



RANGITIKEI
DISTRICT COUNCIL
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ORDER PAPER

RĀTANA COMMUNITY BOARD MEETING

Date: Tuesday, 25 November 2025

Time: 6.30pm

Venue: Ture Tangata Office
Ihipera-Koria Street
Rātana Pa

Membership: Mr Jason Hihira
Ms Ruthie Lawrence
Mr Charlie Mete
Ms Grace Taiaroa
Cr Piki Te Ora Hiroa
HWTM Andy Watson

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Notice is hereby given that a Rātana Community Board Meeting of the Rangitīkei District Council will be held in the Ture Tangata Office, Ihipera-Koria Street, Rātana Pa on Tuesday, 25 November 2025 at 6.30pm.

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AGENDA

1 Whakamoemiti

2 Apologies

3 Public Forum

4 Conflict of Interest Declarations

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

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, [enter item number](#) be dealt as a late item at this meeting.

6 Follow-up Action Items from Previous Meetings

6.1 Follow-up Action Items from Rātana Community Board Meetings

Author: Kezia Spence, Governance Advisor

1. Reason for Report

- 1.1 On the list attached are items raised at previous RātanaCommunity Board meetings. Items indicate who is responsible for follow up, and a brief status comment.

2. Decision Making Process

- 2.1 Staff have assessed the requirements of the Local Government Act 2002 in relation to this item and have concluded that, as this report is for information only, the decision-making provisions do not apply.

Attachments:

1. Follow-up Actions Register [↓](#)

Recommendation

That the report Follow-up Action Items from Rātana Community Board Meetings be received.

Current Follow-up Actions

Item	From Meeting Date	Details	Person Assigned	Status Comments	Status
1	07-Oct-25	Bus parking in Ratana and this is an obstruction of view	Kezia	Followed up with regulatory staff and there is nothing that can be undertaken at this stage.	Completed.
2	10-Jun-25	Traffic island signage obstructing the view	Kezia	This was raised again on the 07 Oct meeting - NZTA are undertaking the moving of the sign.	In progress
3	10-Jun-25	Ratana Road signage needs updating	Kezia	No update at this stage	In progress
4	08-Oct-24	Corrosion of the road at the intersection entering Ratana	Mel Bovey/Darryn Black	Ms Bovey undertook at the last meeting to look into this. This has been notified to NZTA	In progress
5	12-Dec-23	Speed bump on the road coming into Ratana has not been replaced- what has happened?	Roading team	RFS 2403615 - The roading team is trying to find something that will stick without being worn away fast.	In progress
6	05-Oct-21	<p>With regards to the Ratana Cemetery Extension: Staff to consider providing better facilities for volunteers who dig new plots.</p> <p>Update 08 Feb 22: The Board clarified that the request was for water access, for both contractors and visitors. The Board advised that they would like a water source that is aesthetically pleasing (i.e., not just a tap in a post).</p> <p>Update 09 Aug 22: The Board asked that this be reconsidered, as the owner of the adjacent farm has given verbal approval for the existing water line on his property to be used (the water does not need to be drinkable). Ms Bovey undertook to follow-up on this request.</p>	Mel Bovey / Arno Benadie	This request is being investigated by the Parks Team who will look at potential options in conjunction with a similar request from Taihape residents for their cemetery. This is being done across the District as part of the Long Term Plan.	In progress

7 Reports for Decision

7.1 Declaration by Rātana Community Board members

Author: Kezia Spence, Governance Advisor

1. Declaration

Te whakapuakanga mā ngā mema o ngā poari hapori

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 Rangitīkei hei mema o te Poari Hapori o Rātana Pā, 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.

Board Member Declaration

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 Rangitīkei District, the powers, authorities, and duties vested or imposed upon me as a Member of the Rātana Community Board by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

7.2 Election of Chair and Deputy Chair – Rātana Community Board**Author: Kezia Spence, Governance Advisor****1. Reason for Report**

- 1.1 The Board needs to elect its Chair and Deputy Chair for the Rātana Community Board for the 2025 – 28 triennium.

2. Election of Chair / Deputy Chair

- 2.1 Members are asked to nominate and elect a Chair then Deputy Chair from the current membership.
- 2.2 Clause 25 of Schedule 7 of the Local Government Act 2002, which relates to voting systems for certain appointments (including the election or appointment of the deputy mayor, the election or appointment of the chairperson and deputy chairperson of a committee, and the election or appointment of a representative of the local authority), states that:
 - (2) ... a local authority or a committee (if the local authority has so directed) must determine by resolution that a person be elected or appointed by using one of the following systems of voting:—
 - (a) the voting system in subclause (3) ("system A");
 - (b) the voting system in subclause (4) ("system B").
 - (3) **System A—**
 - (a) requires that a person is elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee present and voting; and
 - (b) has the following characteristics:—
 - (i) there is a first round of voting for all candidates; and
 - (ii) if no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and
 - (iii) if no candidate is successful in the second round there is a third, and if necessary subsequent, round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and
 - (iv) in any round of voting, if 2 or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.
 - (4) **System B—**
 - (a) requires that a person is elected or appointed if he or she receives more votes than any other candidate; and
 - (b) has the following characteristics:
 - (i) there is only 1 round of voting; and

(ii) if 2 or more candidates tie for the most votes, the tie is resolved by lot.

2.3 Once the voting is complete the Mayor or Ward Councillor vacates the chair.

3. Council appointments to the Rātana Community Board

3.1 The Rātana Community Board comprises four members elected and two members appointed by Council. The following councillors will serve as follows:

- Year 1: Cr Hiroa
- Year 2: Cr Sharland
- Year 3: Cr Raukawa

Recommendation 1

That the Rātana Community Board, for the purpose of electing or appointing persons under Clause 25, adopt either System A, or System B.

Recommendation 2

That _____ be appointed Chair of the Rātana Community Board.

Recommendation 3

That _____ be appointed Deputy Chair of the Rātana Community Board.

7.3 RātanaCommunity's Representative for Te Rōpū Ahi Kā**Author: Kezia Spence, Governance Advisor****ITEM 7.3****1. Reason for Report**

- 1.1 Te Rōpū Ahi Kā is Council's standing Iwi advisory committee. Nominations will be sought from the meeting.

Recommendation 1

That the report Rātana Community's Representative for Te Rōpū Ahi Kā be received.

Recommendation 2

That _____ be nominated as the Rātana community's representative on Te Rōpū Ahi Kā for the 2025-28 triennium

7.4 First Meeting of the Rātana Community Board**Author: Kezia Spence, Governance Advisor****1. Reason for Report**

- 1.1 Schedule 7, section 21 of the Local Government Act 2002 requires the Board to fix the date and time of the first meeting of the Board.
- 1.2 It is proposed that the first meeting of the RātanaCommunity Board be Tuesday, 10 February 2026.
- 1.3 Previously the Board has met on the same Tuesday as the Te Roopuu Ahi Kaa Komiti meetings, this was every two months on, usually, the second Tuesday of the month. The Board are asked to give us direction on whether they want this to continue.
- 1.4 The meeting schedule will be updated following advice from the Board and sent out to members.

Recommendation 1

That the report First Meeting of the RātanaCommunity Board be received.

Recommendation 2

That the first meeting of the RātanaCommunity Board be held on Tuesday, 10 February 2026 at 6.30pm [or another date decided on by the Board].

8 Reports for Information

8.1 Laws Affecting Elected Members (Including Rātana Community Board Members)

Author: Kezia Spence, Governance Advisor

1 Reason for Report

Schedule 7 Clause 21 of the Local Government Act 2002 requires that, at the first meeting of the Community Board following the triennial general election, the Chief Executive provides a general explanation of certain laws affecting elected board members, including:

- the Local Government Official Information and Meetings Act 1987;
- the appropriate provisions of the Local Authorities (Members' Interests) Act 1968;
- sections 99, 105 and 105A of the Crimes Act 1961;
- the Secret Commissions Act 1910;
- the Financial Markets Conduct Act 2013.

This report provides this general explanation.

2 Local Government Official Information and Meetings Act 1987

2.1 General Principle

The main focus of LGOIMA is the retention and release of official information held by Council and the conduct of Council meetings; the latter being evidenced by Standing Orders.

The stated purposes of this Act are:

- (a) to increase progressively the availability to the public of official information held by local authorities, and to promote the open and public transaction of business at meetings of local authorities, in order—
 - (i) to enable more effective participation by the public in the actions and decisions of local authorities; and
 - (ii) to promote the accountability of local authority members and officials,—
 and thereby to enhance respect for the law and to promote good local government in New Zealand:
- (b) to provide for proper access by each person to official information relating to that person:
- (c) to protect official information and the deliberations of local authorities to the extent consistent with the public interest and the preservation of personal privacy.

The heart of the Act is the 'principle of availability' set out in Section 5:

"The question whether any official information is to be made available, where that question arises under this Act, shall be determined, except where this Act otherwise expressly requires, in accordance with the purposes of this Act and the principle that the information shall be made available unless there is good reason for withholding it".

2.2 Requests

Anyone can make a request for official information – and not necessarily in writing.

If the Council does not hold the information sought, or a Council officer believes the request to be more closely connected with another organisation, then the officer must (within 10 working days of the request being received) transfer the request.

Section 13 provides that when the Council holds the information a decision on whether to release the information must be made within 20 working days of receiving the request. Charges may be made for supplying the information.

When the information sought is voluminous or consultations that are necessary for a proper response are needed, section 14 allows the 20 working day time limit to be extended for a 'reasonable period'. The requester must be told the period of extension, the reasons for the extension and the fact that the extension can be referred to the Ombudsman.

Every request must be dealt with on its merits and a decision whether to refuse is made on the circumstances of each case. There is no time specified for providing information but the Ombudsman is empowered to investigate cases of 'undue delay' on the basis that this constitutes refusal.

2.3 Refusals

The Act places the responsibility for deciding to accept or refuse a request with the Chief Executive or an officer he authorises. The Act does not prevent the authorised officer from consulting the Council or any other person. The Act sets out both 'conclusive reasons' (section 6) and 'other good reasons' (section 7) why the provision of official information can be refused. If the grounds for refusal do not fall within one of these specified reasons, the information **must** be released. This includes requests for access to Council documents containing policies, principles, rules or guidelines which affect Council's decision-making.

'Conclusive reasons' are prejudicing the maintenance of the law (including the prevention, investigation, and detection of offences, and the right to a fair trial) or endangering the safety of any person

'Other good reasons' include:

- protecting the privacy of natural persons;
- maintaining the effective conduct of public affairs through free and frank expressions of opinions by or between elected members and officers;
- enabling a local authority to carry out, without prejudice or disadvantage, commercial activities;
- enabling a local authority to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations);
- avoiding serious offences to tikanga Māori or avoiding disclosure of waahi tapu¹;
- avoiding prejudice to measures protecting the health or safety of members of the community; and

¹ Confined to applications made under the Resource Management Act for a resource consent, or water conservation order, or a requirement for a designation or heritage order.

ITEM 8.1

- maintaining professional legal privilege.

All of these ‘other good reasons’ are subject to a ‘public interest’ test, i.e. even if the information sought falls within one of the refusal categories it must be released where the reason for the withholding of the information is outweighed by other considerations rendering it desirable in the public interest that the information be released.

The Act also contains a number of administrative grounds for refusing a request. These include instances where:

- the information is or will soon be publicly available;
- it would be illegal or in contempt of a court or Parliament to provide the information;
- the document alleged to contain the requested information does not exist or cannot be found despite reasonable efforts to locate it;
- the information requested cannot be made available without substantial collation and research; and
- the request is frivolous or vexatious or the information requested is trivial.

However, before making such a refusal, the Council is required to consider

- whether consulting with the person who made the request would assist that person to make the request in a form that would remove the reason for the refusal; and
- whether making a charge or extending the time limit would allow the substantial research work to be done to satisfy the request.

If a request is refused, section 18 requires the Council to give the requestor:

- the reason for its refusal;
- the grounds in support of that refusal;
- advice as to the right to apply to the Ombudsman to seek a review of the refusal.

2.4 Ombudsmen’s investigation

The Ombudsmen may investigate any refusal by the Council to provide information and can investigate the charges made by the Council.

If the matter cannot be resolved during the investigation, the Ombudsmen may make a recommendation to the Council. Section 32 imposes a public duty on the Council to observe that recommendation unless it resolves not to accept it within 21 working days of receiving the recommendation.

A decision not to accept an Ombudsmen’s recommendation must be notified to the applicant and the Ombudsmen and published in the New Zealand Gazette together with the Council’s reasons for the decision. The applicant may apply to the High Court for a review of the Council’s decision. Whatever the result of the High Court hearing, the applicant’s costs must be paid by the Council unless the Court is satisfied the application was not reasonably or properly brought.

2.5 Access to Meetings

Section 47 of the Act provides the public and media have a right of access to all meetings of the Council, committees, sub-committees (with power to act) and community boards unless the meeting resolves to exclude the public.

Section 48 specifies that the grounds for excluding the public and the media from a meeting may only be those provided in the Act and essentially are the same grounds as for withholding official information (although notably **not** including “free and frank expressions of opinions by or between elected members and officers”). A motion to exclude the public must state the subject matter of the ‘non-public’ matter and the specific reason provided in the Act.

Even where a meeting has resolved to exclude the public a person can request a copy of the minutes of the meeting. Such a request must be treated in the same way as a request for official information and is subject to review by an Ombudsman.

2.6 Order Papers

Order papers (i.e. agendas and reports) for meetings must be publicly available at least two working days before the meeting. Supplementary reports may not be dealt with unless agreed to by the meeting and unless the Chair explains why the report was not in the Order Papers and why the subject cannot wait until the next meeting.

Minutes of all meetings (except public excluded meetings) must be available for inspection by the public and media.

2.7 Qualified Privilege

Sections 52 and 53 of the Act provide that written or oral statements on any matter being considered at a meeting of the Council, committee, sub-committees or community board is privileged unless the statement is proved to be made with malice. This is known as qualified privilege.

Qualified privilege is a protection afforded by the law on certain occasions to a person acting in good faith and without any improper motive who makes a statement defamatory about another person.

It is established law that meetings of local authorities are privileged occasions (this includes community boards). The reason given by the Courts is that those who represent local government electors should be able to speak freely on any matter they believe affects the interests of their residents.

If malice can be established then the privilege is lost. With the question of malice, motive can be crucial. If it is established that the person making the statement had some other dominant and improper motive then malice will be established.

Generally speaking, for qualified privilege to apply, there should be a positive belief in the truth of what is said, and that there is no suggestion of personal spite or ill-will by the person making the statement.

3 Local Authorities (Members’ Interests) Act 1968

The Act is overseen by the Auditor-General. It is a small but significant part of the legal framework for local democracy by ensuring that elected members are not affected by personal financial motives when carrying out their role. This Act contains provisions relating

to contracts between elected members and the Council, and provisions relating to elected members voting on matters where they have a pecuniary interest.

The Auditor-General does not have the same statutory role for non-financial conflicts of interest – only the courts can determine whether the law has been breached in any particular instance and what the consequence should be.

3.1 Contract

The Act provides that no person may be an elected member if the total of all contract payments made or to be made by the Council in which that person is ‘concerned or interested’ exceeds \$25,000 in any financial year. Contracts include sub-contracts.

There are provisions regarding contracts between the Council and a company in which an elected member or spouse has an interest. Generally a person will be concerned or interested in a contract where that person or spouse holds 10% of the issued capital of the company or a controlling company, or the member or spouse is a shareholder and is either a managing director or general manager.

Certain exclusions are provided for, such as where the member and spouse are living apart, or the member did not know and had no reasonable opportunity of knowing the spouse was a shareholder and managing director/ general manager.

The limit of \$25,000 may be extended by the Office of the Auditor-General in special cases. Such approval can be given retrospectively. Provision is made for contracts entered into by the Council before an election, and for continuing contracts.

If a person breaches the \$25,000 limit that person is disqualified from holding office and an extraordinary vacancy occurs. The disqualification remains until the next triennial election.

3.2 Pecuniary Interest

The Act provides that no elected member shall vote on or take part in the discussion of any matter in which that person has, directly or indirectly, any ‘pecuniary interest’ other than an interest in common with the public.

The prohibition applies where the member’s spouse has a pecuniary interest and where the member or spouse holds 10% or more of the shares in a company or a controlling company, which has a pecuniary interest, or either person is a shareholder and is managing director or general manager.

Members who are prohibited under the Act from voting on or discussing a matter are under a duty to declare to the meeting their pecuniary interest and their abstention from discussion or voting must be recorded in the minutes.

The prohibition against discussing or voting on a matter does not apply in certain situation, such as:

- Members’ remuneration where the maximum rate has already been fixed;
- Election or appointment of any member to a Council or community board office, notwithstanding that remuneration is payable;
- The preparation, approval, or review of a district scheme or district plan unless the matter relates to any variation or change or departure from a district scheme or district plan or to the conditional use of land, in which a member has a pecuniary interest.

The Office of the Auditor-General has the power to declare that the prohibition shall not apply in respect to any particular matter if the Office is satisfied the prohibition would impede the business of the Council or that it is in the interest of the electors that the prohibition not apply.

A member convicted of contravening the prohibition vacates office and an extraordinary vacancy is created.

4 Crimes Act 1961 – Sections 99, 105, 105A

- 4.1 Section 99 defines, for the purposes of the Crimes Act 1961, an “official” as any member or employee of any local authority. Member includes community board member.
- 4.2 Section 105 provides that it is an offence punishable by up to seven years imprisonment for an “official” to corruptly accept or obtain, or to attempt to obtain, any bribe or reward in respect of anything done or omitted to be done by the official in an official capacity.
- 4.3 Section 105A provides that every official is liable to up to seven years imprisonment who corruptly uses any information acquired in an official capacity, to obtain, directly or indirectly, an advantage or pecuniary gain for the official or any other person.

5 Secret Commissions Act 1910

- 5.1 The principle behind this Act is that a person holding a position of trust should not make a profit through their office.
- 5.2 The Act provides that elected members and officers are “agents” of the Council and that every agent commits an offence who corruptly accepts or obtains or solicits, for themselves or any other person, any gift or consideration as an inducement or reward for doing or not doing any act in relation to the Council’s affairs, or for having shown favour or disfavour to any person in relation to the Council’s affairs.
- 5.3 Any agent who diverts, obstructs, or interferes with the proper course of the Council’s business, or fails to use due diligence in the prosecution of such business with intent to obtain for themselves or any other person any gift or other consideration shall be deemed to have corruptly solicited a consideration.
- 5.4 Whilst “gift” is not defined, “consideration” is. It includes discounts, commissions, rebates, bonuses, deductions, percentages, employment, and money (including loans). Generally trade practices or customary gifts do not constitute a defence to a charge under the Act.
- 5.5 Section 5 of the Act provides that an agent who makes a contract on behalf of the Council must disclose to the Council any pecuniary interest in the contract (other than shareholding, where there are at least twenty members of the company). This provision is similar to that contained in the Local Authorities (Members’ Interests) Act 1968.
- 5.6 It is an offence to advise the Council with intent to induce it to enter into a contract with a third person, and receive any gift or consideration from the third person without disclosing to the Council the fact of payment. Upon conviction for any offence under

the Act an agent is liable to a maximum fine of \$2,000 or two years imprisonment and would vacate their office.

6 Financial Markets Conduct Act 2013

- 6.1 This Act has replaced the requirement in the repealed Securities Act 1978 on entities that solicit funds from the public to prepare, register and distribute a prospectus and an accompanying investment statement. Instead, a short product disclosure statement may be made. Where there is defective disclosure, an investor must be treated as suffering loss unless the decline in the value of the investment is shown to have been caused by a matter other than the defect.
- 6.2 Section 122 provides that if a local authority is the issuer (or otherwise named with its consent) in a disclosure document, that document (unless the Crown has otherwise give an express guarantee under the Public Finance Act 1989) must contain a statement that the financial products being offered under the disclosure document are not guaranteed by the Crown.

7 Summary

- 7.1 The intention of this brief overview is to bring to the attention of the board members the main features of key legislation that impacts on local governance. If, at any time, you are in doubt on any of these matters, or are unsure as to whether they may affect you in your capacity as an elected board member, please contact the Chief Executive so that appropriate guidance is provided to you.

Recommendation

That Laws Affecting Elected Members (Including RātanaCommunity Board members), be received and the information noted.

8.2 Code of Conduct and Standing Orders

Author: Kezia Spence, Governance Advisor

Authoriser: Katrina Gray, Group Manager - Strategy, Community and Democracy

1. Reason for Report

- 1.1 To provide the RātanaCommunity Board with an overview of the Code of Conduct and Standing Orders.

2. Code of Conduct

- 2.1 Council adopted the Code of Conduct at the 30 October 25 meeting. Council last updated the Code of Conduct following the triennial election on 23 November 2022.
- 2.2 Council's current Code of Conduct is attached.
- 2.3 The Code of Conduct sets out the standards of behaviour expected from elected members in the exercise of their duties. Its purpose is to:
 - enhance the effectiveness of Council and the provision of good local government of the district;
 - promote effective decision-making and community engagement;
 - enhance the credibility and accountability of Council to its communities;
 - promote strong and collegial relationships between members when working together in the course of their various functions and duties; and
 - develop a culture of mutual trust, respect and tolerance between members and executive management.
- 2.4 Generally, Council would review the code of conduct at the commencement of each triennium. However, the Government has announced that they intend to create a national standardised code of conduct. This will be circulated to board members when available.

3. Standing Orders

- 3.1 Council adopted Standing Orders at the 30 October 25 meeting. Council last updated its Standing Orders on 28 September 2023.
- 3.2 Council's current Standing Orders are attached.
- 3.3 Standing orders contain rules for the conduct of the proceedings of local authorities, committees, subcommittees, subordinate decision-making bodies, and local and community boards. Their purpose is to enable local authorities to exercise their decision-making responsibilities in a transparent, inclusive, and lawful manner.
- 3.4 Generally, Council would review its Standing Orders each triennium. However, the Government has announced that they intend to create national standardised standing orders.

ITEM 9.2**4. Financial Implications**

4.1 There are no financial implications.

5. Impact on Strategic Risks

5.1 There are no relevant strategic risks.

6. Strategic Alignment

6.1 The Code of Conduct and Standing Orders are supportive of effective governance processes.

7. Mana Whenua Implications

7.1 There are no relevant mana whenua implications for this report.

8. Climate Change Impacts and Consideration

8.1 There are no climate change impacts.

9. Statutory Implications

9.1 The adoption of a Code of Conduct (and any amendments) and amendments to the Standing Orders is required under the Local Government Act 2002 for Councils and this is to inform the Taihape Community Board of these documents.

Attachments:

- 1. Code of Conduct (under separate cover)**
- 2. Standing Orders (under separate cover)**

Recommendation

That the report Code of Conduct and Standing Orders be received.

9 Meeting Closed.