



NAPIER
CITY COUNCIL
Te Kaunihera o Ahuriri

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ORDINARY MEETING OF COUNCIL

Open Attachments (Under separate cover 1)

Meeting Date: Thursday 30 June 2022

Time: 9.30am (Adopt A/P - Set Rates)

Venue: The Ocean Suite
East Pier Hotel
50 Nelson Quay
Ahuriri
Napier

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SCHEDULE OF FEES AND CHARGES 2022/23



NAPIER
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ANIMAL CONTROL

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Dog Registration			
Selected owner discount applies to owner's who undertake Council training on dog owner's obligations (one year dog ownership as qualifying period)			
For dogs registered for the first time after the commencement of the registration year a charge of one twelfth of the annual unlicensed owner fee per month, or part-month of the remaining year, is payable, provided the dog is no older than three months at time of first registration. Dogs older than three months at the time of first registration will be charged from the date that the dog attained the age of three months.			
The minimal charge for licenced dog ownership for seniors (65+) addresses the very low rate of issues from this sector.			
Charges for Dog Registration and Control are approved pursuant to Section 37 of the Dog Control Act 1996 and the Napier City Animal Control Bylaw.			
Registration Fees			
Full fee (paid by 1 August)	\$115.00	\$120.00	Yes
Full Fee (paid after 1 August)	\$171.00	\$178.00	Yes
Responsible Dog Owner fee (paid by 1 August)	\$77.00	\$80.00	Yes
Responsible Dog Owner fee (paid after 1 August)	\$115.00	\$120.00	Yes
Responsible Dog Owner application fee	\$26.00	\$27.00	Yes
Working Dog (paid by 1 August)	\$50.00	\$52.00	Yes
Working Dog (paid after 1 August)	\$75.00	\$78.00	Yes
Working Dog (Public Good) e.g. Guide Dog	No charge	No charge	Yes
Dangerous Dogs (paid by 1 August)	\$172.00	\$179.00	Yes
Dangerous Dog (paid after 1 August)	\$254.00	\$265.00	Yes
Impounding Charges			
First impounding registered dog	\$88.00	\$92.00	Yes
Second impounding registered dog	\$104.00	\$108.00	Yes
Third and subsequent impounding registered dog	\$155.00	\$162.00	Yes
Recovery of Costs			
Call out rate to open Shelter outside of hours	\$184.00	\$192.00	Yes
Animal Control Officer Hourly rate (including enforcement activity)	\$114.00	\$119.00	Yes
Daily care of dog	\$10.00	\$11.00	Yes
Permit Fee (3 or more dogs or breeding kennels) Annual Fee	\$53.00	\$55.00	Yes
Sale of Dog (including microchip implantation)	\$295.00	\$307.00	Yes
Replacement Registration Tag	\$5.00	\$5.00	Yes
Surrender of Dog to Animal Control	\$53.00	\$55.00	Yes
Surrender of Dog to Animal Control with community services card	\$11.00	\$11.00	Yes
Seizure of dog	\$90.00	\$94.00	Yes
Stock Control			
The cost of retrieving stock will be charged in actual costs in accordance with the hourly rates in this schedule			
Stock Impounding Charges (rate per night)	\$42.00	\$44.00	Yes
Microchipping of dog and registration on National Dog Database*	\$33.00	\$34.00	No
Microchipping of dog and registration on National Dog Database with community services card	\$6.00	\$7.00	Yes

ARTHUR RICHARDS HALL

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Meeting Room			
Group 1 - Profit-Making Organisations and Family Gatherings			
Hourly charge	\$24.50	\$25.00	Yes
Morning or Afternoon	\$67.50	\$70.00	Yes
Evening	\$100.00	\$104.00	Yes
Whole Day	\$140.00	\$146.00	Yes
Group 2 - Community, Hobby & Sports Groups			
Hourly charge	\$20.00	\$21.00	Yes
Morning or Afternoon	\$55.00	\$57.00	Yes
Evening	\$75.00	\$78.00	Yes
Whole Day	\$100.00	\$104.00	Yes

BAY SKATE

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Bay Skate			
Admission			
Bay Skate members and affiliated club members	\$4.20	\$4.50	Yes
Non-members	\$6.30	\$7.00	Yes
Senior Citizens / Community Services Card holders	\$4.20	\$5.00	Yes
Child (3 or under)	No Charge	No Charge	Yes
Spectators	No Charge	No Charge	Yes
Membership			
Bay Skate annual membership	\$25.90	\$27.00	Yes
Equipment Hire			
Scooter	\$10.40	\$11.00	Yes
Inline Skates	\$10.40	\$11.00	Yes
Skateboard	\$10.40	\$11.00	Yes
Roller skates	\$10.40	\$11.00	Yes
Aggressive skate	\$10.40	\$11.00	Yes
Beach path hire	\$10.00 per hour	\$10.00 per hour	Yes
Protective equipment	Free with equipment hire	Free with equipment hire	Yes
Helmet	Free with equipment hire	Free with equipment hire	Yes
Venue Hire			
Rink Only			
Rink only - Affiliated Club (per hour)	\$10.40	\$30.00	Yes
Events (Grandstand and Rink Use)			
Community Group (per hour)	\$51.80	\$60.00	Yes
Corporate (per hour)	\$208.00	\$250.00	Yes

BUILDING

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Building Consents			
Building Fees			
All building consent, building consent amendment, code compliance certificate, certificate of acceptance and certificate for public use fees are charged on an actual and reasonable cost recovery basis as per the below fees and charges. Fees are payable prior to the grant/issue of the applicable consent/certificate.			
Certificates of acceptance pursuant to section 96(1)(a) of the Building Act 2004 are subject to any fees, charges or levies that would have been payable had a consent been applied for before the work was carried out plus the current actual and reasonable costs associated with the application as per the below fees and charges.			
Project Information Memorandum (stand-alone only)	\$280.00	\$300.00	Yes
Compliance Schedule	\$305.00	\$320.00	Yes
Building Administration Fees			
Online Lodgement Fee	\$144.00	\$144.00	Yes
Building Accreditation Fee	\$20.00	\$20.00	Yes
Building Warrant of Fitness Fee			
Administration and Audit Fee	\$150.00	\$150.00	Yes
Hourly Rates			
Building Consents Officer	\$174.00	\$187.00	Yes
Building Administrator	\$87.00	\$92.00	Yes
Inspection Fee			
Inspection Fee	\$174.00	\$187.00	Yes
Liquor Licence Fee			
Certificate of Compliance Fee	\$100.00	\$100.00	Yes
Fees Payable for Specific Works (Set by Legislation)			
Building Research Levy per \$1,000 value above \$20,000*	\$1.00	\$1.00	GST EXEMPT
Building Levy per \$1,000 value \$20,444 and above	\$1.75	\$1.75	Yes
Roading Fees in Association with Building Consents			
Application Processing Fee	\$27.00	Replaced	Yes
Vehicle Crossing Inspection (covers 3 site visits. Any additional site visits are covered by the additional inspection fee)	Replacement	\$300.00	Yes
Inspection for Road Damage	\$69.00	\$120.00	Yes
Inspection for Vehicle Crossing	\$156.00	Replaced	Yes
Site Inspections (for inspections in addition to the minimum set with the application)	Replacement	\$120.00	Yes
Sundry Inspections			
Per Hour (minimum fee one hour)	\$174.00	\$187.00	Yes
Building Statistics			
Full Report	\$25.00	\$25.00	Yes
Single Report	\$15.00	\$15.00	Yes
Additional Sections	\$6.00	\$6.00	Yes
Miscellaneous Charges			
Property File Fee			
Property File Management Fee (charged per consent)	\$82.00	\$86.00	Yes
Certificate of Title	\$25.00	\$25.00	Yes

CEMETERIES

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Cemeteries			
Interments - Burials			
Adults	\$741.00	\$772.00	Yes
Child (Over 29 days and under 14 years)	\$285.00	\$295.00	Yes
Stillborn child (within Neo-Natal area and up to 28 days after birth)	No Charge	No Charge	Yes
Stillborn child (not within Neo-Natal area and up to 28 days after birth)	\$100.50	\$105.00	Yes
Disinterments and Reburials			
Same Plot	\$2,700.00	\$2,815.00	Yes
Different Plot	\$2,700.00	\$2,815.00	Yes
Extra Depth			
Extra Depth (to allow for three burials)	\$140.00	\$145.00	Yes
Burial of Deceased Formerly Resident Outside City Boundary			
Burial of Deceased Formerly Resident Outside City Boundary	\$669.00	\$700.00	Yes
Sale of Burial Plots			
Includes Perpetual Maintenance			
Children under 14 years area (Western Hills and Park Island)	\$971.00	\$1,015.00	Yes
Wharerangi	\$2,373.00	\$2,475.00	Yes
Western Hills	\$2,373.00	\$2,475.00	Yes
Eskdale	\$2,373.00	\$2,475.00	Yes
Sale of Ash Plots			
Includes Perpetual Maintenance			
Wharerangi Inground Plaque	\$432.00	\$475.00	Yes
Wharerangi Middle Ridge Ash Beam	\$432.00	\$475.00	Yes
Western Hills Rose Garden Beds 1-14	\$316.00	\$350.00	Yes
Western Hills Rose Garden Beds 15 and onwards	\$432.00	\$475.00	Yes
Western Hills Upright Ash Interment Area	\$798.00	\$875.00	Yes
Interment - Ashes - Includes Registration			
Interment of Ashes	\$148.00	\$160.00	Yes
Scattering of Ashes	\$148.00	\$160.00	Yes
Disinterment of Ashes			
Disinterment of Ashes	\$148.00	\$155.00	Yes
Registration of Memorial only			
Registration of Memorial only	\$100.50	\$105.00	Yes
Book of Remembrance			
Record of name in Book of Remembrance	\$72.50	\$75.00	Yes
Monument Permit			
Permit to erect a monument	\$57.00	\$60.00	Yes
Change of Plot Ownership			
Transfer or relinquishment of ash or burial plot	\$79.80	\$83.00	Yes

CEMETERIES CONTINUED

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Additional Fee			
In exceptional circumstances arrangements can be made for a burial outside normal working hours. Normal hours are 8.00am to 4.00pm Monday to Friday and 8.00am to 12noon Saturday. For Saturday after 12noon, Sunday and Public Holidays additional charges will apply based on an actual quoted basis. Requests for quotations must be made at least 24 hours in advance during normal working hours.			
Cost Per After Hours Call (for Saturday, Sunday and Public Holidays between 10am and 5pm)	\$70.40	\$73.00	Yes
Out-of-hours additional fee - Minimum charge	\$812.00	\$845.00	Yes
Sale of Niches			
Wharerangi	\$181.00	\$190.00	Yes
Eskdale	\$90.10	\$95.00	Yes
Services Fee			
Dressing of grave and use of equipment	\$92.20	\$150.00	Yes

CHAPMAN PAVILION

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Chapman Pavilion			
Times of Hire: Morning is 8.00am to 1.00pm, Afternoon is 1.00pm to 6.00pm, Evening is 6.00pm to 11.00pm and Full Day is 8.00am to 11.00pm. Weekdays are Monday to Thursday, Weekends are Friday to Sunday.			
Performance Bond: Payment of a performance bond is required to confirm a booking. This bond will be refunded after the hire date, less any unpaid hire fees and additional costs incurred by Napier City Council as a result of actions or negligence of the hirer. The performance bond will be refunded if the booking is cancelled at least 30 days before the first hire date.			
Public Holidays: Additional costs incurred by Napier City Council for bookings on public holidays will be on-charged to the hirer.			
Chapman Pavilion Pettigrew Lounge (Corporate Lounge 1)			
Performance Bond *	\$414.00	\$431.00	No
Weekday Morning or Afternoon	\$140.00	\$146.00	Yes
Weekday Evening	\$181.00	\$189.00	Yes
Weekday Full day	\$357.00	\$372.00	Yes
Weekends Morning or Afternoon	\$181.00	\$189.00	Yes
Weekends Evening	\$357.00	\$372.00	Yes
Weekends Full day	\$601.00	\$626.00	Yes
Chapman Pavilion Corporate Lounge 2			
Performance Bond *	\$414.00	\$431.00	No
Weekday Morning or Afternoon	\$124.00	\$129.00	Yes
Weekday Evening	\$161.00	\$168.00	Yes
Weekday Full Day	\$311.00	\$324.00	Yes
Weekends Morning or Afternoon	\$161.00	\$168.00	Yes
Weekends Evening	\$321.00	\$334.00	Yes
Weekends Full Day	\$549.00	\$572.00	Yes
Chapman Pavilion Both Lounges			
Performance Bond *	\$622.00	\$648.00	No
Weekday Morning or Afternoon	\$233.00	\$243.00	Yes
Weekday Evening	\$290.00	\$302.00	Yes
Weekday Full Day	\$570.00	\$594.00	Yes
Weekends Morning or Afternoon	\$290.00	\$302.00	Yes
Weekends Evening	\$622.00	\$648.00	Yes
Weekends Full Day	\$1,010.00	\$1,052.00	Yes
Napier City Council Wardens			
Senior Floor Attendant (per hour)	\$62.20	\$64.80	Yes

CORPORATE SERVICES

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Administrative, Property & Sundry			
Standing Order			
SANZ Sections 15.9, 15.12 & 15.14 (per page)	N/A	N/A	Yes
Spare copies of open agendas and relevant documents (per A4 page), minutes	No Charge	No Charge	Yes
Local Government Official Information & Meetings Act (Sec 13)			
First hour - no charge. Subsequent time charged per half hour			
Staff Time Fees per hour			
Other Costs: Charged at an amount which covers the actual costs involved			
Requests for readily accessible information (per hour)	\$76.00	\$76.00	Yes
Photocopying per page (per A4 sized page after the first 20 pages)	\$0.20	\$0.20	Yes
Valuation & Rating Information			
Rating Information Database - property valuation and rating information supplied in hard copy			
Charge per page (under 5 pages free)	\$0.31	\$0.35	Yes
Postponed Rates			
In addition to the annual fee, Council charge interest on the accumulating balance of rates postponed for approvals after 1st July 2009, and any other costs or one-off fees incurred in relation to registration of the postponement.			
Postponements approved prior to 1st July 2009 - Annual Fee	\$44.50	\$46.50	Yes
Postponements approved after 1st July 2009 - Annual Fee	\$77.70	\$81.00	Yes
Lease			
Preparation Fee	\$829.00	\$864.00	Yes
Licence to Occupy			
Preparation Fee (Standard)	\$207.00	\$216.00	Yes
Preparation Fee (Complex) (eg. where more than one class of land or set of regulations is involved)	\$280.00	\$292.00	Yes
Lessor's Consent			
Grant of Lessor's Consent Fee	\$77.70	\$81.00	Yes

ENVIRONMENTAL SOLUTIONS

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Trade Waste Charges			
Laboratory charges - Trade & Industrial sites - Type 1 *	\$243.00	Cost + 10%	Yes
Laboratory charges - Trade & Industrial sites - Type 2 *	\$195.00	Cost + 10%	Yes
Laboratory charges - Trade & Industrial sites - Type 3 *	\$100.90	Cost + 10%	Yes
Laboratory charges - Trade & Industrial sites - Type 4	Cost + 10%	Cost + 10%	Yes
Trade Waste Registration application fee	New	\$220.00	Yes
Controlled or Conditional applicant site assessment	New	\$118.00	Yes
Hourly charge - Environmental Administrator	New	\$350.00	Yes
Hourly charge - Environmental Compliance Officer	\$140.00	\$145.00	Yes
Labour charges (per hour)			
Manager Environmental Solutions	\$169.00	\$170.00	Yes
Environmental Lead	\$159.00	\$160.00	Yes
Environmental Projects Lead	\$132.00	\$160.00	Yes
Environmental Management Officer	\$140.00	\$145.00	Yes
Environmental Compliance Officer	\$140.00	\$145.00	Yes
Environmental Officer	\$140.00	\$145.00	Yes
Environmental Administrator	New	\$118.00	Yes
Environmental Intern	\$127.00	\$120.00	Yes
Waste Minimisation & Recycling			
Waste Minimisation Lead	\$159.00	\$160.00	Yes
Waste Minimisation & Sustainability Officer	\$140.00	\$145.00	Yes
Receptacles			
Recycling crates (each)	\$15.00	\$15.00	Yes
Wheelie Bin (each)	\$85.00	\$85.00	Yes
Pollution response			
Laboratory charges	at cost + 10%	at cost + 10%	Yes
Equipment and consumables	at cost + 10%	at cost + 10%	Yes
Contractor charges	at cost + 10%	at cost + 10%	Yes
Plus hourly labour charges rates (as above)	Standard Labour Charges	Standard Labour Charges	Yes
Types of Trade Waste sites			
Type 1 Trade & Industrial Premises: Tanneries			
Type 2 Trade & Industrial Premises: All industrial and trade premises not utilising metals in their processing that are not tanneries			
Type 3 Trade & Industrial Premises: Industries using metals in their processes that are not tanneries			
Type 4 Trade & Industrial Premises: Trade waste premises not specified in Type 1, 2, 3 categories			

FARADAY CENTRE

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Admission			
Adults	\$9.30	\$9.70	Yes
Children (under 15 years)	\$4.70	\$4.90	Yes
Senior Citizens (65 +) and Community Services Card holders single admission	\$7.80	\$8.10	Yes
Family Pass (2 Adults, 2 Children)	\$25.90	\$27.00	Yes
Annual Pass	\$129.50	\$135.00	Yes
Concession Card (10 trip Adults)	\$77.70	\$81.00	Yes
Concession Card (10 trip Children)	\$41.40	\$43.10	Yes
Group rate Adults	\$7.80	\$8.10	Yes
Group rate Children	\$4.10	\$4.30	Yes
Meeting Room			
Hourly rate	\$41.40	\$43.10	Yes
Morning or Afternoon	\$103.60	\$108.00	Yes
Faraday Centre Private Function (holds up to two hundred people)			

GRAEME LOWE STAND LOUNGES

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Graeme Lowe Stand Lounges			
Times of Hire: Morning is 8.00am to 1.00pm, Afternoon is 1.00pm to 6.00pm, Evening is 6.00pm to 11.00pm and Full Day is 8.00am to 11.00pm. Weekdays are Monday to Thursday, Weekends are Friday to Sunday.			
Performance Bond: Payment of a performance bond is required to confirm a booking. This bond will be refunded after the hire date, less any unpaid hire fees and additional costs incurred by Napier City Council as a result of actions or negligence of the hirer. The performance bond will be refunded if the booking is cancelled at least 30 days before the first hire date.			
Event Day: A day on which an entry charge event is held on the Mclean Park field of play.			
Public Holidays: Additional costs incurred by Napier City Council for bookings on public holidays will be on-charged to the hirer.			
Graeme Lowe Stand Lounge 1			
Performance Bond *	\$414.00	\$430.00	No
Weekday Morning or Afternoon	\$306.00	\$320.00	Yes
Weekday Evening	\$373.00	\$390.00	Yes
Weekday Full day	\$886.00	\$925.00	Yes
Weekends Morning or Afternoon	\$378.00	\$395.00	Yes
Weekends Evening	\$456.00	\$475.00	Yes
Weekends Full day	\$1,114.00	\$1,160.00	Yes
Event Day	\$1,114.00	\$1,160.00	Yes
Graeme Lowe Stand Lounge 2			
Performance Bond *	\$414.00	\$430.00	No
Weekday Morning or Afternoon	\$332.00	\$345.00	Yes
Weekday Evening	\$425.00	\$445.00	Yes
Weekday Full day	\$989.00	\$1,030.00	Yes
Weekends Morning or Afternoon	\$420.00	\$440.00	Yes
Weekends Evening	\$497.00	\$520.00	Yes
Weekends Full day	\$1,248.00	\$1,300.00	Yes
Additional Facilities			
Graeme Lowe Stand Kitchen			
Performance Bond *	\$207.00	\$215.00	No
Morning or Afternoon	\$88.10	\$95.00	Yes
Evening	\$176.00	\$185.00	Yes
Full Day	\$290.00	\$305.00	Yes
Event Day	\$290.00	\$305.00	Yes
Napier City Council Wardens			
Senior Floor Attendant (per hour)	\$62.20	\$65.00	Yes

GREENMEADOWS EAST COMMUNITY HALL

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Main Hall & Kitchen			
Group 1 - Profit-Making Organisations and Family Gatherings			
Hourly charge	\$43.00	\$44.00	Yes
Morning or Afternoon	\$116.00	\$121.00	Yes
Evening	\$177.00	\$184.00	Yes
Whole Day	\$258.00	\$269.00	Yes
Group 2 - Community, Hobby & Sports Groups			
Hourly charge	\$29.50	\$30.00	Yes
Morning or Afternoon	\$86.00	\$89.00	Yes
Evening	\$128.00	\$133.00	Yes
Whole Day	\$172.00	\$179.00	Yes
Meeting Room			
Group 1 - Profit-Making Organisations and Family Gatherings			
Hourly charge	\$19.20	\$20.00	Yes
Morning or Afternoon	\$52.80	\$55.00	Yes
Evening	\$76.70	\$79.00	Yes
Whole Day	\$108.00	\$113.00	Yes
Group 2 - Community, Hobby & Sports Groups			
Hourly charge	\$16.10	\$17.00	Yes
Morning or Afternoon	\$42.50	\$44.00	Yes
Evening	\$57.00	\$59.00	Yes
Whole Day	\$74.60	\$78.00	Yes

INNER HARBOUR

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Permanent Berthage			
Iron Pot			
A minimum length charge applies to these berths as follows: Jull Wharf (10 metres), Nelson Quay Berths 24-37 (7 metres), Nelson Quay Berths 11-23 (9 metres).			
Commercial (per metre per annum)	\$404.00	\$421.00	Yes
Recreational (per metre per annum)	\$353.00	\$368.00	Yes
Meeanee Quay Piers 1 & 2			
A minimum length charge applies to these berths as follows: Meeanee Quay Pier 1 (9 metres), Meeanee Quay Pier 2 Berths 62-72 (12 metres), Meeanee Quay Pier 2 Berths 73-80 (10 metres), Meeanee Quay Pier 2 Berths 81-85 (9 metres).			
Commercial (per metre per annum)	\$404.00	\$421.00	Yes
Recreational (per metre per annum)	\$353.00	\$368.00	Yes
Meeanee Quay Piers 1 & 2 Living on Board Charge			
Living on Board Charge (per week)	\$19.70	\$21.00	Yes
West Quay			
Commercial (per metre per annum)	\$394.00	\$411.00	Yes
Recreational (per metre per annum)	\$340.00	\$354.00	Yes
West Quay Extension (per metre per annum)	\$428.00	\$446.00	Yes
Temporary Berthage & Other Charges			
Visiting Vessels			
Commercial (per day)	\$104.00	\$110.00	Yes
Recreational (per day)	\$26.90	\$30.00	Yes
Rebates & Penalties			
Rebate for Payment of Annual Fees within Specified Time			
Commercial (per metre)	\$22.80	\$24.00	Yes
Recreational (per metre)	\$19.70	\$21.00	Yes
Penalty for Occupying Discharge Berth Outside Normal Discharge Time			
Per day or part thereof	\$596.00	\$620.00	Yes
Penalty for Non-Payment of Annual Fees by Due Date	10%	10%	Yes
Nelson Quay Boat Ramp			
Annual Fee			
Hawke's Bay Sports Fishing Club Members	\$114.00	\$120.00	Yes
Public who are not members of the Hawke's Bay Sports Fishing Club	\$155.00	\$165.00	Yes
Casual Users Fee			
Casual entry fee is \$11.00 per entry. This assumes that parking is not always available within the wharf car park and that a further entry may be required to retrieve the boat. This makes a cost of \$22 per boat launch which is as per the Council approved Fees and Charges Schedule.			
Casual Fee per boat launch	\$20.70	\$22.00	Yes

KENNEDY PARK

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Accommodation			
Peak rates apply in high season, Public Holidays, and other times of high demand. Minimum rates and minimum stays may also apply at these times.			
Group (minimum 20 people) discount prices are available upon application, excluding high season.			
Child 1-14 years. Infants under one year free.			
Park Motels (Rack Rate)			
Standard Rate single/double	\$134.00 - \$363.00	\$140.00 - \$378.00	Yes
Extra Adult	\$27.00 - \$31.00	\$28.00 - \$32.00	Yes
Extra Child	\$23.00 - \$26.00	\$24.00 - \$27.00	Yes
Holiday Units (Rack Rate)			
Standard Rate single/double	\$124.00 - \$311.00	\$129.00 - \$324.00	Yes
Extra Adult	\$27.00 - \$31.00	\$28.00 - \$32.00	Yes
Extra Child	\$23.00 - \$26.00	\$24.00 - \$27.00	Yes
En-Suite Units (Rack Rate)			
Standard Rate single/double	\$115.00 - \$259.00	\$120.00 - \$270.00	Yes
Extra Adult	\$27.00 - \$31.00	\$28.00 - \$32.00	Yes
Extra Child	\$23.00 - \$26.00	\$24.00 - \$27.00	Yes
Cabins (Rack Rate) (Guests use communal bathroom facilities)			
Standard Rate single/double	\$76.00 - \$186.00	\$89.00 - \$194.00	Yes
Extra Adult	\$27.00 - \$31.00	\$28.00 - \$32.00	Yes
Extra Child	\$23.00 - \$26.00	\$24.00 - \$27.00	Yes
Powered Sites / Non Powered Sites (Rack Rate)			
Standard Rate single/double Powered	\$52.00 - \$114.00	\$55.00 - \$119.00	Yes
Standard Rate single/double Unpowered	\$42.00 - \$82.00	\$45.00 - \$85.00	Yes
Extra Adult	\$27.00 - \$31.00	\$28.00 - \$32.00	Yes
Extra Child	\$23.00 - \$26.00	\$24.00 - \$27.00	Yes
Hireage Charges			
Portacot (per day)	\$6.00	\$10.00	Yes
High Chair (per day)	\$6.00	\$10.00	Yes
Portable Barbeque (per two hours)	\$27.00	\$30.00	Yes
Power Adaptor (per day)	\$6.00	\$8.00	Yes
Chiller Key (per day)	\$1.50	\$2.50	Yes
Pedal Car (per hour)	\$10.00	\$10.00	Yes
DVD Player (per day)	\$11.00	\$15.00	Yes
DVD Movie (per day)	\$4.00	\$5.00	Yes
Bicycle	Price on Application	Price on Application	Yes
Conference Venue/Facility Hire			
Conference Venue/Facility Hire	Price on Application	Price on Application	Yes

LIBRARY SERVICES

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Library Services Charges			
Rentals			
Book Rental	No Charge	No Charge	Yes
Book Rental - Best Seller Collection	\$6.20	\$6.50	Yes
DVD Rental - new title, per item 7 days	\$4.10	\$4.50	Yes
DVD Rental per item, including Children's, 7 days	\$2.10	\$2.50	Yes
DVD Rental - series, 14 days	\$6.20	\$6.50	Yes
Extended Loan Charges			
All materials except BestSeller books, BestSeller - per item per day	\$0.57	\$0.60	Yes
BestSeller Collection -s. Per item per day	\$1.60	\$1.70	Yes
Maximum charge per item	\$12.40	\$15.00	Yes
Interloan Charges			
Interloan reciprocal library	\$0.00	\$0.00	Yes
Postage Fee	\$7.30	\$7.60	Yes
Interloan (non reciprocal library admin fee)	\$22.80	\$15.00	Yes
City Loan			
Handling & Shipping Fee	\$7.30	\$5.00	Yes
Membership Cards			
Replacement of Membership Cards	\$5.70	\$6.00	Yes
Research Services			
Per hour with first 15 minutes free	\$51.80	\$54.00	Yes
Photocopying & Printing			
Per A4 sheet Black & White	\$0.31	\$0.40	Yes
Per A3 sheet Black & White	\$0.62	\$0.60	Yes
Per A4 sheet Colour	\$0.93	\$1.00	Yes
Per A3 sheet Colour	\$2.30	\$3.00	Yes
Charges Related to Damaged or Lost Items			
Books with a high replacement value are priced at the discretion of library management			
Item Charges			
Items are charged at individual purchase price as per catalogue record. If a purchase price is not recorded, a standard replacement cost is charged as per the following average item price table	Individual Purchase Price	Individual Purchase Price	Yes
Books			
Books standard replacement cost	\$50.00	\$55.00	Yes
DVD & Audiobooks			
Per Disk standard replacement cost	\$33.20	\$35.00	Yes
Childrens Puzzles			
Children's Puzzles	\$33.20	\$35.00	Yes

LICENCE FEES ENVIRONMENTAL HEALTH

All fees and charges are inclusive of GST (except as noted *).

All Environmental Health Licence fees are charged on an actual and reasonable cost recovery basis. The below fees are a fixed deposit and must be paid at time of submission of the appropriate application. Charges incurred over the deposit will be charged based on the rates below.

	21/22 Fee	Proposed 22/23 Fee	incl GST
Licence Fees			
Food Premises / Food Control Plans Fees under the Food Act 2014			
New Template Food Control Plan Registration	\$242.00	\$252.00	Yes
Renewal of Template Food Control Plan Registration	\$106.00	\$110.00	Yes
Amendment of Food Control Plan Registration (per hour)	\$190.00	\$198.00	Yes
New National Programme Registration	\$242.00	\$252.00	Yes
Renewal of National Programme Registration	\$106.00	\$110.00	Yes
Amendment of National Programme Registration (per hour)	\$190.00	\$198.00	Yes
Verification of Food Control Plan based on template or MPI	\$474.00	\$494.00	Yes
Postponement of Verification of Food Control Plan	\$73.60	\$76.70	Yes
Verification follow up (per hour)	\$166.00	\$173.00	Yes
Compliance and Monitoring	\$166.00	\$173.00	Yes
Hairdressers			
Hairdressers	\$195.00	\$203.00	Yes
Skin Piercing Premises			
Skin Piercing Premises	\$195.00	\$203.00	Yes
Offensive Trades			
Tanneries	\$348.00	\$363.00	Yes
Refuse Collection	\$190.00	\$198.00	Yes
All Other Trades	\$248.00	\$258.00	Yes
Funeral Directors			
Funeral Directors	\$248.00	\$258.00	Yes
Camping Grounds			
Camping Grounds	\$348.00	\$363.00	Yes
Hawkers			
Hawkers	\$106.00	\$110.00	Yes
Mobile Shop			
Mobile Shop	\$190.00	\$198.00	Yes
Noise Control			
Stereo Seizure	\$264.00	\$275.00	Yes
Amusement Devices			
Fees are set by the Amusement Device Regulations 1978			
One device, first 7 days (or part thereof)	\$11.50	\$11.50	Yes
Each additional device, first 7 days (or part thereof)	\$2.30	\$2.30	Yes
Each device each further 7 days (or part thereof)	\$1.30	\$1.30	Yes
Miscellaneous Charges			
Miscellaneous Permits	\$106.00	\$110.00	Yes
Advice over and above 1hr - per hour	\$166.00	\$173.00	Yes
Hourly Rates			
Environmental Health Officer	\$166.00	\$173.00	Yes
Compliance Officer	\$166.00	\$173.00	Yes
Liquor Licence Inspector	\$166.00	\$173.00	Yes
Regulatory Administrator	\$88.10	\$92.00	Yes

LICENCE FEES ENVIRONMENTAL HEALTH CONTINUED

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Street Tables and Chairs			
Street Tables and Chairs	\$264.00	\$275.00	Yes
Street Tables and Chairs Amendment Fee	\$166.00	\$173.00	Yes
Inner City Temporary Commercial Promotion Activity			
Licence to Occupy	\$52.80	\$55.00	Yes
Litter Control			
Infringement fee (maximum)	\$400.00	\$400.00	Yes
Liquor Licence Application Fees			
Fees set by regulation under Sale and Supply of Alcohol Act 2012			
Application Fees			
Very low risk application	\$368.00	\$368.00	Yes
Low risk application	\$609.50	\$609.50	Yes
Medium risk application	\$816.50	\$816.50	Yes
High risk application	\$1,023.50	\$1,023.50	Yes
Very high risk application	\$1,207.50	\$1,207.50	Yes
Annual Fees			
Very low risk premises	\$161.00	\$161.00	Yes
Low risk premises	\$391.00	\$391.00	Yes
Medium risk premises	\$632.50	\$632.50	Yes
High risk premises	\$1,035.00	\$1,035.00	Yes
Very high risk premises	\$1,437.50	\$1,437.50	Yes
Special Licence Applications			
1 to 2 small size events	\$63.25	\$63.25	Yes
3 to 12 small, 1 to 3 medium size events	\$207.00	\$207.00	Yes
All other special licenses / large events	\$575.00	\$575.00	Yes
Other Applications			
Managers Certificate Applications	\$316.25	\$316.25	Yes
Temporary Authority	\$296.70	\$296.70	Yes
Temporary Licence	\$296.70	\$296.70	Yes
Appeal to ARLA	\$517.50	\$517.50	Yes
Permanent Club Charter annual fee	\$632.50	\$632.50	Yes
Extract of Register	\$57.50	\$57.50	Yes

MUSEUM THEATRE GALLERY (MTG)

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Museum, Theatre, Gallery			
Admission			
General Admission	No Charge	No Charge	Yes
Guided Tours (per person)	Price on Application	Price on Application	Yes
Theatre			
Film Admission			
Adults	film specific	film specific	Yes
Student (15 years plus with Student ID)	film specific	film specific	Yes
Senior Citizens (65 +) and Community Services Card holders, and Friends of the Museum	film specific	film specific	Yes
Children (under 15 years)	film specific	film specific	Yes
Venue Rental			
All catering, staffing, audio-visual equipment or services are additional charges - price on application.			
Terms and Conditions apply and are available on application.			
Cancellations made less than 7 days in advance of event may incur an additional fee.			
A minimum charge of 3 hours applies to hourly venue rentals.			
Venue Hire Deposits			
Venue Hire - Corporate and Profit Making Organisations	\$0.00	\$0.00	Yes
Venue Hire - Community and Non Profit Making Organisations	\$0.00	\$0.00	Yes
Theatre Group 1 - Corporate and Profit Making Organisations			
Cleaning fee (one off charge)	\$114.00	\$119.00	Yes
Daytime (8.30am to 12.30pm or 12.30pm to 5.30pm)	\$518.00	\$540.00	Yes
Daytime full day rate	\$881.00	\$899.00	Yes
Evening (5.30pm - 11pm)	\$725.00	\$755.00	Yes
Setup / Pack Out / Rehearsal per hour (including staff costs)	\$104.00	\$108.00	Yes
Theatre Group 2 - Community & Non Profit Making Organisations			
Cleaning fee (one off charge)	\$104.00	\$108.00	Yes
Daytime (8.30am to 12.30pm or 12.30pm to 5.30pm)	\$311.00	\$324.00	Yes
Evening (5.30pm - 11pm)	\$445.00	\$464.00	Yes
Setup / Pack Out / Rehearsal per hour (including staff costs)	\$93.20	\$97.00	Yes
Theatre - Gala Film Screening			
330 tiered seating. Available for fund raising gala screenings.			
Special screening fees for Admissions after 5pm and weekends			
Special Film Screening	Price on Application	Price on Application	Yes
Main Foyer			
Subject to availability.			
Standard fee (up to 4 hours, thereafter \$150.00/hour) - corporate rate	\$673.00	\$700.00	Yes
Standard fee (up to 4 hours, thereafter \$90.00/hour) - community rate	\$383.00	\$399.00	Yes
Century Theatre Foyer			
Subject to availability.			
Standard fee (up to 4 hours, thereafter \$125.00/hour) - corporate rate	\$549.00	\$572.00	Yes
Standard fee (up to 4 hours, thereafter \$75.00/hour) - community rate	\$332.00	\$346.00	Yes

MUSEUM THEATRE GALLERY (MTG) CONTINUED

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Education Suite Group 1 - Corporate & Profit Making Organisations			
35 seating theatre style.			
Subject to availability.			
Evening (5.30pm - 11pm)	\$311.00	\$324.00	Yes
Education Suite Group 2 - Community & Non Profit Making Organisations			
35 seating theatre style.			
Subject to availability.			
Evening (5.30pm - 11pm)	\$259.00	\$270.00	Yes
Equipment Hire			
Pianos			
Community and student rates available on request.			
Concert Piano - (Steinway) Per concert	\$326.00	\$340.00	Yes
Piano - (Bechstein) Per concert	\$88.10	\$92.00	Yes
Piano - (Bechstein) Per lunchtime concert	\$35.20	\$37.00	Yes
Piano Tuning (per tuning)	\$181.00	\$189.00	Yes
Education			
Programmes			
Per Student - Primary	\$2.50	\$2.50	Yes
Per Student - Secondary	\$4.50	\$4.50	Yes
Per Student - Tertiary	\$10.40	\$11.00	Yes
Per Student - Port Programme	\$0.00	\$0.00	Yes
Accompanying Adult / Teacher	No Charge	No Charge	Yes
Self Guided - School Groups	No Charge	No Charge	Yes
School Holiday Programmes	Price on Application	Price on Application	Yes
Special Programmes & Pre-Schools	Price on Application	Price on Application	Yes
Archive			
Image Delivery			
Postage	Price on Application	Price on Application	Yes
Photography			
Photography per hour (where NO suitable image is available)	\$67.30	\$70.00	Yes
Photography - Per scanned image	\$23.30	\$24.50	Yes
Photography - Disk	\$6.20	\$6.50	Yes
Photography - Reproduction fee per image	\$36.30	\$38.00	Yes
Reproduction			
Personal, non commercial & websites	No Charge	No Charge	Yes
Published, commercial interior image	\$38.40	\$40.00	Yes
Merchandise, book cover and advertising	\$230.00	\$240.00	Yes
Research			
Research - Hourly rate	\$67.30	\$70.00	Yes
Photocopying			
Photocopying - Standard (per page)	\$1.30	\$1.40	Yes
Photocopying - Manuscript (per page)	Price on Application	Price on Application	Yes

NAPIER AQUATIC CENTRE

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Napier Aquatic Centre			
Cash Admission			
Adults single admission	\$5.10	\$5.30	Yes
Children (5 years and over) single admission	\$3.90	\$4.10	Yes
Children (under 5 years, accompanied by adult in water) single admission	No Charge	No Charge	Yes
Senior Citizens (65 +) and Community Services Card holders single admission	\$3.90	\$4.10	Yes
General Spectators	\$1.70	\$1.80	Yes
Club Member	\$1.70	\$1.80	Yes
Waterslide (unlimited rides) - additional to entry fee per person	\$5.10	\$5.30	Yes
Concession Cards			
Child (10-Swim Cards)	\$35.20	\$36.70	Yes
Child (20-Swim Cards)	\$69.40	\$72.30	Yes
Child (50-Swim Cards)	\$168.00	\$175.00	Yes
Adult (10-Swim Cards)	\$45.60	\$47.50	Yes
Adult (20-Swim Cards)	\$90.10	\$93.90	Yes
Adult (50-Swim Cards)	\$223.00	\$232.00	Yes
Community Card Holder (10-Swim Cards)	\$35.20	\$36.70	Yes
Community Card Holder (20-Swim Cards)	\$69.40	\$72.30	Yes
Community Card Holder (50-Swim Cards)	\$168.00	\$175.00	Yes
Club Member (10-Swim Cards)	\$14.00	\$14.60	Yes
Club Member (20-Swim Cards)	\$27.80	\$29.00	Yes
Club Member (50-Swim Cards)	\$68.90	\$71.80	Yes
Aqua Aerobics (10-Swim Cards)	\$51.80	\$54.00	Yes
Aqua Aerobics (20-Swim Cards)	\$104.00	\$108.00	Yes
Aqua Aerobics (50-Swim Cards)	\$259.00	\$270.00	Yes
Pool Hire Charges			
All pool hire charges on a per-hour basis			
Schools			
Entry fee is exclusive for hire of the following facilities except for single lane hire.			
Single Lane (plus Club Member entry fee per pupil)	\$9.90	\$10.30	Yes
Slide Special	\$3.10	\$3.20	Yes
Old Pool	\$71.50	\$74.50	Yes
Ivan Wilson 25-metre Pool	\$83.90	\$87.40	Yes
Old Learners Pool	\$39.00	\$40.60	Yes
Regular Club Hires : Per Hour			
Entry fee is exclusive for hire of the following facilities except for single lane hire.			
Single Lane (plus club entry fee per pool user)	\$9.90	\$10.30	Yes
Old Pool	\$71.50	\$74.50	Yes
Ivan Wilson 25-metre Pool	\$83.90	\$87.40	Yes
Casual Hires : Per Hour			
Entry fee is exclusive for hire of the following facility			
Old Pool	\$96.30	\$100.30	Yes
Learn 2 Swim (Includes admission charge)			
Please contact the Swim School Co-ordinator for Learn 2 Swim Charges or visit our website at www.napieraquatic.co.nz			
Aquafitness			
Per Session	\$5.70	\$5.90	Yes

NAPIER WAR MEMORIAL CENTRE

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Venue Rental			
Rental covers air-conditioned facility and room set to client's specifications.			
All catering, audio-visual equipment and other equipment or services are additional charges - price on application.			
Terms and Conditions			
Terms and Conditions apply and are available on application.			
Ballroom			
Group 1 - Corporate Organisations			
Morning (8.00am - 12.30pm)	\$846.00	\$882.00	Yes
Afternoon (12.30pm - 5.00pm)	\$846.00	\$882.00	Yes
Full day rate (8.00am - 5.00pm)	\$1,410.00	\$1,469.00	Yes
Evening (5.00pm - Midnight)	\$1,095.00	\$1,141.00	Yes
Group 2 - Community Organisations			
Morning (8.00am - 12.30pm)	\$363.00	\$441.00	Yes
Afternoon (12.30pm - 5.00pm)	\$363.00	\$441.00	Yes
Evening (5.00pm - Midnight)	\$495.00	\$570.50	Yes
Group 3 - Weddings			
Afternoon (12.30pm - 5.00pm)	\$308.00	Replaced	Yes
Evening (5.00pm - Midnight)	\$776.00	Replaced	Yes
Evening (12.30pm - Midnight) *	Replacement	\$1,300.00	Yes
* Fee includes Gallery and Small Exhibition Hall			
Small Exhibition Hall			
Group 1 - Corporate Organisations			
Morning (8.00am - 12.30pm)	\$555.00	\$578.00	Yes
Afternoon (12.30pm - 5.00pm)	\$555.00	\$578.00	Yes
Full day rate (8.00am - 5.00pm)	\$925.00	\$964.00	Yes
Evening (5.00pm - Midnight)	\$720.00	\$750.00	Yes
Group 2 - Community Organisations			
Morning (8.00am - 12.30pm)	\$231.00	\$289.00	Yes
Afternoon (12.30pm - 5.00pm)	\$231.00	\$289.00	Yes
Evening (5.00pm - Midnight)	\$319.00	\$375.00	Yes
Group 3 - Weddings			
Afternoon (12.30pm - 5.00pm)	\$198.00	Replaced	Yes
Evening (5.00pm - Midnight)	\$497.00	Replaced	Yes
Evening (12.30pm - Midnight) *	Replacement	\$900.00	Yes
* Fee includes Gallery			
Gallery			
Group 1 - Corporate Organisations			
Morning (8.00am - 12.30pm)	\$363.00	\$378.00	Yes
Afternoon (12.30pm - 5.00pm)	\$363.00	\$378.00	Yes
Full day rate (8.00am - 5.00pm)	\$605.00	\$630.00	Yes
Evening (5.00pm - Midnight)	\$470.00	\$490.00	Yes
Group 2 - Community Organisations			
Morning (8.00am - 12.30pm)	\$165.00	\$189.00	Yes
Afternoon (12.30pm - 5.00pm)	\$165.00	\$189.00	Yes
Evening (5.00pm - Midnight)	\$220.00	\$245.00	Yes
Group 3 - Weddings			
Evening (5.00pm - Midnight)	\$344.00	Removed	Yes

NAPIER WAR MEMORIAL CENTRE CONTINUED

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Breakout Room One			
Group 1 - Corporate Organisations			
Morning (8.00am - 12.30pm)	\$294.00	\$306.00	Yes
Afternoon (12.30pm - 5.00pm)	\$294.00	\$306.00	Yes
Full day rate (8.00am - 5.00pm)	\$490.00	\$511.00	Yes
Evening (5.00pm - Midnight)	\$380.00	\$396.00	Yes
Group 2 - Community Organisations			
Morning (8.00am - 12.30pm)	\$121.00	\$153.00	Yes
Afternoon (12.30pm - 5.00pm)	\$121.00	\$153.00	Yes
Evening (5.00pm - Midnight)	\$165.00	\$198.00	Yes
Breakout Room Two			
Group 1 - Corporate Organisations			
Morning (8.00am - 12.30pm)	\$419.00	\$437.00	Yes
Afternoon (12.30pm - 5.00pm)	\$419.00	\$437.00	Yes
Full day rate (8.00am - 5.00pm)	\$698.00	\$727.00	Yes
Evening (5.00pm - Midnight)	\$540.00	\$563.00	Yes
Group 2 - Community Organisations			
Morning (8.00am - 12.30pm)	\$171.00	\$218.50	Yes
Afternoon (12.30pm - 5.00pm)	\$171.00	\$218.50	Yes
Evening (5.00pm - Midnight)	\$237.00	\$281.50	Yes
Boardroom			
All Users			
Morning (8.00am - 12.30pm)	\$210.00	\$219.00	Yes
Afternoon (12.30pm - 5.00pm)	\$210.00	\$219.00	Yes
Full day rate (8.00am - 5.00pm)	\$350.00	\$365.00	Yes
Evening (5.00pm - Midnight)	\$270.00	\$281.00	Yes
Large Exhibition Hall			
Group 1 - Corporate Organisations			
Morning (8.00am - 12.30pm)	\$606.00	\$631.00	Yes
Afternoon (12.30pm - 5.00pm)	\$606.00	\$631.00	Yes
Full day rate (8.00am - 5.00pm)	\$1,010.00	\$1,052.00	Yes
Evening (5.00pm - Midnight)	\$785.00	\$818.00	Yes
Group 2 - Community Organisations			
Morning (8.00am - 12.30pm)	\$259.00	\$315.50	Yes
Afternoon (12.30pm - 5.00pm)	\$259.00	\$315.50	Yes
Evening (5.00pm - Midnight)	\$396.00	\$409.00	Yes

NAPIER I-SITE VISITOR CENTRE

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Napier i-SITE Visitor Centre			
Paid Advertising Display (per annum)			
10% Hawke's Bay Operator Discount (Applies to Brochure Display Pocket rate only)			
Product Page Display	\$132.00	\$138.00	Yes
1 Pocket Display	\$451.00	\$460.00	Yes
Poster (A1) (Includes one pocket)	Rate Available on Request	Rate Available on Request	Yes
Other Advertising Features	Rate Available on Request	Rate Available on Request	Yes
Cruise - Stand & Advertising Options	Rate Available on Request	Rate Available on Request	Yes
i-SITE New Zealand Nationwide Standard Charges			
Standard travel industry commission charges of 10 to 20% on operator on bookings			
Charges for information requested and reservations made outside of Hawke's Bay as required			
Communication and Search Fee - standard	\$16.50	\$17.20	Yes
Communication and Search Fee - special event	\$22.00	\$22.90	Yes

NAPIER MUNICIPAL THEATRE

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Theatre Hire			
Professional (per day)			
Terms and conditions apply, available on application.			
Performance day hire includes the use of the stage, auditorium, foyers for entrance, dressing rooms, cleaning of public areas and use of the house sound and lighting as installed at the time of the hire. Also included is one Municipal Theatre technician for a maximum of eight hours. This technician is required to be on duty at all times whilst you are in the venue to oversee your hire and is not part of the set-up crew. All hours in excess of eight on performance days and including pack-in/out and rehearsal days are chargeable on the final invoice.			
Energy charges as per meter reading and additional staffing costs are chargeable on final invoice.			
Professional (per day)	\$3,416.00	\$3,559.00	Yes
Setup/pack-out	\$802.00	\$836.00	Yes
Rehearsal	\$1,304.00	\$1,359.00	Yes
Deposit required *	\$1,304.00	\$1,250.00	No
Community (per day)			
Terms and conditions apply, available on application.			
Performance day hire includes the use of the stage, auditorium, foyers for entrance, dressing rooms, cleaning of public areas and use of the house sound and lighting as installed at the time of the hire. Also included is one Municipal Theatre technician for a maximum of eight hours. This technician is required to be on duty at all times whilst you are in the venue to oversee your hire and is not part of the set-up crew. All hours in excess of eight on performance days and including pack-in/out and rehearsal days are chargeable on the final invoice.			
Energy charges as per meter reading and additional staffing costs are chargeable on final invoice.			
Community (per day)	\$2,031.00	\$2,116.00	Yes
Setup/pack-out	\$464.00	\$483.00	Yes
Rehearsal	\$802.00	\$836.00	Yes
Deposit required *	\$802.00	\$800.00	No
Public Meetings (per day)			
Terms and conditions apply, available on application.			
Includes the use of the fore-stage only, auditorium, Port of Napier foyer for entrance, house sound and lighting as installed at time of hire.			
Energy charges as per meter reading and additional staffing costs are chargeable on final invoice.			
Public Meetings (per day)	\$1,304.00	\$1,359.00	Yes
Setup/pack-out	\$464.00	\$483.00	Yes
Deposit required *	\$464.00	\$450.00	No
Individual Room Hire (per hour)			
Terms and conditions apply, available on application			
Minimum 3-hour hire of any area applies. In general bookings are accepted/confirmed only within a six-week period prior to the proposed date. All other costs (staffing, equipment, energy, catering and cleaning) are chargeable on final invoice.			
Pan Pac Foyer			
Pan Pac Foyer - Including Port of Napier Foyer	\$163.00	\$170.00	Yes
Napier Building Society Mezzanine			
Napier Building Society Mezzanine - only with other areas	\$75.20	\$78.40	Yes
Westpac Bank Function Room			
Westpac Bank Function Room	\$75.20	\$78.40	Yes
Rotary Room			
Rotary Room	\$50.10	\$52.20	Yes
Pianos			
Community and student rates are available on request			

NAPIER MUNICIPAL THEATRE CONTINUED

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Municipal Theatre Steinway			
Concert Hire (per performance)	\$376.00	\$392.00	Yes
Lunchtime concerts in foyer (per performance)	\$107.00	\$111.00	Yes
Non-performance hires in foyer (per hour)	\$43.90	\$45.70	Yes
Piano Tuning (per tuning)	Price On Application	Price On Application	Yes
Municipal Theatre Yamaha Upright or Challen Grand			
Piano hire (per performance)	\$107.00	\$111.00	Yes
Piano hire (non-performance)	\$43.90	\$45.70	Yes
Piano Tuning (per tuning)	Price On Application	Price On Application	Yes
Equipment Hire (per day)			
Other equipment can be sourced as required through local agencies			

NATIONAL AQUARIUM OF NEW ZEALAND

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Admissions			
General Admissions			
Adults	\$24.00	\$25.00	Yes
Child (from 3 up to 14 years)	\$12.00	\$12.50	Yes
Children (under 3 years)	No Charge	No Charge	Yes
Student	\$22.00	\$23.00	Yes
Family (2 adults & up to 2 children)	\$65.00	\$67.00	Yes
Senior Citizens (65 +) and Community Services Card holders	\$17.50	\$18.50	Yes
Extra Child	\$7.50	\$8.00	Yes
Close Encounters			
Penguins/Alligators (per person) (maximum of 4)	\$138.00	\$140.00	Yes
Friends of the Aquarium Membership			
Adult	\$69.00	\$70.00	Yes
One Adult/One Child	\$100.00	\$105.00	Yes
Family (2 adults and up to 2 children)	\$160.00	\$165.00	Yes
Extra Child	\$26.00	\$27.00	Yes
School Parties			
Pre-school and Special Schools	\$4.10	\$4.10	Yes
Primary	\$5.20	\$5.20	Yes
Secondary	\$7.30	\$7.30	Yes
Tertiary	\$11.90	\$11.90	Yes
Extra Adult	\$12.40	\$12.40	Yes
Group Discount (10 or more people)			
Adult	\$21.60	\$22.50	Yes
Child (from 3 up to 14 years)	\$10.80	\$11.50	Yes
Birthday Parties			
Conditions apply, and are available on request	Price on Application	Price on Application	Yes
Accessibility			
Accompanying Caregivers	No Charge	No Charge	Yes
Accessibility	\$12.50	\$14.00	Yes
Holiday Programme			
Per Person - Short Program	\$41.40	\$44.00	Yes
Per Person - Full Program	\$50.00	\$52.00	Yes
Extended pickup time fee	\$10.00	\$12.00	Yes
Technical Staff			
Per Hour	Price on Application	Price on Application	Yes

NATIONAL AQUARIUM OF NEW ZEALAND CONTINUED

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Functions			
Aquarium Exhibition Hall			
Catering, entertainment and other equipment or services are additional charges - prices on application			
Charge Per Hour (Daytime)	\$210.00	\$220.00	Yes
Evening (Including Diver charges)			
Corporate Rate	\$990.00	\$1,000.00	Yes
Charity Rate	\$750.00	\$800.00	Yes
East Coast LAB			
Charge Per Hour (Daytime)	\$125.00	\$130.00	Yes
1/2 Day			
Corporate Rate	\$450.00	\$475.00	Yes
Charity Rate	\$300.00	\$320.00	Yes
Full Day			
Corporate Rate	\$830.00	\$880.00	Yes
Charity Rate	\$620.00	\$620.00	Yes
Evening			
Corporate Rate	\$650.00	\$680.00	Yes
Charity Rate	\$460.00	\$480.00	Yes
Education Room (Half day and Full day only on weekend days)			
Charge Per Hour (Daytime)	\$80.00	\$85.00	Yes
1/2 Day			
Corporate Rate	\$265.00	\$275.00	Yes
Charity Rate	\$180.00	\$190.00	Yes
Full Day			
Corporate Rate	\$520.00	\$540.00	Yes
Charity Rate	\$360.00	\$375.00	Yes
Evening			
Corporate Rate	\$365.00	\$380.00	Yes
Charity Rate	\$285.00	\$295.00	Yes
Availability			
Half day period - 8:00am to 12:30pm and 12:30pm to 5:00pm			
Full day period - 7:30am to 5:00pm			
Evening period - 5:00pm to 9:00pm			

PAR 2 MINIGOLF

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Par2 MiniGolf			
All green fees are for one 18-hole game per person.			
Green Fees			
Child (2 years and under accompanied by a paying adult)	No Charge	No Charge	Yes
Child (3 to 14 years of age)	\$7.60	\$7.80	Yes
Adult	\$10.90	\$11.20	Yes
Family (2 Adults and 2 children)	\$29.50	\$30.00	Yes
Family (additional child)	\$4.90	\$5.00	Yes
Return Game - Adult	\$8.00	\$8.30	Yes
Return Game - Child	\$5.10	\$5.30	Yes
Return Game - Family	\$21.50	\$22.40	Yes
Return Game - Family (additional Child)	\$4.00	\$4.20	Yes
Spectators	No Charge	No Charge	Yes
Senior Citizens (65 +) and Community Services Card holders	\$7.90	\$8.20	Yes
Groups of 10 or More			
Group Rate - Children: 10 to 29 pax	\$6.20	\$6.50	Yes
Group Rate - Secondary (15 years and over): 10 to 29 pax	\$8.10	\$8.40	Yes
Group Rate - Adults: 10 to 29 pax	\$9.20	\$9.50	Yes
Group Rate - Children: 30+ pax	\$5.50	\$5.70	Yes
Group Rate - Secondary (15 years and over): 30+ pax	\$7.50	\$7.80	Yes
Group Rate - Adults: 30+ pax	\$8.50	\$8.70	Yes
After Hours Group Rates			
Par 2 MiniGolf is available after hours for group bookings - terms and conditions apply and are available on request.			

PARKING

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Parking Fees			
Time restrictions may apply			
Metered fees (per hour)	\$1.00	\$1.00	Yes
Pay and Display (per hour)	\$1.00	\$1.00	Yes
Discounted Daily rate at specified car parks	\$5.00	\$5.00	Yes
Specific Parking fees			
Dickens Street East car park per hour (max stay 2 hours)	\$2.00	\$2.00	Yes
Lee Road car park per hour (max stay 3 hours)	\$0.60	\$0.60	Yes
Symons Lane - All on lane parking per hour (max stay 3 hours)	\$0.60	\$0.60	Yes
Symons Lane car park per hour (max stay 4 hours)	\$0.60	\$0.60	Yes
Leased Parking fees			
Leased carparking (per week)	\$25.00	\$25.00	Yes
Dalton Street leased car parking (per week)	\$30.00	\$30.00	Yes
Edwardes Street Leased car parking (per week)	\$15.00	\$15.00	Yes
Secure Leased Parking	\$35.00	\$35.00	Yes
Riddell Street Leased car parking (per week)	\$10.00	\$10.00	Yes
Hastings Street leased car parking (per week)	\$30.00	\$30.00	Yes
Supplementary Services			
Parking Permit (per day)	\$15.00	\$16.00	Yes
Meter Shroud (per day)	\$20.00	\$20.00	Yes
Car Pound			
Storage of impounded vehicle first month	\$60.00	\$63.00	Yes
Storage of impounded vehicle per week after first month	\$35.00	\$37.00	Yes
Infringement Fees			
Any parking offence involving parking on a road in breach of a Local Authority bylaw, in excess of a period fixed by a meter or otherwise, where the excess time is one of the times stated below.			
The Land Transport (Road User) Rule 2004 specifies parking offences that incur a penalty, and the maximum fees councils can charge drivers.			
Parking Infringement Fees are not subject to GST.			
Infringement Fees			
Not more than 30 minutes (less a \$2.00 discount if paid within seven days of issue)	\$12.00	\$12.00	Yes
More than 30 minutes, but not more than one hour (less a \$2.00 discount if paid within seven days of issue)	\$15.00	\$15.00	Yes
More than one hour but not more than two hours (less a \$2.00 discount if paid within seven days of issue)	\$21.00	\$21.00	Yes
More than 2 hours but not more than 4 hours (less a \$3.00 discount if paid within seven days of issue)	\$30.00	\$30.00	Yes
More than 4 hours but not more than 6 hours (less a \$3.40 discount if paid within seven days of issue)	\$42.00	\$42.00	Yes
More than 6 hours (less a \$5.00 discount if paid within seven days of issue)	\$57.00	\$57.00	Yes
Street Occupation			
Licence for occupation at ground level or \$0.05/m	\$55.00	\$57.30	Yes
Charge against damage to Council property (whole frontage) per m	\$7.00	\$7.30	Yes
Removal or replacement of parking meters and signs each	\$35.00	\$36.50	Yes
Removal and reinstatement of roadmarking, per metre.	\$6.00	\$6.30	Yes
Vehicle Disposal (admin \$75 + disposal)	\$165.00	\$200.00	Yes
Locked in vehicles	New	Cost plus 10%	Yes

PARKS AND RESERVES

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Reserves			
Occupation and use of any public Park or Reserve by either a commercial operation, circus, Mardi Gras, Gypsy Fair or entertainment group, which intend to charge a public admission or sell products for financial gain			
Rental (per day)	\$432.00	\$450.00	Yes
Bond (refundable only if grounds and amenities are left in good order)*	\$1,243.00	\$1,200.00	No
Community Events which are free to the public			
Use of grounds & amenities	No Charge	No Charge	Yes
Bond (refundable only if grounds and amenities are left in good order)*	\$1,243.00	\$1,200.00	No
Perfume Point Reserve (HB Sport Fishing Club)			
Use of sealed public car park for marquee : (per day)	\$269.00	\$280.00	Yes
Use of grass reserve for vehicle and boat trailer parking : (per day)	\$512.00	\$534.00	Yes

PLANNING SUPPORT SERVICES

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Geographic Information Services (GIS)			
Map Requests			
A request that involves less than 15 minutes to produce			
A0 Paper Size	\$55.70	\$58.00	Yes
A1 Paper Size	\$33.50	\$35.00	Yes
A2 Paper Size	\$16.70	\$17.00	Yes
Special Map Request Charges			
Specialised maps are those which require new layers to be added, analysis work and/or specialised printing techniques. In addition to the printing charges outlined above (same as every-day map requests) there is a charge based on actual time taken plus any disbursements.			
Hourly Charge-Out Rate			
GIS Officers	\$117.00	\$122.00	Yes
Planning Administration			
Disbursements			
Plan Copying A0 (per sheet)	\$16.70	\$17.40	Yes
Plan Copying A1 (per sheet)	\$11.20	\$11.70	Yes
Plan Copying A2 (per sheet)	\$5.60	\$5.80	Yes
Photocopying A4/A3 Assisted	\$1.10	\$1.20	Yes
Full Digital property file	\$41.40	\$43.00	Yes
Digital building file only	\$31.10	\$32.00	Yes
Subsequent request following receipt of digital building file	\$15.50	\$16.50	Yes
Property Number Map Book	\$33.40	\$35.00	Yes
Certificate of Title	\$27.80	\$29.00	Yes
Hourly Rates			
Administration Staff	\$83.60	\$92.00	Yes

POLICY PLANNING

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Policy Planning			
Policy Charges			
Request to Change District Plan	\$21,072.00	\$22,000.00	Yes
Notice of Requirement (Sec 168)	\$21,072.00	\$22,000.00	Yes
Alteration of Designation (Sec 181) - Non Notified	\$1,580.00	\$1,650.00	Yes
Alteration of Designation (Sec 181) - Notified	\$10,536.00	\$11,000.00	Yes
Removal of Designation (Sec 182)	\$335.00	\$350.00	Yes
Officers' Hourly Rates - Planning (per hour)	\$190.00	\$200.00	Yes
Officers' Hourly Rates - Administration (per hour)	\$83.60	\$90.00	Yes

PUBLIC TOILETS AND SHOWERS

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Marine Parade Toilet (Soundshell)			
Toilets			
Adults & Children 5 years and over	No Charge	No Charge	Yes
Children under 5 years	No Charge	No Charge	Yes
Showers			
Shower charge	\$3.30	\$3.50	Yes
Hire of towel (includes soap)	\$2.30	\$2.50	Yes
Lockers			
Lockers will be opened after the end of the hire period and will be available for rehire			
Deposit *	\$12.60	\$12.50	No
Charge up to 4 hours	\$1.10	\$1.50	Yes
Charge over 4 hours (same day)	\$2.30	\$2.50	Yes
A daily charge for each additional day or part thereof will apply after the first day	\$2.30	\$2.50	Yes
Bike Store			
Deposit *	\$12.60	\$12.50	No
Charge up to 4 hours	\$1.10	\$1.50	Yes
Charge over 4 hours (same day)	\$2.30	\$2.50	Yes

REFUSE TRANSFER STATION

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Refuse Transfer Station Charges			
Tonnages are obtained via calibrated weighbridge, minus the weight of the vehicle, in 20kg increments.			
No fixed charge for individual rubbish bags – minimum charges apply.			
Government waste levy and ETS (Emissions Trading Scheme) charges are incorporated in the rate for general refuse.			
Fridges, freezers and batteries will only be accepted after paying general waste charges. This is because of high costs to de-gas these appliances and high cost of recycling batteries.			
Discount for bulk waste account holders dumping a tonnage in excess of 500 tonnes per annum is disestablished.			
All Vehicles			
Green waste (per tonne)	\$124.00	\$125.00	Yes
General Refuse (per tonne)	\$300.00	\$320.00	Yes
Discount for separating Green waste	\$6.20	\$6.00	Yes
Waste oil, paint, fridges, freezers and batteries are weighed as part of your load and charged at general refuse rate to help cover disposal costs			
Minimum Charges			
General refuse (applies to loads under 50kg)	\$15.00	\$15.00	Yes
General refuse (applies to loads up to 100kg)	\$30.00	\$30.00	Yes
Green waste (applies to loads under 50kg)	\$10.40	\$10.00	Yes
Green waste (applies to loads up to 100kg)	\$14.50	\$15.00	Yes
Fixed Charges			
Polystyrene & Bulk packaging (per cubic metre)	\$72.50	\$75.50	Yes
Car tyres (each); Motorcycle or quad bike tyres (single or pair)	\$8.30	\$8.00	Yes
Truck or Tractor tyres not accepted			
Charge to re-issue lost inwards docket	\$12.50	\$0.00	Yes
Recycling			
Paper + cardboard, glass, cans + plastics (type 1,2) and scrap metal at the recycling station	No Charge	No Charge	Yes

RODNEY GREEN CENTENNIAL EVENT CENTRE

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Rodney Green Centennial Event Centre			
Times of Hire: Morning is 8.00am to 1.00pm, Afternoon is 1.00pm to 6.00pm, Evening is 6.00pm to 11.00pm and Full Day is 8.00am to midnight (unless specified otherwise).			
Performance Bond: Payment of a performance bond is required to confirm a booking. This bond will be refunded after the hire date, less any unpaid hire fees and additional costs incurred by Napier City Council as a result of actions or negligence of the hirer. The performance bond will be refunded if the booking is cancelled at least 30 days before the first hire date.			
Seasonal Hire: A booking for 20 or more sessions over one year (a session is a morning, afternoon, or evening).			
Public Holidays: Additional costs incurred by Napier City Council for bookings on public holidays will be on-charged to the hirer.			
Discount for Sports Tournaments. Only applies if the tournament's principal venue is the Rodney Green Centennial Event Centre. Discount may be negotiated at the time of booking with the Manager of Sport and Recreation, based on economic benefit the tournament brings to the city.			
Local Sports Bodies - Seasonal Hire			
Performance Bond *	\$622.00	\$648.00	No
Morning or Afternoon	\$114.00	\$119.00	Yes
Evening	\$186.00	\$194.00	Yes
Full Day	\$306.00	\$319.00	Yes
Sports Bodies, Not for Profit, and Local Community Benefit			
Performance Bond *	\$622.00	\$648.00	No
Morning or Afternoon	\$269.00	\$280.00	Yes
Evening	\$404.00	\$421.00	Yes
Full Day	\$715.00	\$745.00	Yes
Commercial			
Performance Bond *	\$622.00	\$648.00	No
Morning or Afternoon	POA	POA	Yes
Evening to Midnight	POA	POA	Yes
Full Day to Midnight	POA	POA	Yes
Per hour after midnight	POA	POA	Yes
Additional Facilities			
Kitchen			
Performance Bond *	\$207.00	\$216.00	No
Morning or Afternoon	\$72.50	\$75.50	Yes
Evening	\$88.10	\$91.80	Yes
Full Day	\$176.00	\$183.00	Yes
Dining Room			
Performance Bond *	\$207.00	\$216.00	No
Morning or Afternoon	\$62.20	\$64.80	Yes
Evening	\$72.50	\$75.50	Yes
Full Day	\$135.00	\$141.00	Yes
Combined Kitchen and Dining Room			
Performance Bond *	\$207.00	\$216.00	No
Morning or Afternoon	\$93.20	\$97.10	Yes
Evening	\$119.00	\$124.00	Yes
Full Day	\$228.00	\$238.00	Yes
Meeting Room			
Performance Bond *	\$207.00	\$216.00	No
Morning or Afternoon	\$62.20	\$64.80	Yes
Evening	\$72.50	\$75.50	Yes
Full Day	\$135.00	\$141.00	Yes

RODNEY GREEN CENTENNIAL EVENT CENTRE CONTINUED

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Changing Rooms			
Male and female per day	\$41.40	\$43.10	Yes
BasketBall Hoops			
Price estimates or quotations provided on application	Price on Application	Price on Application	Yes
Custodian			
Cleaning and other services during hire period (per hour)	\$46.60	\$48.60	Yes
Napier City Council Wardens			
Senior Floor Attendant (per hour)	\$62.20	\$64.80	Yes
Floor Protection Cover (Carpet Tiles)			
Price estimates or quotations provided on application	Price on Application	Price on Application	Yes

SOUNDSHELL

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Soundshell			
Shows			
Use of stage and backstage area for a free community event or for commercial events	No Charge	No Charge	Yes
Group 1 - Profit-Making Organisations and Family Gatherings			
Hourly charge	\$25.90	\$27.00	Yes
Morning or Afternoon	\$71.00	\$74.00	Yes
Evening	\$106.00	\$110.00	Yes
Whole Day	\$148.00	\$154.00	Yes
Group 2 - Community, Hobby & Sports Groups			
Hourly charge	\$21.20	\$22.10	Yes
Morning or Afternoon	\$58.00	\$60.40	Yes
Evening	\$78.70	\$82.00	Yes
Whole Day	\$106.00	\$110.00	Yes

SPORTSGROUNDS

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Sportsgrounds			
Performance Bond: A performance bond is required to confirm a booking for a one-off event or tournament. This bond will be refunded after the hire date, less any unpaid hire fees and additional costs incurred by Napier City Council as a result of actions or negligence of the hirer. The performance bond will be refunded if the booking is cancelled at least 30 days before the hire date.			
Seasonal Hire: A booking for up to 20 competition matches on any one sports ground over one season.			
Season Definition: Winter (April to August inclusive); Summer (October to March inclusive). Out of season games will be charged at the one-off rate.			
Admission Charge: Where the hirer charges an admission fee, the hire fee is as scheduled or 20% of the gate, whichever is greater.			
Cancellation: Cancellation charges will apply when Council has incurred preparatory costs and cancellation is not due to the weather. This includes junior sports.			
Junior (Local Competition): Maximum school year 8.			
Discount for Sports Tournaments: Only applies if the tournament's principal venue is Onekawa Park (Netball), Nelson Park (Cricket) or Park Island. Discount may be negotiated at the time of booking with the Sports Facilities Manager, based on economic benefit the tournament brings to the city.			
One-off Games: Includes, but is not limited to, out-of season, friendly and trial games.			
Practice: One team only and must be booked - more than one team will be treated as a trial or friendly game and will be charged at the one-off game rate.			
Charges for Unbooked Games: A penalty rate of 150% of the one-off game rate will be charged for any game played without an approved booking.			
Public Holidays: Additional costs incurred by Napier City Council for bookings on public holidays will be on-charged to the hirer.			
Sports Tournaments - Open Ground			
Performance Bond *	Price on Application	Price on Application	No
Tournament charge	As per charges for the code	As per charges for the code	Yes
Ground remarking	\$86.00	\$90.00	Yes
Cleaning changing rooms per visit (Park Island) Weekdays	\$153.00	\$160.00	Yes
Cleaning changing rooms per visit (Park Island) Weekends and after hours	\$264.00	\$275.00	Yes
Cleaning changing rooms per visit (Park Island) Statutory Holidays	\$754.00	\$785.00	Yes
Rubbish bins (additional to standard supply)	\$20.70	\$30.00	Yes
Electricity usage	Actual usage	Actual usage	Yes
Other services required	Price on application	Price on application	Yes
Non-Sporting Events: Community - Open Ground			
Performance Bond *	Price on Application	Price on Application	No
Event charge - per day, per winter playing field	\$106.00	\$110.00	Yes
Cleaning changing rooms per visit (Park Island) Weekdays	\$153.00	\$160.00	Yes
Cleaning changing rooms per visit (Park Island) Weekends and After Hours	\$264.00	\$275.00	Yes
Cleaning changing rooms per visit (Park Island) Statutory Holidays	\$754.00	\$785.00	Yes
Rubbish bins (additional to standard supply)	\$20.70	\$30.00	Yes
Electricity usage	Actual usage	Actual usage	Yes
Other services required	Price on application	Price on application	Yes
Events: Commercial and / or Admission - Open Ground			
Performance Bond *	Price on Application	Price on Application	No
Event charge - per day, per winter playing field	\$501.00	\$525.00	Yes
Cleaning changing rooms per visit (Park Island) Weekdays	\$153.00	\$160.00	Yes
Cleaning changing rooms per visit (Park Island) Weekends and After Hours	\$264.00	\$275.00	Yes
Cleaning changing rooms per visit (Park Island) Statutory Holidays	\$754.00	\$785.00	Yes
Rubbish bins (additional to standard supply)	\$20.70	\$30.00	Yes
Electricity usage	Actual usage	Actual usage	Yes
Other services required	Price on application	Price on application	Yes

SPORTSGROUNDS CONTINUED

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Rugby			
Rugby: Seasonal Sporting Competition - Open Ground			
Seasonal charge per ground (20 competition matches maximum)	\$1,039.00	\$1,085.00	Yes
One-off games	\$111.00	\$115.00	Yes
7-aside seasonal charge per ground (20 competition matches maximum)	\$517.00	\$540.00	Yes
7-aside one-off games	\$26.90	\$28.00	Yes
Junior (Local Competition)	No Charge	No Charge	Yes
Booked practice (one team only)	No Charge	No Charge	Yes
Rubbish bins (additional to standard supply)	\$20.70	\$30.00	Yes
Preparation outside normal work hours (per hour - labour, plant and materials)	Actual Cost	Actual Cost	Yes
Other services required (including remarking of grounds)	Price on Application	Price on Application	Yes
Touch Rugby			
Touch Rugby: Seasonal Sporting Competition - Open Ground			
Seasonal charge per ground (20 competition matches maximum)	\$517.00	\$540.00	Yes
One-off games	\$26.90	\$28.00	Yes
Booked practice (one team only)	No Charge	No Charge	Yes
Rubbish bins (additional to standard supply)	\$20.70	\$30.00	Yes
Preparation outside normal work hours (per hour - labour, plant and materials)	Actual Cost	Actual Cost	Yes
Other services required (including remarking of grounds)	Price on Application	Price on Application	Yes
Football (Soccer)			
Football: Seasonal Sporting Competition - Open Ground			
Seasonal charge per ground (20 competition matches maximum)	\$1,039.00	\$1,085.00	Yes
One-off games	\$111.00	\$115.00	Yes
7-aside seasonal charge per ground (20 competition matches)	\$527.00	\$540.00	Yes
7-aside one-off games	\$26.90	\$28.00	Yes
Junior (Local Competition)	No Charge	No Charge	Yes
Booked practice (one team only)	No Charge	No Charge	Yes
Rubbish bins (additional to standard supply)	\$20.70	\$30.00	Yes
Preparation outside normal work hours (per hour - labour, plant and materials)	Actual Cost	Actual Cost	Yes
Other services required (including remarking of grounds)	Price on Application	Price on Application	Yes
Rugby League			
Rugby League: Seasonal Sporting Competition - Open Ground			
Seasonal charge per ground (20 competition matches maximum)	\$785.00	\$820.00	Yes
One-off games	\$80.80	\$85.00	Yes
7-aside or Tag Football seasonal charge per ground (20 competition matches)	\$391.00	\$405.00	Yes
7-aside or Tag Football one-off games	\$21.80	\$23.00	Yes
Junior (Local Competition)	No Charge	No Charge	Yes
Booked practice (one team only)	No Charge	No Charge	Yes
Rubbish bins (additional to standard supply)	\$20.70	\$30.00	Yes
Preparation outside normal work hours (per hour - labour, plant and materials)	Actual Cost	Actual Cost	Yes
Other services required (including remarking of grounds)	Price on Application	Price on Application	Yes

SPORTSGROUNDS CONTINUED

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Softball			
Softball: Seasonal Sporting Competition - Open Ground			
Seasonal charge per ground (20 competition matches maximum)	\$591.00	\$615.00	Yes
One-off games	\$86.00	\$90.00	Yes
Junior (Local Competition)	No Charge	No Charge	Yes
Booked practice (one team only)	No Charge	No Charge	Yes
Rubbish bins (additional to standard supply)	\$20.70	\$30.00	Yes
Preparation outside normal work hours (per hour - labour, plant and materials)	Actual Cost	Actual Cost	Yes
Other services required (including remarking of grounds)	Price on Application	Price on Application	Yes
Cricket: Seasonal Sporting Competition - Open Ground			
Charges include morning and evening preparation only (for example, use of covers during the day is the responsibility of the hirer).			
Grass Wickets (Nelson Park)			
Seasonal charge per wicket (20 club competition matches maximum; one match per day)	\$3,005.00	\$3,130.00	Yes
Club practice (20 weeks; 2 nights per week; 2 wickets)	\$3,005.00	\$3,130.00	Yes
Representative practice (per day; 1 wicket)	\$153.00	\$160.00	Yes
One off game (except as specified below)	\$295.00	\$305.00	Yes
One off game (twilight; outfield wicket)	\$153.00	\$160.00	Yes
One off game (50 over)	\$295.00	\$305.00	Yes
One off game (twenty/20)	\$121.00	\$125.00	Yes
Two day game (consecutive days; one pitch)	\$406.00	\$425.00	Yes
Three day game (consecutive days; one pitch)	\$611.00	\$640.00	Yes
Four day game (consecutive days; one pitch)	\$812.00	\$846.00	Yes
Five day game (consecutive days; one pitch)	\$1,012.00	\$1,055.00	Yes
Women's 40 over game	\$280.00	\$295.00	Yes
Junior representative (grass at representative practice rate)	\$153.00	\$160.00	Yes
Artificial Wickets			
Seasonal charge per wicket (20 club competition matches maximum)	\$1,145.00	\$1,195.00	Yes
One off game	\$59.10	\$62.00	Yes
Junior (Local Competition)	No Charge	No Charge	Yes
Additional Charges			
Rubbish bins (additional to standard supply)	\$20.70	\$30.00	Yes
Preparation outside normal work hours (per hour - labour, plant and materials)	Actual Cost	Actual Cost	Yes
Other services required (including remarking of grounds)	Price on Application	Price on Application	Yes
Tennis			
Tennis Charges			
Petane Domain - 3 courts (annual charge)	\$1,656.00	\$1,725.00	Yes
Preparation outside normal work hours (per hour - labour, plant and materials)	Actual Cost	Actual Cost	Yes
Other services required	Price on application	Price on application	Yes
Athletics			
Athletics Charges			
Napier - per season	\$1,804.00	\$1,880.00	Yes
Preparation outside normal work hours (per hour - labour, plant and materials)	Actual Cost	Actual Cost	Yes
Other services required	Price on application	Price on application	Yes

SPORTSGROUNDS CONTINUED

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Netball			
Netball Charges			
Onekawa Park - 12 courts (full year charge)	\$6,191.00	\$6,450.00	Yes
Preparation outside normal work hours (per hour - labour, plant and materials)	Actual Cost	Actual Cost	Yes
Other services required	Price on application	Price on application	Yes
McLean Park			
For events with two or more consecutive days of use, the minimum charge shall apply for the first day. Charges for additional days will be negotiated with the hirer.			
20% of gate clause in General Terms applies			
Rugby and Cricket - Charge Ground			
Per day minimum charge (excluding floodlights)	\$2,874.00	\$2,995.00	Yes
Floodlights hire (per hour of use)	\$1,434.00	\$1,495.00	Yes
Other services and facilities required	Price on Application	Price on Application	Yes
Other Hirers - Charge Ground			
Performance Bond *	Price on Application	Price on Application	No
Per day minimum charge	\$2,896.00	\$3,020.00	Yes
Floodlights hire (per hour of use)	\$1,425.00	\$1,485.00	Yes
Evacuation Controller and Senior Stand Attendants (per hour)	\$62.20	\$65.00	Yes
Electricians or Technicians on Standby - per hour	\$100.50	\$105.00	Yes
Video screen	\$1,621.00	\$1,690.00	Yes
Scoreboard	\$104.00	\$110.00	Yes
Video Screen Technician - per hour	\$104.00	\$110.00	Yes
Preparation outside normal work hours (per hour - labour, plant and materials)	Actual Cost	Actual Cost	Yes
Other services and facilities required	Price on Application	Price on Application	Yes
Tremain Field (Park Island)			
20% of gate clause in General Terms applies.			
Rugby Union and Rugby League - Charge Ground			
Seasonal charge per ground (20 matches maximum)	\$1,097.00	\$1,145.00	Yes
One off game charge	\$116.00	\$120.00	Yes
Preparation outside normal work hours (per hour - labour, plant and materials)	Actual Cost	Actual Cost	Yes
Other services required	Price on application	Price on application	Yes
Bluewater Stadium (Park Island)			
20% of gate clause in General Terms applies.			
Charge Ground			
Preparation outside normal work hours (per hour - labour, plant and materials)	Actual Cost	Actual Cost	Yes
Seasonal charge per ground (20 matches maximum)	New	\$1,145.00	Yes
One off game charge	New	\$120.00	Yes
Other services required	Price on application	Price on application	Yes
Non football use	Price on application	Price on application	Yes
McRae Field (Park Island)			
Rugby Union and Rugby League - Charge Ground			
Seasonal charge per ground (20 matches maximum)	New	\$1,145.00	Yes
One off game charge	New	\$120.00	Yes
Preparation outside normal work hours (per hour - labour, plant and materials)	New	Actual Cost	Yes
Other services required	New	Price on application	Yes

STORMWATER

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Stormwater Connections			
All minimum charges are per connection			
Steel Kerb Connection 90mm Equivalent			
Steel Connection to Kerb & Channel - Deposit	\$686.00	\$715.00	Yes
Double Connection to Kerb and Channel - Deposit	\$1,058.00	\$1,102.00	Yes
100mm Connection			
Utility Location (Corridor access request/Road crossing) -work in road reserve only - Fee	\$606.00	\$631.00	Yes
150mm Connection to Stormwater Pipe - Minimum deposit charge due on application	\$806.00	\$840.00	Yes
Plus a charge per metre of - Open ground pipelaying - Fee	\$268.00	\$279.00	Yes
Plus a charge per metre of - Sealed road/footpath pipelaying - Fee	\$450.00	\$469.00	Yes
Larger Than 150mm Connection			
For a diameter larger than 150mm all costs including street restoration to be to applicant. Quotations available on request.			
All minimum payments are non-refundable			
Minimum Charge for Commercial/Subdivision Pipe >150mm connections due on application - Deposit	\$716.00	\$746.00	Yes
Service Marking for Council Water, Stormwater and Sewers			
Provision of as built plans	No Charge	No Charge	Yes
Per Hour - Marking large diameter pumping and/or gravity mains	\$150.00	\$156.00	Yes
Per Hour - Marking of Stormwater, sewer and water mains	\$150.00	\$156.00	Yes
Additional items			
Connection Application Fee (charge per hour, non refundable)	\$83.90	\$87.40	Yes

SUBDIVISION AND LAND DEVELOPMENT

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Processing of Resource Consents (Subdivision)			
These set fees relate to the minimum charge only (unless marked ^). Actual fee payable includes the cost of time taken to process each application, memorandum, consent, notice, certificate or schedule, the cost of disbursements, plus any inspections required. Those fees marked ^ are a set fee and will be invoiced to you at the time the application is determined to be accepted			
Planning			
Scheme Plan Approval (0-10 lots)	\$1,054.00	Replaced	Yes
Scheme Plan Approval (11-20 lots)	\$2,212.00	Replaced	Yes
Scheme Plan Approval (greater than 20 lots)	\$2,631.00	Replaced	Yes
Subdivision Controlled^	Replacement	\$1,800.00	Yes
Subdivision Restricted Discretionary^	Replacement	\$3,000.00	Yes
Subdivision Discretionary^	Replacement	\$4,500.00	Yes
Subdivision Non Complying^	Replacement	\$5,000.00	Yes
Amendments to Flats/Crosslease	\$632.00	\$659.00	Yes
Certification Fee (223 & 348)	\$212.00	\$500.00	Yes
Certificate of Compliance (224) Regulatory Engineering	\$477.00	\$600.00	Yes
Certificate of Compliance (224) Regulatory Engineering			
Rights of Way Approval	\$368.00	\$383.00	Yes
Document Sealing/Signing Fee	\$126.00	\$131.00	Yes
Site Visit Fee	\$157.00	\$164.00	Yes
Monitoring Inspection in relation to any consent, designation, or site inspection	\$326.00	\$340.00	Yes
Property File Management Fee (charged per consent)	\$77.70	\$86.00	Yes
Hourly Rates			
Regulatory Engineering	\$169.00	\$176.00	Yes
Team Leader Planning and Compliance	\$186.00	\$194.00	Yes
Senior/Principal Resource Consents Planner	\$176.00	\$183.00	Yes
Resource Consents Planner	\$166.00	\$173.00	Yes
Regulatory Administrator	\$88.10	\$92.00	Yes
Consultants' and solicitors' fees associated with all work types, including the processing of a consent or certificate (including specialist technical or legal advice or where a consent involves creating legal instruments)	Charged at cost plus disbursements	Charged at cost plus disbursements	
The following costs are for attendances by the City Solicitors on behalf of Council for the preparation and arrangement of legal documentation.			
Costs			
Bond (includes Caveat) *	\$641.00	\$668.00	No
Release of Bond (includes Caveat) *	\$506.00	\$527.00	No
Release of Bond and issue of replacement Bond (includes withdrawal of existing Caveat and creation of new Caveat) *	\$875.00	\$912.00	No
Easement (per document)	\$506.00	\$527.00	Yes
Covenant (per document)	\$506.00	\$527.00	Yes
Certificate under Building Act	\$408.00	\$425.00	Yes
Release of Certificate, Caveat	\$278.00	\$290.00	Yes
Consent	\$244.00	\$254.00	Yes
Release of Consent Notice, Fencing Covenant	\$342.00	\$356.00	Yes
Lease Renewal	\$580.00	\$604.00	Yes
Freeholding	\$580.00	\$604.00	Yes

SUBDIVISION AND LAND DEVELOPMENT CONTINUED

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Engineering Approval (Assets)			
Proposed works in terms of the code of practice			
The charges apply where the proposed works are in terms of D and E of the code.			
Where the proposed works are not in terms of D and E of the code but subject to specific design then the actual cost is charged.			
Minimum charge (for up to 3 lots)	\$212.00	\$221.00	Yes
Per lot for each additional over 3	\$32.30	\$33.70	Yes
Minimum charge (staff time hourly rate) (Where there is insufficient information or amendments are required, additional charges may be made)	\$169.00	\$176.00	Yes
Bond for Completion of - As Built - Plans			
Bond for - As Built - plans are required for stand-alone projects (not part of a subdivision) that include infrastructure that is to be taken over by Council.			
Bond calculated at 5% of estimated cost of project with a minimum of \$6,076 *	\$5,831.00	\$6,076.00	No
Construction - Acceptance of Pipe Assets	\$0.00	\$0.00	Yes
Wastewater - Sewerage			
Initial inspection, water-tightness test, CCTV inspection and final inspection.			
Minimum charge	\$223.00	\$232.00	Yes
Per lot for each additional over 3	\$56.90	\$59.30	Yes
Stormwater			
Initial inspection, water-tightness test, CCTV inspection and final inspection.			
Minimum charge	\$223.00	\$232.00	Yes
Per lot for each additional over 3	\$56.90	\$59.30	Yes
Water Supply			
Initial inspection, pressure test, disinfection, residual check and flushing and final inspection			
Minimum charge	\$425.00	\$443.00	Yes
Per lot for each additional over 3	\$70.20	\$73.10	Yes
Charging by Metre Length			
Where charging by number of lots is inappropriate the following charges per metre apply			
Sewerage - Minimum charge	\$223.00	\$232.00	Yes
Sewerage - Per meter	\$2.70	\$2.80	Yes
Stormwater - Minimum charge	\$223.00	\$232.00	Yes
Stormwater - Per meter	\$2.70	\$2.80	Yes
Water Supply - Minimum charge	\$424.00	\$442.00	Yes
Water Supply - Per meter	\$2.70	\$2.80	Yes
Roading and Reserves			
Roading - Fixed Charge (initial inspections for construction of new roads)	\$589.00	\$614.00	Yes
Roading - plus a Per Lot charge of	\$28.50	\$29.70	Yes
Reserves - Minimum Charge (initial inspections for development of new reserves)	\$669.00	\$697.00	Yes
Reserves - Additional Inspection Charge	\$128.00	\$133.00	Yes
Financial Contributions			
In the District Plan (refer to Rule 65.14) the formula for the increase in Financial Contributions is based on the movement in the Statistics NZ Producers Price Index (PPI) Inputs Table E Index.			
Infill			
Urban (per lot)	\$28,210.10	\$30,376.52	Yes
Urban - Multi-Story (per dwelling unit)	\$22,735.24	\$24,481.22	Yes
Urban - Multi-Story (plus per hectare - Stormwater)	\$65,699.80	\$70,745.28	Yes
Jervois town: Full urban (per lot) non local off site	\$24,856.94	\$26,765.85	Yes
Jervois town: Full urban (plus: per lot) local off site	\$97,746.18	\$105,252.70	Yes
Ahuriri (per lot)	\$28,210.10	\$30,376.52	Yes
Ahuriri - Multi-Story (per dwelling unit)	\$22,735.24	\$24,481.22	Yes
Ahuriri - Multi-Story (plus per hectare - Stormwater)	\$65,699.80	\$70,745.28	Yes

SUBDIVISION AND LAND DEVELOPMENT CONTINUED

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Greenfields			
King St / Guppy Rd (per dwelling unit)	\$23,704.34	\$25,524.74	Yes
King St / Guppy Rd (plus per hectare - Stormwater)	\$222,066.88	\$239,120.74	Yes
King St / Guppy Rd (plus per metre Guppy Road frontage - if applicable)	\$821.44	\$884.52	Yes
King St / Guppy Rd (less: per metre Guppy Road frontage roading structure plan credit - where applicable)	\$555.30	\$597.94	Yes
Lagoon Farm (per lot)	\$25,410.31	\$27,361.72	Yes
Mission Heights (per lot)	\$21,890.86	\$23,571.99	Yes
Park Island (per lot)	\$25,669.79	\$27,641.13	Yes
Te Awa (per lot)	\$23,533.74	\$25,341.04	Yes
Te Awa (plus: per hectare) local off site	\$562,868.76	\$606,094.85	Yes
Te Awa (plus: per meter of road frontage - where applicable)	\$3,652.78	\$3,933.30	Yes
Rural			
Poraiti (per lot)	\$19,194.28	\$20,668.32	Yes
Lifestyle Character (per lot)	\$23,704.34	\$25,524.74	Yes
Lifestyle Character: Plus for lots not connected to a stormwater system discharging above the flood detention dam in Kent Terrace	\$2,926.70	\$3,151.46	Yes
All other rural areas including subdistrict rural (per lot)	\$20,441.00	\$22,010.79	Yes
Jervois town (per lot) non local off site	\$20,109.00	\$21,653.29	Yes
Jervois town (plus: per lot - road) Applies to the area west of Jervois Road, North of Meeanee Road and South of Burness Road	\$8,445.00	\$9,093.54	Yes
Jervois town (plus: per lot - stormwater) Applies to those properties that drain to the Upper Purimu Drain	\$9,845.00	\$10,601.06	Yes
Jervois town (plus: per lot - stormwater) Applies to those properties that drain to the Jervois Drain	\$125,209.00	\$134,824.55	Yes
Capital Contributions			
Bay View Water Supply (per domestic connection)	\$3,213.20	\$3,459.96	Yes
Bay View Financial Contributions			
This schedule of charges for Financial Contributions is charged under Council's Development and Financial Contributions Policy. It is indexed on 1st July based on the movement in the Statistics NZ Producers Price Index (PPI) Inputs Table E Index.			
Bay View Water Supply (commercial)			
The Greater of:			
(1) 15mm connection, or	\$3,213.00	\$3,459.75	Yes
(2) the sum of:			
(2a) Non residential based:			
(i) Offices and Shops			
- Gross Floor area (\$ per m2)	\$12.80	\$13.78	Yes
- plus Pervious Land area (\$ per m2)	\$4.90	\$5.28	Yes
(ii) Warehouses			
- Gross Floor area (\$ per m2)	\$6.40	\$6.89	Yes
- plus Pervious Land area (\$ per m2)	\$4.90	\$5.28	Yes
(iii) Unsealed yards (\$ per m2)	\$4.90	\$5.28	Yes
(2b) Residential based			
(i) Residential Care, Travellers Accommodation and Retirement Complexes			
- Population per Head	\$467.00	\$502.86	Yes
- plus Pervious Land area (\$ per m2)	\$4.80	\$5.17	Yes
(ii) Day Care Centres and Educational Facilities			
- Population per Head	\$235.00	\$253.05	Yes
- plus Pervious Land area (\$ per m2)	\$4.80	\$5.17	Yes

SUBDIVISION AND LAND DEVELOPMENT CONTINUED

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Bay View Wastewater (Commercial)			
The Greater of:			
(1) Bay View wastewater connection charge, or	See sewer connection charges	See sewer connection charges	Yes
(2) the sum of:			
(2a) Non residential based:			
(i) Offices and Shops			
- Gross Floor area (\$ per m2)	\$8.70	\$9.37	Yes
(ii) Warehouses			
- Gross Floor area (\$ per m2)	\$4.20	\$4.52	Yes
(2b) Residential based			
(i) Residential Care, Travellers Accommodation and Retirement Complexes			
- Population per Head	\$326.00	\$351.04	Yes
(ii) Day Care Centres and Educational Facilities			
- Population per Head	\$163.00	\$175.52	Yes
Napier Financial Contributions			
Transportation			
Roads and Transportation	\$13,284.75	\$14,304.97	Yes
Water Supply Contribution (Non-Residential Based)			
Offices and Shops			
- Gross floor area (\$ per m2)	\$8.00	\$8.61	Yes
- Plus pervious land area (\$ per m2)	\$3.00	\$3.23	Yes
- or equivalent wastewater connection, whichever is greater	See Equivalent Connections	See Equivalent Connections	Yes
Medical Clinics/Hospitals			
- Gross floor area (\$ per m2)	\$10.00	\$10.77	Yes
- Plus pervious land area (\$ per m2)	\$3.00	\$3.23	Yes
- or equivalent wastewater connection, whichever is greater	See Equivalent Connections	See Equivalent Connections	Yes
Warehouses / Factories / Network Utility Operations			
- Gross floor area (\$ per m2)	\$4.00	\$4.31	Yes
- Plus pervious land area (\$ per m2)	\$3.00	\$3.23	Yes
- or equivalent wastewater connection, whichever is greater	See Equivalent Connections	See Equivalent Connections	Yes
Unsealed Yards			
- Pervious land area (\$ per m2)	\$3.00	\$3.23	Yes
- or equivalent wastewater connection, whichever is greater	See Equivalent Connections	See Equivalent Connections	Yes
Churches			
- Per Church	\$3,988.00	\$4,294.26	Yes
- Plus pervious land area (\$ per m2)	\$3.00	\$3.23	Yes
- or equivalent wastewater connection, whichever is greater	See Equivalent Connections	See Equivalent Connections	Yes
Wastewater Contribution (Non-Residential Based)			
Offices and Shops			
- Gross floor area (\$ per m2)	\$5.60	\$6.03	Yes
- or equivalent wastewater connection, whichever is greater	See Equivalent Connections	See Equivalent Connections	Yes

SUBDIVISION AND LAND DEVELOPMENT CONTINUED

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Wastewater Contribution (Non-Residential Based)			
Medical Clinics/Hospitals			
- Gross floor area (\$ per m2)	\$6.95	\$7.48	Yes
- or equivalent wastewater connection, whichever is greater	See Equivalent Connections	See Equivalent Connections	Yes
Warehouses / Factories / Network Utility Operations			
- Gross floor area (\$ per m2)	\$2.80	\$3.02	Yes
- or equivalent wastewater connection, whichever is greater	See Equivalent Connections	See Equivalent Connections	Yes
Churches			
- per Church	\$2,781.65	\$2,995.27	Yes
- or equivalent wastewater connection, whichever is greater	See Equivalent Connections	See Equivalent Connections	Yes
Stormwater Contribution (Non-Residential Based)			
Offices and Shops - Land area (\$ per m2)	\$5.50	\$5.92	Yes
Medical Clinics/Hospitals - Land area (\$ per m2)	\$5.50	\$5.92	Yes
Warehouses / Factories / Network Utility Operations - Land area (\$ per m2)	\$5.50	\$5.92	Yes
Unsealed Yards - Land area (\$ per m2)	\$1.40	\$1.51	Yes
Churches - Land area (\$ per m2)	\$5.50	\$5.92	Yes
Water Supply Contribution (Residential Based)			
Residential Care Facilities			
- Population (\$ per head)	\$300.00	\$323.04	Yes
- Plus pervious land area (\$ per m2)	\$3.00	\$3.23	Yes
- or equivalent wastewater connection, whichever is greater	See Equivalent Connections	See Equivalent Connections	Yes
Travellers Accommodation			
- Population (\$ per head)	\$300.00	\$323.04	Yes
- Plus pervious land area (\$ per m2)	\$3.00	\$3.23	Yes
- or equivalent wastewater connection, whichever is greater	See Equivalent Connections	See Equivalent Connections	Yes
Day Care Centres			
- Population (\$ per head)	\$151.00	\$162.60	Yes
- Plus pervious land area (\$ per m2)	\$3.00	\$3.23	Yes
- or equivalent wastewater connection, whichever is greater	See Equivalent Connections	See Equivalent Connections	Yes
Educational Facilities			
- Population (\$ per head)	\$151.00	\$162.60	Yes
- Plus pervious land area (\$ per m2)	\$3.00	\$3.23	Yes
- or equivalent wastewater connection, whichever is greater	See Equivalent Connections	See Equivalent Connections	Yes
Retirement Complexes			
- Population (\$ per head)	\$297.00	\$319.81	Yes
- Plus pervious land area (\$ per m2)	\$3.00	\$3.23	Yes
- or equivalent wastewater connection, whichever is greater	See Equivalent Connections	See Equivalent Connections	Yes
Wastewater Contribution (Residential Based)			
Residential Care Facilities			
- Population (\$ per head)	\$208.90	\$224.94	Yes
- or equivalent wastewater connection, whichever is greater	See Equivalent Connections	See Equivalent Connections	Yes
Travellers Accommodation			

SUBDIVISION AND LAND DEVELOPMENT CONTINUED

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	cl GST
Wastewater Contribution (Residential Based)			
- Population (\$ per head)	\$208.90	\$224.94	Yes
- or equivalent wastewater connection, whichever is greater	See Equivalent Connections	See Equivalent Connections	Yes
Day Care Centres			
- Population (\$ per head)	\$104.50	\$112.53	Yes
- or equivalent wastewater connection, whichever is greater	See Equivalent Connections	See Equivalent Connections	Yes
Educational Facilities			
- Population (\$ per head)	\$104.50	\$112.53	Yes
- or equivalent wastewater connection, whichever is greater	See Equivalent Connections	See Equivalent Connections	Yes
Retirement Complexes			
- Population (\$ per head)	\$208.90	\$224.94	Yes
- or equivalent wastewater connection, whichever is greater	See Equivalent Connections	See Equivalent Connections	Yes
Stormwater Contribution (Residential Based)			
Residential Care Facilities - Land area (\$ per m2)	\$5.50	\$5.92	Yes
Travellers Accommodation - Land area (\$ per m2)	\$5.50	\$5.92	Yes
Day Care Centres - Land area (\$ per m2)	\$5.50	\$5.92	Yes
Educational Facilities - Land area (\$ per m2)	\$5.50	\$5.92	Yes
Retirement Complexes - Land area (\$ per m2)	\$5.50	\$5.92	Yes
Equivalent Connections			
15mm Diameter - Water Connection	\$2,040.00	\$2,196.66	Yes
15mm Diameter - Wastewater Connection	\$1,425.00	\$1,534.43	Yes
20mm Diameter - Water Connection	\$3,632.00	\$3,910.92	Yes
20mm Diameter - Wastewater Connection	\$2,543.00	\$2,738.29	Yes
25mm Diameter - Water Connection	\$5,673.00	\$6,108.66	Yes
25mm Diameter - Wastewater Connection	\$3,972.00	\$4,277.03	Yes
32mm Diameter - Water Connection	\$9,293.00	\$10,006.67	Yes
32mm Diameter - Wastewater Connection	\$6,508.00	\$7,007.79	Yes
40mm Diameter - Water Connection	\$14,507.00	\$15,621.08	Yes
40mm Diameter - Wastewater Connection	\$10,156.00	\$10,935.94	Yes
50mm Diameter - Water Connection	\$22,667.00	\$24,407.74	Yes
50mm Diameter - Wastewater Connection	\$15,867.00	\$17,085.52	Yes
80mm Diameter - Water Connection	\$58,021.00	\$62,476.78	Yes
80mm Diameter - Wastewater Connection	\$40,616.00	\$43,735.15	Yes
100mm Diameter - Water Connection	\$90,663.00	\$97,625.56	Yes
100mm Diameter - Wastewater Connection	\$63,465.00	\$68,338.86	Yes

CO-LAB TARADALE

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Meeting Room			
Group 1 - Profit-Making Organisations and Family Gatherings			
Hourly charge	\$25.90	\$26.00	Yes
Morning or Afternoon	\$71.00	\$74.00	Yes
Evening	\$105.70	\$110.00	Yes
Whole Day	\$147.60	\$153.00	Yes
Group 2 - Community, Hobby & Sports Groups			
Hourly charge	\$21.20	\$22.00	Yes
Morning or Afternoon	\$58.00	\$60.00	Yes
Evening	\$78.70	\$82.00	Yes
Whole Day	\$105.70	\$110.00	Yes

TARADALE TOWN HALL

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Town Hall			
Group 1 - Profit-Making Organisations and Family Gatherings			
Hourly charge	\$51.80	\$54.00	Yes
Morning or Afternoon	\$149.00	\$155.00	Yes
Evening	\$285.00	\$297.00	Yes
Whole Day	\$414.00	\$431.00	Yes
Group 2 - Community, Hobby & Sports Groups			
Hourly charge	\$42.50	\$44.00	Yes
Morning or Afternoon	\$104.00	\$108.00	Yes
Evening	\$150.00	\$156.00	Yes
Whole Day	\$238.00	\$248.00	Yes
Rotary Lounge			
Group 1 - Profit-Making Organisations and Family Gatherings			
Hourly charge	\$42.50	\$44.00	Yes
Morning or Afternoon	\$114.00	\$119.00	Yes
Evening	\$174.00	\$181.00	Yes
Whole Day	\$254.00	\$265.00	Yes
Group 2 - Community, Hobby & Sports Groups			
Hourly charge	\$29.00	\$30.00	Yes
Morning or Afternoon	\$85.00	\$87.00	Yes
Evening	\$126.00	\$131.00	Yes
Whole Day	\$169.00	\$176.00	Yes

TOWN PLANNING RESOURCE CONSENTS

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Development Charges			
Town Planning Resource Consents fees are charged on an actual and reasonable cost recovery basis. The below fees (unless marked ^) are a fixed deposit and will be invoiced to you at the time the application is determined to be accepted. Those fees marked ^ are a set fee and will be invoiced to you at the time the application is determined to be accepted. Charges incurred over the deposit will be charged based on the rates below.			
Development Charges (Section 36 Resource Management Act)			Yes
Land Use Controlled Non Notified Resource Consent	\$948.00	Replaced	Yes
Land Use Restricted Discretionary Non Notified Resource Consent (multi-unit)	\$1,054.00	Replaced	Yes
Land Use Controlled^	Replacement	\$1,300.00	Yes
Land Use Restricted Discretionary^	Replacement	\$2,000.00	Yes
Land Use Discretionary^	Replacement	\$2,500.00	Yes
Land Use Non Complying^	Replacement	\$3,500.00	Yes
Notified Resource Consent	\$10,536.00	\$10,979.00	Yes
Limited Notification Resource Consent	\$8,429.00	\$8,783.00	Yes
Variation of Conditions - Non Notified	\$632.00	Replaced	Yes
Change/Cancel Condition (Variation) Land Use^	Replacement	\$1,200.00	Yes
Change/Cancel Condition (Variation) Subdivision^	Replacement	\$1,200.00	Yes
Variation of Conditions - Notified	\$3,818.00	\$4,000.00	Yes
Boundary Activity	\$316.00	\$329.00	Yes
Temporary/Marginal Activity	\$316.00	\$329.00	Yes
Pre-Application Advice (over and above 1 hour)	Hourly rate	Hourly rate	Yes
Resource Consent Monitoring	\$166.00	\$173.00	Yes
Set Fees			
These set fees relate to the minimum charge only. Actual fee payable includes the cost of time taken to process each application, memorandum, consent, notice, certificate or schedule, the costs of disbursements, plus any inspections required.			
Certificate of Compliance (Sec 139)	\$632.00	\$659.00	Yes
Existing Use Certificate	\$632.00	\$659.00	Yes
Extension of Resource Consent Expiry Fee (Sec 125)	\$632.00	Replaced	Yes
Extension of Resource Consent Expiry Fee (Sec 125) Land Use^	Replacement	\$1,000.00	Yes
Extension of Resource Consent Expiry Fee (Sec 125) Subdivision^	Replacement	\$800.00	Yes
Outline Plan Lodgement (Sec 176A)	\$948.00	\$1,200.00	Yes
Review of Decisions (Sec 357)	\$1,844.00	\$1,921.00	Yes
Overseas Investment Certificate	\$632.00	\$659.00	Yes
Resource Management Certificate for Sale and Supply of Alcohol 2012	\$104.00	\$108.00	Yes
Property File Management Fee (charged per consent)	\$77.70	\$86.00	Yes
Moveable Signs Within CBD			Yes
CBD Sandwich Boards Signage Fee	\$155.00	\$162.00	Yes
Hourly Rates			
Consultants' and solicitors' fees associated with all work types, including the processing of a consent or certificate (including specialist technical or legal advice or where a consent involves creating legal instruments)	Charged at cost plus disbursements	Charged at cost plus disbursements	Yes
Regulatory Engineering	\$169.00	\$176.00	Yes
Team Leader Planning and Compliance	\$186.00	\$194.00	Yes
Senior/Principal Resource Consents Planner	\$176.00	\$183.00	Yes
Resource Consents Planner	\$166.00	\$173.00	Yes
Regulatory Administrator	\$88.10	\$92.00	Yes
Land Information Memorandum			
LIM			Yes
Residential and Rural	\$316.00	\$329.00	Yes
Commercial and Industrial	\$471.00	\$491.00	Yes

TOWN PLANNING RESOURCE CONSENTS CONTINUED

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Hearings			
In accordance with section 36 of the Resource Management Act, Council charge for the cost of an independent hearing if requested under section 100A by either an applicant or one or more submitters.			
A hearing deposit fee is payable prior to the hearing proceeding. Any actual costs of the hearing that exceed the deposit fee will be charged as an additional charge, e.g. costs arising from the use of a specialist consultant, independent hearing commissioner(s).			
Hearing Deposit Fee	New	\$3,000.00	Yes
Hearing Fees:	New		
Elected member commissioner costs per hour for any hearing - Fee per hour (or part thereof)	New	\$210.00	Yes
Elected member hearing panel (chairperson, hearing commissioners) - Fee per hour per elected member as chair	New	\$104.00	Yes
Independent Commissioners	New	At cost	Yes
Consultant's fees (the use of consultants/peer review will be undertaken in consultation with the applicant)	New	At cost	Yes
Council staff hourly costs as specified above			
Disbursements costs as specified in Planning Support Services fees and charges			

TRANSPORTATION

All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Roading			
Street Banners			
Erect and take down (one fee includes both)	\$158.00	\$165.00	Yes
Corridor and Traffic Management			
Corridor Access Requests	\$374.00	Replaced	Yes
Traffic Management Plans	\$251.00	Replaced	Yes
Additional Inspections (per additional inspection)	\$118.00	Replaced	Yes
Up to 10 Days			
Excavation	Replacement	\$650.00	Yes
Non-Excavation	Replacement	\$260.00	Yes
11 days to 6 months			
Excavation	Replacement	\$1,300.00	Yes
Non-Excavation	Replacement	\$520.00	Yes
6 months to 12 months			
Excavation	Replacement	\$2,600.00	Yes
Non-Excavation	Replacement	\$1,040.00	Yes
Additional Inspections	Replacement	\$150.00	Yes
Service Marking for Council Water, Stormwater and Sewers			
Provision of as built plans	No Charge	No Charge	Yes
Marking large diameter sewer pumping mains	No Charge	No Charge	Yes
Marking large diameter trunk mains	No Charge	No Charge	Yes
Per Hour - Marking of Stormwater, sewer and water mains (applies to service authorities that charge for their services to be marked)	\$115.00	\$120.00	Yes

SEWERAGE

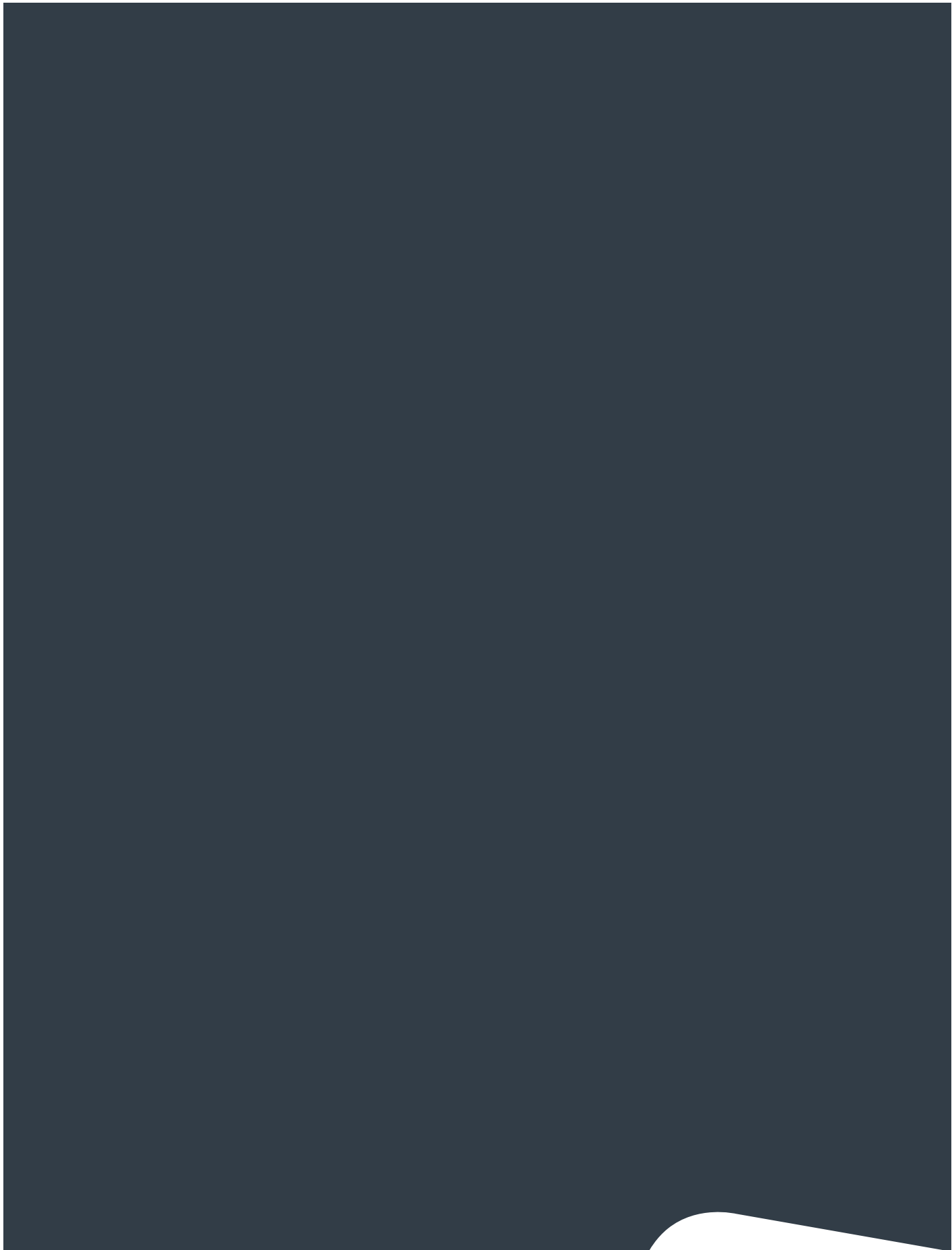
All fees and charges are inclusive of GST (except as noted *).

	21/22 Fee	Proposed 22/23 Fee	incl GST
Sewer Connections			
Minimum Charges are per connection and non refundable			
100mm Diameter Connection			
Utility Location (Corridor access request/Road crossing) -work in road reserve only - Fee	\$606.00	\$631.00	Yes
100mm diameter connection - Deposit (minimum charge)	\$1,690.00	\$1,761.00	Yes
Plus a charge per metre of - Open ground pipelaying - Fee	\$320.00	\$333.00	Yes
Plus a charge per metre of - Sealed road/footpath pipelaying - Fee	\$501.00	\$522.00	Yes
Larger Than 100mm Diameter Connection (Industrial, Commercial, Subdivision)			
All costs including street restoration to be charged to applicant. Quotations available on request.			
Minimum Charge	\$1,690.00	\$1,761.00	Yes
Disconnection/Reuse			
Disconnection/Reuse - Fee	\$499.00	\$520.00	Yes
Video Inspection			
Video Inspection Charge (per hour) - minimum one hour	\$205.00	\$214.00	Yes
Bay View Connections (Stage 1 Village)			
All Connections to Stage 1 - Fixed fee to connect plus actual costs of connection	\$16,740.00	\$17,443.00	Yes
Service Marking for Council Water, Stormwater and Sewers			
Provision of as built plans	No Charge	No Charge	Yes
Per Hour - Marking large diameter trunk mains	\$150.00	\$156.00	Yes
Per Hour - Marking of Stormwater, sewer and water mains	\$150.00	\$156.00	Yes
Trade Waste Charges			
City Charge			
Existing Trade Waste Customers - Charge Per cubic metre	\$0.84	\$0.88	Yes
Industry to be phased into Trade waste charging system - Charge Per cubic metre	\$0.84	\$0.88	Yes
Awatoto and Pandora Charge			
Awatoto Charge Per cubic metre	\$0.29	\$0.30	Yes
Pandora Charge Per cubic metre	\$0.56	\$0.58	Yes
Tanker Discharge			
Per Load at Milliscreen Plant			
Monday to Friday 7.00am to 4.00pm & Saturday 6.30am to 10.00am (Non Statutory Days)			
Tankers (\$ per cubic metre)	\$10.80	\$11.30	Yes
After Hours - A minimum additional charge. (Additional Charges to recover overtime, days in lieu etc may apply)	\$207.00	\$216.00	Yes
Additional items			
Connection Application Fee (charge per hour, non refundable)	\$83.90	\$87.40	Yes
Pollution Response Section of Environmental Solutions			
Contractor charges: Cost + 10%	Price per incident	Price per incident	Yes

All fees and charges are inclusive of GST (except as noted *).

WATER SUPPLY

	21/22 Fee	Proposed 22/23 Fee	incl GST
Water Connections			
All ordinary supplies outside the Napier Water Supply Area are metered. Backflow preventers to be fitted in accordance with the hazard category.			
All extraordinary supplies are metered, but fire sprinkler systems that conform with the requirements of NZS4541 are not metered. Backflow preventers to be fitted in accordance with the hazard category.			
All minimum charges are per connection and are non refundable.			
Ordinary Supply (Domestic) Napier			
Connection (15mm diameter). All work located within the kerb to boundary area only - Fee	\$2,208.00	\$2,301.00	Yes
Ordinary Supply (Domestic) Bay View Urban Area			
Connection (15mm diameter). All work located within the kerb to boundary area only - Fee	\$2,208.00	\$2,301.00	Yes
Meter(s) and meter box(es) - Fee	\$718.00	\$748.00	Yes
Backflow Preventer - Fee	\$907.00	\$945.00	Yes
Additional connection costs for road crossing			
Utility Location (Corridor access request/Road crossing) -work in road reserve only - Fee	\$606.00	\$631.00	Yes
Charge per metre of road crossing (charges to be confirmed)	Actual cost	Actual cost	Yes
Extraordinary Supply (Non-Domestic) 15mm Diameter			
Connection - Fee	\$2,208.00	\$2,301.00	Yes
Meter and Meter box - Fee	\$718.00	\$748.00	Yes
Backflow Preventer - Fee	\$907.00	\$945.00	Yes
Meter and Meter Box to existing 15mm diameter connection - Fee	\$839.00	\$874.00	Yes
Additional connection costs for road crossing			
Utility Location (Corridor access request/Road crossing) -work in road reserve only - Fee	\$606.00	\$631.00	Yes
Charge per metre of road crossing (charges to be confirmed)	Actual cost	Actual cost	Yes
Extraordinary Supply (Domestic and Non-Domestic) Over 15mm Diameter			
Connection - actual cost - Minimum deposit charge due on application	\$2,208.00	\$2,301.00	Yes
Meter and Meter Box - actual cost - Minimum deposit charge due on application	\$718.00	\$748.00	Yes
Backflow Preventer - actual cost. Minimum deposit charge due on application (quotation if required)	\$907.00	\$945.00	Yes
Disconnection(s)/Reuse			
Water Disconnections (up to 50mm) - Fee	\$542.00	\$565.00	Yes
Water Disconnections (over 50mm) actual cost - Minimum deposit charge due on application	\$542.00	\$565.00	Yes
Well Sealing			
Well Sealing Fee	\$163.00	\$170.00	Yes
Testing of Meters			
25mm or less (no certificate)	\$153.00	\$159.00	Yes
Private sub meter reading (per meter, per reading cycle)	\$8.30	\$8.60	Yes
Testing of Backflow Preventer			
Charge for inspection only- Remedial work charged at actual	\$181.00	\$189.00	Yes
Pot Holing in Road for Services			
Actual Costs with a minimum fee due on application.	\$481.00	\$501.00	Yes
Service Marking for Council Water, Stormwater and Sewers			
Provision of as built plans	No Charge	No Charge	
Per Hour - Marking large diameter trunk mains	\$150.00	\$156.00	Yes
Per Hour - Marking of Stormwater, sewer and water mains	\$150.00	\$156.00	Yes
Water take facility annual application fee (additional \$50 charged per swipe card)	\$106.00	\$110.00	Yes
Additional items			
Connection Application Fee (charge per hour, non refundable)	\$83.90	\$87.40	Yes



NAPIER
CITY COUNCIL
Te Kaunihera o Ahuriri



Standing Orders

Adopted on 30 January 2020

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1. Introduction

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

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

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

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

1.1 Principles

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

- Conduct its business in an open, transparent and democratically accountable manner;
- Give effect to its identified priorities and desired outcomes in an efficient and effective manner;
- Make itself aware of, and have regard to, the views of all of its communities;
- Take 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 principles 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 consist of statutory provisions about meetings along with guidance on how those provisions should be applied in practice. Where a statutory provision has been augmented with advice on how it might be implemented the advice (so as not to confuse it with the statutory obligation) is placed below the relevant legislative reference. In some cases the language in the statutory provision has been modernised for ease of interpretation or amended to ensure consistency with more recently enacted statutes.

It is important to note that statutory references in the standing orders apply throughout the period of a meeting, regardless of whether or not parts or all of the Standing Orders have been suspended. These provisions must also be carried through into any amendment of the

standing orders that might be made. Please note, where it is employed the word 'must', unless otherwise stated, identifies a mandatory legislative requirement.

1.3 Acronyms

LGA 2002	Local Government Act 2002
LGOIMA	Local Government Official Information and Meetings Act 1987
LAMIA	Local Authorities (Members' Interests) Act 1968

1.4 Application

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

2. Definitions

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

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

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

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

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

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

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

Chief executive means the chief executive of a 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.

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 24.1 – 24.7.

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

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

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

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

Public notice in relation to a notice given by a local authority, means one that is made publicly available, until any opportunity for review or appeal in relation to the matter notified has lapsed, on the local authority's Internet site. And in addition, is published in at least one daily newspaper circulating in the region 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 reply to those who have spoken to the motion. (The right does not apply to an amendment).

Seconder 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 a day of the week other than:

- a) Saturday, Sunday, Good Friday, Easter Monday, Anzac Day, Labour Day, the Sovereign's birthday, and Waitangi Day. If Waitangi Day or Anzac Day falls on a Saturday or a Sunday, then the following Monday;
- b) The day observed in the appropriate area as the anniversary of the province of which the area forms a part; and
- c) A day in the period commencing with 20 December in any year and ending with 10 January in the following year.

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

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

Workshop, means in the context of these standing orders, a gathering of elected members for the purpose of considering matters of importance to the local authority at which no decisions are made and to which these standing orders 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 specified standing orders at a meeting of which they are a member. Any such motion must also include the reason for the suspension. If seconded, the Chairperson must put the motion without debate and at least 75 per cent of the members present and voting must support the motion for it to be carried.

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 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);
- 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);
- 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.

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

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 5.6) when electing people to the following positions:

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

Please note, this provision does not apply in situations where a mayor has used their appointment powers under s.41A to appoint a deputy Mayor or committee chairs. See Appendix 9.

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 10.

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; and
- 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 will 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 also applies to District Licensing Committees.

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, such as 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;
- b) How the Chairperson and deputy Chairperson are to be appointed;
- c) The terms of reference of the committee;
- d) What responsibilities, if any, are to be delegated to the committee by each party; and
- e) How the agreement may be varied.

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

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

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 date, time and place of any meeting. Notice must be given at least 14 days before the meeting unless the council has adopted a schedule of meetings, in which case notice must be given at least 14 days before the first meeting on the schedule.

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

8.3 Extraordinary meeting may be called

An extraordinary council meeting may be called by:

- a) Resolution of the council, or
- b) A requisition in writing delivered to the chief executive which is signed by:
 - i. The Mayor; or
 - ii. Not 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

The chief executive must give notice, in writing, of the time and place of an extraordinary meeting called under standing order 8.3, as well as the general nature of business to be considered to each member of the council at least 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), Schedule 7, LGA 2002.

8.5 Emergency meetings may be called

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

- a) The Mayor; or
 - b) If the Mayor is unavailable, the chief executive.
- cl. 22A(1), Schedule7 LGA 2002.

8.6 Process for calling an emergency meeting

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

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

cl. 22A (2), Schedule7 LGA 2002.

8.7 Public notice – emergency and extraordinary meetings

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

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

s. 46 (3) LGOIMA.

8.8 Meetings not invalid

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

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

s. 46 (6), LGOIMA.

8.9 Resolutions passed at an extraordinary meeting

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

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

s. 51A, LGOIMA.

8.10 Meeting schedules

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

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

8.11 Non-receipt of notice to members

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

8.12 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 13.

9.3 Chief executive may delay or refuse request

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

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

9.4 Order of business

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

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

9.5 Chairperson's recommendation

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

9.6 Chairperson's report

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

9.7 Public availability of the agenda

All information provided to members at a local authority, 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 seven clear days before the day of the meeting, except in the case of a Hearing of a Tender (for which an agenda must be circulated to the panel at least two clear working days in advance), an extraordinary meeting or an emergency meeting (see Standing Orders 8.4 and 8.10).

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

9.11 Status of agenda

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

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

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

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

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 Council meetings

The quorum for a meeting of the council is:

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

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

11.2 Committees and subcommittee meetings

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

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

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 11.1. Local authorities participating in the joint committee may decide, by agreement, whether or not the quorum includes one or more members appointed by each local authority or any party.

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.

13.4 Apologies

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

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

13.5 Recording apologies

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

13.6 Absent without leave

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

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

13.7 Right to attend by audio or audio visual link

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

13.8 Member's status: quorum

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

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

13.9 Member's status: voting

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

13.10 Chairperson's duties

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

- a) The technology for the link is available and of suitable quality; and
- b) Procedures for using the technology in the meeting will ensure that:
 - 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.

13.11 Conditions for attending by audio or audio visual link

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

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

13.12 Request to attend by audio or audio visual link

Where possible, a member will give the Chairperson and the chief executive at least 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.

13.13 Chairperson may terminate link

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

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

13.14 Giving or showing a document

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

- a) Transmitting it electronically;
 - b) Using the audio visual link; or
 - c) Any other manner that the Chairperson thinks fit.
- cl. 25(A) (6) schedule 7, LGA 2002.

13.15 Link failure

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

13.16 Confidentiality

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

14. Chairperson's role in meetings

14.1 Council meetings

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

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

14.2 Other meetings

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

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 (if required to stand to address the meeting) and be silent so that they can hear the Chairperson without interruption.

14.6 Member's right to speak

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

14.7 Chairperson may prioritise speakers

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

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

15. Public Forums

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

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

15.1 Time limits

A period of up to 45 minutes, or such longer time as the meeting may determine, will be available for the public forum at each scheduled local authority meeting. Requests must be made to the chief executive (or their delegate) at least one clear day before the meeting; however this requirement may be waived by the Chairperson. Requests should also outline the matters that will be addressed by the speaker(s).

Speakers can speak for up to 10 minutes, with a further 5 minutes allowed for questions from elected members. No more than two speakers can speak on behalf of an organisation during a public forum, unless otherwise decided by the meeting. Where the number of speakers presenting in the public forum exceeds 3 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; or
- 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. (See the 2019 Guide to Standing Orders for suggestions of good practice in dealing with issues raised during a forum).

16. Deputations

The purpose of a deputation is to enable a person, group or organisation to make a presentation to a meeting on a matter or matters covered by that meeting's terms of reference. Deputations should be approved by the Chairperson, or an official with delegated authority, 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 10 minutes, or longer at the discretion of the Chairperson. No more than two speakers can speak on behalf of an organisation's deputation, unless otherwise decided by the meeting.

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

16.3 Questions of a deputation

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

16.4 Resolutions

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

17. Petitions

17.1 Form of petitions

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

Petitions must contain at least 20 signatures and consist of fewer than 150 words (not including signatories). They must be received by the chief executive at least 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 19.9 on qualified privilege). They may be written in English or te reo Māori. Petitioners planning to present their petition in te reo or sign language should advise the chief executive in time to allow translation services to be arranged.

17.2 Petition presented by petitioner

A petitioner who presents a petition to the local authority or any of its committees and subcommittees, local boards or community boards, may speak for 10 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; and
- b) The information is no longer confidential.

18.5 Release of information from public excluded session

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

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

19. Voting

19.1 Decisions by majority vote

Unless otherwise provided for in the LGA 2002, other legislation or standing orders, the acts of and questions before a local authority (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.

19.2 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.

19.3 Casting vote

The Mayor, Chairperson or any other person presiding at a Council meeting has a deliberative vote; and in the case of an equality of votes, has a casting vote. A casting vote is not applicable at standing committee meetings.

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

19.4 Method of voting

The method of voting must be as follows:

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

19.5 Calling for a division

When a division is called, the chief executive (or their delegate) must record the names of the members voting for and against the motion and abstentions and provide the names to the Chairperson to declare the result. The result of the division must be entered into the minutes and include members' names and the way in which they voted. The Chairperson may call a second division where there is confusion or error in the original division.

19.6 Recording of votes

Where a member or members have abstained or voted against a carried motion, the vote(s) or abstention will be immediately recorded for the accuracy of the record.

Recording any other matters e.g. reason for the vote or abstention is not permitted.

19.7 Members may abstain

Any member may abstain from voting.

20. Conduct

20.1 Calling to order

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

20.2 Behaviour consistent with Code of Conduct

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

20.3 Retractions and apologies

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

20.4 Disorderly conduct

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

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

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

20.5 Contempt

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

20.6 Removal from meeting

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

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

20.7 Financial conflicts of interests

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

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

20.8 Non-financial conflicts of interests

Non-financial interests always involve questions of judgement and degree about whether the responsibility of a member of a local authority (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.

20.9 Qualified privilege for meeting proceedings

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

s. 53, LGOIMA.

20.10 Qualified privilege additional to any other provisions

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

s. 53, LGOIMA.

20.11 Electronic devices at meetings

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

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

21. General rules of debate

21.1 Chairperson may exercise discretion

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

21.2 Time limits on speakers

The following time limits apply to members speaking at meetings:

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

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

21.3 Questions to staff

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

21.4 Questions of clarification

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

21.5 Members may speak only once

A member may not speak more than once to a motion at a meeting of the council, except with permission of the Chairperson. Members can speak more than once to a motion at a committee or subcommittee meeting with the chairperson's permission.

21.6 Limits on number of speakers

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

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

21.7 Secunder may reserve speech

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

21.8 Speaking only to relevant matters

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

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

21.9 Restating motions

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

21.10 Criticism of resolutions

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

21.11 Objecting to words

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

21.12 Right of reply

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

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

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

21.13 No other member may speak

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

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

21.14 Adjournment motions

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

21.15 Chairperson's acceptance of closure motions

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

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

22. General procedures for speaking and moving motions

22.1 Options for speaking and moving

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

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

22.2 Option A

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

22.3 Option B

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

22.4 Option C

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

22.5 Procedure if no resolution reached

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

23. Motions and amendments

23.1 Proposing and seconding motions

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

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

23.2 Motions in writing

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

23.3 Motions expressed in parts

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

23.4 Substituted motion

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

23.5 Amendments to be relevant and not direct negatives

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

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

23.6 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.

23.7 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 as well as the nature of the content of those amendments.

23.8 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.

23.9 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.

23.10 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.

23.11 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.

23.12 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.

24. Revocation or alteration of resolutions

24.1 Member may move revocation of a decision

A member may give the chief executive a notice of motion for the revocation or alteration of all or part of a previous resolution of the council, 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.

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

If a resolution is made under delegated authority by a committee, subcommittee or subordinate decision-making body, 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.

24.3 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.

24.4 Restrictions on actions under the affected resolution

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

Exceptions apply where, in the opinion of the Chairperson:

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

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

24.5 Revocation or alteration by resolution at same meeting

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

24.6 Revocation or alteration by recommendation in report

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

25. Procedural motions

25.1 Procedural motions must be taken immediately

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

25.2 Procedural motions to close or adjourn a debate

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

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

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

25.3 Voting on procedural motions

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

25.4 Debate on adjourned items

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

25.5 Remaining business at adjourned meetings

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

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

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

25.7 Other types of procedural motions

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

26. Points of order

26.1 Members may raise points of order

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

26.2 Subjects for points of order

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

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

26.3 Contradictions

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

26.4 Point of order during division

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

26.5 Chairperson's decision on points of order

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

27. Notices of motion

27.1 Notice of intended motion to be in writing

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

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

27.2 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.

27.3 Mover of notice of motion

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

27.4 Alteration of notice of motion

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

27.5 When notices of motion lapse

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

27.6 Referral of notices of motion

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

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

27.7 Repeat notices of motion

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

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

28. Minutes

28.1 Minutes to be evidence of proceedings

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

cl. 28 Schedule 7, LGA 2002.

28.2 Matters recorded in minutes

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

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

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

28.3 No discussion on minutes

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

28.4 Minutes of last meeting before election

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

29. Keeping a record

29.1 Maintaining accurate records

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

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

s. 17 Public Records Act 2005.

29.2 Method for maintaining records

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

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

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

29.3 Inspection

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

s. 51 LGOIMA.

29.4 Inspection of public excluded matters

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

Referenced documents

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

Appendix 1: Grounds to exclude the public

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

A1 That good reason exists for excluding the public from the whole or any part of the proceedings of any meeting as the public disclosure of information would be likely:

- a) To prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; or
- b) To endanger the safety of any person.

A2 That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:

- a) Protect the privacy of natural persons, including that of deceased natural persons; or
- b) Protect information where the making available of the information would:
 - i. Disclose a trade secret; or
 - ii. Be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.

In the case only of an application for a resource consent, or water conservation order, or a requirement for a designation or heritage order, under the Resource Management Act 1991, to avoid serious offence to tikanga Māori, or to avoid the disclosure of the location of waahi tapu; or

- c) Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would:
 - i. Be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or
 - ii. Be likely otherwise to damage the public interest.
- d) Avoid prejudice to measures protecting the health or safety of members of the public; or
- e) Avoid prejudice to measures that prevent or mitigate material loss to members of the public; or
- f) Maintain the effective conduct of public affairs through –the protection of such members, officers, employees, and persons from improper pressure or harassment; or
- g) Maintain legal professional privilege; or
- h) Enable any Council holding the information to carry out, without prejudice or disadvantage, commercial activities; or
- i) Enable any Council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or
- j) Prevent the disclosure or use of official information for improper gain or improper advantage.

See s.7 LGOIMA 1987.

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

A3 That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information, the public disclosure of which would:

- a) Be contrary to the provisions of a specified enactment; or
- b) Constitute contempt of Court or of the House of Representatives.

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

A5 That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the Council to deliberate in private on its decision or recommendation in:

- a) Any proceedings before a Council where:
 - i. A right of appeal lies to any Court or tribunal against the final decision of the Council in those proceedings;
 - ii. The Council is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings; and
 - iii. Proceedings of a local authority exist in relation to any application or objection under the Marine Farming Act 1971.

See s. 48 LGOIMA.

Appendix 2: Sample resolution to exclude the public


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

1. that the public is excluded from:

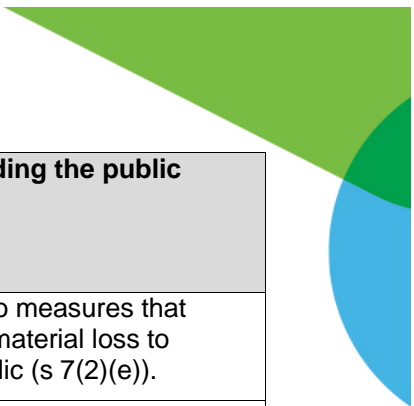
- The whole of the proceedings of this meeting; (deleted if not applicable)
- The following parts of the proceedings of this meeting, namely; (delete if not applicable)

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

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public
		To prevent the disclosure of information which would— <ul style="list-style-type: none"> i. be contrary to the provisions of a specified enactment; or ii. constitute contempt of court or of the House of Representatives (s.48(1)(b)).
		To consider a recommendation made by an Ombudsman (s. 48(1)(c)).
		To deliberate on matters relating to proceedings where: <ul style="list-style-type: none"> i. a right of appeal lies to a court or tribunal against the final decision of the councils in those proceedings; or ii. the council is required, by an enactment, to make a recommendation in respect of the matter that is the subject of those proceedings (s.48(1)(d)).
		To deliberate on proceedings in relation to an application or objection under the Marine Farming Act 1971 (s.48(1)(d)).
		To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).



Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public
		To protect the privacy of natural persons, including that of deceased natural persons (s 7(2)(a)).
		To maintain legal professional privilege (s 7(2)(g)).
		To prevent the disclosure or use of official information for improper gain or advantage (s. 7(2)(j)).
		To protect information which if public would; <ul style="list-style-type: none"> i. disclose a trade secret; or ii. unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information (s 7(2)(b)).
		To avoid serious offence to Tikanga Māori, or the disclosure of the location of waahi tapu in relation to an application under the RMA 1991 for; <ul style="list-style-type: none"> • a resource consent, or • a water conservation order, or • a requirement for a designation or • an heritage order, (s 7(2)(ba)).
		To protect information which is subject to an obligation of confidence where the making available of the information would be likely to: <ul style="list-style-type: none"> i. prejudice the supply of similar information, or information from the same source, where it is in the public interest that such information should continue to be supplied; or ii. would be likely otherwise to damage the public interest (s 7(2)(c)).
		To avoid prejudice to measures protecting the health or safety of members of the public (s 7(2)(d)).

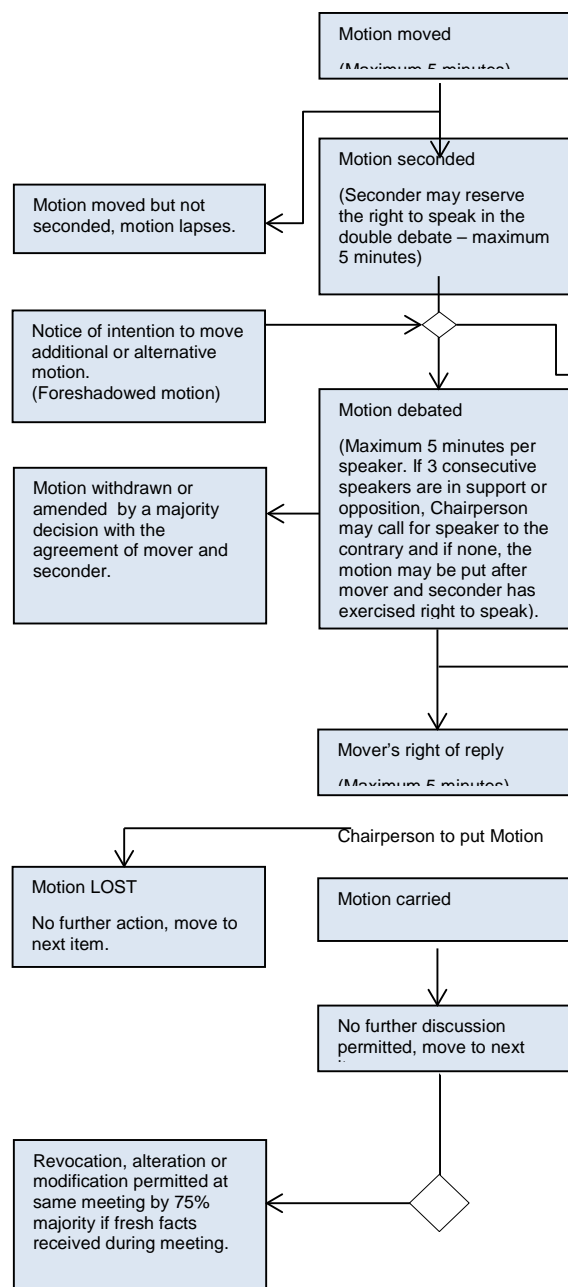


Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public
		To avoid prejudice to measures that prevent or mitigate material loss to members of the public (s 7(2)(e)).
		To maintain the effective conduct of public affairs by protecting members or employees of the Council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

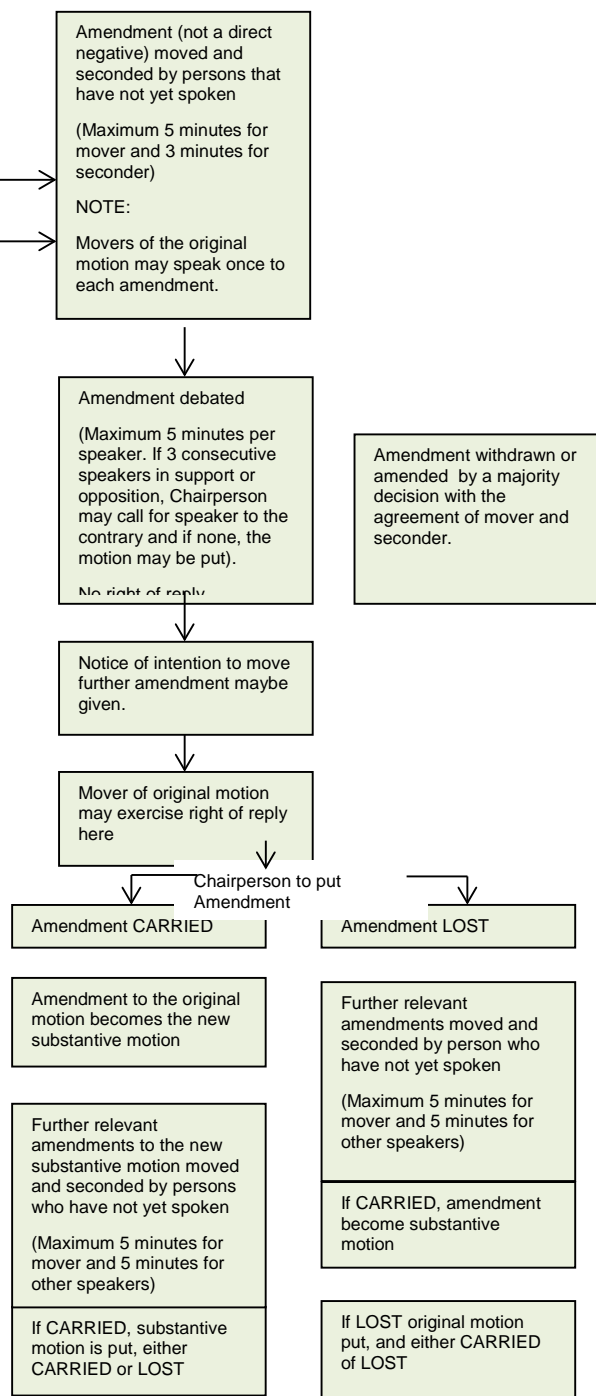
2. That (name of person(s)) is permitted to remain at this meeting after the public has been excluded because of their knowledge of (specify topic under discussion). This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because (specify). (Delete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

Appendix 3: Motions and amendments (Option A)

Motions without amendments

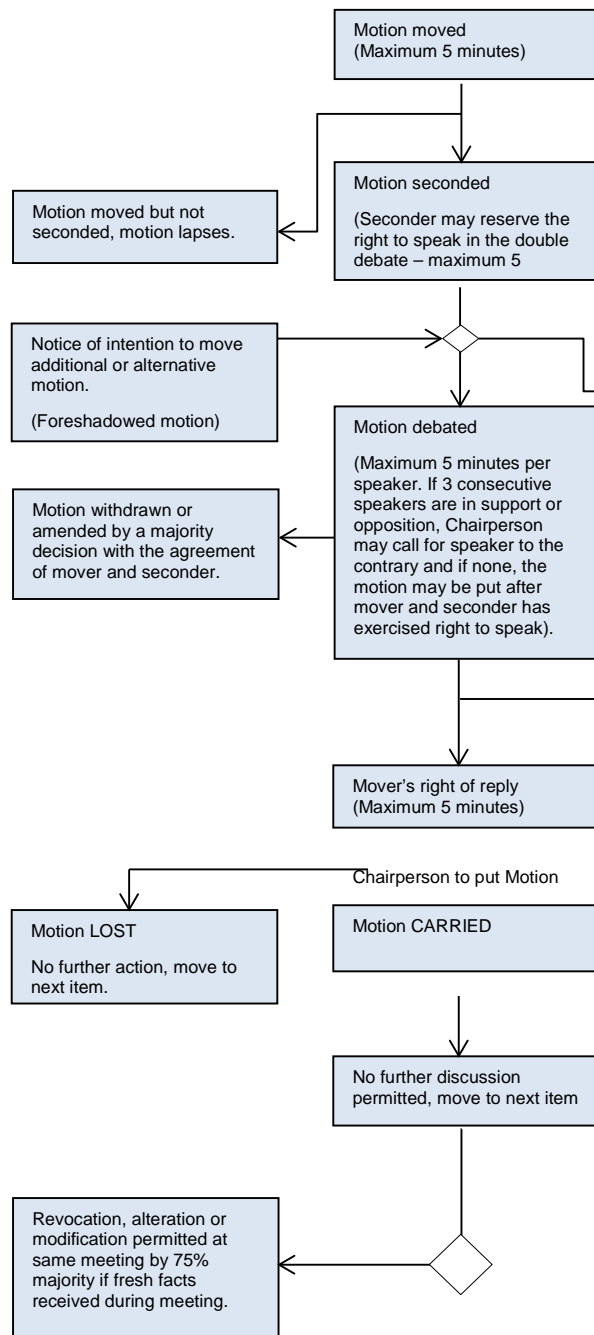


Motions with amendments

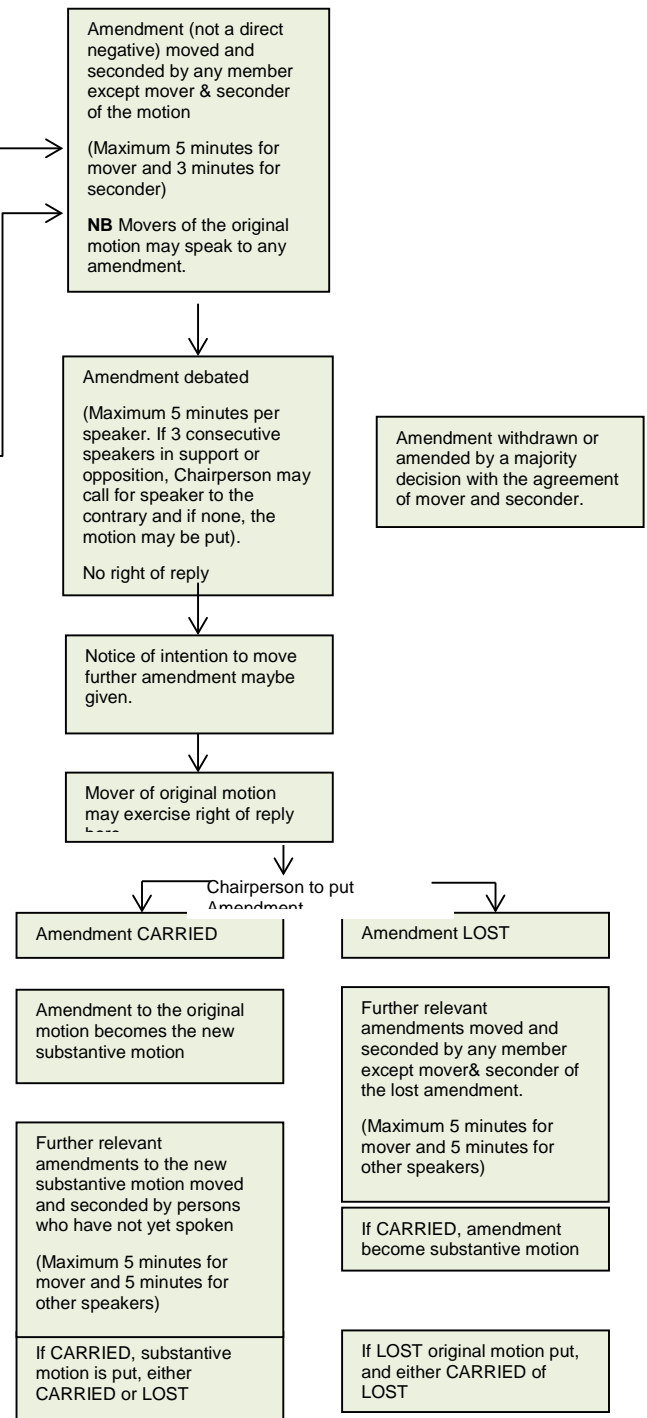


Appendix 4: Motions and amendments (Option B)

Motions without amendments

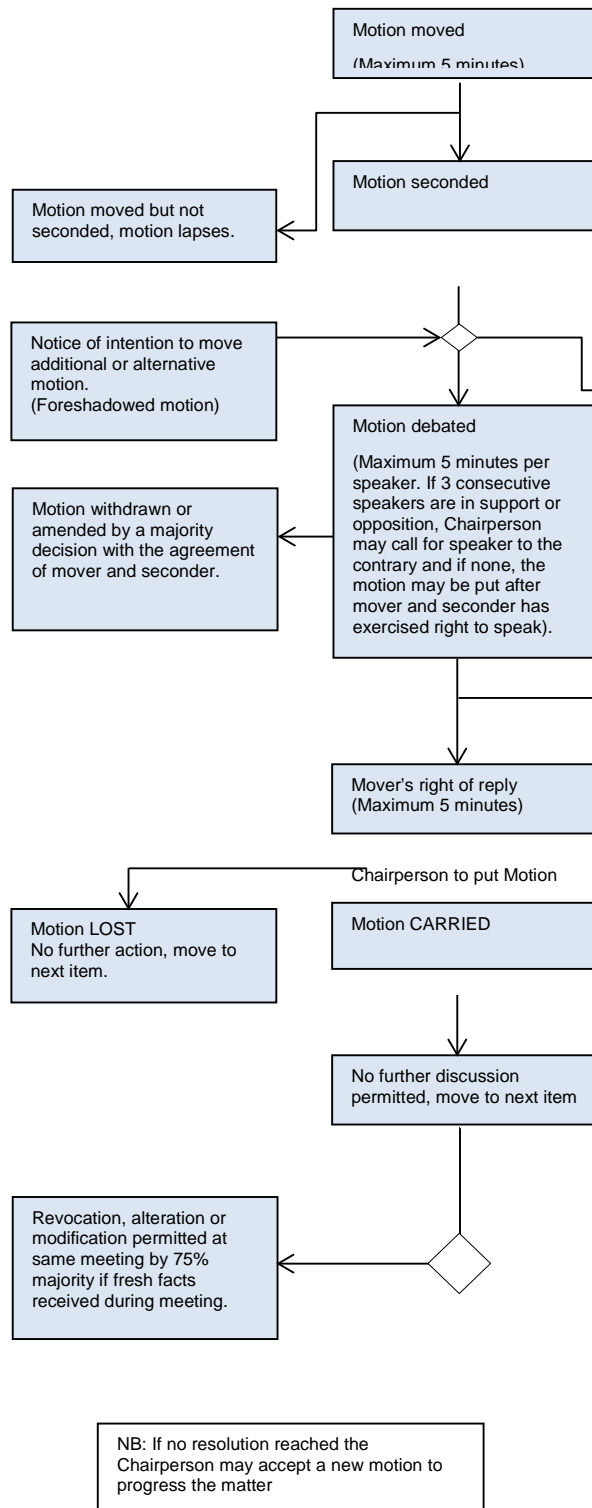


Motions with amendments

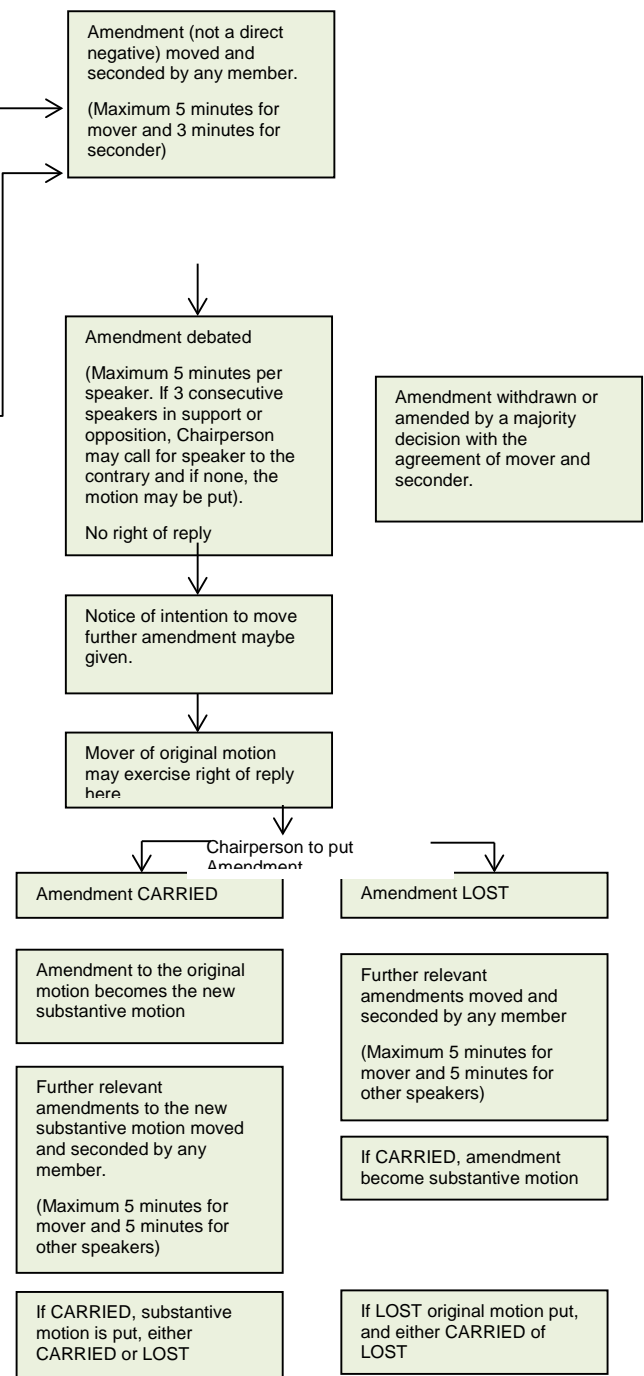


Appendix 5: Motions and amendments (Option C)

Motions without amendments

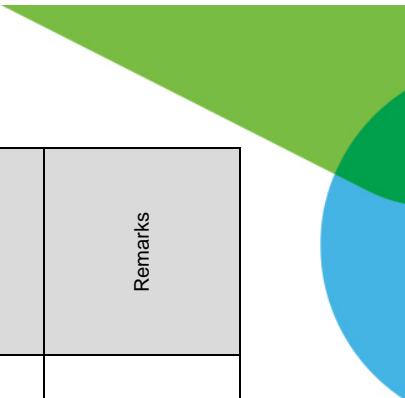


Motions with amendments



Appendix 6: Table of procedural motions

Motion	Has the Chair discretion to refuse this Motion?	Is seconder required?	Is discussion in order?	Are amendments in order?	Is mover of procedural motion entitled to reply?	Are previous participants in debate entitled to move this motion?	Can a speaker be interrupted by the mover of this motion?	If lost, can motion be moved after an interval?	Position if an amendment is already before the Chair	Position if a procedural motion is already before the Chair	Remarks
a) "That the meeting be adjourned to the next ordinary meeting, or to a stated time and place"	No	Yes	No	As to time and date only	No	No	No	Yes – 15 mins	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 mins	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 mins	If carried, debate on the original motion and amendment are adjourned	If carried, debate on the original motion and procedural motion are adjourned	
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 mins	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	No	Yes	No	As to committee, time for reporting	No	No	No	Yes – 15 mins	If carried, the original motion and all amendments are	If carried, the procedural motion is deemed disposed of	



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
the local authority or to the relevant committee"				back etc only					referred to the committee		
f) "Points of order"	No – but may rule against	No	Yes – at discretion of Chairperson	No	No	Yes	Yes	No	Point of order takes precedence	Point of order takes precedence	See standing order 3.14

Appendix 7: Webcasting protocols

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

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

Appendix 8: Powers of a Chairperson

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

Chairperson to decide all questions

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

Chairperson to decide points of order

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

Items not on the agenda

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

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

Chairperson's report

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

Chairperson's recommendation

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

Chairperson's voting

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

Motion in writing

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

Motion in parts

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

Notice of motion

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

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

- d) Is concerned with matters which are already the subject of reports or recommendations from a committee to the meeting concerned.

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

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

Action on previous resolutions

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

Repeat notice of motion

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

Revocation or alteration of previous resolution

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

Chairperson may call a meeting

The Chairperson:

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

Irrelevant matter and needless repetition

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

Taking down words

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

Explanations

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

Chairperson rising

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

Members may leave places

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

Priority of speakers

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

Minutes

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

Questions of speakers

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

Withdrawal of offensive or malicious expressions

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

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

Chairperson's rulings

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

Disorderly behaviour

The Chairperson may:

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

Failure to leave meeting

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

Audio or audio visual attendance

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

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

- iii. The requirements of Part 7 of LGOIMA are met; and
- iv. The requirements in these standing orders are met.

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

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Appendix 9: 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 10: Process for removing a Chairperson or deputy Mayor from office

1. At a meeting that is in accordance with this clause, a territorial authority or regional council may remove its Chairperson, deputy Chairperson, or deputy Mayor from office.
2. If a Chairperson, deputy Chairperson, or deputy mayor is removed from office at that meeting, the territorial authority or regional council may elect a new Chairperson, deputy Chairperson, or deputy mayor at that meeting.
3. A meeting to remove a Chairperson, deputy Chairperson, or deputy Mayor may be called by:
 - a) A resolution of the territorial authority or regional council; or
 - b) A requisition in writing signed by the majority of the total membership of the territorial authority or regional council (excluding vacancies).
4. A resolution or requisition must:
 - a) Specify the day, time, and place at which the meeting is to be held and the business to be considered at the meeting; and
 - b) Indicate whether or not, if the Chairperson, deputy Chairperson, or deputy Mayor is removed from office, a new Chairperson, deputy Chairperson, or deputy Mayor is to be elected at the meeting if a majority of the total membership of the territorial authority or regional council (excluding vacancies) so resolves.
5. A resolution may not be made and a requisition may not be delivered less than 21 days before the day specified in the resolution or requisition for the meeting.
6. The chief executive must give each member notice in writing of the day, time, place, and business of any meeting called under this clause not less than 14 days before the day specified in the resolution or requisition for the meeting.
7. A resolution removing a Chairperson, deputy Chairperson, or deputy Mayor carries if a majority of the total membership of the territorial authority or regional council (excluding vacancies) votes in favour of the resolution.
- cl. 18 Schedule 7, LGA 2002.

Appendix 11: 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; and
- c) Confirm that the meeting is primarily for the provision of information and discussion, and will not make any decisions or pass any resolutions.

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

Record of workshop

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

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

Appendix 12: 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 13: 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; or
- Notice of motion from a member.

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

- Report of chief executive; or
- Report of Chairperson.

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