

1.38 TEMPLATE



TO: Test Committee
FROM:
REPORT DATE:
MEETING DATE: 15/12/2025
RECOMMENDED ACTIONS:

1 PURPOSE | TE TAKE MŌ TE PŪRONGO

A brief statement of what the report is about and the decision being sought. The statement should be only one or two sentences. Examples: "This report seeks approval of a draft roading policy to be published for consultation." "This report seeks approval of an increase in the budget for the upgrade of the Jones Street car park of \$100,000."

2 EXECUTIVE SUMMARY | WHAKARĀPOPOTOTANGA

A very brief summary of your report. Imagine you are speaking to an elected member just before the meeting and they have not had time to read the report - what would you tell them? There should be no more than three key points, including the recommended decision, and no more than two or three paragraphs, unless the report is long and complex, in which case the summary may be approx. a page long.

3 RECOMMENDATIONS | TE WHAIKUPU

Recommended resolutions must be stand-alone statements as much as is practically possible (considering length). For example, do not use: "Approve the preferred option outlined in section xx of this report." instead use: "Approve an increase in the budget for the upgrade of the Jones Street car park of \$100,000." All recommended resolutions must start with an action verb (some commonly used ones are listed below) and be numbered 1, 2 etc. Some resolutions are required by legislation to use a specific verb, e.g. if the resolution is about a bylaw, the verb is "make", local authorities make bylaws. Please use the suggested resolution text snippet as a starting point.

4 BACKGROUND | TUARONGO

Provide context for the decision being sought. Include:

- relevant factual information
- extracts from any previous governing body decisions about the matter
- a chronological description of any past events that relate to the decision
- a summary of community outcomes, strategies, policies, or plans that apply to the decision
- an explanation and relevant extracts from (or links to) legislation that the decision is being made under. This includes the Local Government Act 2002 and any other legislation
- who has the authority to make the decision or to carry out the course of action recommended in the report and where the authority is provided from (e.g. legislation, bylaws, Council delegations register)

Where there are a lot of different types of background information, separate this part of the report into numbered sections 4.1, 4.2 etc]

5 OPTIONS AND ASSESSMENT | KŌWHIRINGA ME NGĀ AROMATAWAI

Address all the requirements of the [Local Government Act 2002](#) that apply to Council decision-making. In summary those are:

- identify all reasonably practicable options for the achievement of the objective of a decision
- assess the options in terms of their advantages and disadvantages
- if any of the options involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water, sites, wāhi tapu, valued flora and fauna, and other taonga.

If the report and decision are about a matter for which there are no reasonably practicable options, e.g. legislation requires the Council to do something, this part of the report should instead explain what the legislation requires and how the Council will comply by making the decisions recommended in the report. The reasonably practicable options must include one option that is either “do nothing” or “maintain status quo”.

Each option must be described in sufficient detail for elected members to understand its effect, including reference to relevant data and evidence about the advantages or disadvantages of the option. The assessment of options should reflect the significance of the matter; the more significant, the greater detail of assessment is required. Refer to section 1 of Appendix 1 in the [Significance and Engagement Policy](#) to determine the significance of the matter.

The assessment must clearly identify the option Council staff are recommending. If the report is seeking decisions on more than one matter, this part of the report should discuss the options for each matter in different sections with suitably descriptive separate headings that are numbered 6.1, 6.2 etc.]

Guidelines should be given about what topics need to be covered, e.g.

- Adverse effect on the community
- Publicity / public perception
- Sustainability, the environment and climate change impacts
- Timeframes
- Health and safety
- Financial / security of funding
- Political
- Legal compliance or risk
- Whether the option meets the purpose of local government (see section 10 of the [Local Government Act 2002](#))

6 FINANCIAL CONSIDERATIONS | HE PŪTEA WHAIWHAKĀRO

Section 82(4) of the [Local Government Act 2002](#) requires the Council to consult on some matters before a decision is made. Therefore, on each matter, the report must assess whether consultation is required or has been completed if required. If consultation is mandatory under legislation, e.g. section 93(2) of the [Local Government Act 2002](#) requires the special consultative procedure to be used for the adoption of the Council’s long-term plan, this part of the report should simply state the consultation requirement and explain how the requirement will be met (or has been met). For all other matters, the following text must be included in the report:

Under the [Local Government Act 2002](#), the Council is required to consider what consultation is appropriate before any decision is made. In making this consideration, the Council must have regard to:

- the extent to which the current views and preferences of people who will, or may, be affected by, or have an interest in, the decision or matter are known to the Council
- the nature and significance of the decision or matter, including its likely impact from the perspective of people who will, or may, be affected by, or have an interest in, the decision or matter
- the costs and benefits of any consultation process or procedure.

The report must then address each of the bullet points above and make a recommendation about whether consultation is required or not, and, if so, the extent of the consultation process. Refer to section 2 of Appendix 1 in the [Significance and Engagement Policy](#) to determine the link between the level of significance and the level of engagement. For example: “the matter is significant only to a relatively small group of people or is of low impact to many. They should be informed about the problem, alternatives, opportunities and/or solutions and/or consulted so that any concerns, alternatives and aspirations they have are understood and considered.” If the report concludes consultation is required, a description of how the consultation process will be carried out must be included in this part of the report or in a separately attached

Communications Plan. The consultation process must also reflect the engagement guidelines in Appendix 2 of the Significance and Engagement Policy.]

Guidelines about how requirements of s. 82 LGA for consultation process need to met:

- providing people who will, or may, be affected by, or have an interest in, the decision or matter with reasonable access to relevant information in a manner and format that is appropriate to the preferences and needs of those people
- encouraging people who will, or may, be affected by, or have an interest in, the decision or matter to present their views to the Council
- giving clear information to people, who are invited or encouraged to present their views to the Council, about the purpose of the consultation and the scope of the decisions to be taken following the consideration of views presented
- providing people who wish to have their views on the decision or matter considered by the Council by with a reasonable opportunity to present those views in a manner and format that is appropriate to the preferences and needs of those people

And if special consultative procedure has to be followed:

- Prepare and adopt a statement of proposal and, if it is necessary to enable public understanding of the proposal, a summary of the information contained in the statement of proposal.
- Make the following information publicly available:
 - the statement of proposal
 - a description of how people interested in the proposal will be provided with an opportunity to present their views to the Council
 - a statement of the period within which views on the proposal may be provided to the Council (minimum 1 month from the date the statement of proposal is published).
- Make the statement of proposal, or the summary if one is prepared, as widely available as is reasonably practicable as a basis for consultation.
- Provide an opportunity for people to present their views to the Council in a manner that enables spoken (or New Zealand sign language) interaction between the person and the Council.
- Ensure any person who wishes to present their views to the Council is given a reasonable opportunity to do so and is informed about how and when they may take up that opportunity.

7 SIGNIFICANCE AND ENGAGEMENT | TE HIRANGA ME TE WHAKAPĀPĀ

Describe the costs associated with the recommended option/decision and whether this is budgeted or unbudgeted funding. If it is unbudgeted, a financial impact statement is required, noting in particular any impact on rate payers. For a copy of the financial impact statement, please see the finance team. If there are no costs, then use this text in the report: "There are no financial matters to be considered." or "No additional costs have been identified to be considered at this time."

8 CONSISTENCY WITH EXISTING POLICIES AND PLANS | TE ŌRITENGA KI NGĀ KAUPAPA HERE ME NGĀ WHAKARITERITENGA

State the option or decision recommended by Council staff and a summary of the reasons for the recommendation. This part of the report does not include draft text of the resolutions.

9 PREFERRED OPTION | TE KŌWHIRINGA MATUA

ATTACHMENTS

None