two of the findings from the inaugural PMGH baseline report were that problem gambling services are effectively raising awareness about the harm from gambling, and interventions for gambling-related harm are moderately accessible, highly responsive and moderate to highly effective.²¹

The world's largest clinical trial²² for problem gambling treatment found that, one year after calling the Gambling Helpline, three-quarters of callers had quit or significantly reduced their gambling



Further information about our submission

For further information, or if you have any questions about NZCT's submission, contact Tanya Piejus, Communications Manager on (04) 495 1594 or tanya.piejus@nzct.org.nz.

Appendix 1: About NZCT

Established in 1998, NZCT is New Zealand's largest gaming trust with 16% market share. Our publicans raise funds by operating gaming lounges within their pubs, hotels and other venues. In the 12 months to 30 September 2018, NZCT approved \$44.6 million in grant funding to sporting, local government and community groups nationwide.

We have twin goals of serving both our publicans and the communities in which they operate. At least 80% of the funds we distribute are directed towards sports activities, making NZCT the largest funder of amateur sports participation in New Zealand. We focus on sport because of the many positive benefits it offers communities, such as:

- crime reduction and community safety

²¹ Page 16, *Outcomes Framework for Preventing and Minimising Gambling Harm Baseline Report*, May 2013.

²² *The Effectiveness of Problem Gambling Brief Telephone Interventions*, AUT, Gambling & Addictions Research Centre.

- economic impact and regeneration of local communities
- education and lifelong learning
- participation
- physical fitness and health
- psychological health and wellbeing
- social capital and cohesion.²³

Overseas research²⁴ has found participation in sport can lead to increased health and productivity for individuals, and increased wealth or wellbeing of society as a whole. While amateur sport is our main focus, we are also strong supporters of other worthy community activities, including local government projects.

Who we are

We are proud of our robust grants system and of the quality of people involved with NZCT. All our trustees²⁵ are highly regarded business and community leaders with extensive governance experience. They are supported by an experienced staff and 10 Regional Advisory Committees (RACs) who add local knowledge and insight to our grant decisions.

SUBMISSION 18

Consultation	Gambling Venue Policy
Full Name	Karney Herewini
Organisation	
Postal Address	30 Ballance Street, Whanganui 4500
Phone	0211391470
Email	Karneyherewini@hotmail.com
Question 1	Reduce the CAP on Class 4 gaming machines permitted in the District from 83
Reduce the Cap to	58 machines and 5 locations

²³ Sport England's Value of Sport Monitor.

²⁴ http://www.ausport.gov.au/information/asc_research/publications/value_of_sport.

²⁵ Alan Isaac (NZCT chairman, professional director and sports administrator), Peter Dale (former Hillary Commission chief executive), David Pilkington (professional director), Kerry Prendergast (former mayor of Wellington) and Lesley Murdoch (Olympian and former New Zealand cricket captain, broadcaster).

Further Comment Question 1	I support the reduction of the current cap of 83, to the level of the number of machines in current operation - Reduced cap to 58 and 5 locations
Question 2	Do not adopt a relocation policy permitting gambling machines to move venues
Further Comment Question 2	
Other Changes	
I wish to speak to my submission	Yes
Keep Details Private	

SUBMISSION 19

Submission Form

Gambling Venue Policy (Class 4)



Submissions close at 12 noon on Monday 28 October 2019

Return this form, or send your written submission to:

Gambling Venue Policy Class 4
Rangitikei District Council
Private Bag 1102
Marton 4741

Email: info@rangitikei.govt.nz

Oral submissions

Oral submissions will be held at the Marton Council Chambers on TBC

If you wish to speak to your submission, please tick the box below.

☐ I wish to speak to my submission.

You are allowed ten minutes to speak, including questions from Elected Members.

If you have any special requirements, such as those related to visual or hearing impairments, please note them here.

Privacy

All submissions will be public.

Please tick this box if you would like your personal details withheld (note: your name will remain public) ☐

Name	Devin Parkinson
Organisation (if applicable)	1st Marton Scout Group
Postal Address	37 Cuba street Marton 4710
Phone	
Email	martonscouts@gmail.com

Gambling Venue Policy (Class 4)

Question 1: Please select your preferred option from the below.

Option 1 (Status quo): ☒ No changes made to current CAP of 83 Class 4 gaming machines permitted in the District

Option 2: ☐ Increase the CAP on Class 4 gaming machines permitted in the District from 83 to:

Option 3: ☐ Reduce the CAP on Class 4 gaming machines permitted in the District from 83 to:

Option D: ☐ Replace the current CAP on Class 4 gaming machines with a SINKING LID CAP (i.e. do not replace gaming machine venues when they close)

Further Comment: pub charity grants has significantly assist our community group with funding we would otherwise struggle to achieve without them we would not be able to complete essential maintenance projects that our group desperately needed done. We are reliant on grants & donations

Gambling Venue Policy (Class 4)

Question 2: Please select your preferred option from the below.

Option 1: ☐ Adopt a relocation policy with provisions, permitting gambling machines to move venues

Option 2: ☒ Do not adopt a relocation policy permitting gambling machines to move venues

Further Comment:

Would you like to see any other changes to the Gambling Venue Policy (Class 4)

Signed	<i>Devin Johnson</i>
Date	<i>23rd October 2019</i>

SUBMISSION 20

Consultation	Gambling Venue Policy
Full Name	Debra Benton
Organisation	Turakina Caledonian Society Inc
Postal Address	PO Box 237 Marton
Phone	06 3273737
Email	deb.durry@xtra.co.nz
Question 1	Status Quo
Further Comment Question 1	Many small organisations in the district, like ours, use the money available through gaming foundation grants to continue providing our services to the community. A sinking lid policy would reduce the amount of funding available and could eventually mean there was no funding available at all.
Question 2	Adopt a relocation policy with provisions, permitting gambling machines to move venues
Further Comment Question 2	
Other Changes	
I wish to speak to my submission	
Keep Details Private	

SUBMISSION 21

Submission Form

Gambling Venue Policy (Class 4)



**Submissions close at 12 noon
on Monday 28 October 2019**

**Return this form, or send your written
submission to:**

Gambling Venue Policy Class 4
Rangitikei District Council
Private Bag 1102
Marton 4741

Email: info@rangitikei.govt.nz

Oral submissions

Oral submissions will be held at the Marton
Council Chambers on TBC

If you wish to speak to your submission,
please tick the box below.

☐ **I wish to speak to my submission.**

You are allowed ten minutes to speak,
including questions from Elected Members.

If you have any special requirements, such
as those related to visual or hearing
impairments, please note them here.

Privacy

All submissions will be public.

Please tick this box if you would like your
personal details withheld (*note: your name
will remain public*) ☐

Name	PAUL ALLISON
Organisation (if applicable)	THE LION FOUNDATION
Postal Address	PRIVATE BAG 106605 AUCKLAND 1143
Phone	0274367170
Email	paul.allison@lionfoundation.org.nz

Gambling Venue Policy (Class 4)

Question 1: Please select your preferred option from the
below.

Option 1 (Status quo): ☒ No changes made to current CAP
of 83 Class 4 gaming machines permitted in the District

Option 2: ☐ Increase the CAP on Class 4 gaming machines
permitted in the District from 83 to:

Option 3: ☐ Reduce the CAP on Class 4 gaming machines
permitted in the District from 83 to:

Option D: ☐ Replace the current CAP on Class 4 gaming
machines with a SINKING LID CAP (i.e. do not replace
gaming machine venues when they close)

Further Comment:

PLEASE SEE ATTACHED SUBMISSION



RANGITIKEI
DISTRICT COUNCIL

Gambling Venue Policy (Class 4)

Question 2: Please select your preferred option from the below.

Option 1: ☒ Adopt a relocation policy with provisions, permitting gambling machines to move venues

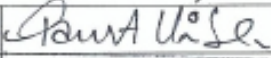
Option 2: ☐ Do not adopt a relocation policy permitting gambling machines to move venues

Further Comment:

PLEASE SEE ATTACHED SUBMISSION

Would you like to see any other changes to the Gambling Venue Policy (Class 4)

DETAILED SUBMISSION ATTACHED

Signed	
Date	14 OCTOBER 2019



Proposed Gambling Venue Policy 2019

14 October 2019

Executive Summary

The Lion Foundation congratulates councillors and staff for taking the time to review the region's existing Gambling Policy. Our objective is not to grow or promote gambling, but simply to minimise the harm associated with gambling, whilst maximising the community benefit that the proceeds of Class 4 gambling provide.

Our New Zealand community funding model is one of the most efficient in the world and we support any review that allows consideration to be given to the total impact that gambling has on and within our communities.

The Lion Foundation is one of the most established and respected Charitable Trusts in New Zealand and has provided grants totalling over \$900 million to charitable projects since 1986.

This funding has enabled thousands of community organisations to deliver valuable programmes and services to their communities.

Since April 2017, The Lion Foundation has distributed 38 grants totalling almost \$400,000 to support local community organisations with funds generated from within the Rangitikei District Council area.

Each one of these grants benefit a cross section of your community and region – from children, to disadvantaged and the elderly. Many projects would not have been possible without this funding support.

Since 2009, the number of Class 4 venues in the Rangitikei District has decreased from 9 to 5 and gaming machines numbers have dropped from 88 to 58 – a decrease of approximately 35% over this period. This has occurred with an existing policy that caps the number of machine numbers - not a sinking lid policy.

According to Statistics NZ, the district's population at the June 2018 census was 15,150. This represents an increase of 1,131 people (or 8%) since the 2013 Census.

Subsequently, the Lion Foundation supports Option A (status quo): To place a cap on the number of gaming machines which may be operated in the District.

We support the existing cap of 83 machines being retained as an appropriate control in order to reflect changes in population numbers and to help future-proof funding levels to these community organisations.

If the number of machines operating decreases, so potentially will the funding levels - which will ultimately deprive community organisations and projects of valuable funds. Funds generated are an invaluable source of income for community projects and **there is no obvious substitute to replace this funding should funds decrease in the future.**

Effective harm minimization processes and regulatory obligations are in place to mitigate harm.

In relation to the Relocation Policy, The Lion Foundation also supports Option A where the Council will consider granting consent for the relocation of an existing Class 4 venue if the premises cannot continue to operate at the existing site.

This relocation provision will enable venues to re-establish after a natural disaster, flood, or fire or enable them to move to new, modern premises that have a higher earthquake rating or if the current landlord is imposing unreasonable terms.

We believe though that pragmatic use of funds generated by this legalised form of entertainment make a hugely positive contribution to community life across New Zealand.

By reducing opportunities for the community to engage in a legitimate entertainment option, the risk is that some people will simply turn to online gambling – which is unsupervised and there is no legal requirement to return any funds to the community.

Objective

The objective of this submission is to provide feedback in response to the Rangitikei District Councils' Gambling Venue Policy review.

Background

The Lion Foundation is one of the most established and respected Charitable Trusts in New Zealand. Since it was established over 30 years ago, it has provided community grants totalling over \$900 million to thousands of charitable projects throughout New Zealand.

Without this funding many community organisations would be unable to deliver valuable programmes and services to their communities.

We believe it is important that decision makers are appropriately informed on the negative impact that any proposed changes are likely to have on community groups and organisations.

There are 58 gaming machines operating across five Class 4 venues within the Rangitikei District Council area as at 30 June 2019.

However, since 2009, the number of venues in the Rangitikei District has decreased from 9 to 5 and gaming machines numbers have dropped from 88 to 58 – a decrease of approximately 35% machines over this period.

Today, these numbers represent 38 machines per 10,000 people in the Rangitikei District. Having fewer than 75 machines per 10,000 people is considered to be low risk.

Since April 2018, The Lion Foundation has provided grants totalling \$394,430 from funds generated within the District to support local projects and community organisations.

These grants vary in size from a few hundred dollars to several thousand dollars.

Each one of these makes a positive contribution to life in your community by helping organisations deliver programmes and services – which in turn benefits a wide cross section of people - from children, to disadvantaged and the elderly.

Grants made by the The Lion Foundation since 1 April 2018 with funds generated from within the Rangitikei District include *(please note that the grant total may include multiple grants made to an organisation over this 18-month period)*:

Grant Request: Organisation Name	Allocated Amount
Bulls and District Community Trust	\$ 4,092.00
Central Districts Cricket Assn Inc	\$10,000.00
Central Districts Hockey Inc	\$11,900.00
Huntermville School	\$ 3,795.00
Manfeild Park Trust	\$20,000.00
Marton & District Pipe Band & Scottish Soc Inc	\$ 5,000.00
Marton & Surrounds ICT Hub Charitable Trust	\$10,725.00

Marton and Districts Budget Service Inc	\$ 9,970.00
Marton Bowling Club Inc	\$ 4,500.00
Marton Croquet Club	\$ 4,547.00
Marton Golf Club Inc	\$ 2,120.00
Marton School	\$ 7,500.00
Nga Tawa Diocesan School	\$15,000.00
Paimarie Te Kohanga Reo	\$ 1,990.00
Project Marton Inc	\$74,800.00
Rangatira Golf Club Inc	\$20,000.00
Rangitikei District Council	\$ 3,500.00
Rangitikei Golf Club Inc	\$13,100.00
Rangitikei Hockey Assn Inc	\$10,936.00
Rangitikei Squash Rackets Club Inc	\$ 4,236.00
Rotary Club of Marton Charitable Trust	\$55,000.00
South Makirikiri School	\$25,000.00
Target Shooting Marton Inc	\$ 5,000.00
Turakina Caledonian Soc Inc	\$ 2,719.00

Many community projects would not have been possible without this funding support.

Funding Breakdown

How funds are generated and how they are used is often misunderstood. Locally generated funds go to supporting local organisations and projects.

In terms of the funds generated, every Society is required to return:

- 40% minimum of its gross proceeds to the community
- 35% to central government through GST & duty
- 16% to the local venue operator
- Up to 2% as a problem gambling levy
- 5-6% as Opex and Capex to maintain machines and manage the grants programme.

The Lion Foundation has Regional Grants Committees who have excellent knowledge and understanding of local community needs.

SUBMISSION: Proposed Gambling Venue Policy

1. Policy Objectives

The Council has provided two options - either:

Option A (status quo): *To place a cap on the number of gaming machines which may be operated in the District.*

Or

Option B (sinking lid): *To apply a sinking lid policy, meaning that when an existing Class 4 venue closes, they will not be replaced. Consent will not be given to establish new Class 4 venues. It is proposed that no new gaming machines or venues be allowed in the District, meaning that the number of machines will continue to reduce over time.*

The Lion Foundation supports Option A - the continuation of a defined cap on machine numbers as an appropriate control and does not support a “sinking lid” option.

This rationale for this recommendation includes:

- Since 2009, the number of Class 4 venues in the Rangitikei District has decreased from 9 to 5 and gaming machines numbers have dropped from 88 to 58 (a decrease of more than 30% machines over this period) with an existing policy that caps the number of machines and **without** the need for a sinking lid policy.
- A “sinking lid” limits the capacity to provide increased funds to the community as the population grows into the future. If the number of machines operating decreases, so potentially will funding levels - which will ultimately deprive community organisations and projects of valuable funds.
- Funds generated are an invaluable source of income for community projects and **there is no obvious substitute to replace this funding should funds decrease in the future.** Subsequently, community groups will suffer and will find it extremely difficult to maintain their level of services.

2. Number of Gaming Machines Allowed

The Council has provided two options to reduce the number of gaming machines in the District through a process of natural attrition as machines cease operating by either:

Option A (Cap - status quo): *New venues may apply for a licence to operate up to 9 gaming machines, providing that the total number of gaming machines in the District does not exceed 83.*

Or

Option B (sinking lid): *No new venues may be established meaning that no new gaming machines will be allowed in the District. Gaming machines will not increase well a sinking lid is in place.*

The Lion Foundation supports the existing cap of 83 machines being retained as a cap on machine numbers is an appropriate control which is exactly the purpose of the Act.

- The existing cap of 83 is a realistic level in order to reflect changes in population numbers and to future-proof funding levels to community organisations. According to the Statistics NZ website the 2018 census indicates that 15,150 people now live in Rangitikei District. This is an increase of 1,131 people, or 8%, since the 2013 Census.

- There are approximately 38 machines per 10,000 people in the Rangitikei District. Having fewer than 75 machines per 10,000 people is considered to be low risk. For context, a medium risk score suggests a District is best suited to a policy that restricts locations and numbers of gaming machines but may not need to go as far as having a sinking lid.
- A sinking lid policy assumes that less machines = less problem gambling. Evidence would suggest that a reduction in venues or machines does not result in a sustainable reduction in problem gambling¹.
- In contrast to online gambling, machines at venues allow gaming in a supervised environment with staff trained to identify those who may show signs of problem gambling. Playing at a venue means those players with potential problems can be identified, monitored and/or offered support.
- Effective harm minimization processes and regulatory obligations are in place to mitigate harm. This now includes facial recognition detection which prevent problem gamblers from having access to machines. Additionally, there is also tailored harm minimisation training for venue staff including how to identify a potential problem gambler and what steps to take when someone is self-excluded.
- Software is installed on all gaming machines that advises players how long they have been playing a machine, how much they have spent, and whether they wish to continue playing. This is known as PID (Player Information Display) and pops up on the screen automatically every 30 minutes.
- Regular 'Room sweeps' from venue personnel to check on players and address any player behaviour concerns.
- It appears ironic that the proposed draft policy continues to allow the New Zealand Racing Board to apply for venues on which racing and sports betting may be undertaken, whilst proposing the adoption of a sinking lid on gaming machines in Class 4 venues that return far greater funds to the community.

3. Relocation Policy

The Council has provided two options - either:

Option A: *Relocation policy of Class 4 venues:*

Council will consider granting consent for the relocation of an existing Class 4 venue if the premises cannot continue to operate at the existing site. Examples of such circumstances include but are not limited to the following:

- *Expiration of lease;*
- *Due to a natural disaster or fire, the licensed premises is unfit to continue to operate;*
- *Property is acquisitioned under the Public Works Act 1981;*
- *Site redevelopment*

¹ *National Gambling Study, MOH, 2012-2015.*

The total number of Class 4 gaming machines at the new premises must be the same or less than the existing Class 4 venue.

Or

Option B: No Relocation of Class 4 venues

The Council will not grant consent for the relocation of an existing Class 4 venue.

This means that in the event an existing Class 4 venue ceases to operate, Class 4 gaming machines at the existing licensed venue will not be allowed to relocate to another premise.

The Lion Foundation supports Option A relocation provision as this will:

- Enable venues to re-establish after a natural disaster, flood, or fire.
- Enable venues to move out of earthquake-prone buildings.
- Enable venues to move to new refurbished premises.
- Create fairness in cases of public works acquisition or lease termination.
- Prevent landlords demanding unreasonable rentals.

An expanded relocation policy still allows Councils to use their discretion on a case by case basis. Councils can still refuse a relocation where it does not consider a relocation is suitable. We believe that Council should retain this discretion.

Losing the ability to permit suitable locations may even perpetuate (rather than lessen) the very risk of gambling harm the Council is trying to mitigate. It doesn't allow the Council to consider suitability of that location, safety issues, compliance record, harm minimisation initiatives or changing community profiles. Council may also end up a 'passive observer' when there may be a more suitable location (away from community facilities, etc) but the Council is unable to approve the better location.

Summary

Congratulates to Rangitikei District councillors & staff for reviewing the region's existing Gambling Policy. The Lion's Foundation's objective is to simply to minimise the harm associated with gambling, whilst maximising the community benefit that the proceeds of Class 4 gambling provide.

Our New Zealand community funding model is one of the most efficient in the world and we support any review that allows consideration to be given to the total impact that gambling has on and within our communities.

By reducing opportunities for the community to engage in a legitimate entertainment option, the risk is that some people will simply turn to online gambling – which is unsupervised and there is no legal requirement to return any funds to the community.

We therefore recommend:

- **The continuation of defined cap of 83 machine as an appropriate control.** The number Class 4 venues and gaming machines in the Rangitikei District have decreased significantly since 2009 with a policy that caps the number of machines and **without** the need for a sinking lid policy.
- **The relocation provision Option A is supported to enable venues to move to new, modern premises, to move to buildings that have a higher earthquake rating, and to move if the current landlord is imposing unreasonable terms.** Such a policy will still allow Council to use its discretion on a case by case basis and can refuse a relocation where it does not feel a relocation is suitable.

These recommendations will:

- Control the growth of gambling as intended by the policy
- Allow Council control to encourage/allow venues to be situated in the right places while still controlling the growth of gambling
- Enable funding levels to the community to be maintained into the future – which is important in a growing population.

Effective harm minimization processes and regulatory obligations are in place to mitigate harm. The Lion Foundation is not here to grow gambling. We believe though that pragmatic use of funds generated by this legalised form of entertainment make a hugely positive contribution to community life across New Zealand.

Paul Allison

Strategic Partnerships

The Lion Foundation

Private Bag 106605

Auckland 1143

Telephone: 027 4367170

[Email: paul.allison@lionfoundation.org.nz](mailto:paul.allison@lionfoundation.org.nz)



SUBMISSION TO RANGITĪKEI DISTRICT CLASS 4 GAMBLING POLICY

Tom Irwin
Researcher
09 212 6792
tom.irwin@pgf.nz

Bonnie Lovich-Howitt
Counsellor
06 825 6115
bonnie.lovich-howitt@pgf.nz

CONTENTS

Introduction	1
Class 4 Gambling in New Zealand and Rangitikei District.....	2
Expenditure and national gambling trends	2
Gambling in Rangitikei District	2
Funding	2
Proportion of pokie losses returned directly to Rangitikei in grants	3
What makes a good policy?	4
Sinking lid policies	4
PGF recommendations on gambling policy	5
Gambling Licence and Liquor Licence	5
Social cost of gambling	6
Harmful gambling and children	6
Gambling and crime	7
Family violence	7
Economic degradation.....	7
Remedies to problem gambling	7
EGMs: location, density and deprivation	9
Vulnerability	9
The ethics of gambling funding	10
How pokie trusts work.....	10
Regressive nature of gambling funding.....	10
Impact of proposed policy on community funding	11
About PGF Group.....	12
Appendices	13
Appendix 1. Measure of gambling-related harm	13
Appendix 2. Clients assisted by primary gambling mode.....	13
Appendix 3. Gambling expenditure statistics.....	14
Appendix 4. Deprivation of gambling venue locations for Rangitikei District	14
Appendix 5. Rangitikei District spend vs pokies last five years	15

INTRODUCTION

Harmful gambling is a significant issue often overlooked in the context of public health and social wellbeing. Causing three times the harm to communities as drug use disorders, gambling has wide-ranging implications for individuals and their families including decreased health, emotional or psychological distress, financial harm, reduced performance at work or educational institute, relationship disruption (conflict or breakdown) and criminal activity.¹

PGF recommendations on effective gambling policy are founded on what is known about gambling harm across New Zealand, and following the recommendations is a comprehensive background on electronic gaming machines (EGMs or 'pokies'), gambling harm in New Zealand and community funding.

The latest New Zealand National Gambling Study (NGS), published in 2018 with data from 2015, found that 0.2% of the sample adult population were problem gamblers, 1.8% were moderate-risk and 4.6% were low-risk gamblers.² A problem gambler experiences about half the quality of life of a regular person – roughly the same as someone with severe alcohol problems – and a low-risk gambler about 20% less than average.³

Measuring gambling harm is often referred to as the tip of the iceberg because each person with a gambling problem affects six other people.⁴ The Australian Productivity Commission Report (2010) stated that less than 15 percent of people impacted by gambling would attend traditional problem gambling services.⁵ Problem, moderate and low-risk gamblers account for 18, 34 and 48% of total harm respectively, creating severe situations at one end of the spectrum and wide-ranging deprivation at the other (Appendix 1). Individuals, families, friends, workmates, businesses and the community all suffer the negative outcomes of harmful gambling, which should be particularly noted in New Zealand because of its contribution to child poverty and impact on families at greater socio-economic risk.

Class 4 EGMs – those housed in pubs and clubs in the community as opposed to in casinos – are the most harmful form of gambling (Appendix 2). However, the most recent data on New Zealand gambling behaviour reported that in 2015, the vast majority of adults (87.2%)⁶ didn't use any kind of pokie machine at all. This means the losses, over \$910 million to Class 4 gambling in 2018, come from a very small percentage of the population.

Misconceptions around the funding from gambling complicate the issue and it is time that councils and government take a closer look at the relationship between harmful gambling and social disparities, and the funding model which exacerbates it.

CLASS 4 GAMBLING IN NEW ZEALAND AND RANGITĪKEI DISTRICT

Expenditure and national gambling trends

The expenditure on the four major sectors of gambling in New Zealand in the 2017/18 financial year was \$2.383 billion; this continues a trend of increases in expenditure since 2009/10 (Appendix 3). Class 4 gambling accounted for 37.5% of the 2017/18 spend with \$895 million, a figure which has also risen each year since 2013/14.

As mentioned, EGMs are the major cause of gambling harm in New Zealand and the primary mode of gambling that people seek help for (Appendix 2). Over \$910 million was lost on pokies in the 2018 calendar year⁷ or \$2.42 million a day. A conservative estimate is 40% of pokie losses are incurred by those with a gambling problem.⁸

Of concern is the recent increase in pokie spend despite slowly but steadily falling numbers of EGMs and venues since the Gambling Act was introduced in 2003. EGMs are designed to be addictive, and courageous council policies are required to reduce pokie numbers and therefore the harm they cause within communities.

Gambling in Rangitīkei District

The following information is sourced from records to June 2019 from the Department of Internal Affairs (DIA) and Census 2013.

The median income in Rangitīkei is \$25,700 per annum – \$2,800 less than the national average. This equates to \$494 per week, where the median rental is \$160 per week, leaving \$334 (before tax) for food, power, petrol, clothes, the doctor etc.

The following outlines the state of Class 4 gambling in Rangitīkei, which has 5 gambling venues hosting 58 EGMs.

- The District has the 37th highest ratio of pokies to adults of the 67 TLAs in the country: one machine for every 181 adults.
- The average annual spend per adult of \$254 ranks 45th highest.
- The last 12 months of reported pokie data (Sep 2018–June 2019) reckons the average annual takings per pokie machine in Rangitīkei to be \$46,000, making a total of over \$2.65 million to leave the District in a year – or 7,300 a day.

The District lost \$2,665,266 to pokies in the latest quarter (Apr-Jun), this was:

- \$56,000 more (+8.8%) than the previous quarter
- \$46,000 more (+7.1%) than the same quarter in 2018
- \$99,500 more (+3.9%) over the 12 months to June 2019 than the 12 to June 2018.

Over the last five years pokie numbers in Rangitīkei have fallen from 85 to 58 (over -30%). The spend has fluctuated by small degrees but overall maintained a slight and stable increase. (Appendix 5)

Funding

The benefits of community funding from EGMs need to be weighed against the social and financial costs of gambling harm in the area. While community grants generated from pokie funding have been returned directly to the area, money raised in Rangitīkei is also distributed outside of the District. Additionally, child neglect, poverty, family violence, fraud, poor mental health and loss of employment are all issues exacerbated by harmful gambling and are hugely damaging to society.

The financial return from EGMs suggests a questionable funding model. The provisional figure for the proportion of money returned to the community from Class 4 gambling across the country in 2018 is 43.8% (an estimated \$346,463,945). The 43.8% return is calculated from an amount which is

GST exclusive – meaning that 15% of the total money has already been paid in tax, taking the real contribution of the money lost to 38%.

When the losses from EGMs and the social costs are balanced against the benefit from community funding, this model is not sustainable. Many organisations are supported by funding from EGMs and are valued by their community. However, there needs to be more transparency around what groups are funded and from which communities. Gambling funding poses an important ethical question of whether New Zealand should support a system which determines that some people are selectively benefited while others are substantially harmed.

The *Gambling Harm Reduction Needs Assessment* (2018), prepared for the Ministry of Health, raises fundamental questions about the parity of the Class 4 funding system:

While there is little doubt about the community benefits associated with funding of the charitable sector, the policy rationale for compelling gamblers alone to make a special and very substantial contribution to funding these community benefits is rather unclear.

There is no reason to assume that gamblers have a particularly high ability to pay (a principled policy rationale for progressive income taxes) and thus might be better placed to support charitable purposes than the rest of the community. In fact, the opposite seems to be the case: gambling tends to be more prevalent in lower income households and, as noted in section 4.3, the concentration of gambling venues tends to be higher in areas of high deprivation. Therefore gambling taxation and redistribution to community purposes tends to be regressive, i.e., placing a higher burden on the less-well-off ... Some organisations take an ethical stance to not receive funds from gambling sources.⁹

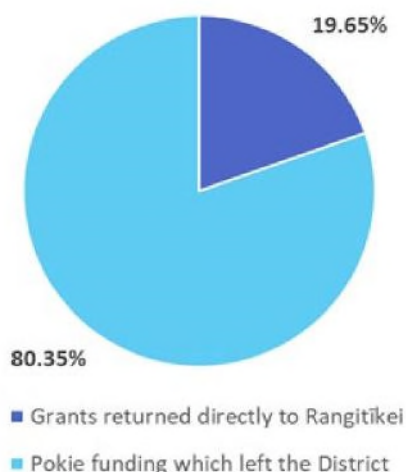
Proportion of pokie losses returned directly to Rangitīkei in grants

A report prepared by PGF examining the funding returned directly to the community versus the money leaving the District found that between 1 January 2018 and 30 June 2019 Rangitīkei saw 19.65% of pokie losses returned.¹

During the 18 month period, Rangitīkei District contributed \$3,977,643 through pokie losses and received a direct community return of \$781,519.

Of the money returned, \$279,377 (36%) went to sports organisations, \$259,696 (33%) to community groups, and \$242,446 (31%) to community services.

Proportion of pokie losses returned directly to Rangitīkei in grants for the period 1/1/2018–30/6/2019 (calculated as of 8 August 2019)



¹ PGF Group funding data disclaimer

Every effort has been made to ensure the reliability of this data but PGF Group holds no responsibility for any errors. The grants data should be taken as an overview only as PGF Group relies on information from pokie trusts which is sometimes not up to date and some published grants may cover multiple regions. This data was prepared in early August and any further funding information published subsequently will not appear.

WHAT MAKES A GOOD POLICY?

The stigma attached to gambling harm often causes problems to remain hidden and not confronted until sufferers are deep in crisis. A strong Class 4 gambling policy has a number of advantages: it is preventative, supports early help-seeking, and addresses stigma by raising awareness in the general community about the risks associated with Class 4 gambling. A strong and clear policy is also consistent with the purposes of the Gambling Act 2003.

The purpose of the Gambling Act is to:

- (a) control the growth of gambling; and
- (b) prevent and minimise harm from gambling, including problem gambling, and
- (c) authorise some gambling and prohibit the rest; and
- (d) facilitate responsible gambling; and
- (e) ensure the integrity and fairness of games; and
- (f) limit opportunities for crime or dishonesty associated with gambling and the conduct of gambling; and
- (g) ensure that money from gambling benefits the community; and
- (h) facilitate community involvement in decisions about the provision of gambling.

Sinking lid policies

Sinking lid is a term used in gambling control policies and has been adopted in varying forms by Territorial Local Authorities (TLAs). As you know the purpose of a sinking lid policy is to reduce, over time, the number of machines operating within a specific area or district. A comprehensive sinking lid policy is where if a venue closes, the pokies cannot go to another venue and no new Class 4 licences can be issued. Rangitikei should be looking to introduce a sinking lid in recognition of the gambling harm occurring in your area.

Twenty three of the 67 TLAs around New Zealand have already introduced sinking lid policies. This is partly driven by strong public opinion about harm and partly TLAs' concern to promote community wellbeing. This is consistent with the purpose of the Gambling Act 2003 and section 4 where the definition of gambling harm includes harm to society at large.

A sinking lid policy is compromised where machine relocation is permitted and/or venues and clubs are permitted to merge. Relocation enables existing numbers to be maintained, as do mergers, with the added risk of creating 'pokie dens' through a concentration of machines at a single venue. Research supports the argument that increased numbers of EGMs leads to increased problem gambling prevalence.¹⁰

There are two main arguments against sinking lid policies. The first is that they don't work based on numbers of people presenting to treatment services. The response to this is that Class 4 EGMs account for almost 50% of gambling harm and that EGM numbers are still only coming down very slowly – the last 12 months saw a -413 reduction from June 2018 to June 2019, across New Zealand.

The second argument is that there would be no community funding if machine numbers continue to go down. TLAs with sinking lid policies have seen no drastic or immediate reduction in the amount of community funding going to national or local community interest groups.

PGF RECOMMENDATIONS ON GAMBLING POLICY

PGF recommends that Rangitikei District Council should adopt **OPTION B** and your policy should include the following provisions:

- **No relocations:** If a venue with EGMs is forced to close or voluntarily closes, the council will not permit the EGMs to be relocated to any venue within the council area.
- **No club mergers:** There will be no club mergers under any circumstances.
- **A ban on any new venues:** No permit will be given to operate any new business or club in the council area if that business proposes having EGMs.

PGF recommends provisions such as these:

1. Restrictions on venue and machine consents:

- (i) The Council will not grant consent for the establishment of any additional Class 4 venues or additional gaming machines under this policy.
- (ii) Venue relocation is prohibited. A gambling venue consent is for one venue (one premises) and is not transferable to another venue. The consent is given to a venue at a given address, not to a person or business. To remove doubt, if a corporate society proposes to change to a new venue, a new consent is required under s 98 (c) of the Gambling Act 2003 and clause (i) of this policy applies.
- (iii) Club mergers are prohibited. Once a venue or club ceases to operate, the machine numbers will not be allocated to any new or existing venue or club.
- (iv) Council will not provide consent under Sections 95(1)(f) or 96(1)(e) of the Gambling Act 2003 to any application by corporate societies with Class 4 licences seeking Ministerial discretion to increase the number of gaming machines permitted at a venue.

PGF recommends that Rangitikei District include Best Practice Guidelines and encourages council to undertake a duty of care in monitoring them. An example of these guidelines can be found in Invercargill City Council's Gambling Policy.

Gambling Licence and Liquor Licence

Some Class 4 venues struggle financially and use the income from EGMs to "prop them up." This is non-compliant with both the Gambling Act 2003 and the Sale and Supply of Alcohol Act 2012. This occurs when the primary activity is not entertainment, nor from the sale of alcohol and food.

Although the Gambling Act 2003 does not provide any legislative powers for councils to remove gambling licenses, District Licensing Committees can and have refused liquor licence applications where the primary activity has been gambling. The most relevant decision was made by the Gisborne District Licensing Committee vs Kaiti Club Hotel Tavern. This was upheld by the Alcohol Regulatory Licensing Authority.

Recently a Class 4 club was identified to have been operating after it had lost its status as an Incorporated Society as it had been earlier struck off by the New Zealand Companies Office. The club was no longer able to be licensed to sell alcohol, and subsequently could not operate EGMs.

Class 4 venues operating in this manner need to be identified by either the Department of Internal Affairs or District Licensing Committees; however, this has not been the case in practice, and it took community action in both cases above to identify these issues. PGF Group recommends that council dedicate resources to investigating and monitoring venues to ensure all are compliant with legislation.

SOCIAL COST OF GAMBLING

Recent research confirms the broad proportion of New Zealanders experiencing gambling harm is higher than the prevalence for problem gambling (Appendix 1). The *Health and Lifestyles Survey 2018* results for second-hand gambling harm found 7% of adults (268,000) reported, *experiencing at least one form of household-level gambling harm (including having an argument about time or money spent on gambling, or going without or bills not being paid because too much money was spent on gambling by another person. Māori respondents were most likely to be affected by household gambling harms.*

Broader harm for many is also critical harm for some. A number of studies have shown a clear link between problem gambling and suicidality¹¹ and PGF Group's service providers regularly see people who have considered or attempted taking their own lives. Suicide is another acute phenomenon in New Zealand and should be carefully considered in terms of gambling policy making.

Harmful gambling and children

Children suffer greatly as a result of harmful gambling. They can regularly miss out on basic essentials if a parent has gambled away household money and there is a far greater risk the children of problem gamblers will inherit the same issue themselves.¹²

Children become aware their parents cannot provide them with items such as presents, school trips and even food, not because of a lack of money but as a direct result of gambling behaviour. If a child's most basic needs are not met, they can suffer from health problems due to poor nutrition or malnutrition and the responsibility of meeting these needs may fall on extended family, schools and social services.

The children of problem gamblers can also suffer emotionally, and feelings of neglect can be a daily struggle. The parent may spend a great deal of time gambling, move out due to arguments about their gambling or disappear unpredictably. Their relationship with their child or children can be damaged as they become more secretive, unreliable and prone to breaking promises. The parent's personality can become unrecognisable to their children, who feel gambling has become more important than family.¹³

A study of gambling in Māori communities outlines a model of how children are at risk if gambling is part of their young lives. When exposed to gambling activities from an early age, children grow up seeing gambling as a normal activity and central to social life – they may also participate from a young age. Dysfunction at home, in the form of financial problems or domestic violence increases the risk that they will look to gambling for an escape. As they grow, their gambling may become more intense until it has become problematic.¹⁴

Children of problem gamblers face higher likelihoods of having some of the following disorders at some point in their life as compared to the general population.

- Alcohol disorders (31% vs 4%)
- Major depression (19% vs 7%)
- Drug use disorders (5% vs 2%)
- Antisocial personality disorder (5% vs 0%)
- Generalised anxiety disorder (8% vs 0%)
- Any psychiatric disorder (50% vs 11%)¹⁵

Gambling and crime

Offending by gamblers has been investigated in a number of New Zealand and international studies. Despite difficulties in determining the extent of gambling-related crime and the causal pathways, it appears that problem gamblers are at high risk of committing crimes in order to finance their gambling activities.¹⁶

In 2008 a New Zealand study found that 25% of those engaged in criminal activity would not have done so if it had not been for their gambling. This suggests that a quarter of the relevant population, or about 10,000 people, committed illegal activities because of gambling.¹⁷

Studies of problem gambling and links to criminal activity suggest that much of the related crime goes unreported.¹⁸ Apart from the financial cost of gambling-related crime to organisations and individuals directly involved, further serious consequences are experienced by problem gamblers and their families if they are convicted of criminal activities.¹⁹

A 2009 New Zealand study found that “gamblers and significant others believe that a relationship exists between gambling and crime” and “there is substantial unreported crime, a large proportion of which is likely to be related to gambling and that there are a large range of crimes committed in relation to gambling (particularly continuous forms of gambling), and not just financial crimes”.²⁰ They suggest that 10% of people experiencing problem gambling and two thirds of those receiving counselling for gambling-related issues have committed a crime because of their gambling.

Family violence

The Ministry of Health and Auckland University of Technology have recently released research highlighting the links between problem gambling and family violence. Fifty per cent of participants (people seeking help from problem gambling services) claimed to be victims of family violence, and 44% of participants claimed to be perpetrators of family violence, in the past year.²¹

Economic degradation

There is limited data and analysis regarding the economic impact of gambling in New Zealand. However, New Zealand and international research has revealed the losses offer a sharp contrast to the often celebrated economic gains. Money for gambling is diverted from savings and/or other expenditure, and can have a negative impact on local businesses and the economic health and welfare of whole communities.²²

Employment, normally considered a standard business cost, is framed within the gambling industry as a special benefit to the community. Even if gambling does create employment opportunities, a comparison of gambling and retail in terms of jobs created for every million dollars spent shows that gambling creates about half as many jobs as retail.²³ A 2008 report noted that jobs and economic activities generated by gambling expenditure would exist elsewhere if that money was spent outside the gambling industry.²⁴

Remedies to problem gambling

A New Zealand study acknowledged there are many forces at play that can reduce problem gambling prevalence, including public health work, adaptation (when no new pokies are introduced) and policy. The report found strong support for the “access thesis,” which says that increases of non-casino pokies lead to an increase in problem gambling prevalence. The study found that there is an increase in problem gambling by nearly one person per each new machine.²⁵

The report concludes that, “from the perspective of public policy, and particularly harm minimisation, holding or reducing electronic gambling machine numbers would appear to be prudent based on our findings, and is likely to lead to reduced harm both through reduced availability and by enabling adaptation processes.” The same study supported the view that restricting the per capita density of gambling machines leads to a decrease in gambling harm.²⁶

There is evidence that problem gambling harms can be reversed. This means that there is the potential to reduce the prevalence of problem gambling, and with it, the prevalence of many other problems as well.

A range of other studies have also indicated a link between the availability of some types of legal gambling and problem gambling. The evidence for the availability hypothesis has been considered by official review bodies in New Zealand, Australia, the United States, and Canada. Each concluded that increased availability of opportunities to gamble was associated with more gambling and more problem gambling.

A later study in the UK acknowledged that decreases in gambling-related problems are a complex process involving not only social adaptation, but also the implementation of public health policies and the provision of specialist services. The adaptation process also seems to be inconsistent across communities; different groups of people are affected differently by the process.

Most reliable research would indicate that there is no single cause which triggers problem gambling. The phenomenon is a result of the combination of several factors, some of which have been outlined in the following diagram. Several of these factors can be influenced by the Council.



EGMS: LOCATION, DENSITY AND DEPRIVATION

The National Gambling Study reports that people living in high deprivation neighbourhoods are at greater risk of becoming problem gamblers²⁷ and EGMs are disproportionately located in the poorest communities. The *Progress on Gambling Harm Reduction 2010 to 2017 Outcomes report*²⁸ summarises research from the latest gambling harm needs assessment²⁹, stating:

Approximately 50% of all EGM venues (ie, pokie machine venues, which research has shown are the source of the highest risk of harmful gambling activity) are clustered in geographic areas representing the three most socioeconomically deprived populations (ie, poorest areas of the country). In economic terms, these are the groups who can least afford the financial losses from gambling, who experience the lowest returns from gambling proceeds to their communities, and who can least afford the health harm arising from risky gambling activity

The drivers for a disproportionate number of non-casino pokie venues in disadvantaged areas and areas with high proportions of “at risk” groups are unclear. On the demand side, there may be greater incentives to allocate pokies in areas where they will be used more intensively, and potential returns are highest. However, another explanation for the location may be in the distribution of venues, such as hotels and taverns.

Vulnerability

Factors contributing to being a risky gambler include ethnicity, deprivation, major life events, psychological distress, cannabis use and various gambling behaviours.³⁰

- Māori and Pacific adults are over-represented in problem gambling prevalence rates:

*Māori and Pacific people continue to have very high problem gambling prevalence rates. This means that unless more focus is placed on understanding why this is the case, and processes put in place to change the current situation, Māori and Pacific communities will continue to be disproportionately affected by gambling-related harm.*³¹

- Māori populations comprise 31% of intervention service clients³², but make up only 15% of the population.³³
- Pacific populations comprise 21.2% of intervention service clients³⁴, but make up only 7% of the population.³⁵
- Problem gambling strongly linked to mental health state and disorders.³⁶
- Many problem gamblers also use tobacco, alcohol and other drugs.³⁷

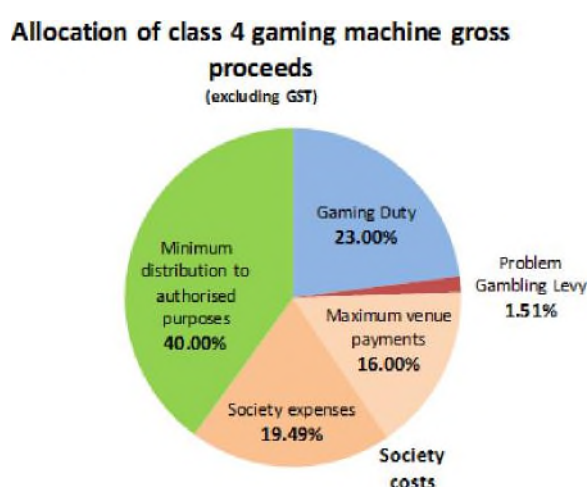
THE ETHICS OF GAMBLING FUNDING

How pokie trusts work

Pokie trusts were established under the Gambling Act (2003) in an attempt to offset harm by returning some of the profits in the form of community grants. Although the purpose of the trusts is to distribute money to the community, the purpose of gambling is not to raise money for the community, and it should not be perceived as such. Pokie machines are licensed to operate in pubs and clubs solely as a form of community fundraising³⁸ and licence holders must distribute their net proceeds to the community by way of grants.

Trusts and societies are currently required to distribute a minimum of 40% of their GST exclusive gross proceeds for each financial year according to the Gambling Regulations 2004 (Class 4 Net Proceeds: Part 2 Section 9 (1) and 10)).³⁹

Legislation dictates that each dollar of gross proceeds (i.e. turnover [aggregate stakes] minus user winnings) must be distributed in accordance with the pie chart shown in the figure below.⁴⁰ These include the fixed amounts towards gambling duty and the problem gambling levy.



Every year approximately \$300 million is returned to the community from the proceeds of Class 4 gambling. In 2015, 49% of the total funding (\$122m) went to sports, up from \$106m in 2014

While the grants made by community funding bodies like the New Zealand Lottery Grants Board are well documented, no comparable aggregate statistics are readily available for the allocation to authorised purposes of the profits of EGMs.⁴¹

There needs to be a more open, lower cost, and transparent system of reporting for the gambling trusts system. Of particular concern are issues of personnel and conflicts of interest, compliance with the Gambling and Sale and Supply of Alcohol Acts and providing greater clarity around the criteria by which funding is administered.

Regressive nature of gambling funding

Gambling generates significant funding for community purposes. However, gambling funding comes with a very high human cost and more equitable and less harmful forms of funding should be investigated. International and New Zealand studies have identified that gambling is sharply regressive. Income is effectively being redistributed away from low income communities.⁴²

One attraction for governments to collect public funding through gambling is that it appears to be "painless" or "voluntary" – meaning those contributing are less aware they are doing so through their participation in an activity not overtly framed as a form of taxation. The "painless voluntary

donation" view has been criticised on grounds that it exploits the false hopes or financial risk-taking of those on lower incomes.⁴³

The cognizance of problem gamblers, who supply such a large proportion of the funds, at the time of making their contribution is another argument against this form of fundraising. A study by Dowling et al., 2015, cited in a needs assessment prepared for the Addictions Team, Ministry of Health, reports:

prevalence estimates of psychiatric disorders in individuals seeking psychological or pharmacological treatment for problem gambling. Results from 36 studies were included and the authors found that:

- 56.4% had nicotine dependence
- 18.2% alcohol abuse
- 15.2% alcohol dependence
- 11.5% cannabis use disorder⁴⁴

The same study also found “that nearly three quarters had either a current or past psychiatric co-morbidity. The main current psychiatric disorders found were mood disorders (23.1%), alcohol use disorders (21.2%) and anxiety disorders (17.6%)⁴⁵ In other words, for a problem gambler, the contribution is not a voluntary or painless one.

Studies involving cost/benefit analysis have argued that the benefits from gambling for the majority of people are individually very small relative to the costs borne by the minority of people experiencing gambling harm.⁴⁶ People who are already socially and economically disadvantaged are most susceptible to gambling problems.⁴⁷

The revenue generated by gambling within a community is often spent in a more affluent community.⁴⁸ A 2004 study examining distribution of community benefit funding from six major pokie trusts found that more affluent areas (such as Central Auckland and the North Shore) were receiving considerably more funding per capita than the lower income areas (such as Manukau City).⁴⁹ It is our experience that jazz festivals and sports fields in wealthier suburbs are well funded, while high deprivation suburbs are not.

Impact of proposed policy on community funding

Pokie trusts often espouse that many community groups would not survive without pokie money. While it is true that some groups would suffer, pokie trusts account for only 10.2% of charitable giving in New Zealand; as a comparison, personal giving accounts for 58% of charitable giving in New Zealand.

Existing pokie venues are not affected by a sinking lid policy. A sinking lid only prevents new venues from being granted a licence, so the decline in venues and pokies happens gradually. Therefore, a sinking lid policy should not have an immediate or significant impact on community funding.

Some groups have even argued that pokie handouts actually weaken community groups and that traditional fundraisers are much better at building community spirit and keeping sports and other groups strong.⁵⁰

PGF recognises the risks online gambling poses to people with gambling problems. However, pokie trusts often attempt to divert attention from pokies to online gambling. Some pokie trusts have gone so far as saying “a sinking lid accelerates the migration to online gambling” from which communities lose all funding benefits.

There is no research to say that people move, or are moving from pokies to online gambling. The *2018 Health and Lifestyles Survey* shows that the proportion of New Zealanders gambling online via overseas websites has actually fallen since 2014.⁵¹ Gambling clients report they do not experience the same 'pull' of online gambling as pokies. If a person has a problem with sports betting, for example, it does not necessarily follow that they will be harmed by pokies; a person addicted to online slot machines cannot be assumed to gamble harmfully when playing cards. Gambling behaviour cannot be generalised in this way.

Councils do not set online gambling policy as this the responsibility of central Government. Approximately half the people receiving counselling from problem gambling services are doing so because of their addiction to non-casino pokies. This is something that Council can help address, and PGF strongly encourages Council to do so by adopting a true sinking lid.

About PGF Group

The Problem Gambling Foundation of New Zealand is now trading as PGF Group (PGF), the 'umbrella brand' for PGF Services, Asian Family Services, and Mapu Maia. Services are delivered under contract to the Ministry of Health (MoH) and funded from the gambling levy to provide free, professional and confidential counselling, advice and support and deliver a broad programme of public health to prevent and minimise gambling harm.

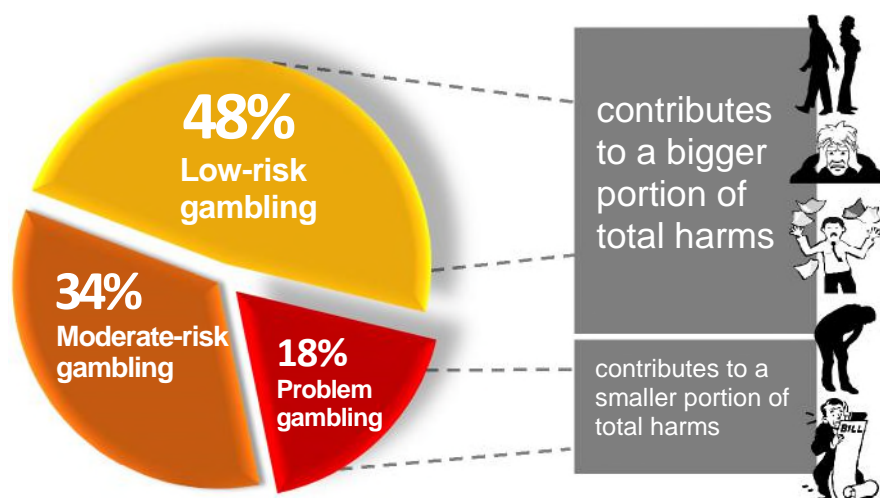
Asian Family Services provides free counselling and support in eight languages in face-to-face or phone settings and public health services for the Asian community. Asian Family Services operates from bases in Auckland and Wellington and supports clients working from Hamilton and by phone to Christchurch.

Mapu Maia is a Pasifika service, providing free counselling, support and public health services to the Pasifika community and operates from bases in Auckland, Wellington and Christchurch

APPENDICES

Appendix 1. Measure of gambling-related harm

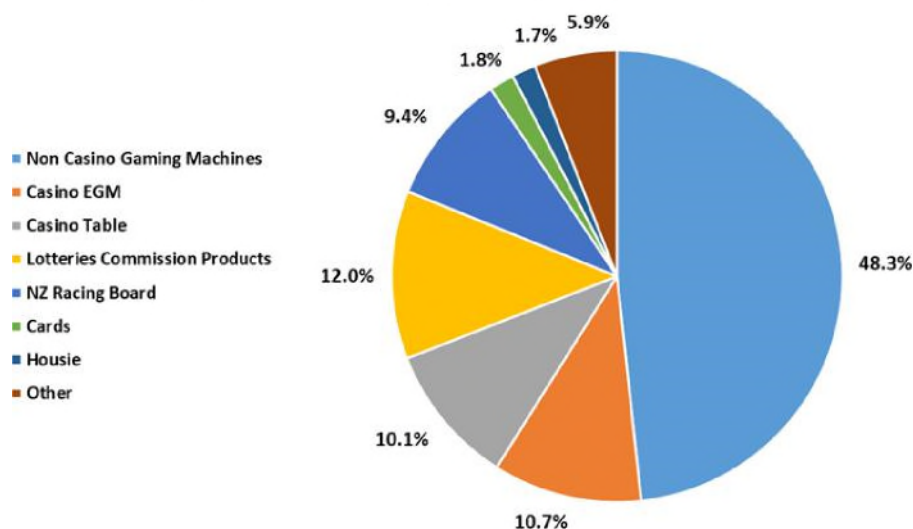
Central Queensland University and Auckland University of Technology. (2017). *Measuring the Burden of Gambling Harm in New Zealand*. Wellington: Ministry of Health.



Appendix 2. Clients assisted by primary gambling mode

Ministry of Health Manatū Hauora. (2018). *Clients assisted by primary problem gambling mode* [Excel spreadsheet]. Retrieved from <https://www.health.govt.nz/our-work/mental-health-and-addictions/problem-gambling/service-user-data/intervention-client-data>

Clients assisted by primary problem gambling mode 2017/18



Appendix 3. Gambling expenditure statistics

Department of Internal Affairs Te Tari Taiwhenua. (2019) *Gambling expenditure statistics* [PDF]. Retrieved from <https://www.dia.govt.nz/diawebsite.nsf/wpgURL/Resource-material-Information-We-Provide-Gambling-Expenditure-Statistics>

Gambling operators' key financial statistics (actual)

All values are actual (not inflation adjusted), in NZ dollars, GST inclusive and rounded to the nearest million (\$'000000).



Te Tari Taiwhenua
Internal Affairs

Financial Year	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
NZ Racing Board (TAB)									
Expenditure	278	273	283	294	310	325	342	338	350
Prizes (dividends)	1,304	1,261	1,336	1,422	1,522	1,748	1,928	1,907	1,913
Turnover	1,583	1,533	1,619	1,717	1,833	2,073	2,270	2,245	2,262
NZ Lotteries Commission									
Expenditure	347	404	419	432	463	420	437	555	561
Prizes	436	521	529	515	526	473	537	652	686
Turnover	782	926	948	947	989	894	974	1,207	1,246
Gambling Machines (outside casinos)									
Expenditure	849	856	854	827	806	818	843	870	895
Prizes	8,316	8,365	8,395	8,166	7,976	8,141	8,550	8,931	9,154
Turnover	9,165	9,222	9,245	8,995	8,783	8,949	9,393	9,801	10,049
Casinos									
Expenditure	440	448	483	490	486	527	586	572	578
Total									
Expenditure	1,914	1,982	2,038	2,042	2,065	2,091	2,209	2,334	2,383

Note: This table must be read in conjunction with the explanations included with this data release (tab 4).

Totals may differ from the sum of column entries due to rounding.

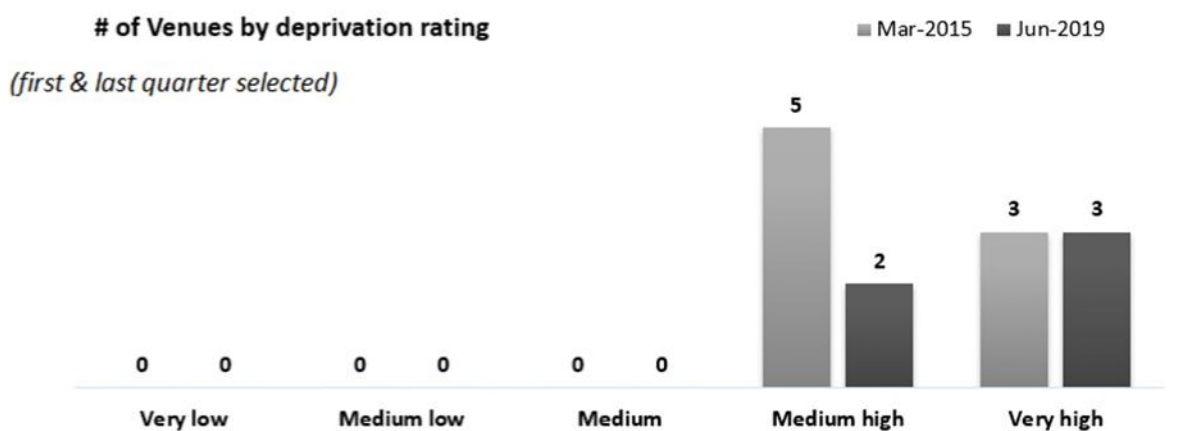
With each new release of this information, gambling operators review their previous years' data and, where necessary, provide revised data. Please disregard previously released gambling expenditure statistics for the above financial years.

Disclaimer: The Department has compiled these statistics using information from the Electronic Monitoring System and gambling operators.

The Department of Internal Affairs disclaims and excludes all liability for any claim, loss, demand or damages of any kind whatsoever (including for negligence) arising out of, or in connection with, the use of this information.

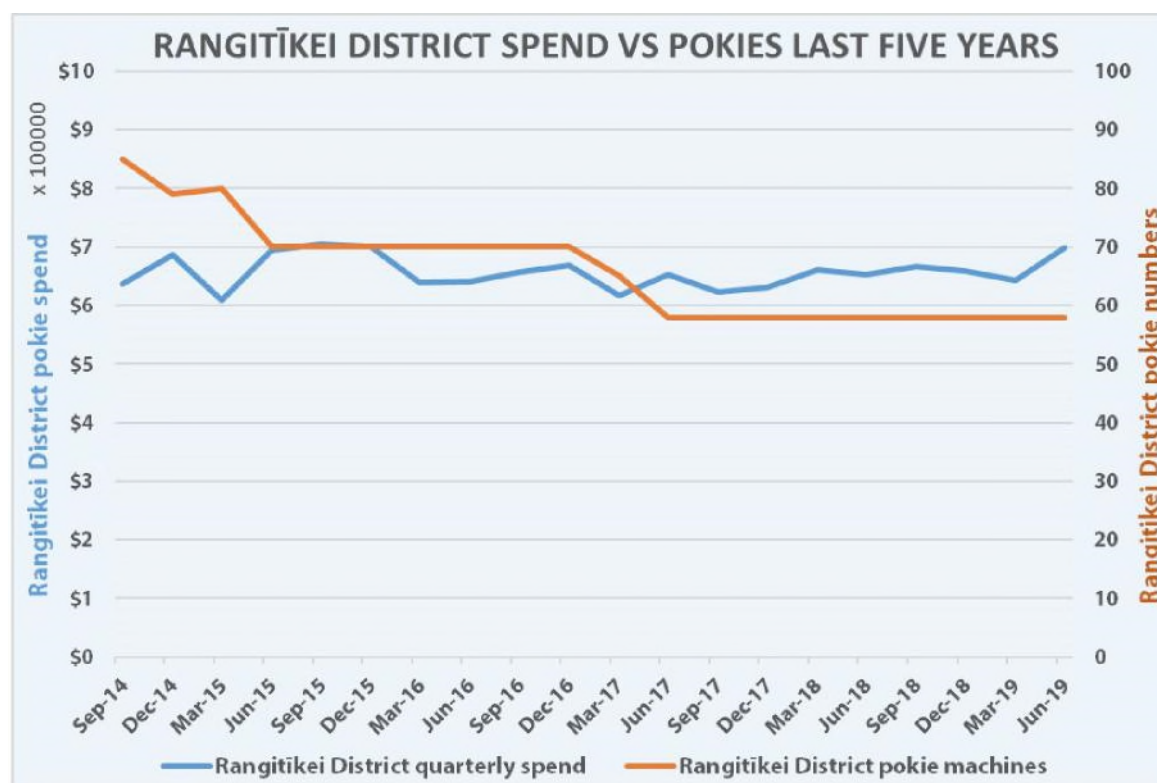
Appendix 4. Deprivation of gambling venue locations for Rangitīkei District

Te Tari Taiwhenua | Department of Internal Affairs. (2019). GMP quarterly dashboard (as at June 2019) [Excel file]. Retrieved from [https://www.dia.govt.nz/diawebsite.nsf/wpgURL/Resource-material-Information-We-Provide-Gaming-Machine-Proceeds-\(GMP\)-Data](https://www.dia.govt.nz/diawebsite.nsf/wpgURL/Resource-material-Information-We-Provide-Gaming-Machine-Proceeds-(GMP)-Data)



Appendix 5. Rangitikei District spend vs pokies last five years

Money lost and pokie machine numbers are sourced from the Te Tari Taiwhenua | Department of Internal Affairs. (2019). *Gaming machine venues, numbers and expenditure by territorial authority/district* [Excel files]. Retrieved from <https://www.dia.govt.nz/Resource-material-Information-We-Provide-Gaming-Statistics>



-
- ¹ Central Queensland University and Auckland University of Technology. (2017). *Measuring the Burden of Gambling Harm in New Zealand*. Wellington: Ministry of Health.
- ² Abbott, M., Bellringer, M., & Garrett, N. (2018). *New Zealand National Gambling Study: Wave 4 (2015). Report number 6*. Auckland: Auckland University of Technology, Gambling and Addictions Research Centre.
- ³ Central Queensland University and Auckland University of Technology. (2017). *Measuring the Burden of Gambling Harm in New Zealand*. Wellington: Ministry of Health.
- ⁴ Goodwin, B. C., Browne, M., Rockloff, M. & Rose, L. (2017). A typical problem gambler affects six others. *International Gambling Studies*, 17:2, 276-289. doi: 10.1080/14459795.2017.1331252
- ⁵ Sapere Research Group. (2018). *Gambling Harm Reduction Needs Assessment*. Wellington: Ministry of Health.
- ⁶ Abbott, M., Bellringer, M., & Garrett, N. (2018). *New Zealand National Gambling Study: Wave 4 (2015). Report number 6*. Auckland: Auckland University of Technology, Gambling and Addictions Research Centre.
- ⁷ The Department of Internal Affairs Te Tari Taiwhenua. (2019). *Class 4 Gambling Key Performance Indicators*. Retrieved from https://www.dia.govt.nz/diawebsite.nsf/wpg_URL/Resource-material-Information-We-Provide-Class-4-Gambling-Key-Performance-Indicators?OpenDocument
- ⁸ Productivity Commission. (2010). *Gambling*, Report no. 50. Canberra, Australia.
- ⁹ Sapere Research Group. (2018). *Gambling Harm Reduction Needs Assessment*. Wellington: Ministry of Health.
- ¹⁰ Centre for Social and Health Outcomes Research and Evaluation. (2008). *Assessment of the social impacts of gambling in New Zealand*. Retrieved from <https://www.health.govt.nz/system/files/documents/publications/social-impacts-gambling-nz08.pdf>
- ¹¹ Moghaddam, J. F. (2015). Suicidal ideation and suicide attempts in five groups with different severities of gambling: Findings from the National Epidemiologic Survey on Alcohol and Related Conditions. *American Journal on Addictions*.
- ¹² Dowling, N. J. (2010). *Children at risk of developing problem gambling*. The Problem Gambling Research and Treatment Centre.
- ¹³ Dyal, L. T. (2009). *The impact of gambling on Māori. Ngā Pae o te Māramatanga*. Ngā Pae o te Māramatanga.
- ¹⁴ As above.
- ¹⁵ Shaw, M. F. (2007). The effect of pathological gambling on families, marriages and children. *CNS Spectrums*, 12(8), 615-622.
- ¹⁶ Abbott, M. B. (2009). *Problem gambling: formative investigation of the links between gambling (including problem gambling) and crime in New Zealand*. Auckland University of Technology. AUT Gambling and Addictions Research Centre, prepared for the Ministry of Health. Retrieved from <https://www.health.govt.nz/our-work/mental-health-and-addictions/problem-gambling/research-and-evaluation/implementation-2004-2007/formative-investigation-between-gambling-including-pg-and-crime-nz>
- ¹⁷ Centre for Social and Health Outcomes Research and Evaluation. (2008). *Assessment of the social impacts of gambling in New Zealand*. Retrieved from <https://www.health.govt.nz/system/files/documents/publications/social-impacts-gambling-nz08.pdf>
- ¹⁸ Abbott, M. B. (2009). *Problem gambling: formative investigation of the links between gambling (including problem gambling) and crime in New Zealand*.
- ¹⁹ Productivity Commission 2010, *Gambling*, Report no. 50. Canberra, Australia.
- ²⁰ Abbott, M. B. (2009). *Problem gambling: formative investigation of the links between gambling (including problem gambling) and crime in New Zealand*.
- ²¹ Auckland University of Technology. (2017). *Problem Gambling and Family Violence in Help-Seeking Populations: Co-Occurrence, Impact and Coping*. Wellington: Ministry of Health.
- ²² Harrison, B. (2007). *Casinos and regeneration: the story so far, briefing paper no. 1*. London: IPPR (Institute for Public Policy Research, UK).
- ²³ Per million dollars spent, gambling generates approximately 3.2 jobs while retail produces approximately 6.3. South Australian Centre for Economic Studies with the Department of Psychology, University of Adelaide. (2005). *Problem gambling and harm: Towards a national definition*. Victoria: Department of Justice. Retrieved from [http://www.gamblingresearch.org.au/CA256902000FE154/Lookup/GRA_Reports_Files1/\\$file/FinalReportPrinter.pdf](http://www.gamblingresearch.org.au/CA256902000FE154/Lookup/GRA_Reports_Files1/$file/FinalReportPrinter.pdf)

-
- ²⁴ Centre for Social and Health Outcomes Research and Evaluation. (2008). *Assessment of the social impacts of gambling in New Zealand*. Retrieved from <https://www.health.govt.nz/system/files/documents/publications/social-impacts-gambling-nz08.pdf>
- ²⁵ Abbott, M., Storer, J., Stubbs, J. (2009). Access or adaptation? A meta-analysis of surveys of problem gambling prevalence in Australia and New Zealand with respect to concentration of electronic gaming machines. *International Gambling Studies*, 9(3), 225–244.
- ²⁶ As above.
- ²⁷ Abbott, M., Bellringer, M., & Garrett, N. (2018). *New Zealand National Gambling Study: Wave 4 (2015). Report number 6*. Auckland: Auckland University of Technology, Gambling and Addictions Research Centre.
- ²⁸ Ministry of Health. (2018). *Progress on Gambling Harm Reduction 2010 to 2017: Outcomes report – New Zealand Strategy to Prevent and Minimise Gambling Harm*. Wellington: Ministry of Health.
- ²⁹ Sapere Research Group. (2018). *Gambling Harm Reduction Needs Assessment*. Wellington: Ministry of Health.
- ³⁰ Abbott, M., Bellringer, M., & Garrett, N. (2018). *New Zealand National Gambling Study: Wave 4 (2015). Report number 6*. Auckland: Auckland University of Technology, Gambling and Addictions Research Centre.
- ³¹ As above.
- ³² For the period, July 2017–June 2018. Ministry of Health (2019). *Intervention Client Data: Clients assisted by ethnicity*. Retrieved from <https://www.health.govt.nz/our-work/mental-health-and-addictions/gambling/service-user-data/intervention-client-data#ethnicity>
- ³³ Statistics New Zealand (2019). *2013 Census – Major ethnic groups in New Zealand*. Retrieved from <https://www.stats.govt.nz/infographics/major-ethnic-groups-in-new-zealand>
- ³⁴ For the period, July 2017–June 2018. Ministry of Health (2019). *Intervention Client Data: Clients assisted by ethnicity*. Retrieved from <https://www.health.govt.nz/our-work/mental-health-and-addictions/gambling/service-user-data/intervention-client-data#ethnicity>
- ³⁵ Statistics New Zealand (2019). *2013 Census – Major ethnic groups in New Zealand*. Retrieved from <https://www.stats.govt.nz/infographics/major-ethnic-groups-in-new-zealand>
- ³⁶ Sapere Research Group. (2018). *Gambling Harm Reduction Needs Assessment*. Wellington: Ministry of Health.
- ³⁷ As above.
- ³⁸ Clubs are permitted to be societies and to operate their own machines in their own clubrooms. They are not required to make grants to other community organisations but can do so.
- ³⁹ Of the forms of gambling in New Zealand, non-casino EGMs generate the most revenue for the Government. The tax contribution from pokies is made up of a 20% gaming machine duty, 0.78% allocation to the problem gambling levy, and 15% GST.
- ⁴⁰ Internal Affairs. (2016). *Pokies in New Zealand: a guide to how the system works*. Retrieved from [https://www.dia.govt.nz/Services-Casino-and-Non-Casino-Gaming-Gambling-in-Pubs-and-Clubs-\(Class-4\)#guide](https://www.dia.govt.nz/Services-Casino-and-Non-Casino-Gaming-Gambling-in-Pubs-and-Clubs-(Class-4)#guide)
- ⁴¹ As above.
- ⁴² Hancock, L. & O’Neil, M. (2010). *Risky business: Why the commonwealth needs to take over gambling legislation*. (Alfred Deakin Research Institute working paper 11). Retrieved from <http://www.deakin.edu.au/alfred-deakin-research-institute/assets/resources/publications/workingpapers/adri-working-paper-11.pdf>; Uniting Care Australia (2009), *Submission to the Productivity Commission Inquiry into Australia’s Gambling Industries*. Retrieved from <http://www.unitingcare.org.au/images/stories/submissions/subproductivitycomgamblingmay09.pdf>
- ⁴³ Bostock, W. (2005) Australia's gambling policy: motivations, implications and options. *Journal of Gambling Issues*, 13. Retrieved from <http://jgi.camh.net/doi/full/10.4309/jgi.2005.13.4>
- ⁴⁴ Sapere Research Group. 2018. *Gambling Harm Reduction Needs Assessment*. Wellington: Ministry of Health.
- ⁴⁵ As above.
- ⁴⁶ Centre for Social and Health Outcomes Research and Evaluation. (2008). *Assessment of the social impacts of gambling in New Zealand*. Retrieved from <https://www.health.govt.nz/system/files/documents/publications/social-impacts-gambling-nz08.pdf>

-
- ⁴⁷ Abbott, M., Landon, J., Page, A., Palmer, K., Thorne, H. (2010). *Focused literature review for the problem gambling programme: Final report for the Health Sponsorship Council*. Auckland University of Technology. Retrieved 2013 from <http://www.hsc.org.nz/sites/default/files/publications/HSC-PG-ReviewFinal-Sept2010.pdf>;
- Doughney, J., Kelleher, T. (2008/09). *Victorian and Maribyrnong gambling: a case of diverted consumer spending. An Unconscionable Business: The Business: The Ugly Reality of Electronic Gambling: a Selection of Critical Essays on Gambling Research, Ethics and Economics*. Cited in Borrell, J. (2009). *Submission to the productivity commission gambling inquiry*. Kildonan Uniting Care: Whittlesea, Melbourne. Retrieved 2013 from http://www.pc.gov.au/_data/assets/pdf_file/0006/87630/sub163.pdf
- ⁴⁸ Adams, P. J., Rossen, F. V. (2005). *The ethics of receiving funds from the proceeds of gambling*. Centre for Gambling Studies, University of Auckland.
- ⁴⁹ Adams, P., Brown, P., Brown, R., Garland, J., Perese, L., Rossen, F., & Townsend, S. (2004). *Gambling Impact Assessment for Seven Auckland Territorial Authorities. Part One: Introduction and Overview*. Centre for Gambling Studies, University of Auckland. Retrieved from http://www.fmhs.auckland.ac.nz/soph/centres/cgs/_docs/2004adams2_overview.pdf
- ⁵⁰ Gamblefree Day prompts call for funding boycott. (2011 September 1). *ONE News*. Retrieved 29 January 2013 from <http://tvnz.co.nz/national-news/gamblefree-day-prompts-call-funding-boycott-4378621>; Inglis, S. (2011 August 20). Editorial: Gambling much bigger problem. *Bay of Plenty Times*; De Graaf, P. (2010 July 18). Pub: Ditching pokies worth the gamble. *Northern Advocate*. Retrieved 29 January 2013 from <http://www.northernadvocate.co.nz/local/news/pub-ditching-pokies-worth-the-gamble/3917450/>; Thomas, A. (2009 February 16). Rugby – ‘crisis meeting’ resuscitates Mangakahia. *Northern Advocate* Retrieved 29 January 2013 from <http://www.northernadvocate.co.nz/sport/news/rugby-crisis-meeting-resuscitates-mangakahia/3795053/>; McNeilly, H. (2008 July 31). Giving up pokie funding right call: Mission. *Otago Daily Times*. Retrieved 29 January 2013 from <http://www.odt.co.nz/news/dunedin/15633/giving-pokie-funding-right-call-mission>
- ⁵¹ Health Promotion Agency. (2018). *Kupe 2018: Health and Lifestyles Survey* [Indicator: Online gambling on overseas website]. Retrieved from <http://kupe.hpa.org.nz/>

Ends

Attachment 9

Memorandum

To: Council

From: Michael Hodder

Date: 25 October 2019

Subject: **Additional remuneration for Councillors in the 2019-22 triennium**

File: 3-OR-3-4

For the 2019-22 triennium, the Remuneration Authority has changed the way in which salaries for Councillors are set. In the 2016-19 triennium, these salaries (including provision for additional responsibilities such as Deputy Mayor or Committee Chairs) were set by the Authority – as they continue to be for Mayors and Community Boards. For Councillors, the Authority has prescribed a governance remuneration pool for each local authority, leaving it to each local authority to decide how the pool will be used. The background to this change is described in the Explanatory memorandum to the Local Government Members (2019/20) Determination 2019, attached as Appendix 1.

The governance remuneration pool prescribed for Rangitikei during 2019/20 is \$286,429. There are several conditions which must be met:

- The whole pool must be used.
- The level of remuneration to a Councillor must not be below the minimum allowable annual remuneration which is \$20,268. This means that the sum available for additional responsibilities is \$63,481.
- The apportionment of the pool is a recommendation to the Authority who confirms it in a subsequent Determination. This reflects the earlier requirement for the Council to justify the use of the sum prescribed by the Authority for additional duties.

Council may allocate a part of the governance remuneration pool to either or both community boards in recognition of significant delegated functions. That is not currently the case, so it is suggested that no such allocation is made.

Three options are suggested for consideration

1. Allocate evenly among Councillors

This approach recognises that some responsibilities are shared – particularly representing Council at community committees, community boards, reserve management committees, and rural water supply management subcommittees. It would mean each Councillor's annual remuneration would be \$26,039. However, as this would not distinguish the additional workload which the Deputy Mayor, and Committee Chair/Deputy Chairs have, the Authority may have reservations.

2. Allocate the maximum sum available for additional responsibilities to the Deputy Mayor and, Committee Chairs and Deputy Chairs

An analysis of positions with additional responsibility during the 2016-19 triennium assessed the workload (on a monthly basis, excluding scheduled meetings) as follows:

Deputy Mayor	<ul style="list-style-type: none"> a. Carries out the following: Performs all the responsibilities and duties, and exercises all the powers of the Mayor: i) with the consent of the Mayor at any time during his temporary absence, ii) without the Mayor's consent, at any time while the Mayor is prevented by illness or otherwise from performing his duties, iii) while there is a vacancy in the office of Mayor; b. Deputises for the Mayor when the latter has competing commitments. Includes chairing meetings of the Council, addressing the media on Council issues, representing the Mayor at civic and community events, chairing informal meetings of Councillors; c. Community leadership through holding meetings with various community groups on topical issues, as requested by the Mayor, and working with those groups and Council staff to resolve them; d. Assists the Mayor to work closely with other Elected Members to ensure smooth Council decision-making. 	10 hours
Chair of Committee	<p>Carries out the following:</p> <ul style="list-style-type: none"> a. Chairs meetings of a Standing Committee; b. Meeting preparation: Attend agenda meetings with staff and ensure satisfactory information is under preparation, and that resolutions/undertakings from previous meetings are being actioned; c. Policy leadership: provide guidance to the Committee on own portfolio area and strategic direction, make policy recommendations, exercise good financial stewardship. 	12 hours
Deputy Chair of Committee	<p>Carries out the following:</p> <ul style="list-style-type: none"> a. Chairs meetings of a Standing Committee in absence of the Chair; b. Meeting preparation and follow-up: Attend agenda meetings with staff and Chair and help ensure satisfactory information is under preparation; c. Policy leadership: support the Chair in providing guidance to the Committee on own portfolio area and strategic direction, making policy recommendations, and exercising good financial stewardship. 	6 hours
Chair of Chief Executive Review Committee	<ul style="list-style-type: none"> a. Carries out the following: Facilitates Council discussion and agreement on performance targets for the Chief Executive and discussion of those with the Chief Executive; b. Facilitates Council discussion on approach for annual review (and six-monthly review), and seeks input from the Chief Executive; Liaises with Council's consultant over briefings to Elected Members and survey questionnaire; c. Prepares the review papers for Council and senior managers for 360 degree feedback, collates returned 	2 hours

	<p>data and prepares report for discussion at Council workshop;</p> <p>d. Arranges discussion of survey findings and discussion with the Chief Executive;</p> <p>e. Seeks advice from consultant on remuneration based on current job sizing and workload for discussion with the Mayor and Chief Executive.</p> <p>Note: The full Council conducts any reviews of the Chief Executive's performance</p>	
--	--	--

If this analysis is accepted, the additional remuneration would be as follows:

Deputy Mayor \$8,817

Chair of Committee \$10,580

Deputy Chair of Committee \$5,290

Chair of the Chief Executive Review Committee \$1,763

Where a Councillor had two or more additional responsibilities, the additional remuneration would reflect that – e.g. the Deputy Mayor who is also Chair of the Finance/Performance Committee and Deputy Chair of the Audit/Risk Committee would receive remuneration of \$24,687 in addition to the minimum allowable annual remuneration of \$20,268 as a Councillor.

This is a conventional approach and would be unlikely to be questioned by the Authority.

3. Adopt a mixed allocation –i.e. recognise that all Councillors have additional responsibilities (in terms of representing Council at community committees etc.) and recognise specific additional responsibilities (for Deputy Mayor, Chair of Committees etc.).

This approach requires a percentage split of the sum available for additional responsibilities. For example, if Council considered 25% was appropriate recognition of additional responsibilities in terms of representation, the additional remuneration for each Councillor would be \$1,443, or a total of \$21,711. This would mean that the sum available to be allocated for additional responsibilities would be \$47,608. Applying the same split as in option 2 above, the additional remuneration would be:

Deputy Mayor \$6,612

Chair of Committee \$7,935

Deputy Chair of Committee \$3,967

Chair of the Chief Executive Review Committee \$1,322

This is an unusual approach, but unlikely to be questioned by the Authority unless the percentage allocation to all Councillors was high.

Recommendations

1. That the memorandum 'Additional remuneration for Councillors in the 2019-22 triennium' be received

2. That Council adopts as the basis for additional remuneration for Councillors in the 2019-22 triennium

EITHER Option 1 – allocate the full governance remuneration pool evenly among all Councillors.

OR Option 2 – allocate the full governance remuneration pool to specific additional responsibilities (i.e. Deputy Mayor, Committee Chair and Deputy Chairs and the Chair of the Chief Executive Review Committee).

OR Option 3 – adopt a mixed allocation on the basis that ...% recognises additional representation responsibilities discharged by all Councillors (this increasing their minimum allowable annual remuneration) and the balance (...%) recognises specific additional responsibilities (i.e. Deputy Mayor, Committee Chair and Deputy Chairs and the Chair of the Chief Executive Review Committee).

OR

Michael Hodder
Community and Regulatory Services Group Manager

Appendix 1

Explanatory memorandum

This memorandum is not part of the determination, but is intended to indicate its general effect.

This determination comes into force on 1 July 2019 and expires on the close of 30 June 2020.

Over the past 2 years, the Remuneration Authority (the **Authority**) has conducted a major review of the local government sector remuneration, which included extensive consultation. As a result of the review, the Authority decided to make 2 changes to the way in which local government remuneration is set. First, it adopted a set of revised and updated council size indices (one each for territorial authorities, unitary authorities, and regional councils); and, secondly, it decided to introduce a more locally responsive way of setting members' remuneration. It should be noted that the remuneration of mayors, regional council chairpersons, and community board and Auckland local board members is not included in the second change.

First change: revised and updated council size indices

The first alteration, revised and updated council size indices, resulted in changes to council rankings on their relevant index. The new sizes relate to the size of the governance role of each council, based on a number of indicators. The size rankings are not related to the number of councillors on any council and will not be affected if councillor numbers increase or decrease in future. As well as changes to the size indices, the Authority has created a local government pay scale, generally using parliamentary remuneration as a comparator. Christchurch City Council (the largest council aside from Auckland) sits at the top of the council pay scale. For smaller councils, the bottom of the pay scale is set by a pro rata proportion of the average annual wage. Because of their extreme sizes, Auckland and Chatham Islands councils will sit outside the range of the pay scale.

The Authority began introducing the changes to the index rankings in the Local Government Members (2018/19) (Local Authorities) Determination 2018 (the **2018 Determination**), which are continued in this determination. The changes will be fully completed following the 2019 local election, when the second part of the new approach will also be applied. These changes involve a major reassessment of the existing rates paid to councillors. Implementation of the new approach over a period means that, between 1 July 2018 and October 2019, changes to remuneration for elected local government members will have varied to a considerable degree between councils, rather than being an overall consistent percentage increase. For some, there will be no movement over this time, whereas for others there will be a substantial increase, reflecting the Authority's new assessment of the size of councils' responsibilities.

Second change: how the Authority sets councillor remuneration

The second alteration is in the way that the Authority sets councillor remuneration.

Under the system used for the past several years, the Authority has set a base councillor rate for each council, then for each council a sum equivalent to the base pay of 2 councillors has been set aside to pay extra remuneration to those undertaking positions of responsibility, such as deputy mayors or chairpersons of committees. In each case, the councils themselves make recommendations to the Authority on how the pool should be allocated, and those recommendations are then considered by the Authority before making its determination. This is how remuneration has been determined in *Schedule 1* of this determination, which applies from 1 July 2019 until the end of the day on which the official result is declared for each new council following the local government election on 12 October 2019.

Under the new approach, the Authority has created a total "governance remuneration pool" for each council, reflecting the ranking of that council on the index (*see* the table at the foot of this explanatory memorandum). The size of each pool does not correspond to the number of councillors on each council, which ranges from 6 to 16 (excluding Auckland). The governance pool is the total amount of money that the Authority has determined is available to pay councillor remuneration per annum. When each new council takes office following the 2019 local election, the council will be invited to give the Authority recommendations for how its pool should be distributed among the council members. The recommendations will include a rate for base

councillor remuneration and rates for all positions of responsibility. The Authority will then consider the councils' recommendations before determining the remuneration payable to members.

Mayors, regional council chairpersons, Auckland local board members, and community board members

The second change to local government remuneration (ie, the introduction of the governance remuneration pool) does not apply to mayors, regional council chairpersons, Auckland local board members, or community board members. Remuneration for mayors and regional council chairpersons will continue to be set individually by the Authority and will reflect each council's ranking on the relevant size index. The largest role in local government (the Mayor of Auckland) has been generally benchmarked around the remuneration of a Cabinet minister and will not exceed that level.

The Authority has developed a separate size index for Auckland local boards that is not the same as the indices for territorial, unitary, or regional authorities. It takes into account the singular characteristics and accountabilities of Auckland local boards, including their representational responsibilities for (in many cases) large populations. The Authority contemplated a pool system for Auckland local boards, but ultimately did not implement this because the Auckland local boards have no formal positions of responsibility aside from their deputy chairpersons. For that reason, the Authority will continue to set remuneration for Auckland local board chairpersons, deputy chairpersons, and members. Based on the new local board size index, there are some differences between boards in the level of remuneration increases of local board members in this determination as the new system is phased in.

The Authority reviewed the position of community board members as one of the final parts of its overall review of local government remuneration. The Authority's original thesis was that, because community boards are part of the governance apparatus of councils, their costs should be included in the governance pool for each council, which would be the same size pool regardless of whether or not a council had any community boards.

However, the data the Authority examined indicated such massive variances in roles and powers, in per capita representation, and in cost that it was unable to rank community boards in any sensible order. As a result, the Authority decided that, for the time being, it would have significant difficulty creating a robust index that could be incorporated into the overall approach to the remuneration of councillors. In this determination, the Authority has applied an across-the-board increase of 2% to most community board members, reflecting the Labour Cost Index for the public sector for the year ended 30 March 2019. A small number of community boards have received no increase because their remuneration costs per capita are significantly higher than those of most other community boards.

Despite the above approaches, the Authority has applied a minimum level of remuneration even for smaller community boards representing tiny populations. Members of those boards need fair payment, even if it were just considered a meeting attendance fee, so the Authority has increased their remuneration to the minimum level of \$2,000 before tax.

For the time being, if a council delegates significant powers and functions to 1 or more community boards and, as a consequence, recommends that the Authority increases the remuneration of their community board members, the additional funds will come out of the council's governance remuneration pool.

Where the numbers and relative size of community boards within a territorial authority have changed as a result of a representation review that will apply from the date of the 2019 local elections, the remuneration of community board members has been specifically assessed to reflect the changes.

Motor vehicles

The annual remuneration for a mayor or regional chairperson, shown in *Schedule 1* and *Schedule 2*, is their total remuneration and it includes the annual value of their motor vehicle entitlement. If a council provides its mayor or regional chairperson with a motor vehicle, there is a consequent salary reduction. The rules for the calculation of the benefit are in *clause 9* of this determination and also on the Authority's website.

Upper limits on the purchase prices of petrol/diesel and electric/hybrid motor vehicles (including on-road costs and goods and services tax paid) were set by the Authority in the 2018 Determination and have not

been changed. These upper limits take account of the vehicle being fit for purpose, the safety of the driver, and fairness to the ratepayers. For this determination, the Authority reviewed the maximum purchase rate for motor vehicles and decided to retain the current levels. However, it recommends that all councils utilise the All of Government procurement process to optimise the value of their purchases. The new purchase price limits do not apply to existing motor vehicles currently provided to mayors and regional chairpersons. In those cases, the actual purchase prices are grandparented until the existing vehicles are replaced.

Allowances

The vehicle mileage allowance rates (*clause 11*) have been updated to reflect the new kilometre rates for self-employed people and employees published by the Inland Revenue Department on its website as at 7 June 2019.

The communications and travel time allowances for members have not been changed this year and the details are in *clauses 12 and 13* and on the Authority's website.

This year, for the first time, the Authority has introduced a childcare allowance for members who have responsibility for caring for children under the age of 14 years. The allowance is a contribution towards expenses incurred by the member for the provision of childcare while the member is engaged on local authority business. The allowance is capped and is subject to certain conditions outlined in *clause 14* of this determination.

Payment of any or all of the allowances is at the discretion of each council. All the allowances included in this determination are reviewed annually.

Governance remuneration pool table

The table below sets out the local government governance remuneration pools for councillors that will apply on and after the day after the date on which the official result of the 2019 local election of members for an individual council is declared, for the purpose described above.

Part 1

Remuneration pools for councillors of regional councils

Council	Governance remuneration pool (\$)
Bay of Plenty Regional Council	869,154
Canterbury Regional Council	964,061
Hawke's Bay Regional Council	557,483
Manawatu–Wanganui Regional Council	638,974
Northland Regional Council	580,951
Otago Regional Council	703,598
Southland Regional Council	555,828
Taranaki Regional Council	466,596
Waikato Regional Council	933,748
Wellington Regional Council	921,454
West Coast Regional Council	317,737

Part 2

Remuneration pools for councillors of territorial authorities

Territorial authority	Governance remuneration pool (\$)
Auckland Council	2,556,478
Ashburton District Council	377,856
Buller District Council	264,396
Carterton District Council	220,330
Central Hawke's Bay District Council	267,264
Central Otago District Council	276,480
Chatham Islands Council	147,488

Territorial authority	Governance remuneration pool (\$)
Christchurch City Council	1,843,200
Clutha District Council	352,528
Dunedin City Council	1,105,920
Far North District Council	707,201
Gisborne District Council	631,530
Gore District Council	286,429
Grey District Council	248,832
Hamilton City Council	1,194,394
Hastings District Council	790,733
Hauraki District Council	350,208
Horowhenua District Council	433,152
Hurunui District Council	248,832
Hutt City Council	827,228
Invercargill City Council	506,880
Kaikōura District Council	198,297
Kaipara District Council	359,424
Kāpiti Coast District Council	497,664
Kawerau District Council	220,330
Mackenzie District Council	176,264
Manawatu District Council	377,856
Marlborough District Council	583,467
Masterton District Council	372,130
Matamata–Piako District Council	387,072
Napier City Council	705,096
Nelson City Council	603,300
New Plymouth District Council	778,568
Ōpōtiki District Council	211,968
Otorohanga District Council	198,297
Palmerston North City Council	778,568
Porirua City Council	543,744
Queenstown–Lakes District Council	423,936
Rangitikei District Council	286,429
Rotorua District Council	714,084
Ruapehu District Council	294,912
Selwyn District Council	479,232
South Taranaki District Council	414,720
South Waikato District Council	354,912
South Wairarapa District Council	242,363
Southland District Council	396,288
Stratford District Council	264,396
Tararua District Council	313,344
Tasman District Council	624,528
Taupō District Council	470,016
Tauranga City Council	1,105,920
Thames–Coromandel District Council	427,180
Timaru District Council	451,584
Upper Hutt City Council	423,936
Waikato District Council	729,480
Waimakariri District Council	488,448
Waimate District Council	220,330
Waipa District Council	470,016
Wairoa District Council	223,592
Waitaki District Council	331,776
Waitomo District Council	211,968
Wellington City Council	1,585,152
Western Bay of Plenty District Council	479,232
Westland District Council	220,330
Whakatāne District Council	446,388

Attachment 10

REPORT

SUBJECT: **Administrative Matters – October 2019 (2019-22 triennium)**

TO: Council

FROM: Peter Beggs

DATE: 23 October 2019

FILE: 5-EX-4

1 Earthquake-prone building system implementation

- 1.1 The Ministry of Business, Innovation and Employment (MBIE) is undertaking 'tailored supervision' of territorial authorities over the Earthquake-Prone Building requirements contained within the Building Act 2004. This is a monitoring function and not a technical review of council processes. The visit to Rangitikei will be on 19 November 2019.
- 1.2 Section 133AG of the Building Act requires all territorial authorities to identify potentially earthquake-prone buildings within the applicable time frames. As Rangitikei is within the high seismic risk zone, this is five years. Until the end of this period, the Council is required to report to the Chief Executive of MBIE on progress towards identifying buildings or parts of buildings within the District which are potentially earthquake prone. To date, Council staff have done 109/203 assessments and the yearly report was completed on the MBIE website on 5 August 2019.

2 Putorino Landfill

- 2.1 A copy of the memorandum of 5 September 2019 to the Assets/Infrastructure Committee is attached as Appendix 1. This outlines the nature of the issue and actions taken so far, particularly investigation work by WSP Opus and their suggested four options for reinstatement of the site. The four options are:

Option 1 : Full relocation

It would be feasible to excavate all the contents and cart to a distant secure landfill, the closest likely site being Bonny Glen 34 km away. In all some 9200 m3 would need to be removed.

Option 2 : Partial relocation

As an alternative to a full excavation it would be feasible to do a more limited excavation to take the material back to where it is inferred that the papa shelf of

the 1942 riverbank starts. This would involve removal of some 4,300 m³ of material.

Option 3: Leave in place and armour current toe

This option would involve removal of all the loose material which has spilled from the site, battering back the fill to a stable angle of repose. River training works would then be used to secure the site against future river incursions.

Option 4: Minimal clean-up of spilled material only

This is not seen as a permanent or appropriate solution.

- 2.2 Subsequently, this information was provided to Horizons, who advised the consenting implications of these and requested an indicative timeline for deciding which of the four options would be best suited to the situation. During November there will be a series of meetings with affected Iwi (and Horizons) to discuss the four options followed by a combined meeting with all affected Iwi and Horizons to agree on the final preferred solution. The preferred option will be presented to Horizons in December 2019 and a resource consent application submitted in February 2020.

3 Regional spatial planning

- 3.1 Since May 2019, staff from all councils in the Horizons region have been collaborating in developing a shared spatial plan for the region. Spatial planning is quite different from land use planning, documented through the District Plan. Spatial planning seeks to combine sector based policy (economic, social, transport, energy, environmental etc.) and convey it spatially. It is particularly useful for cross-boundary issues like major infrastructure, settlement patterns and location of major industry.
- 3.2 Further refinement of the draft spatial plan is to occur in November 2019; following that, two or three elected members from each council will be invited to participate in a workshop during December. The precise time for that has yet to be fixed; once that is known Elected Members will be advised.
- 3.3 The completed spatial plan will be an important foundation for the 2021-31 Long Term Plan.

4 District Plan Change update

- 4.1 An update will be provided to the meeting.

5 Amendment to rates remission policy – incentivising residential development

- 5.1 Feedback from the public enquiring about this policy has shown that some rewording is desirable. The marked-up text is attached as [Appendix 2](#). These are minor amendments and there is no requirement for Council to consult on them.

- 5.2 A recommendation is included.

6 Road closures

- 6.1 The advertisements for the road closures in Bulls, Marton, Hunterville and Tahape for the Christmas Parades in those towns are attached as Appendix 3. Should any objections be received by the closing date, 8 November 2019, it is suggested that they are considered by the Mayor, Deputy Mayor and Chief Executive and their decision reported to the next meeting of Council.

7 Resource Management Amendment Bill

- 7.1 The Resource Management Amendment Bill was introduced into Parliament on 23 September 2019 and had its first reading on 26 September 2019, after which it was referred to the Environment Committee. Submissions are due on 7 November 2019.
- 7.2 As foreshadowed at Council's meeting on 10 October 2019, a draft submission is being prepared, for consideration at this first business meeting of the newly elected Council. It will be tabled at the meeting.

8 Meeting times

- 8.1 Meeting times during the 2016-19 triennium for Council, its standing committees and workshops is between 9.30 am and 5.00 pm on the second, third and last Thursdays of each month. Before preparing the schedule of meetings and workshops for 2020, it is important to know Elected Members' preferences. A recommendation is included.
- 8.2 Meetings of community boards and community committees are normally held early evening.

9 Marton Council Chambers Art Project

- 9.1 The Strategic Advisors for both Iwi/Hapu and Youth are proposing to work with the District's three colleges to create a collaborative art piece to fill the spaces above the top moulding on the western and northern walls of the Council Chambers in Marton.
- 9.2 It is envisioned that the project will be youth led, supported by teachers, with all students participating in a design workshop sessions at the beginning of the school year 2020.
- 9.3 The final piece is intended to be cohesive and incorporate cultural elements relevant to the whole District. Students would present their draft design to Elected Members for endorsement.

- 9.4 The work would be on MDF, or something similar, to allow each school to work individually and allowing for relocation at a later stage if the planned Civic Centre on Broadway/High Street proceeds.
- 9.5 Staff from both Council and the colleges would meet this year to plan student workshops and timeframes with students starting the project at the beginning of 2020.

10 Staff

- 10.1 Murray Phillips started as Team Leader, Parks and Reserves, on 7 October 2019.
- 10.2 Grace Donaldson started as Animal Control Officer on 14 October 2019.
- 10.3 Advertising closes on 23 October 2019 for the Strategy and Community Planning Manager, the Management & Systems Accountant (replacing a contract position vacant for some months), the Communications & Graphics Designer (replacing a contract position) and a 12-month Human Resources Advisor. Interviews will be held during November 2019.
- 10.4 The King Street Depot (currently the base for the Parks team) is being refurbished so that its space is fully utilised in the way envisaged with the relocation of administrative and library functions to the Marton CBD, as foreshadowed in the 2019/20 Annual Plan (and the 2018-28 Long Term Plan). Even if that relocation was deferred, the more effective use of the space at King Street and improved workflow at 46 High Street makes this a worthwhile project.

11 Recommendations:

- 11.1 That the report 'Administrative Matters – October 2019 (2019-22 triennium) to the 31 October 2019 Council meeting be received.
- 11.2 That Council approve the minor amendments proposed to the Rates remission policy –incentivising residential development, to take immediate effect (i.e. from 1 November 2019).
- 11.3 That His Worship the Mayor be authorised to sign, on behalf of the Rangitikei District Council, the submission to the Parliamentary Environment Committee on the Resource Management Amendment Bill.
- 11.4 That any objections to the road closures requested for the purpose of holding Christmas Parades in Bulls, Marton, Hunterville and Marton be considered by His Worship the Mayor, the Deputy Mayor and the Chief Executive and their decision reported to the next meeting of Council.
- 11.5 That the normal meeting time for Council, its standing committees and workshops is

EITHER between 9.30 am and 5.00 pm on the second, third and last Thursdays of each month

OR.....

Peter Beggs
Chief Executive

Appendix 1

Memorandum

To: Assets/Infrastructure Committee

From: Arno Benadie, Principal Advisor - Infrastructure

Date: 5 September 2019

Subject: **Putorino Landfill update**

File: 6-SO-1-8

The purpose of this Memorandum is to provide the Asset and Infrastructure Committee with an update on the current state of the Putorino Landfill, as well as noting the actions discussed and agreed between RDC and Horizons Regional Council (HRC) to date.

In early October 2018 Rangitikei District Council was advised that a historic landfill has been exposed on the banks of the Rangitikei River at the eastern end of Putorino Road. During November 2018 it was agreed that Horizons would secure the necessary consent and undertake the works required to shift the river flow, which involved a combination of aggregate (metal) extraction and relocation. RDC would then undertake the site assessment and fund any agreed remediation work. Work on redirecting the river flow was completed in May 2019. RDC engaged WSP OPUS to undertake the landfill site assessment work, and to use that information to identify and cost options for remediation/mitigation.

The investigation work by WSP OPUS was completed in two stages. The first stage included results of initial desktop assessments, a UAV (drone) survey of the site and a walk over inspection. A parallel study has assessed the morphology of the Rangitikei River and its courses over the last 80 years. This work was completed in May 2019 and recommend that the following stage two works be undertaken to inform the development of options for the site remediation:

- Test pitting of the site to determine the content of the historic landfill.
- Install 2 drill holes through the fill and into the underlying strata. This will confirm the content of the landfill and the refuse depth
- Install piezometers in the drill holes described above. This will be used for subsequent groundwater sampling and testing.
- Ground water sampling to determine the extent to which the site may be leaching contaminants to the river.

The stage two work was commissioned in June 2019 and completed by the middle of August 2019. The stage two investigations delivered the following results:

Depth and volume of fill material

The drone survey found that there has been no significant encroachment of the river into the inferred dump extents. However the dump now extends out into the current river channel, and armouring of the river side of the dump by construction debris appears to be preventing erosion. The fill does not extend to normal river level, finishing at around 2 m above river level. An estimate of the total volume of fill material based on the mapped surface area and observed depths in the drill holes is 9,200 m³.

Test Pits

The test pits and drill cores encountered a soil/concrete/timber matrix with relatively small proportions of what would be classed as domestic refuse. This suggests the fill material has a low potential for further leaching of contaminants if left in place. The age of the fill is also a mitigating factor for further leaching

Underlying geology

The papa shelf found in Bore 1 was forming a boundary to further regression of the river bank. Similarly, there appears to be no firm layer beneath the river edge of the fill which would prevent further regression back to the 1942 bank line (aerial plot of Landfill Extents in Appendix 1). What appears as a siltstone layer above water level at the edge of landfill is probably the firm sandy silt encountered at 6.2 m in Bore 2. It is underlain by erodible gravels.

Water Test Results

The water tests found minimal evidence of leachate contamination of groundwater beneath the fill. This indicates that leaving the material in place does not constitute a significant on-going risk of leaching.

Soil test results

The soil test results found low levels of contamination of the soil below the fill with landfill derived contaminants. Again, this indicates that leaving the material in place does not constitute a significant ongoing risk of leaching.

WSP OPUS proposed 4 possible options for reinstatement of the site. They have now been commissioned to determine a rough order of costs for each of the proposed options. Once we receive the cost estimates, we will consult with Iwi, local property owners, and Horizons in order to agree the most practicable option having regard to the nature, state and ongoing risks to the site. Once the most suitable option has been selected, WSP OPUS will proceed with detailed design ready for tendering.

While the WSP OPUS work is in progress, we are looking at temporary measures to remove landfill material from the edge of the higher winter water level in the river. The final solution is still in development, but we've had discussions with contractors and preliminary work could start in the next two weeks. The main objective of the temporary works is to prevent any additional landfill material entering the Rangitikei River until the final permanent solution is in place.

A resource consent would be required from Horizons to undertake any works at the landfill site, and Iwi, local property owners and Horizons would be consulted during this process. RDC has allocated \$500K in its 2019/20 budgets to address this matter.

Recommendation:

That the Memorandum 'Putorino Landfill update' to the 12 September 2019 Asset/Infrastructure Committee meeting be received.

Arno Benadie
Principal Advisor - Infrastructure

APPENDIX 1

Putorino Landfill Extents 2019
Putorino Test Locations



0 12.5 25 50
Metres

Putorino Landfill Extents 2019

Prepared by: wjag0 Approved by: wjag0

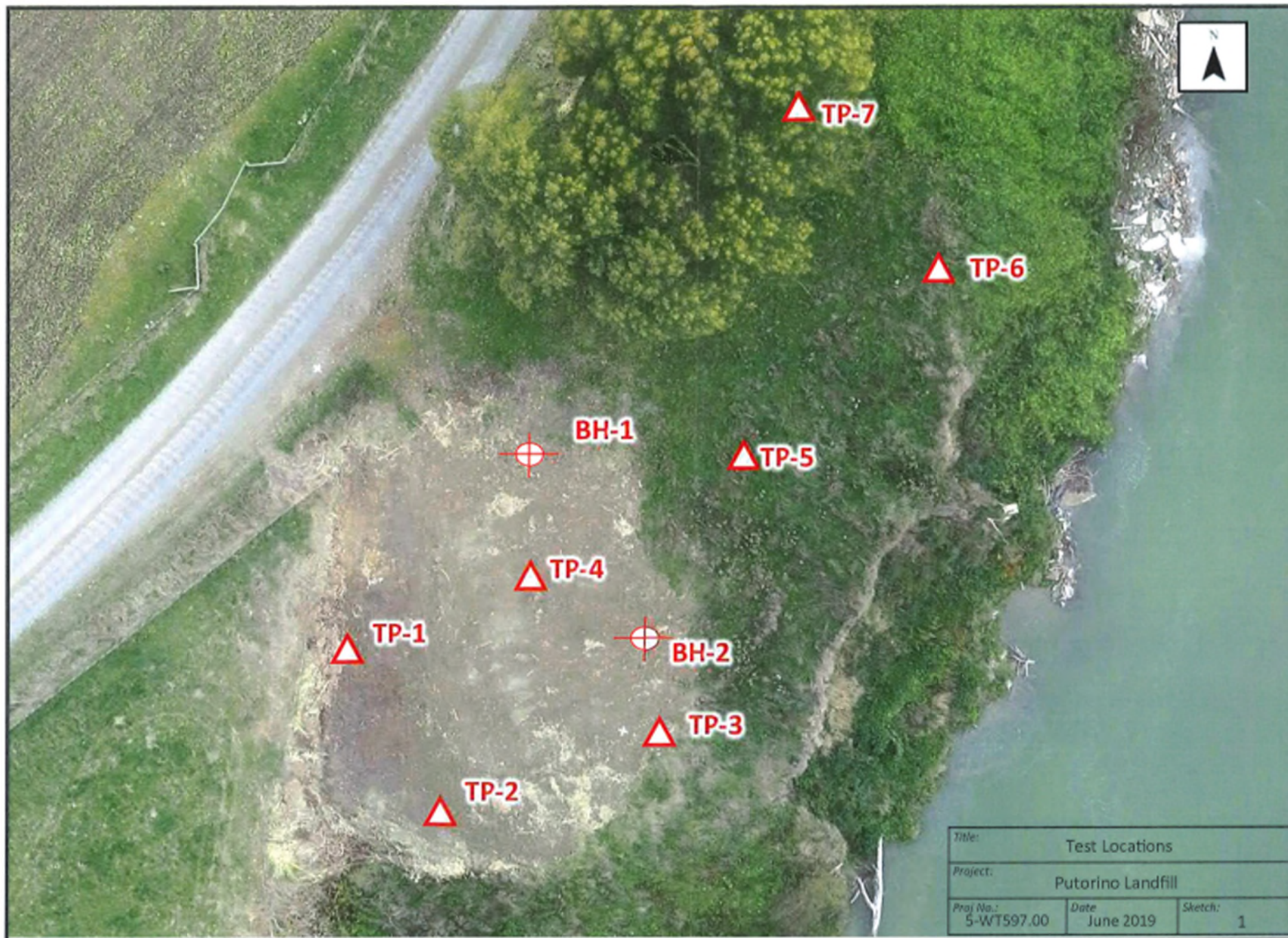
Aerial Imagery data obtained from LINZ and LIDAR sourced from BOPRC under Creative Commons Attribution 3.0 New Zealand Licence. Parcel boundaries are to be taken as approximate only.



Whakatane Office
PO Box 800
Whakatane, New Zealand
www.wsp-opus.co.nz
Tel: +64 7 306 0139
Fax: +64 7 306 4757

07 May 2019

C:\CLIENTS\Clients other\BOPRC\District Council\Putorino Landfill\GCPutorino_mxd



Appendix 2

11

Objective

To increase the amount of housing stock in the Rangitikei.

Conditions and criteria

Rates remission on new or relocated dwellings

1. Council may grant a rates remission on a new residential building constructed anywhere in the Rangitikei District or a relocated dwelling if brought from outside the District and so certified by the agency undertaking the relocation
2. The remission will be for a total of \$5,000 (GST inclusive), and available after the Council has issued a building code compliance certificate for the dwelling. The remission will end once \$5,000 of rates has been remitted. The remission applies to the property and if sold will be is transferredable to the a subsequent owner.
3. If more than one qualifying new or relocated dwelling is constructed on a single rating unit, the remission is increased proportionate to the number of dwellings.
4. The remission is not available if the otherwise qualifying new or relocated dwelling is replacing an existing dwelling. However, Council will consider an application to waive internal building consent costs for such a dwelling.
5. The remission is not available retrospectively for otherwise qualifying new or relocated dwellings which have been completed before the commencement date of this policy.
6. If approved the remission will be allocated against the rate account pertaining to that property. Rates remissions date from the start of a financial year.

Rates remission on subdivisions for residential purposes

1. If a subdivision for residential purposes receives resource consent approval *after* the commencement date of this policy, Council will continue to charge the subdivided property the rates last charged before subdivision for up to three years. When sections are sold, the rates will be reduced proportionately on the area not yet sold.
2. Where a subdivision for residential purposes received resource consent approval *before* the commencement date of this policy, Council will continue to charge the subdivided property the most recent rates charged for up to three years. When sections are sold, the rates will be reduced proportionately on the area not yet sold.
3. Any section sold from a subdivision for residential purposes during the three year period when a remission is being granted over the whole site, will be rated for one year at the pre-subdivision rate (proportionately to the total area of the approved subdivision). Full rates will apply after that year.
4. A qualifying subdivision for residential purposes must have a minimum of three sections.
5. A qualifying subdivision for residential purposes may be anywhere in the District.
6. If approved the remission will be allocated against the rate account pertaining to that property. Rates remissions date from the start of a financial year.

Appendix 3



INTENTION TO CLOSE ROAD TO VEHICULAR TRAFFIC

PURSUANT to Traffic (Vehicular Traffic Road Closure) Regulations 1965, NOTICE IS HEREBY GIVEN that, the Rangitikei District Council intends to consider closing the roads as listed below for the purpose of permitting the Christmas Parades and Christmas in the park concert for the Taihape Community Development Trust on Saturday 30th November 2019.

Taihape Christmas Parade

12.00pm – 1.00pm

Roads to be closed:

Hautapu Street, SH1 – between Kuku Street and Huia Street

Tui Street – between Robin Street and Kokako Street

Kokako Street – North bound lane between Kuku Street and Huia Street

Kuku Street – East bound lane between Kokako Street and Hautapu Street

Huia Street – West bound lane between Kokako Street and Hautapu Street

Any person objecting to the proposals is called upon to lodge notice of his/her objection and grounds thereof in writing, before 4.00 pm, Friday the 8th November 2019, at the office of the Rangitikei District Council, Private Bag 1102, Marton 4741.

Should the Rangitikei District Council decide to close the said roads, a public notice shall be given.

Michael Hodder

Acting Chief Executive



INTENTION TO CLOSE ROAD TO VEHICULAR TRAFFIC

PURSUANT to Section 342 (b) and the Tenth Schedule of the Local Government Act 1974, NOTICE IS HEREBY GIVEN that, the Rangitikei District Council intends to consider closing the roads as listed below for the purpose of permitting Hunterville lions Club to have the Hunterville Christmas Parade on Tuesday 24th December 2019.

Roads to be closed

4.00 pm to 5.00 pm

Roads – Bruce Street

Any person objecting to the proposals is called upon to lodge notice of his/her objection and grounds thereof in writing, before 4.00 pm, 8th of November 2019, at the office of the Rangitikei District Council, Private Bag 1102, Marton 4741.

Should the Rangitikei District Council decide to close the said roads, a public notice shall be given.

Michael Hodder
Acting Chief Executive



INTENTION TO CLOSE ROAD TO VEHICULAR TRAFFIC

PURSUANT to Traffic (Vehicular Traffic Road Closure) Regulations 1965, NOTICE IS HEREBY GIVEN that, the Rangitikei District Council intends to consider closing the roads as listed below for the purpose of permitting the respective Christmas Parades for the Bulls and District Community Trust, Project Marton, on Saturday 7th December 2019.

Roads to be closed:

Bulls Christmas Parade

9.30am – 1.00pm

High Street - from Hammond Street to Daniell Street

Daniell Street – from High Street to Wilson Street

Wilson Street – one lane from Daniell Street to Bull Street

Bull Street – entirety

Marton Christmas Parade

1.30pm – 4.30pm

Follett Street – Broadway to William Street

Broadway – Follett Street to High Street

Any person objecting to the proposals is called upon to lodge notice of his/her objection and grounds thereof in writing, before 4.00 pm, 8th November 2019, at the office of the Rangitikei District Council, Private Bag 1102, Marton 4741.

Should the Rangitikei District Council decide to close the said roads, a public notice shall be given.

Michael Hodder

Acting Chief Executive

Attachment 11



Memorandum

To: Council

From: Peter Beggs

Date: 24 October 2019

Subject: **Top 10 Projects – status, October 2019**

File: 5-EX-4

This memorandum updates the information presented to the March 2019 Council meeting. New text is *italicised*. Currently the Finance team is working on a more analytical and shorter monthly presentation of key financial information, including budgeted, actual and projected revenue and expenditure (including borrowing). *That is planned to be in place for the February 2020 report.*

1. Mangaweka Bridge replacement

Following consideration of the detailed business case for a replacement bridge, the New Zealand Transport Agency has given approval to fund the pre-implementation phase. This is for the construction of a new single-lane 132m long steel plate girder bridge, 30 metres downstream of the existing bridge, and include detailed design, property acquisition, and consenting. Desktop assessments of liquefaction, slope stability and settlement have been completed. Geotechnical investigations have been completed.

The project is in the pre-implementation phase. A Notice of Desire to Acquire Land (s.18(1)(b) Public Works Act 1981) was issued on 13 September 2019. There is a three-month period for good faith negotiations to acquire the necessary land. One property owner is involved. Five of the seven contractors who registered interest in this project meet the New Zealand Transport Agency's pre-qualification standard. The estimated completion date is 30 June 2021.

The business case for the replacement bridge included consideration of the existing bridge. That showed the most economic option is to demolish it but deciding on that will be managed during the consultation and consenting process that runs in parallel with the pre-implementation phase. The two councils will have the final say. An economic analysis about keeping or demolishing the existing bridge was provided to both councils (13 June for Rangitikei, 20 June for Manawatu). A public meeting was arranged (at Awastone) for 5 August 2019 to discuss the future of the current bridge. At its meeting on 29 August 2019, following consideration of a report, Council agreed (as has the Manawatu District Council) to retaining the existing bridge as a walking and cycling facility, and supported the setting up of a trust to raise funds to contribute to the ongoing maintenance and promotion of the existing bridge for these purposes.

Heritage NZ has advised an application was made for the existing bridge to have a heritage classification but that it will not be considered for inclusion on the heritage list before 2020/21.

2. Upgrade of the Bulls wastewater treatment plant to meet new consent conditions

As noted in the March 2018 report, the application for a new resource consent lodged with Horizons was placed 'on-hold' pending the outcome of the business case process for the upgrade of the Marton wastewater plant. A meeting involving Infrastructure staff, Council's consent advisors and Horizons compliance staff was held to progress the consenting strategy for Bulls/Marton. However, Horizons needs clear commitment from the Council about the proposed upgrade to be confident that any interim (short term) consent is a genuine stepping stone to new long-term consent with associated plant upgrades. A full briefing was provided for the Assets/Infrastructure Committee's meeting on 9 August 2018, together with a District-wide strategy towards consenting. Prior to that a meeting of the Advisory Group was convened to allow a full update to be provided and discussed with them.

Subsequent to that a briefing for members of Ngati Parewahawaha was undertaken, and a similar briefing/hui offered to Ngati Apa as a pre-cursor to the preparation of the resource consent application.

The Committee recommended to Council that it confirms as its preferred option establishing a land-based disposal system for the combined Marton and Bulls wastewater flows. A renewal application for Marton was submitted on 28 September 2018 and an updated consent application for the proposed Bulls and Marton centralisation with discharge to land is due to be submitted in May 2019.

Before then, the Committee recommended that Council agrees to commence the process to procure land, to continue advancing the design and other elements and undertake further consultation with iwi and the Bulls/Marton communities, with progress being reported to the Assets/Infrastructure Committee. Council accepted that recommendation at its meeting on 30 August 2018. Investigations and discussions are progressing regarding the procurement of land. In addition, Council staff are considering the merits of advancing the design and construction of the Marton to Bulls wastewater pipeline. Such an approach would have the benefit of removing the discharge of treated wastewater from the Tutaenui Stream sooner than might otherwise be possible, but would rely on discharge to the Rangitikei River at Bulls. Estimated costs for the pipelines are being reviewed.

Discussions to secure the necessary land for effluent disposal are continuing. A Heads of Agreement has been signed with Ngā Wairiki – Ngāti Apa regarding access to suitable land south of Bulls for the disposal of wastewater. A more detailed agreement will now be developed that sets out the terms and conditions of access and use. Once those are concluded, tenders will be called for the construction of the pipeline from Marton to Bulls. Horizons requires a consent application setting out the phased approach for the proposed wastewater from the two towns by November 2019.

The New Zealand Defence Force has confirmed its interest in being a trade waste customer in the upgraded Bulls/Marton wastewater land disposal arrangement. A draft Memorandum of Understanding prepared by the New Zealand Defence Force is under consideration.

The provision in the 2019/20 Annual Plan for this project is \$2.7 million, for the Marton-Bulls pipeline and land purchase. The expected completion date is 2027/28, a year longer than in the 2018-28 Long Term Plan, as suitable land has yet to be identified.

3. Upgrade of the Marton wastewater treatment plant to meet new consent conditions

The trade waste agreement with MidWest Disposal for acceptance of treated leachate at the Marton wastewater treatment plant is now in place. MidWest Disposal sought an amendment to the agreement, which was considered by Council at its July meeting and approved. Subsequently, both MidWest and Council agreed to explore further changes acknowledging that no leachate would be accepted during the summer months of minimal flow in the Tutaenui Stream.

Horizons has made it clear that lodgement of a new consent application by October 2018 will allow the current consent arrangements to apply until a new consent is issued. That consent application was lodged at the end of September 2018.

4. Upgrade of the Ratana wastewater treatment plant

The proposed programme to enable the installation of a land-based disposal of treated effluent (i.e. removal of discharge to Lake Waipu) starts from 1 July 2018 (as per the agreement with the Ministry for the Environment - MfE). Consideration is now being given to identifying the most suitable land for this disposal, following which purchase will be negotiated with the owner. Discussions with a new group of landowners are now underway. Confirmation is being sought from MfE (through Horizons Regional Council) that the delayed timing of this project won't affect funding availability and that the use of wetlands as part of a land-based disposal regime was acceptable. Feedback indicates that a flexible approach could be taken.

As noted in previous reports, an application for a new consent was lodged by 30 April 2018 (the extended timeframe agreed to by Horizons), which means the existing consent continues to apply until a new consent is issued.

5. Sustainable provision of stock and irrigation water within the area now serviced by the Hunterville Rural Water Scheme, extended south to Marton, and provision of a safe, potable and affordable supply to Hunterville town

As previously noted, a site has been identified in the Hunterville Domain for a test bore for a new water source for the Hunterville township. There is cost efficiency to expand the scope of the work to include drilling the test bore and getting that bore to production status. A yield of between 200 and 400 cubic metres per day would be needed for a production bore to be viable. A new request for tender was issued to allow for the progression with a production bore should the test bore process verify good water (volume and quality).

At its meeting on 11 October 2018 (reconvened from 27 September 2018), Council awarded Contract C1096 for construction of the Hunterville Bore to Interdrill Ltd for a total of \$423,205.75 excluding GST and inclusive of 15% contingency. At 340 metres depth water was found; investigation is now under way to determine its quality and quantity. The bore is currently being developed, and payment of the subsidy from the Ministry of Health is not contingent on a successful outcome. ~~The indicative date for completion is the end of July.~~ The

full diameter bore was drilled to approximately 320m deep and the permanent casing installed, after which the casing was grouted into place. This allowed drilling through into the strata identified for production and attempt bore development. *Bore development is under way and it has been confirmed that there is sufficient water supply from the bore. Currently the water has a high sand content, but this is expected to reduce as the development of the bore continues. Once we reach 0.1% sand, water samples will be taken and analysed to check the water quality.*

Part of the capability grant recently received from the Provincial Growth Fund (PGF) is being used to prepare the case for a feasibility study for a Tutaenui rural water scheme. A draft application is being finalised and was discussed with Government officials prior to the formal application being lodged. The formal application was submitted on 3 May 2019. The Ministry for Primary Industries (MPI) has confirmed its support for the project, and a meeting was held on 14 August 2019 with representatives of the Provincial Development Unit (PGF administrators) to secure final Government funding approval. A decision on that funding is now awaited.

6. Future management of community housing

The future options and opportunities, including funding, for Council's continued management of community housing has been informed by the Government's policy position on community housing. At its meeting on 14 June 2018, the Policy/Planning Committee considered the question of moving to market rentals and its recommendations were approved at Council's meeting on 28 June 2018. All tenants have been advised (in writing) of the change, to take effect from 1 November 2018, and meetings were arranged in Taihape, Marton and Bulls at which a Work & Income representative was invited to attend (and did so). At its meeting on 13 December 2018, Council agreed to engage with Solarcity for the provision of solar power and access to the wholesale energy market for the tenants at Wellington Road and Cobber Kain Avenue community housing complexes. However, the contract arrangements could not be finalised.

The proposed upgrade programme was presented to the Assets/Infrastructure Committee's meeting in August. At its August meeting, the Policy/Planning Committee adopted a slightly amended community housing policy.

Consideration is currently being given to options/opportunities for the further development/enhancement of Council's community housing portfolio. Staff attended a Local Government New Zealand workshop on 24 October 2018 which considered policy options to propose to central government to enable councils to both maintain their current investment in social housing and expand that investment should they choose to do so. Council's decision to terminate the lease of the Queen Carnival Building at 22 Tui Street opens up this site to alternative use once that building and the Conference Hall are removed. The presence of asbestos means that relocation of the Queen Carnival Building is not feasible. Quotes are being sourced for demolition of both buildings and clearing the site.

7. Bulls multi-purpose community centre

The detailed design has been finished and an application for a building consent has been submitted. The closing date for tenders was extended to 10 August 2018. Council considered the evaluation undertaken of the tenders at its meeting on 30 August 2018 and identified a

preferred contractor, W & W Construction 2010 Ltd, for subsequent negotiation by the Mayor and the Chief Executive.

There were discussions with Heritage New Zealand to gain an archaeological authority before the tender is awarded and estimates of costs were provided: these could affect the price of the tendered work. This authority is needed because the site was in human occupation before 1900. The archaeological authority was issued on 16 October 2018, but required a 15 working day + 3 day stand-down period (for appeals) before it can be actioned. Following further discussions with the preferred contractor and the JV partners regarding the final development area, Council confirmed (at its meeting on 15 November 2018) the award of the contract to W & W Construction 2010 Ltd and accepted a revised (and larger) footprint area. The target completion time is February 2020.

Negotiations to secure title have been concluded apart from finalising shared costs. LINZ questioned one easement which, while now resolved, caused further delay. Turnaround (and issue of title) is typically one month. Council received title on 13 September 2019; Lotteries paid the \$500,000 (plus GST) approved for the project on 19 September 2019.

Following a blessing and sod turning ceremony, W & W Construction took possession of the site on 10 December 2018. An archaeologist was on site during the excavation for the slab: no items of significance were found. Construction work has progressed steadily.

The project team, architect, and engineers are working to finalising the decorative elements of the building and continuing to work out design details of the bus stop, car park, and town square. Ngā Wairiki-Ngāti Apa and Ngāti Parewahawaha are involved in this process.

The Council's Audit Director arranged for the Director, Specialist Audit and Assurance Services in Audit New Zealand to review the Bulls Community Centre project in terms of its current status and the approach taken by the Council to planning and delivery of the project. This was done because of the significance of the project not through any particular concerns. The review has entailed scrutiny of a range of documentation and a face-to-face discussion (on 18 July 2019) involving the Project Manager, Community and Regulatory Services Group Manager and the Chief Executive. A report has been provided to the Audit Director and management comment requested. From the informal debrief, there will be useful pointers for the comparable projects in Marton and Taihape.

Work continues on sourcing further external funding for the project. In July, the Whanganui Community Foundation approved a grant of \$300,000 for the project. His Worship the Mayor has met with representatives of Te Puni Kokiri concerning funding to highlight Ngāti Parewahawaha and Ngā Wairiki-Ngāti Apa within the development. Discussions are in hand with other organisations to see what external funding could be secured.

Arrangements were finalised to relocate the house made available by Central House Movers – the makeover will be a significant community project and will be a substantial contribution to external funding. It is expected to be complete by early August and it is planned to auction it on 2 November 2019 with support from Bayleys. The additional resource contribution to this project by Central House Movers has been substantial. Expressions of Interest have been called from potential developers of the two vacant pieces of land in Bulls owned by Council – at Walton Street and off Johnson Street/Walker Crescent (known as Haylock Park). At its meeting on 29 August 2019, Council reviewed the extent of the latter area to be retained for recreation.

The project was paused on 23 October 2019 to allow a brief review and to ensure all parties continue to be aligned to the project deliverables. .

8. Development of Cobbler/Davenport/Abraham & Williams site in Marton for Council's administration centre and the town library

The Lottery Heritage Fund Committee declined the Council's application for a grant for a heritage feasibility precinct study for Marton's CBD. An application will shortly be made for this study to be accepted as a project to the Provincial Growth Fund: in October a capability grant of \$25,000 was approved part of which will be used to complete the detailed application required.

A business case is being prepared on the principal options for the redevelopment of the proposed civic centre site. These are the status quo (i.e. not moving from the current Administration and Library sites), demolition of all buildings on the Cobbler/Davenport/Abraham & Williams site and erecting an entirely new facility; retaining all structures on the Cobbler/Davenport/Abraham & Williams site and refurbishing; retaining facades only on the Cobbler/Davenport/Abraham & Williams site and building behind. A workshop on the progress with the business case for this project was held with Elected Members on 13 June 2019, with an update on 18 July 2019. That also gave consideration to the communications strategy to be used in the consultation with the community about the options considered.

WSP-Opus submitted a draft proposal for developing the concepts designs to support the next phase of this project, which will involve community engagement. This will be the basis of an application to the Provincial Growth Fund, linking the Civic Centre project to the Heritage Precinct proposal. Council considered this on 13 December 2018 and decided to accept the proposal for WSP Opus and requested a project plan be finalised, incorporating a community engagement phase and completion of business case to final draft status by September 2019. The work to be undertaken is, in part, a feasibility study regarding the conversation/preservation of built heritage. Lotteries will fund projects started but not completed, which is the case for this project. On that basis the project would meet the criteria for funding from Lotteries' Environment and Heritage Fund. Lotteries will fully fund a feasibility and an application to that effect was submitted by the mid-March 2019 deadline. However, the Lottery Environment and Heritage Committee approved a grant of \$50,000 as a contribution to the project, not seeing the project (or at least the application for it) as a full feasibility study.

This project featured in media stories last year fronted by the Mayor on the likely impacts of the provisions of the Building (Earthquake-prone buildings) Amendment Act on rural towns like Marton. Following the meeting of Council representatives with Minister Salesa, a profile of Rangitikei's commercial building stock, including the likely extent of earthquake-prone buildings, was provided to MBIE staff, who have been evaluating the policy/regulatory impacts on rural/provincial communities of the recently enacted earthquake-prone building provisions of the Building Act. This led to a higher threshold being announced on 14 July 2019 for alterations before the mandatory earthquake strengthening requirements applied.

WSP-Opus have started work on the concept designs, with the first stage being the detailed engineering assessments. This phase also includes a detailed survey of the exterior of the buildings, which was undertaken using a drone and completed at the end of February 2019. A detailed interior survey of all four buildings has also been completed. A 50% progress

update as a workshop was provided to Council on 9 May 2019 on the two different options for the site (retention of as much heritage as possible and demolition and new build), at which it was agreed to hold a further workshop (on 23 May) to provide comment back to WSP Opus. That led to a decision to have design work on an option which retained the street facades and Davenport interior (being highly significant heritage) and suspend further work on the demolition-new build option.

A workshop with WSP Opus to review these costed designs was scheduled for 29 August 2019, ahead of the Council meeting that day. Council considered more work was needed before proceeding with consulting with the community about the options considered, its preferred option and the business case supporting that. A specific project under way is exploring sources of funding for the project, especially for heritage preservation elements.

Changes to Heritage EQUIP (the national earthquake upgrade incentive programme) announced on 11 February 2019 will benefit heritage-listed properties – up to 50% of the cost of detailed seismic assessments, conservation reports or architectural and structural engineering plans, allowing multiple applications for up to 67% of the cost of professional advice. However, historic buildings which aren't heritage-listed in the District Plan are not eligible. The Government has acknowledged this is a gap and are working on proposals in this regard.

9. Taihape Memorial Park development

While Council set out its position on the initial stage of development on Memorial Park in the draft Long Term Plan consultation document, subsequent deliberations and discussions led to a request for a further report outlining various options and their costs. That was provided to the Assets/Infrastructure Committee's meeting on 12 July 2018. Further information was requested for consideration at the Committee's August meeting, before which a public meeting (including the Park User Group) will be held to gain clearer insights into community views and preferences.

That meeting was held on 3 August 2018 and the outcome considered by the Assets/Infrastructure Committee at its meeting on 10 August 2018. The proposed new amenities building project is on hold pending an estimate to renovate both the facilities under the Taihape grandstand as well as the grandstand itself. Colspec was engaged to undertake an initial scoping assessment; they provided a rough order cost of \$2.4 million for renovating/upgrading the grandstand.

A meeting with representatives of Clubs Taihape was arranged to clarify their proposed project on Memorial Park. The outcome was the suggestion of erecting co-located (and complementary) facilities at the end of the netball courts and leaving the grandstand as it is, apart from minor repairs. At its meeting on 30 November 2018, Council confirmed its intention to build a new amenities block at Memorial Park on the site beside the No. 3 field and incorporating a portion of the last tennis/netball court, and investigate the need for a new court in the vicinity of the ex-croquet green. Council representatives have since met with Clubs Taihape to agree a process for finalising the design for a project that would fulfil the facility requirements of both organisations.

A design brief was prepared and discussed with Clubs Taihape has been held. It indicated two potential build options:

1. A 2-storey building, with the amenity facilities at ground level and the Clubs Taihape/Community facilities on the upper level
2. Two single level buildings connected by a covered walkway (or similar).

Clubs Taihape had a preference for option1, and to undertake the project as a single build. That would mean Council is the owner of the building and it would require all of the funding to be secured prior to the build. Three expressions of interest were received for the design. Copeland Associates Architects were appointed to undertake the design work.

Barry Copeland (Copeland Associates Architects) subsequently met with Council and Clubs Taihape representatives. His view was that one two-storey building was the better option; more economical, better solar orientation, view would be restrained from the former croquet site, etc.

A budget provision of \$1.2 million for the amenities facility is included in the draft 2019/20 Annual Plan (with \$200,000 to be raised externally). Clubs Taihape has \$500,000 to commit to the project.

Mr Copeland suggested a ground floor of approximately 25m x 12m, overhung at one end for a control room and tuck shop. He has suggested construction costings of \$1.1m for a 300m² amenities block, \$1.1m for a 350m² community facility, plus another \$300,000 for foundation. He presented a concept design for spaces and how they could all gel together, together with cost estimates from BQH Quantity Surveyors at a meeting with representative from Council and Clubs Taihape on 7 June 2019. Council considered these at its meeting on 27 June 2019, opted for a fully completed two-storey building, at an estimated cost of \$2.935 million, and requested the Chief Executive to negotiate (by 20 August 2019) a Memorandum of Understanding with Clubs Taihape on progressing the development of that facility. Meetings were held with Clubs Taihape on 22 July 2019 and 19 August 2019 to progress the Memorandum of Understanding with the Council for funding and managing the facility. The agreed text was tabled at the meeting for ratification. *Since then there have been several meetings with Park users to review the design.*

A further development on the Park has occurred. At its meeting on 13 December 2018, Council agreed to the transfer of the Taihape Bowling Club's building (as the club was winding up) and at its 28 February 2019 meeting agreed to offer current users of the Taihape Women's Club in Tui Street the use of the Bowling Club building and that Council staff would manage the bookings for the facility. Since April 2019 there have meetings with staff and elected members to determine the work to be done in the Bowling Club building.

At a meeting with the Mayor, Councillor Rainey and the Community & Leisure Services Team Leader, the majority of users requested that the bar area at 2 Kokako Street (former Bowling Club) be turned into a kitchen. However, the estimated cost for this is \$25,000. The Women's Club does not wish to underwrite this cost, so an internal access will be created into the present kitchen area and use the bar area for storage.

10. Taihape civic centre.

As previously noted, further engagement with the Taihape community to determine a preferred option for the development of the Taihape Civic Centre was planned for 2018/19, but is now likely to be *during 2020 (as part of the input for the 2021-31 Long Term Plan)*. This

engagement will be better informed following a final decision on the nature and scope of the development of community facilities on Memorial Park.

Recommendation

That the memorandum 'Top 10 Projects – status, October 2019' to the 31 October 2019 Council meeting be received.

Peter Beggs
Chief Executive

Attachment 12



Rangitikei District Council

Council Meeting

Minutes – Thursday 10 October 2019 – 1:00 p.m.

Contents

1	Welcome	3
2	Council Prayer	3
3	Public Forum	3
4	Apologies/Leave of Absence	3
5	Members' conflict of interest	3
6	Confirmation of order of business	3
7	Confirmation of minutes	3
8	Mayor's Report	4
9	Portfolio Updates	4
10	Submission on proposed National Policy Statement for Highly Productive Land.....	5
11	Submission on proposed National Direction for Freshwater.....	5
12	Options for toilets at the Marton Memorial Hall Playground Development	6
13	Consideration of applications for the Community Initiative Fund 2019/20 – Round One'	9
14	Consideration of applications for the Event Sponsorship Scheme 2019-2020 – Round One'	10
15	Administrative Matters – October 2019 (2016-19 triennium).....	6
16	Outcomes from the Council's strategic objectives for the 2016-2019 triennium.....	7
17	Haylock Park letter	7
18	Minutes and recommendations from Committees	11
19	Late items.....	12
20	Valedictories	12
21	Public Excluded	13
22	Next Meeting	15
23	Meeting Closed	15

- Present:**
- His Worship the Mayor, Andy Watson
 - Cr Nigel Belsham
 - Cr Cath Ash
 - Cr Richard Aslett
 - Cr Jane Dunn
 - Cr Angus Gordon
 - Cr McManaway
 - Cr Soraya Peke-Mason
 - Cr Graeme Platt
 - Cr Ruth Rainey
 - Cr Lynne Sheridan
 - Cr David Wilson
- In attendance:**
- Mr Michael Hodder, Community & Regulatory Services Group Manager, Acting Chief Executive
 - Mr Arno Benadie, Principal Advisor – Infrastructure
 - Ms Jo Devine, GM – Finance and Business Support
 - Ms Carol Gordon, Customer Services & Communications Team Leader
 - Ms Gaylene Prince, Community & Leisure Assets Team Leader
 - Ms Nardia Gower, Strategic Advisor - Youth
 - Mr George Forster, Policy Advisor
 - Ms Bonnie Clayton, Governance Administrator
- Tabled Documents:**
- Item 11** Submission on proposed National Direction for Freshwater
 - Item 12** Quote – Craig’s Building
 - Item 13** Summary of Community Initiative Fund applications
 - Item 14** Summary of Events Sponsorship Scheme applications
 - Late Item** Letter against sale of Haylock Park

1 Welcome

His Worship the Mayor welcomed everyone to the meeting at 1.05pm.

2 Council Prayer

Cr Aslett and Cr Peke-Mason both read the Council Prayer in English and Te Reo to mark the end of the triennium.

3 Public Forum

Nil

4 Apologies/Leave of Absence

That apology the apology for lateness for Cr Platt be received.

Cr Sheridan/Cr Peke-Mason. Carried

5 Members' conflict of interest

Members were reminded of their obligation to declare any conflicts of interest they might have in respect of items on this agenda.

Cr Ash declared a conflict of interest in Item 13.

6 Confirmation of order of business

That, taking into account the explanation provided why the item is not on the meeting agenda and why the discussion of the item cannot be delayed until a subsequent meeting...

a) Letter against sale of Haylock Park

b) Further letter from Graeme

be dealt with as late items at this meeting.

Item 13 and Item 14 were parked and moved to follow Item 17.

7 Confirmation of minutes

Resolved minute number

19/RDC/308

File Ref

That the minutes of the Council meeting on 26 September 2019 be amended to show Cr Dunn's Portfolio Update for the Walton Street Auction be 2 November 2019.

Cr Dunn/Cr Belsham. Carried

Resolved minute number **19/RDC/309** **File Ref**

That the minutes of the Council meeting on 26 September 2019 as amended be taken as read and verified as an accurate and correct record of the meeting.

Cr Aslett/Cr Gordon. Carried

8 Mayor's Report

His Worship the Mayor spoke to his report and advised that it was unusual to have 6 Councillors stepping down for various reasons. He thanked Elected Members for their work and will have the opportunity to thank those stepping down on a personal level in the evening and those stepping down will have the opportunity to have their valedictory speech later in the meeting.

His Worship the Mayor noted that Rangitikei District Council is recognised nationally as a lean council, this is due to the work of staff and thanked Ross and staff for their hard work.

A final thank you to Cr Belsham as Deputy Mayor for his incredible work in his portfolio, the workload was high.

His Worship the Mayor also noted that he has been asked to attend the Chinese forum in China, he attended previously attended the forum in Wellington. He has advised that he is interested but not committed.

Cr Belsham noted that the Marton Skate Park has been internationally recognised and thanked everyone who was involved in the process.

Resolved minute number **19/RDC/310** **File Ref** **3-EP-3-5**

That the 'Mayor's report and schedule' to the 10 October 2019 Council meeting be received.

His Worship the Mayor/Cr Dunn. Carried

9 Portfolio Updates

Criterion Site - Cr Dunn *Verbal*

The Walton street house is due to go to Auction on Saturday 2 November at 1 pm. There has been a lot of interest, with 6 through last Sunday.

Samoan Community, Youth Development and Environment - Cr Ash *Verbal*

To speak to Rangitikei Youth Council on 15 October about our role in Sustainable Development Goals (SDG).

Heritage and Tourism - Cr Aslett *Tabled*

Cr Aslett provided a brief verbal update, the rangitikei.com stats are down by a few thousand and still receiving about 95,000 hits per months.

Northern Sport and Taihape Building - Cr Gordon Verbal

Have completed the interview process with those who operate at the Memorial Hall. Thanks to staff and His Worship the Mayor who attended the meetings, it will be a good outcome.

Resolved minute number **19/RDC/311** **File Ref**

That the 'Portfolio Updates' to the 10 October 2019 Council meeting be received.

Cr Rainey/Cr McManaway. Carried

10 Submission on proposed National Policy Statement for Highly Productive Land

Mr Hodder took the draft submission as read.

Cr Platt arrived 1.33pm.

Resolved minute number **19/RDC/312** **File Ref** **3-OR-3-5**

That the revised draft submission on the proposed National Policy Statement for Highly Productive Land be received.

Cr Belsham/Cr Wilson. Carried

Resolved minute number **19/RDC/313** **File Ref** **3-OR-3-5**

That His Worship the Mayor be authorised, on behalf of the Council, to sign the submission without amendment to the Ministry for the Environment on the proposed National Policy Statement on Highly Productive Land.

Cr Belsham/Cr Wilson. Carried

11 Submission on proposed National Direction for Freshwater

Mr Hodder briefed Elected Members on the draft tabled document.

Elected Members discussed the document and requested amendments to be made before it is due to be submitted.

Cr Platt left the meeting 1.49pm-1.54pm.

Resolved minute number **19/RDC/314** **File Ref** **3-OR-3-5**

That the draft submission on the proposed National Direction for Freshwater be received.

His Worship the Mayor/Cr Belsham. Carried

Resolved minute number **19/RDC/315** **File Ref** **3-OR-3-5**

That His Worship the Mayor be authorised, on behalf of the Council, to sign the submission as amended to the Ministry for the Environment on the proposed National Direction for Freshwater.

His Worship the Mayor/Cr Belsham. Carried

12 Options for toilets at the Marton Memorial Hall Playground Development

Cr Ash left 2.00pm-2.02pm.

Ms Prince spoke to the report and highlighted Elected Members on the following:

- The tabled document quote from Craig's Building of \$150,000 includes pricing for wiring for hand dryers, light fixtures etc
- If renovations were to be done on the Marton Memorial Hall toilets, the building will require a fire report along with an accessibility report.
- The hall has a building warrant of fitness which is done annually, it is compliant from its build date.
- Any renovations will require work to meet current compliance. Currently not meeting code to today's building standards as there is no lift to the first floor.

Resolved minute number **19/RDC/316** **File Ref** **6-RF-4-1**

That the report 'Options for toilets at the Marton Memorial Hall Playground Development' to the 10 October 2019 Council meeting be received.

Cr Belsham/Cr Sheridan. Carried

Resolved minute number **19/RDC/317** **File Ref**

That Council be provided with a more detailed analysis of the costs involved in having toilets for the Memorial Hall playground incorporated within the Memorial Hall building.

Cr Belsham/Cr Aslett. Carried

Item 13 and Item 14 were parked pending further information.

15 Administrative Matters – October 2019 (2016-19 triennium)

Mr Hodder briefly spoke to the report.

Elected Members discussed how funding rounds have worked in the past and how they have recently been implemented and the need for a workshop with council staff. Cr Ash noted that

the current process of a representative from Community Committee and Community Boards provides an opportunity to engage with community who know their community.

Resolved minute number **19/RDC/318** **File Ref** **5-EX-4**

That the report 'Administrative Matters – October 2019 (2016-19 triennium) supplementary' to the 10 October 2019 Council meeting be received.

Cr Rainey/Cr Dunn. Carried

Resolved minute number **19/RDC/319** **File Ref**

That Council consents to the assignment of the Taihape Kindergarten lease to He Whanau Manaaki o Tararua Free Kindergarten Association and authorises the Chief Executive to execute the required documents.

His Worship the Mayor/Cr Gordon. Carried

Resolved minute number **19/RDC/320** **File Ref**

That, Council engages in a workshop with Council staff to look at the best options in assessing funding requests.

His Worship the Mayor/Cr McManaway. Carried

16 Outcomes from the Council's strategic objectives for the 2016-2019 triennium

A consolidated statement of the outcomes from Council's strategic objectives is attached. It includes the agreed objectives for the 2016-19 triennium.

Resolved minute number **19/RDC/321** **File Ref** **3-OR-3**

That the 'Outcomes from the Council's strategic objectives for the 2016-19 triennium' be received.

Cr Wilson/Cr Dunn. Carried

17 Haylock Park letter

Cr Platt wished to speak to the Haylock Park letter in the agenda.

There were discussions around the legality of the partial sale of Haylock Park. His Worship the Mayor questioned whether Cr Platt had a non-pecuniary conflict of interest.

Cr Platt raised a Point of Order to His Worship the Mayor, as he was continuing to refer to another matter not the letter on hand.

Cr Platt believed what he was speaking to should be in the public arena and is not a private matter.

Meeting adjourned 2.57pm- 3.25pm.

Cr Platt updated Elected Members on the following:

- It was discussed with management that he had no Conflict of Interest and established what could be discussed in public.
- Cr Platt agreed to a 5 minute speaking time.
- Council's legal opinion has not been seen, therefore it does not exist.

Cr Dunn noted that a clear transparent process is needed, the community need to see why the decision has been made, including pros and cons into the decision making process, noting both parties are at fault and the need to right the wrongs moving forward. There was a lot of engagement with the community which included public meetings, and the hand delivery of pamphlets by Cr Dunn herself.

Discussions around the tabled letter noted that Mr Haylock was not the only funder of the land known as Haylock Park and another member of the public has tabled a letter to Council that Dr Haylock's intention was to subdivide the land.

Resolved minute number 19/RDC/322 File Ref

Receipt of letter from Gene Angus against the sale of land adjacent to and including Haylock Park be a tabled document into minutes.

Cr Platt/Cr Rainey. Carried

Resolved minute number 19/RDC/323 File Ref

Receipt of the document 'Reasons that the original motion to sell Haylock Park should be revoked' be accepted as a late tabled document.

Cr Platt/ Cr Dunn. Carried

That, Council begin a process to revoke resolutions 19/RDC/255, 19/RDC/256 and 19/RDC/257 concerning the sale of Haylock Park based on:

- Council has not provided Councillors with the legal opinion it received on the Haylock Park Land.
- That the second legal opinion Council sought has also not been provided to Councillors.
- Clause 78 of the LGA has not been complied with.
- The Mayors comments in the newspaper saying that the reason for the sale is not about the money has invalidated the process.

- Clause 77 of the LGA has not been complied with.
- Clause 82 of the LGA has not been complied with.
- The Bulls community is against the sale of the land known as Haylock Park.

Cr Platt/Cr Sheridan. Lost

There was an equality of votes and His Worship the Mayor declared the current decisions would stand.

Cr Ash left the meeting 4.08pm-4.09pm.

Resolved minute number **19/RDC/324** **File Ref**

That the Council send out a flyer to the old Bulls ward informing them of the intended sale of part of Haylock Park, with retention of part for a park and the flyer includes details around the decision.

Cr Dunn/Cr Rainey. Carried

13 Consideration of applications for the Community Initiative Fund 2019/20 – Round One'

Ms Gower took the report as read. As requested, Ms Gower provided a tabled document showing previous decision making, along with amended average grants funding to show a maximum amount recommendation of \$2,500 to those applicants who have been recommended over \$2,500.

Cr Belsham raised a Point of Order to Cr Ash in regards to process.

Cr Ash declared a conflict of interest to her Project Marton application, she removed herself from any decision making.

Resolved minute number **19/RDC/325** **File Ref** **3-GF-8**

That the report 'Consideration of applications for the Community Initiative Fund 2019/20 – Round One' to the 10 October 2019 Council meeting be received.

Cr Belsham/Cr Aslett. Carried

Resolved minute number **19/RDC/326** **File Ref** **3-GF-8**

That the following Project Report Forms be received:

- Wanganui Area Neighbourhood Support Groups Inc
- Bulls and Districts Historical Society Inc
- Marton & District Historical Society
- Taihape Older and Bolder

Cr Belsham/Cr Sheridan. Carried

Resolved minute number **19/RDC/327** **File Ref** **3-GF-8**

That, Council approve the following applications, listed below, and disperse the Community Initiatives Fund as outlined to successful applicants:

- Hunterville Squash Racquets Club Incorporated \$833
- Bulls & District Community Trust \$899
- St. Andrews Presbyterian Church Marton \$2000
- 1st Marton Scout Group \$1008
- Parent to Parent Manawatu \$1667
- Taihape Older and Bolder \$1433
- Bulls Toy Library Incorporated \$1213
- Clifton School \$2000
- Marton & Surrounds ICT Hub Charitable Trust \$2500
- Project Marton Incorporated \$2000

Cr McManaway/Cr Sheridan. Carried

14 Consideration of applications for the Event Sponsorship Scheme 2019-2020 – Round One'

Ms Gower took the report and tabled documents as read.

Resolved minute number **19/RDC/328** **File Ref** **3-GF-11**

That the report 'Consideration of applications for the Event Sponsorship Scheme 2019-2020 – Round One' to the 10 October 2019 Council meeting be received.

Cr Aslett/Cr Wilson. Carried

Resolved minute number **19/RDC/329** **File Ref** **3-GF-11**

That the following Project Report forms be received:

- Taihape A & P Association
- Rangitikei Area Distance Riders Inc (RADARs)
- Rotary Club of Marton Charitable Trust
- Rangitikei Shearing Sports Inc
- Taihape Area Dressage Group

Cr Sheridan/Cr Rainey. Carried

Resolved minute number **19/RDC/330** **File Ref** **3-GF-11**

That, Council approve the sponsorship of events listed below, and disperse the Events Sponsorship Scheme as outlined to successful applicants:

- Hunterville Huntaway Festival \$3,600
- Turakina Caledonian Society Inc \$3,300
- Marton Country Music Festival \$1,300
- Marton & District Historical Society \$1,100
- Rotary Club of Marton Charitable Trust \$310
- Taihape Community Development Trust (TCDT) \$760
- Rangitikei Area Distance Riders Inc (RADRs) \$359
- Hunterville Consolidated School \$2,000
- Bulls Volunteer Fire Brigade- *staff to send a letter with advice to apply next round.*
- Saint Joseph's School not eligible
- Taihape Older and Bolder \$625
- Rangitikei Shearing Sports – Marton Show \$1,000
- Taihape Area Dressage Group \$900
- Taihape and District Agricultural and Pastoral Association Incorporated \$1,125

Cr Belsham/Cr Wilson. Carried

18 Minutes and recommendations from Committees

Resolved minute number **19/RDC/331** **File Ref**

That the following minutes be received:

- Creative Communities Assessment Committee, 24 September 2019
- Youth Council, 17 September 2019
- Audit/Risk Committee, 26 September 2019
- Finance/Performance Committee, 26 September 2019
- Hunterville Rural Water Supply Management Committee, 30 September 2019
- Turakina Reserve Management Committee, 3 October 2019
- Turakina Community Committee, 3 October 2019
- Te Rōpu Ahi Kā, 8 October 2019 – *to be tabled, if available*
- Bulls Community Committee, 8 October 2019 – *to be tabled, if available*
- Ratana Community Board, 8 October 2019 – *to be tabled, if available*
- Taihape Community Board, 9 October 2019 – *to be tabled, if available*

Cr Aslett/Cr Wilson. Carried

Resolved minute number **19/RDC/332** **File Ref**

That the following recommendation from the Turakina Community Committee meeting held on 3 October 2019, be confirmed:

19/TCC/024

That The Turakina Community Committee recommends to Council that they allocate and issue rural distance-based numbers to Turakina township properties adjacent to State Highway 3 in line with Clause 5.9.1 of the Rural and Urban addressing standards (Standards New Zealand / Australia, 2011), and that the Council cover the cost for affected properties that have a residential or business dwelling.

Cr Peke-Mason/Cr Gordon. Carried

19 Late items

Letter against the sale of Haylock Park

This was dealt in Item 17.

Resolved minute number **19/RDC/333** **File Ref**

That, the letter against the sale of Haylock Park be a tabled document.

His Worship the Mayor/Cr Wilson. Carried

Late item – Purchase of Councillor Tablets

Cr Belsham requested to raise a late item regarding the Purchase of Councillor Tablets.

Motion

That leaving Councillors have the opportunity to purchase their tablets at book value.

Cr Belsham/Cr Dunn. Lost

20 Valedictories

The following Councillors who had decided to not to stand for Council again: Cr Richard Aslett, Cr Dean McManaway, Cr Soraya Peke-Mason, Cr Graeme Platt, Cr Ruth Rainey and Cr Lynne Sheridan all spoke on their time with Council. Each member had served different terms and had fond memories of their time as an Elected Member.

21 Public Excluded – 5.24pm

Resolved minute number

19/RDC/334

File Ref

I move that the public be excluded from the following parts of the proceedings of this meeting, namely:

1. Property matters
2. Remission of rates
3. Provincial Growth Fund

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

General subject of the matter to be considered	Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for passing of this resolution
Item 1 Property matters	To enable the local authority holding the information to carry on, without prejudice or disadvantage negotiations (including commercial and industrial negotiations) – <i>section 7(2)(i)</i> .	Section 48(1)(a)(i)
Item 2 Remission of rates	To enable the local authority holding the information to protect the privacy of natural persons, including that of deceased natural persons) – <i>section 7(2)(a)</i> .	Section 48(1)(a)(i)
Item 3 Provincial Growth Fund	To enable the local authority holding the information to carry on, without prejudice or disadvantage negotiations (including commercial and industrial negotiations) – <i>section 7(2)(i)</i> .	Section 48(1)(a)(i)

This resolution is made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interests protected by Section 6 or

Section 7 of the Act which would be prejudiced by the holding or the whole or the relevant part of the proceedings of the meeting in public as specified above.

Cr Wilson/Cr Aslett. Carried

Cr Peke-Mason left the meeting 5.28pm-5.32pm.

Cr McManaway left the meeting 5.30pm-5.30pm.

19/RDC/335

19/RDC/336

19/RDC/337

19/RDC/338

19/RDC/339

19/RDC/340

19/RDC/341

Resolved minute number 19/RDC/342 File Ref

That the public excluded meeting move into an open meeting.

Cr Aslett/Cr Sheridan. Carried

Resolved minute number 19/RDC/343 File Ref

That the following recommendation from Public Excluded be confirmed:

19/RDC/341

That the Council confirm its support 'in principle' for the development of a Council-owned Rail Hub in Marton and the lodging of an application for Government support through the Provincial Growth Fund, with any final decision subject to:

- a. review and acceptance of a Business Case for the project;
- b. endorsement of an application to the Provincial Growth Fund;
- c. endorsement of the proposed arrangements/agreements covering ownership/long term tenure of the land on which the Rail Hub will be constructed and its operation; and,
- d. there being no significant net rating impact associated with the establishment/operation of the Rail Hub.

His Worship the Mayor/Cr McManaway. Carried

22 Open Meeting - 6.02pm

23 Next Meeting

This is the final meeting of the 2016-2019 triennium.

24 Meeting Closed

6.03pm

Confirmed/Chair: _____

Confirmed/Chief Executive: _____

Date:

Attachment 13



Rangitikei District Council

Huntermville Community Committee Meeting

Minutes – Monday 7 October 2019 – 6:30 PM

Contents

1	Welcome	3
2	Public Forum	3
3	Apologies.....	3
4	Members' conflict of interest	3
5	Confirmation of order of business	3
6	Confirmation of Minutes.....	3
7	Chair's Report	3
8	Council decisions on recommendations from the Committee	4
9	Council responses to queries raised at previous meetings.....	4
10	Fitness Track update	4
11	Update on Place-making projects	4
12	Small Projects Grant Scheme Update – September 2019.....	4
13	Treaty of Waitangi commemoration 2020.....	5
14	Policy & Community Planning Project and Activity Report - September 2019	5
15	Current infrastructure projects/upgrades and other Council activities within the ward	5
16	Arrangements for establishing new Community Committees and Reserve Management Committees	6
17	Late Items.....	6
18	Next meeting.....	6
19	Meeting Closed	7

Present: Ms Karen Kennedy, Chair
Ms Sandra Carroll
Ms Maureen Fenton
Mr Richard Gower
Ms Jean Signal
Ms Erina True
Ms Jane Watson
Ms Lynette Thompson
His Worship the Mayor

In attendance: Ms Fi Dalgety
Ms Nardia Gower, Strategic Advisor for Rangatahi / Youth

Tabled Documents: **Late item** Gambling Venue (Class 4) Policy review
Late item Feedback on Annual Residents Survey

1 Welcome

The meeting started at 6.35pm. The Chair welcomed everyone to the meeting, with special mention of His Worship the mayor and Council candidate Fi Dalgety.

2 Public Forum

Nil

3 Apologies

That the apology for the absence of Cr Dean McManaway and the late arrival Mrs Lynette Thompson is received.

Mrs K Kennedy / Mrs J Signal. Carried

4 Members' conflict of interest

Members were reminded of their obligation to declare any conflicts of interest they might have in respect of items on this agenda. There was none declared.

5 Confirmation of order of business

That, taking into account the explanation provided why the item is not on the meeting agenda and why the discussion of the item cannot be delayed until a subsequent meeting,

Gambling Venue (Class 4) Policy review

Feedback on Annual Residents Survey

be dealt with as a late item at this meeting.

There was no change to the order of business.

6 Confirmation of Minutes

Resolved minute number

19/HCC/022

File Ref

3-CC-1-2

That the Minutes of the Hunterville Community Committee meeting held on 12 August 2019 be taken as read and verified as an accurate and correct record of the meeting.

Mrs K Kennedy / Mrs E True. Carried

7 Chair's Report

There was no report.

8 Council decisions on recommendations from the Committee

There were no recommendations made to Council at the last meeting

9 Council responses to queries raised at previous meetings

There were no queries made to Council at the last meeting.

Mrs L Thompson arrived at 6.40pm

10 Fitness Track update

Mr Gower noted the following:

- The slip has been cleared
- Waiting for fine weather to spray and install for fitness stations and signs

11 Update on Place-making projects

The Chair read the update email from Mrs S Carroll regarding the seating. The committee organised volunteers to meet on Sunday 13 October to paint the seats. Mr Gower offered his barn if either the volunteers were unable to make the set date or the weather was unsuitable for painted.

12 Small Projects Grant Scheme Update – September 2019

The Committee discussed whether the notice board was better situated by the Huntaway Dog statue or by the café, with consensus being the statue would encourage visitors to stay or return for specific events. It was raised that Destination Hunterville may like to pick up the project with part funding possible through the Small Projects Grant Scheme.

The committee wished to express to the incoming committee that the proposed noticeboard design by Guy Kennedy, or something similar, be erected by the dog statue in Queens Park.

The Committee agreed to spend up to \$100 for equipment to paint the seats, mentioned in item 11.

Resolved minute number

19/HCC/023

File Ref

3-CC-1-2

That the memorandum 'Small Projects Grant Scheme Update – September 2019' to the 7 October 2019 Hunterville Community Committee be received.

Mrs K Kennedy / Mrs J Signal. Carried

Resolved minute number **19/HCC/024** **File Ref** **3-CC-1-2**

That the Hunterville Community Committee agreed to spend up to \$100 from the Small Projects Grant Scheme, for equipment to paint the town seats, with reimbursement being actioned on proof of purchase.

Mrs K Kennedy / Mrs L. Thompson. Carried

13 Treaty of Waitangi commemoration 2020

The committee noted the letter from the Prime Minister

14 Policy & Community Planning Project and Activity Report - September 2019

Resolved minute number **19/HCC/025** **File Ref** **1-CO-4-8**

That the 'Policy & Community Planning Project and Activity Report - September 2019' to the 7 October 2019 Hunterville Community Committee be received.

Mrs K Kennedy / Mrs L. Thompson. Carried

15 Current infrastructure projects/upgrades and other Council activities within the ward

His Worship the Mayor spoke to the issue of the Putorino Dump exposure stating has been an exercise in frustration. Horizons took more time than expected to issue a resource consent to divert the river so protection work can begin. A scan of the site has stated that it mostly hard fill, rather than plastic and it contains minimal leachate.

Council is still awaiting clear indications from the exploratory water bore as to its long term viability as a water source for Hunterville town.

Resolved minute number **19/HCC/026** **File Ref** **3-CC-1-5**

That the extract 'Current infrastructure projects/upgrades and other Council activities within the Hunterville ward' dated July – August 2019 to the 7 October 2019 Hunterville Community Committee be received.

Mrs K Kennedy / Mrs E True. Carried

Resolved minute number **19/HCC/027** **File Ref** **3-CC-1-5**

That the Hunterville Community Committee recommend to Council that Council revamp the gardens at the southern end of the township on State highway 1, around the NZTA speed signs.

Mrs K Kennedy / Mrs J Watson. Carried

16 Arrangements for establishing new Community Committees and Reserve Management Committees

The committee noted the commentary in the agenda.

17 Late Items

Gambling Venue (Class 4) Policy review

Resolved minute number **19/HCC/028** **File Ref** **3-PY-1-5**

That the report 'Gambling Venue (Class 4) Policy review' report to the Hunterville Community Committee on 7 October 2019 be received.

Mrs K Kennedy / Mr R Gower. Carried

Feedback on Annual Residents Survey

The following feedback and improvement suggestions were provided by the committee:

Public Toilet

- The Hunterville public toilet is frequently used and the level of cleanliness and stock has improved with the new cleaners.

Administration Buildings

- It was suggested that in upcoming elections that a secured ballot box be situated in Hunterville and other smaller communities.

Libraries

- The customer service when collecting books for the Hunterville Community Library was variable, with some staff being very helpful and some not.
- Committee members were unaware of the E-Book and Audio Book service.

Wastewater

- More water tanks to direct storm water preventing it from entering the waste water system.

Customer Service

- Building consents need to be cheaper

Elected members

- Continue to have a dedicated councillor attend the community committee meetings and consider making it mandatory to have other ward councillors rotate attendance.

Communication and Publications

- Send Council updates for inclusion in the Hunterville Bulletin.
- Continue publishing the Council updates in the free papers such as the District Monitor.
- Facebook publications have been good.

Vinegar Hill New Year's Eve celebrations

The committee discussed and supported Councils consideration of financially supporting the Vinegar Hill New Year's Eve celebrations.

Clean Up NZ week

The Chair updated the committee on Clean Up NZ week stating that six bags of rubbish was collected by three participants.

18 Next meeting

This was be the final meeting for the 2016/19 triennium.

19 Meeting Closed

The meeting closed at 8.17pm

Confirmed/Chair: _____

Confirmed/Chief Executive: _____

Date:



Rangitikei District Council

Te Roopu Ahi Kaa Komiti Meeting

Minutes – Tuesday 8 October 2019 – 11:00 a.m.

Contents

1	Karakia/Welcome.....	3
2	Apologies.....	3
3	Members' Conflict of Interest.....	3
4	Confirmation of Order of Business and Late Items.....	3
5	Whakatau Nga Tuhinga Kōrero / Confirmation of Minutes.....	3
6	Chair's Report	3
7	Feedback on the Komiti's Workshop	4
8	Council Decisions on Recommendations from the Komiti.....	4
9	Council Responses to Queries Raised at Previous Hui	4
10	Update from Council's meetings August-September 2019.....	4
11	Powhiri for newly elected Council and new Chief Executive	5
12	Values.....	6
13	Review of Memorandum of Understanding: Tūtohunga	6
14	Update on Discussions with Ngāti Waewae	6
15	Horizons Update	6
16	Update on Landlocked Land.....	7
17	Update on Te Pae Tawhiti.....	7
18	TAB Venue Policy and Gambling Venue Policy	7
19	Policy & Community Planning Project and Activity Report – September 2019	7
20	Economic Development Project and Activity Report – September 2019	7
21	Treaty of Waitangi commemoration 2020.....	8
22	Process for nominating Komiti members for the 2019-22 triennium.....	8
23	Programme for briefing the newly elect Council	9
24	Pānui/Announcements	9
25	Late Items.....	9
26	Future Items for the Agenda.....	9
27	Next Meeting	10
28	Meeting closed/Karakia	10

Present: Ms Kim Savage
Mr Thomas Curtis
Ms Coral Raukawa-Manuel
Mr Terry Steedman
Ms Hari Benevides
Mr James Allen
His Worship the Mayor, Andy Watson

In attendance: Mr Lequan Meihana, Strategic Advisor – Mana Whenua
Ms George Forster, Policy Advisor
Mr Jerald Twomey, Kaitatari Kaupapa (Iwi) (Horizons Regional Council)
Ms Nardia Gower, Youth Development Officer

Unconfirmed

1 Karakia/Welcome

The meeting opened at 11.05. The acting Chair, Thomas Curtis, welcomed everyone to the meeting.

2 Apologies

That the apology for absence from Mr P Turia, Mr B Gray, Mr C Shenton and Ms T Hiroa be received.

T. Steedman / H. Benevides. Carried

3 Members' Conflict of Interest

Members were reminded of their obligation to declare any conflicts of interest they might have in respect of items on this agenda. No conflicts of interest were declared.

4 Confirmation of Order of Business and Late Items

That, taking into account the explanation provided why the item is not on the meeting agenda and why the discussion of the item cannot be delayed until a subsequent meeting,

- Infrastructure Update

be dealt with as a late item at this meeting. Such matters will be dealt with at the end of this agenda.

The order of business was confirmed.

5 Whakatau Nga Tuhinga Kōrero / Confirmation of Minutes

His Worship the Mayor noted that a meeting had taken place with Ngati Wae Wae where a mutual agreement was reached that they would not have a representative on Te Roopu Ahi Kaa. A river accord between Council and Ngati Wae Wae is being investigated, which will involve discussion with Manawatū District Council.

Resolved minute number

19/IWI/023

File Ref

3-CT-8-2

That the Minutes of the Te Rōpu Ahi Kā Komiti meeting held on 13 August 2019 without amendment be taken as read and verified as an accurate and correct record of the meeting.

Ms K Savage / Mr T Steedman Carried

6 Chair's Report

Nil

7 Feedback on the Komiti's Workshop

Departure of Ross Mc Neil, Chief Executive and Blair Jamieson

The Komiti expressed their preference for being given the opportunity to have given Mr McNeil, and Mr Jamieson a farewell. It was acknowledged that in the departure of Mr McNeil, a staff-only farewell was held, which meant the exclusion of elected members and all committee members. It was agreed that if the Komiti wished to undertake farewells with staff they are welcome to do so.

The Komiti further noted unease at being called in for duties, such as karanga, on some occasions but not for all. The question was raised around processes that Council plan to install in order to clarify the relationship and involvement of Te Rōpu Ahi Kā Komiti and its members and associates in Council matters such as powhiri, whakatau and farewells.

Rubbish Collection for Kaumatua

Discussed was the concept of having free rubbish days or free rubbish bags for kaumatua, Grey Power or Gold Card holders was discussed. The following comments were noted:

Rubbish Collection would exclude those living rurally

A set number of rubbish bags for gold card holders could held by council and be collected once a year

Awareness of administration ease needs to be considered.

The Gold Card is a government assistance card, in this instance it could be used as identifying those eligible. There could be an increase in rates as a result.

Staff to do preliminary investigations and report back to next meeting

8 Council Decisions on Recommendations from the Komiti

There were no recommendations to Council made at the previous Hui.

9 Council Responses to Queries Raised at Previous Hui

There were no queries raised at the previous Hui.

10 Update from Council's meetings August-September 2019

His Worship the Mayor spoke to the report with the following highlights.

- Climate Change within the district is not only sea rise issues but also flooding and weather events.
- Marton B and C Dams are currently undergoing investigation into the foundation, water has been lowered in order to complete.
- Hautapu River Parks Project involves community groups building walking tracks and bridges.

- Nomination process for Community Committees and Reserve Management Groups opens 24 October 2019.
- Peter Beggs, the incoming Chief executive for Council, spent 4 days having a brief tour of the lower end of the district with his Worship the Mayor.
- RNZAF Base Ohakea have indicated they would like use the proposed combined Marton-Bulls Wastewater Treatment Plant. Land suitable for treated waste discharge dispersal is still being sought.
- The exploration bore in Hunterville, recently increased its equipment to a commercial size. Testing the viability of using this bore is still being undertaken. This work has been funded by Central Government.
- The Bulls Walton Street house, refurbished in large by the community, is set for auction on 2nd November 2019.
- The current administration buildings in High Street, Marton and the Library are earthquake prone. Consultation with the community on options for the new civic centre is expected to take place in the first quarter of 2020. Factors include retention of historical buildings as a whole or partially. The new facility will hold councils main administration officers and the Library.
- Current elected members are continuing to engage with the community and funding partners on the design and details of the Taihape Memorial Park amenities building.
- A formal workshop was recently attended by His Worship the Mayor in Hawkes Bay regarding the Taihape - Napier Rd, known as Gentle Annie, becoming an NZTA road and responsibility. A business case is being produced to support this.

The Ratana wastewater treatment plant was raised by the Komiti mentioning the Waha tapu at the back of stream, being an urupa. Staff noted that treated waste dispersal to wetlands is off the table and that Council are in early conversation with land owners on the coast. Updates will come to the Komiti when available.

His Worship the Mayor sought feedback from the Komiti with regard to their preference on which elected members are to be Council representatives on Te Rōpu Ahi Kā Komiti. Bearing in mind elected members may include those already sitting on the Komiti. He saw value for both the Komiti and Council in having non-Maori elected members involved in the hui. His Worship the Mayor suggested that a decision is made following the outcome of the elections.

To be an item on next agenda.

Resolved minute number

19/IWI/024

File Ref

3-CT-8-1

That the report 'Update from Council's meetings August 2019' to the 8 October 2019 Te Rōpu Ahi Kā Komiti be received.

Ms H Benevides/ Mr C Mete. Carried

11 Powhiri for newly elected Council and new Chief Executive

The powhiri for the newly elected Council will be held in the Shelton Pavillion in Centennial Park on Thursday 24 October 2019, 6.30 pm, ahead of the first formal meeting of the Council as required by the Local Government Act.

The powhiri for the new Council Chief Executive, Peter Beggs, will be held at Rangitikei College on Tuesday 22 October 2019, from 1.00 pm.

Komiti members are invited to attend both events which Lequan Meihana is co-ordinating.

12 Values

Discussed previously in hui in item 7.

13 Review of Memorandum of Understanding: Tūtohunga

Noted was the incorrect spelling in the MoU of Terence Steedman, and Jordan Haines Winiata.

Resolved minute number	19/IWI/025	File Ref	4-EN-8-2
-------------------------------	-------------------	-----------------	-----------------

That the 'Review of the Memorandum of Understanding: Tūtohunga' to the 8 October 2019 Te Rōpu Ahi Kā Komiti be received and discussion on the document will take place at the next meeting.

Ms C Raukawa-Manuel / Mr T Steedman. Carried

14 Update on Discussions with Ngāti Waewae

The Komiti noted the commentary in the agenda.

River access at Onepuhi was discussed noting that a community group approached council to seek assistance in opening up Onepuni reserve including track access. His Worship the Mayor informed the Komiti that the river at the site has split causing a swift flowing channel and that the main river channel is now some way away from this area.

Resolved minute number	19/IWI/026	File Ref	4-EN-8-3
-------------------------------	-------------------	-----------------	-----------------

That the draft discussion 'Establishing an effective relationship between Ngāti Waewae and Rangitikei District Council' to the 8 October 2019 Te Rōpu Ahi Kā Komiti be received.

Mr T Steedman / Ms K Savage. Carried

15 Horizons Update

Mr Twomey gave a verbal update with the following highlights:

- One Plan change submissions close on Monday 21 October at 5pm. The change is to clarify and amend the nutrient management framework so it effectively works towards achieving the strategies for surface water quality set out in the One Plan.
- New policy changes, which are out for consultation now, raised concerns that the time frame in not allowing proper governance set ups for iwi.

- The nitrogen levels that are being proposed suggested under the governments Fresh Water Plan match with One plan fairly closely, however timeline for getting down to the levels is compressed.

16 Update on Landlocked Land

His Worship the Mayor had nothing to report, and is awaiting direction from courts.

17 Update on Te Pae Tawhiti

A verbal update will be provided by the Chair, when he returns to the next meeting.

18 TAB Venue Policy and Gambling Venue Policy

Mr Forster spoke to the report and explained deprivation levels and the factors used to assess them. It was noted that Marton has a high deprivation level.

Resolved minute number	19/IWI/027	File Ref	3-PY-1-5
-------------------------------	-------------------	-----------------	-----------------

That the report 'TAB Venue Policy and Gambling Venue Policy' to the 8 October 2019 Te Rōpu Ahi Kā Komiti be received.

Ms H Benevides / Ms K Savage. Carried
Mr T Steedman against

19 Policy & Community Planning Project and Activity Report – September 2019

Resolved minute number	19/IWI/028	File Ref	1-CO-4-8
-------------------------------	-------------------	-----------------	-----------------

That the report 'Policy & Community Planning Project and Activity Report – September 2019' to the 8 October 2019 Te Rōpu Ahi Kā Komiti be received.

Mr T Steedman / Mr J Allen. Carried

Ms K Savage left at 12.49pm – 12.51pm

20 Economic Development Project and Activity Report – September 2019

Resolved minute number	19/IWI/029	File Ref	4-ED-1-NGH
-------------------------------	-------------------	-----------------	-------------------

That the report 'Economic Development Project and Activity Report – September 2019' to the 8 October 2019 Te Rōpu Ahi Kā Komiti be received.

Ms K Savage / Ms C Raukawa-Manuel. Carried

21 Treaty of Waitangi commemoration 2020

A letter attached from the Prime Minister was acknowledged.

22 Process for nominating Komiti members for the 2019-22 triennium

Resolved minute number	19/IWI/030	File Ref	3-OR-3-1
-------------------------------	-------------------	-----------------	-----------------

That the report 'Process for nomination of Te Rōpu Ahi Kā members following the October 2019 elections' to the 8 October 2019 Te Rōpu Ahi Kā Komiti meeting be received.

Ms H Benevides / Mr C Mete. Carried

Resolved minute number	19/IWI/031	File Ref
-------------------------------	-------------------	-----------------

That Te Rōpu Ahi Kā agrees that the preferred processes for selecting the Iwi members of the Komiti is via a letter to the Chair of the respective Marae Komiti or appropriate governance body to seek nominations for representation.

Ms H Benevides / Mr C Mete. Carried

Resolved minute number	19/IWI/032	File Ref
-------------------------------	-------------------	-----------------

That Te Rōpu Ahi Kā accepts the practice of electing the Rātana member of the Komiti from the community at large during the inaugural meeting of the elected members of the Rātana Community Board.

Ms H Benevides / Mr C Mete. Carried

Undertaking	Subject
--------------------	----------------

Staff to email Komiti clarifying if a Council Elected Member can also sit as a iwi/hapu representative on Te Rōpu Ahi Kā.

23 Programme for briefing the newly elect Council

The Komiti was instructed to discuss with Chair Pahia Turia, any iwi/hapu interest in hosting the newly elected Council.

Undertaking

Subject

Council staff to indicate to Komiti members, via email, the proposed date and time for this briefing.

24 Pānui/Announcements

Mr Mete informed the Komiti that civil works have begun on Ratana papakaiainga with the infrastructure work to be completed by July 2020. House constructions are planned begin in August 2020.

His Worship the Mayor expressed his apology for not being able to attend the 'ground breaking' ceremony for this project.

Mr T Steedman left at 1.05pm

25 Late Items

Infrastructure Update

Mr Benadie addressed the Komiti and spoke of upcoming capital works projects as listed below. He anticipates that moving forward that the Komiti will be updated at each meeting on the scheduled capital works projects for that period. This will give members the opportunity to contact staff if something of particular interest is noted.

Mr Benadie stated that he would provide the upcoming meeting with a list of works for members' consideration.

26 Future Items for the Agenda

Elected Member representation on Te Rōpu Ahi Kā Komiti.

Infrastructure Update as a standing agenda item.

His Worship the Mayor provided information to the Komiti regarding funding with the following noted:

Funding grants for events, community initiatives, creative projects are administered through council. Information is available on councils website www.rangitikei.govt.nz/district/community/grants-funding

Council also administers funding through the Park Partnership Upgrade fund, in which Council provides up to 33% in cash of the value – in cash or in kind - of the contribution from the community. This tends to have a maximum allowance of \$25,000 for small scale projects, with

council considering more investment for larger projects. The Ratana Playground development has been a recipient of this funding. Information is available on councils website www.rangitikei.govt.nz/district/community/grants-funding/parks-upgrades-partnership-fund

Te Rōpu Ahi Kā previously had a contestable fund of \$15k, available to any iwi for capability building. That has since been amalgamated into the framework of the Strategic Advisor for Iwi/Hapu with Marae development projects.

With regard to major funding for new projects, early each year Council look at what they want to spend money on and this forms part of the annual plan budget. Through the annual plan decision making process Te Rōpu Ahi Kā have the option to approach or recommend to Council funding a certain project. It was noted that the Annual Plan can consider minor financial requests but the large cost projects need to be signalled through the Long Term Plan process.

Individual organisations can put in their own applications to the governments' Provincial Growth Fund and may seek endorsement from council, iwi and other orgs. Council have made their own applications to this fund on a variety of projects.

Dudding Trust as a private trust can be applied to for eligible projects, on an annual basis. More information can be found on the following website <https://www.publictrust.co.nz/grants/how-do-i-find-one/grants/the-jbs-dudding-trust>

27 Next Meeting

This is the final meeting of the 2016-19 triennium. To be advised.

28 Meeting closed/Karakia

1.27pm Karakia Jim Allen

Confirmed/Chair: _____

Confirmed/Chief Executive: _____

Date:



Rangitikei District Council

Bulls Community Committee Meeting

Minutes – Tuesday 8 October 2019 – 5:30 p.m.

Contents

1	Welcome	3
2	Public forum	3
3	Apologies	3
4	Members' Conflict of Interest	3
5	Confirmation of Order of Business and Late Items	3
6	Confirmation of Minutes	3
7	Chair's Report	3
8	Council Decisions on Recommendations from the Committee	4
9	Council Response to Queries Raised at Previous Meetings	4
10	Update on town signage	4
11	Update on Place-making projects	4
12	Update on Community Centre Development	5
13	Update from Bulls Community Development Manager	5
14	Treaty of Waitangi commemoration 2020	5
15	Feedback on Annual Residents Survey	5
16	Small Projects Grant Scheme Update – September 2019	6
17	Policy & Community Planning Project and Activity Report -September 2019	6
18	Current Infrastructure Projects/Updates and Other Council Activities within the Ward	6
19	Arrangements for establishing new Community Committees and Reserve Management Committees	7
20	Late Items	7
21	Next meeting	7
22	Meeting Closed	7

Present: Mr Tyrone Barker (Chair)
Mr Matthew Holden
Ms Annabel Sidey
Ms Lynette Andrews
Mr Sean Willis
Ms Raewyn Turner
Mr Nigel Bowen
Mr Russel Ward
Cr Jane Dunn
His Worship the Mayor Andy Watson

In attendance: Mr George Forster, Policy Advisor
Ms Helen Scully, Bulls and District Community Trust Chair
Ms Heidi Macaulay Scully, Bulls and District Community Trust Chair
Mr Bruce Dear

Tabled Documents:	Item 7	Chairs Report
	Item 10	Gambling Venue (Class 4) Policy review
	Item 20	Dump Station in Bulls

1 Welcome

The Chair welcomed everyone to the meeting

2 Public forum

There was no public forum

3 Apologies

That the apologies of Cr Graeme Platt, Julie Toomey be accepted and the lateness of Helen Scully.

Mr Barker/Ms Sidey. Carried

4 Members' Conflict of Interest

Members were reminded of their obligation to declare any conflicts of interest they might have in respect of items on this agenda.

There were no conflicts of interest declared.

5 Confirmation of Order of Business and Late Items

That, taking into account the explanation provided why the item is not on the meeting agenda and why the discussion of the item cannot be delayed until a subsequent meeting, Dump Station in Bulls be dealt with as a late item at this meeting.

The Order of Business was unchanged.

6 Confirmation of Minutes

Resolved minute number	19/BCC/026	File Ref	3-CC-1-1
-------------------------------	-------------------	-----------------	-----------------

That the Minutes of the Bulls Community Committee meeting held on 6 August 2019 without amendment be taken as read and verified as an accurate and correct record of the meeting.

Cr Dunn/Mr Barker. Carried

7 Chair's Report

A report was tabled at the meeting.

His Worship the Mayor also thanked Mr Barker for his Chairmanship over the past 3 years and the rest of the work the Committee has put into the community.

8 Council Decisions on Recommendations from the Committee

Haylock Park

His Worship the Mayor informed the Committee of the process that Council was going through and that it was hard to put an end date on when the final decision would be made. His Worship the Mayor informed the Committee that if it was purchased a developer would be required to develop the land and not sit on it.

Cr Dunn informed the Committee that Council didn't decide to lease the land. It was the first Bulls Community Council.

9 Council Response to Queries Raised at Previous Meetings

Letter to Bulls Museum on its proposal to rename Criterion Street to Chris Amon

Mr Barker provided an update to the Committee on the progress on renaming Criterion Street to Chris Amon (suffix). A letter was sent to the Museum to get their feedback on the proposal, with their reply being that 100% of residents and business owners on Criterion Street would need to be on board with the change and the result of asking found that they were not so there would not be a name change. Mr Barker discussed with the Committee that Chris Amon (suffix) could be used in another location at a suitable time and a potential opportunity for this would be when the bus lane is upgraded.

10 Update on town signage

Ms Scully updated the Committee that the design school had been left to complete the designs and would present them when they are complete. Ms Macaulay from the Bulls and District Community Trust said that going forward the Committee and the Trust need to get together outside of the Committee Meetings.

11 Update on Place-making projects

Cr Dunn updated the Committee that the Planter outside the antiques shop had been moved.

The tables by the fish and chip shop are looking messy and need fixing up. Cr Dunn has priced some up at \$600-\$800.

Resolved minute number	19/BCC/027	File Ref
-------------------------------	-------------------	-----------------

After Mr Holden acquires a price from Mitre 10, the Bulls Community Committee funds be used to purchase a new table/s. Approval from the Committee to come through email.

Cr Dunn/Mr Holden. Carried

12 Update on Community Centre Development

His Worship the Mayor noted that open homes have started for Walton Street house with eight groups having gone through. He also commented that the Community centre is looking good but hasn't been up in three weeks. Has been amazing support from everyone involved.

13 Update from Bulls Community Development Manager

Ms Macaulay provided the following update – Bulls Christmas Parade would be on 7 December this year at the Bulls Domain. The Community Concert would be held on 1 February 2020. Ms Macaulay noted some issues with the grants process.

14 Treaty of Waitangi commemoration 2020

The Committee noted the attachment. Ms Scully commented that it would be good to try and host this alongside the community concert in the future.

15 Feedback on Annual Residents Survey

The Committee noted the commentary in the agenda and provided feedback to the questions asked.

Parks

Would be good to see park exercise equipment installed at the domain. Access to parks is a big issue especially crossing SH1. Water for dogs at parks. The Block at the Domain needs upgrading.

Toilets

Signage needs to be improved as people don't know where to go.

Playgrounds

The Domain playground is getting very old and tired and is in need of an upgrade.

Cemeteries

Need some chairs to sit down on.

Administration Buildings

Staff need to know what is going on and keep the same people their not have staff rotating (info Centre).

Libraries

New facility should solve will be good and should solve this

Wastewater

No comment.

Customer service

No comment.

Elected members

No comment.

Communication and Publications

Need more communication from the Council. Information needs to be shared as soon as Council gets it.

16 Small Projects Grant Scheme Update – September 2019

Cr Dunn commented that the Kart was for the Bulls Community Committee not trust. After finalising costs for the Buxus plants is \$251.65

Resolved minute number	19/BCC/028	File Ref	3-CC-1-1
-------------------------------	-------------------	-----------------	-----------------

That the memorandum 'Small Projects Grant Scheme Update – September 2019' to the 8 October 2019 Bulls Community Committee be received.

Ms Turner/Cr Dunn. Carried

17 Policy & Community Planning Project and Activity Report - September 2019

The Committee accepted the tabled document on Class 4 Gambling. The Committee noted the attachment.

Resolved minute number	19/BCC/029	File Ref	1-CO-4-8
-------------------------------	-------------------	-----------------	-----------------

That the 'Policy & Community Planning Project and Activity Report - September 2019' to the 8 October 2019 Bulls Community Committee be received.

Ms Turner/Mr Bowen. Carried

18 Current Infrastructure Projects/Updates and Other Council Activities within the Ward

The Committee noted the attachment.

Resolved minute number **19/BCC/030** **File Ref** **3-CC-1-5**

That the extract 'Current Infrastructure Projects/Updates and other Council Activities within the Bulls Ward' dated August 2019 to the 8 October Bulls Community Committee be received.

Ms Turner/ Ms Andrews. Carried

19 Arrangements for establishing new Community Committees and Reserve Management Committees

The Committee noted the commentary in the agenda

20 Late Items

Mr Barker discussed that he would like the Committee to push for a dump station in Bulls and wants the backing of the Committee to ask again of Council to install a dump station.

Resolved minute number **19/BCC/031** **File Ref**

That the Bulls Community Committee re-submit to Council on installing a dump station in Bulls.

Mr Barker/Ms Sidey. Carried

21 Next meeting

This is the final meeting of the 2016/19 triennium.

22 Meeting Closed

7:50 pm

Confirmed/Chair: _____

Confirmed/Chief Executive: _____

Date:



Rangitikei District Council

Taihape Community Board Meeting

Minutes – Wednesday 9 October 2019 – 5:30 p.m.

Contents

1	Welcome	3
9	Update from MoU partnering organisations	3
2	Public Forum	3
3	Apologies.....	3
4	Members' conflict of interest	3
5	Confirmation of order of business	3
6	Minutes of previous meeting.....	3
7	Chair's report	4
8	Council decisions on recommendations from the Taihape Community Board	4
10	Update on Place-Making Initiatives	4
11	Small Projects Grant Scheme Update – October 2019	4
12	Policy & Community Planning Project and Activity Report -September 2019.....	5
13	Update on new amenities block on Taihape Memorial Park	5
14	Future of Buildings at 22 Tui Street, Taihape.....	6
15	Treaty of Waitangi commemoration 2020.....	6
16	Feedback on Annual Residents Survey	6
17	Requests for service – First Response, Taihape August 2019	7
18	Matters arising not elsewhere on the agenda – project update	7
19	Current infrastructure projects/upgrades and other Council activities within the Taihape Ward.....	7
20	Late items.....	7
21	Future items for the agenda	7
22	Next meeting.....	7
23	Meeting closed.....	8

Present: Mrs Michelle Fannin
Ms Ann Abernethy
Cr Richard Aslett
Cr Ruth Rainey
Cr Angus Gordon

In attendance: Mr Michael Hodder, Community & Regulatory Services Group Manager
Mrs Sheryl Srhoj, Administration
Mrs Ngawini Martin, Mokai Patea Services

Tabled Documents:

Item 11 late item submissions – Site preparation works and fencing at Weka Street

1 Welcome

The Chair welcomed everyone to the meeting.

9 Update from MoU partnering organisations

On behalf of Mokai Patea Services, Ngawini Martin gave a verbal update.

During August around 372 rangatahi had signed into The Lobby. On average there were around 12 rangatahi per day. Attendance had been down over the first week of the school holiday period due to other after school holiday programmes.

Ngawini noted that the much needed heat pumps had been installed.

Further discussions to be held on whether or not Council wished for Mokai Patea Services to continue to provide an independent welfare service to tenants over 55years in Taihape community housing.

2 Public Forum

There were no members of the public present.

3 Apologies

Resolved minute number	19/TCB/052	File Ref
-------------------------------	-------------------	-----------------

That the apologies from Ms Larsen, Mrs Sicely and Ms Hiroa for absence be received.

Mrs Fannin/Mrs Abernethy. Carried

4 Members' conflict of interest

Members were reminded of their obligation to declare any conflicts of interest that they may have in respect of the items on this agenda.

5 Confirmation of order of business

The Chair agreed to discuss the following two late submission items under item 11 of the Agenda – Small Projects Grant Scheme Update-October 2019

Weka Street Fencing
Weka Street contracting works

6 Minutes of previous meeting

Mrs Abernethy provided a brief verbal report on the 125 Celebration Events. She said that this had been a very successful weekend full of well attended events.

She was a bit disappointed over the lack of communication in regards to the planting of trees in Weka Street. She had since visited the site and noted that they looked great.

Resolved minute number**19/TCB/053****File Ref**

That the minutes of the Taihape Community Board meeting held on 7 August 2019, be taken as read and verified as an accurate and correct record of the meeting.

Cr Rainey/Mrs Abernethy. Carried

7 Chair's report

The Chair gave a verbal report.

Resolved minute number**19/TCB/053****File Ref**

That the Chair's report to the 9 October 2019 meeting of the Taihape Community Board, as presented be received

Crs Aslett/Rainey. Carried

8 Council decisions on recommendations from the Taihape Community Board

The Board noted the commentary in the agenda.

10 Update on Place-Making Initiatives

Mrs Abernethy reported that the alley way project had been completed and wished to acknowledge Crimpy's Contracting for all their input. She added that they had also been asked to provide a quote for fencing the dog park.

11 Small Projects Grant Scheme Update – October 2019

Cr Gordon spoke to two late submission items.

He said that site works on the Weka Street extension had been undertaken by Ken Deighton Contracting in preparation for the 125 celebration tree planting project. The Board were all in agreement that funds of \$1000.50 (GST incl.) from the Small Projects Grant Scheme be used to pay for this work.

Also discussed was the fencing work adjacent the intersection of Weka and Kokako Street which had been undertaken by Bill Nelson.

The Board agreed to fund the labour component of \$1165.76 GST Inc. from the Small Projects Grant Scheme. The cost of materials which were purchased from Hautapu Rural supplies was \$850.65 (GST incl.) This would be funded by Council.

Resolved minute number 19/TCB/054 File Ref

That the Taihape Community Board approve payment of \$1000.50 including GST to Ken Deighton Contracting for site preparation work on the Weka Street extensions and that this be funded from the Small Projects Grant Scheme.

Crs Rainey/Aslett. Carried

Resolved minute number 19/TCB/055 File Ref

That the Taihape Community Board approve payment of \$1165.76 including GST to Bill Nelson for fencing work on the corner of Weka and Kokako Streets and that this be funded from the Small Projects Grant Scheme and that Council cover the costs of the materials purchased from Hautapu Rural Supplies to the value of \$850.65 including GST.

Cr Rainey/Mrs Abernethy. Carried

Resolved minute number 19/TCB/056 File Ref

That the memorandum 'Small Projects Grant Scheme Update – October 2019' to the 9 October 2019 Taihape Community Board be received.

Mrs Fannin/Cr Rainey. Carried

12 Policy & Community Planning Project and Activity Report - September 2019

Resolved minute number 19/TCB/057 File Ref

That the 'Policy & Community Planning Project and Activity Report - September 2019' to the 9 October 2019 Taihape Community Board be received.

Mrs Abernethy/Cr Aslett. Carried

13 Update on new amenities block on Taihape Memorial Park

The Board noted the commentary in the Agenda.

Cr Gordon then undertook to provide an update on the consultation process.

There was further discussion on car parking by the Taihape Swim Centre, upgrades to the playground and Skate Park and possible sites for a new toilet at the park. There was some suggestion that the Taihape Community Development Trust may like to drive the playground project.

14 Future of Buildings at 22 Tui Street, Taihape

The Board noted the commentary in the Agenda.

15 Treaty of Waitangi commemoration 2020

The letter from the Prime Minister was noted.

Further information to be sought on “The Big Day Out” event which Mokai Patea Services organise.

16 Feedback on Annual Residents Survey

The Committee noted the commentary in the agenda and provided feedback to the questions asked. They felt that future surveys be worded better in order for the respondents to provide more specific feedback.

Parks

Parking/toilet improvements

Toilets

Kokako Street public toilet not up to standard – cubicles too narrow

Cemeteries

Well maintained with the rabbit problem currently under control. Suggestion that taps be installed at entranceways for visitors to wash their hands

Town Halls

Heating to be provided in the Taihape town hall

Libraries

Taihape library - could do with a makeover- improved shelving etc.
Mangaweka library books to be catalogued.

Swimming Pools

Taihape Swim Centre- overall fabulous place with good atmosphere. Has been some issues in the past with pool staff being over the top with health & safety.

Wastewater

No comment

Customer Service

No comment

Elected Members

Not everyone talks to elected members

Communication and Publications

Happy with the content that is online

17 Requests for service – First Response, Taihape August 2019

Resolved minute number **19/TCB/058** **File Ref**

That the report 'Request for Service - First Response, Taihape August 2019' to the 9 October 2019 Taihape Community Board be received.

Mrs Fannin/Cr Rainey. Carried

18 Matters arising not elsewhere on the agenda – project update

No update was provided.

19 Current infrastructure projects/upgrades and other Council activities within the Taihape Ward.

Representatives from the Hautapu River Group be invited to speak at the Boards February 2020 meeting.

Resolved minute number **19/TCB/059** **File Ref**

That the extract 'Current infrastructure projects/upgrades and other Council activities within the Taihape Ward' dated August 2019 to the 9 October 2019 Taihape Community Board be received.

Cr Aslett/Mrs Abernethy. Carried

20 Late items

There were no late items

21 Future items for the agenda

Engagement with the rural community
Future housing
Grandstand refurbishment
Zero Carbon Bill

22 Next meeting

This is the final meeting of the 2016/19 triennium.

The Inaugural meeting to be held 7th November- at 5.30pm

23 Meeting closed

Board members acknowledged both Cr Rainey and Aslett for all their contribution.

The meeting closed at 7.30pm.

Confirmed/Chair: _____

Confirmed/Chief Executive: _____

Date:



Rangitikei District Council

Marton Community Committee Meeting

Minutes – Wednesday 9 October 2019 – 7:00 p.m.

Contents

1	Welcome	2
2	Public Forum	3
3	Apologies.....	3
4	Members' conflict of interest	3
5	Confirmation of order of business and late items	3
6	Confirmation of Minutes.....	3
7	Chair's Report	3
8	Council decisions on recommendations from the Committee	4
9	Council responses to queries raised at previous meetings.....	4
10	Update from the Project Marton Co-ordinator	5
11	Update from the Marton Wastewater Advisory Group.....	5
12	Treaty of Waitangi commemoration 2020.....	5
13	Policy & Community Planning Project and Activity Report - September 2019	5
14	Update on place-making initiatives	6
15	Community Housing.....	6
16	Update on the Marton Civic Centre/Heritage Precinct project	6
17	Feedback on Annual Residents Survey	6
18	Small Projects Grant Scheme Update – October 2019	8
19	Current Infrastructure projects/upgrades and other Council activities within the Marton Ward	8
20	Matters arising not elsewhere on the agenda	9
21	Arrangements for establishing new Community Committees and Reserve Management Committees	9
22	Late Items.....	9
23	Next meeting.....	9
24	Meeting Closed	9

Present: Mrs Carolyn Bates
Mrs Wendy Wagner
Mrs Jennifer Greener
Mrs Pip Hancock
Mrs Lyn Duncan
Mrs Donna Harris
Mrs Belinda Harvey-Larsen
Cr Lynne Sheridan
Cr Dave Wilson

In Attendance: His Worship the Mayor, Andy Watson
Mr Nardia Gower, Strategic Advisor for Youth

Tabled documents: Gambling Venue (Class 4) Policy review

1 Welcome

The meeting started at 7.02. The Chair welcomed everyone to the meeting.

2 Public Forum

Nil

3 Apologies

The apology for the absence Cr Cath Ash and for the late arrival of Cr Dave Wilson, Mrs L Duncan and Mrs J Green was received.

4 Members' conflict of interest

Members were reminded of their obligation to declare any conflicts of interest they might have in respect of items on this agenda, of which there was none.

5 Confirmation of order of business and late items

That, taking into account the explanation provided why the item is not on the meeting agenda and why the discussion of the item cannot be delayed until a subsequent meeting,

Marton Signage

be dealt with as a late item at this meeting.

6 Confirmation of Minutes

Resolved minute number

19/MCC/037

File Ref

3-CC-1-3

That the Minutes of the Marton Community Committee meeting held on 14 August 2019 be taken as read and verified as an accurate and correct record of the meeting.

Mrs D Harris / Mrs P Hancock. Carried

7 Chair's Report

The Chair gave a verbal report with the following highlights:

- There were no street Tables in the run-up to the election.
- The chair has spoken to people regarding:
 - "New" Residents re Op Shop / Rubbish Collection / Transfer Station
 - Chair of Area Council, Red Cross regarding First Aid Course requirements for their drivers.
 - Boer War Memorial Restoration.

- Starting new IT repair shop.
- New CEO.
- Marton Court – There are no advertised opening hours and regularly no person available to answer questions.
- Community Patrol is still active
- Whanau Day @ Memorial Hall, 11am- 2pm Oct 19, being organised by Family Start.

The Mayor spoke briefly regarding the current district plan change in Marton noting that potential future developments are still commercially sensitive.

Resolved minute number **19/MCC/038** **File Ref**

That the Chair's verbal report to the Marton Community Committee meeting 9 October 2019 be received.

Mrs C Bates / Mrs D Harris. Carried

Mrs L Duncan and Mrs J Green arrived at 7.07pm
Cr Dave Wilson arrived at 7.12pm

8 Council decisions on recommendations from the Committee

The Committee noted the commentary in the agenda

9 Council responses to queries raised at previous meetings

Wilson Park – location of concrete slabs

The Committee noted the commentary in the agenda with the following additional comments:

It was advised that Council's stance is that only approved contractors can be used to fell and remove trees on council property in line with healthy and safety guidelines.

Ms Gower confirmed that the evolve Fabrication has been paid.

Centennial Park – location of proposed toilets

The Committee noted the commentary in the agenda with the following additional comments:

- Sewer drains have been installed for the toilets in Centennial Park.
- Toilets have been ordered and are expected in March 2020

Undertaking **Subject**

Ms Gower to follow up with Evolve on the seat fabrication.

10 Update from the Project Marton Co-ordinator

No update was provided with the absence of Cr Cath Ash.

11 Update from the Marton Wastewater Advisory Group

The group have not met since the previous Marton Community Committee meeting.

An issue with a reoccurring over flowing sewer pipe under Wellington Road was raised. His Worship the Mayor advised that a programme of work is scheduled for that area, and that Council staff are aware of the issue.

12 Treaty of Waitangi commemoration 2020

The Committee noted the attached letter from the Prime Minister, stating that with such a short timeframe of advice, it could be a consideration to pre-plan for future years as the offer will likely continue.

13 Policy & Community Planning Project and Activity Report - September 2019

Ms Gower spoke to the report with no question raised. The 'Gambling Venue (Class 4) Policy review' report was tabled and read by the committee.

It was noted that people gamble be that in physical venues or online and (further) that a portion of money spent on local venues benefits the community through grants.

Resolved minute number	19/MCC/039	File Ref	1-CO-4-8
-------------------------------	-------------------	-----------------	-----------------

That the 'Policy & Community Planning Project and Activity Report - September 2019' to the 9 October 2019 Marton Community Committee be received.

And

That the report 'Gambling Venue (Class 4) Policy review' report to the Marton Community Committee on 7 October 2019 be received.

Mrs C Bates / Mrs J Greener. Carried

Resolved minute number	19/MCC/040	File Ref
-------------------------------	-------------------	-----------------

That the Marton Community Committee recommend to Council that Council keep the current Gambling Venue (Class 4) Policy with no changes.

Mrs C Bates / Mrs L Duncan. Carried

14 Update on place-making initiatives

A verbal update noted that there is nothing currently in progress.

15 Community Housing

The Committee noted that commentary in the agenda.

Additional comments noted that the only units that are unoccupied are the ones that are being renovated. There is a waiting list of people wanting to rent.

16 Update on the Marton Civic Centre/Heritage Precinct project

Cr Wilson highlighted the additional blue commentary in the agenda.

17 Feedback on Annual Residents Survey

It was suggested that Council could investigate opportunities for residents to give feedback at any time during the year.

Parks

- Wilson Park (and others) – safe designated parking with lighting. Parking Awareness signs for passing traffic
- Create packs/brochures for residents and visitors on what is available in town.
- More Seats / Tables / Rubbish Bins / BBQs

Playgrounds

- Equal and same upgrades throughout the Rangitikei. Noted was that community driven projects are the ones that gain traction and apply for funding from Council.
- More Seats / Tables / Rubbish Bins / BBQs

Cemeteries

- What specific suggestion can you offer council to improve the Mount View Cemetery?
- Roding into Mt View needs to be reviewed and needs off street parking.
- Water signs for customary use.
- Cemetery signage in general
- Need more parking especially at Mt View
- Some sets of steps do not have handrails, that would be helpful as the steps have been reported to be slippery when wet.
- The newer / Marton end, seems to have a reasonable amount of Seats and Rubbish Bins.
- At the older / Hunterville end there are no Seats or Rubbish Bins.

Town Halls

Marton Hall:

- Upgrade Interior ideas
 - Dado rails, or mechanisms for banners. Hooks or similar to allow things to be hung around the walls would be useful.
 - Toilets upgraded, nothing to dry hands and soap, there is no accessibility toilet.
 - More Power Points would be useful.
 - Upstairs Windows glass changed to frosting
 - Bifold doors in the middle of the hall for dual events.
 - Internal Decoration – the hall is looking very tired.
- Some of the Heaters in the main hall do not appear to be working.
- There is no crockery or cutlery – that would be useful to users.
- More rubbish bins to be to be available, or emptied during events.
- A lift to get better use of upstairs for older users – RSA felt a one for 4 people would be slow for them to utilise.
- Upgrade the tables.
- A heater in the Supper Room would be the place more attractive to be used year round.
- Upstairs better access and advertise for conferences and events.

Administration Buildings

No comment

Libraries

Not enough room i.e. the computer section and the youth room, mums with bubs. Perhaps combine The Hub with the Library so that all computers in are in the hub leaving more room in the library.

Printing – advertise that the printed works need to be emailed to the library as they do not accept memory sticks/ USB stick.

Widely promote library services - bus booking, e-books, audio books

Swimming Pools

- Access outside area, and have seating
- Open all year.
- Rules for users are too strict.
- Outside Pool is wanted by the kids, to allow them to do bombs and not worry about splashing others.
- Fun things for the kids to use such as a Pontoon that users could jump off it.
- Better advertising eg in District Monitor.
- Only on Facebook or RDC Website

- Check advertised hours on Council website are correct each season

Wastewater

- Identify within the survey what wastewater is.

Customer service

- Fix it forms - customer service not good either not getting replies or not getting satisfactory replies
- Customer services staff are lovely
- If a question is answered, how does that make the service anything other than acceptable?

Elected members

- Propose elected members spend time at taking tables
- The Committee expects all the Central Ward Councillors at some stage, but have a dedicated Councillor for continuity.
- If a question is answered, how does that make the service anything other than acceptable?

Communication and Publications

- Make the website more searchable.
- Have documentation in other locations e.g. Annual Plan documents at Supermarkets.
- Have hard copies of communications more readily available.

Other

- Updates should be given as to when tasks are due to be completed by e.g. work on Wanganui Road, Broadway + Boer War Memorial.

18 Small Projects Grant Scheme Update – October 2019

Resolved minute number

19/MCC/041

File Ref

3-CC-1-3

That the memorandum 'Small Projects Grant Scheme Update – October 2019' to the 9 October 2019 Marton Community Committee be received.

Mrs C Bates / Mrs W Wagner. Carried

19 Current Infrastructure projects/upgrades and other Council activities within the Marton Ward

Resolved minute number**19/MCC/042****File Ref****3-CC-1-5**

That the extract 'Current Infrastructure projects/upgrades and other Council activities within the Marton Ward, July-August 2019' to the 9 October 2019 Marton Community Committee be received.

Mrs C Bates / Mrs L Duncan. Carried

20 Matters arising not elsewhere on the agenda

The Committee noted the commentary in the agenda and the late item 'Marton Town Signage' was taken during this item. An associated document was tabled.

The Committee re-endorsed their resolution made in December 2018 to adopt the barley as the image for the Town Signage. They further agreed that Council staff undertake the placement of the signs, noting that the current signs owned by Project Marton on State Highways are unsafe with panels falling off.

Resolved minute number**19/MCC/043****File Ref**

The Marton Community Committee recommend to Council that Council approach Project Marton to remove the all the Heart-branded signs and replace it with the approved branded Marton township signs.

Mrs D Harris / Mrs J Greener. Carried

21 Arrangements for establishing new Community Committees and Reserve Management Committees

The Committee noted the commentary in the agenda.

22 Late Items

All late items were addressed during the meeting

23 Next meeting

This will be the final meeting for the triennium.

24 Meeting Closed

The Chair thanked everyone for their time and patience, with special thanks to Councillors Sheridan and Wilson.

His Worship the Mayor thanked the Committee on behalf of the Council and community.

The meeting closed at 9.40pm.

Confirmed/Chair: _____

Confirmed/Chief Executive: _____

Date: