

Council

Meeting of 19 November 2025

Business Unit: People and Corporate

Date Created: 05 November 2025

Leaves of Absence - Delegation to Mayor

Purpose Te Aronga o te Pūrongo

To seek Council approval to delegate to the Mayor the power to grant leaves of absence for elected members, in accordance with clause 13.3 of the Council's Standing Orders.

Recommendations Ngā Tūtohunga

That the Council:

1. Delegates to the Mayor the authority to grant leaves of absence to elected members under clause 13.3 of the Manawātū District Council Standing Orders.
2. Notes that the Mayor will advise all members when a leave of absence has been granted and that the meeting minutes will record the absence as a pre-approved apology.

Report prepared by:

Ash Garstang

Governance and Assurance Manager

Approved for submission by:

Frances Smorti

General Manager - People and Corporate

1 Background Ngā Kōrero o Muri

- 1.1 Clause 13.3 of the Standing Orders provides that the Council may grant a leave of absence to a member and may delegate this power to the Mayor. Delegation to the Mayor ensures that requests can be managed promptly and with appropriate respect for members' privacy.

2 Strategic Fit Te Tautika ki te Rautaki

- 2.1 Not applicable as this is a legislative / operational item.

3 Discussion and Options Considered Ngā Matapakinga me ngā Kōwhiringa i Wānangahia

- 3.1 The Standing Orders enable the Council to either retain the power to grant leaves of absence or delegate it to the Mayor. Delegation provides an efficient and confidential process for managing such requests. The alternative (requiring full Council approval) can cause unnecessary delays and may publicly disclose personal circumstances. Delegating to the Mayor maintains accountability, as all members are advised of approved leaves and meeting minutes reflect absences.

4 Risk Assessment Te Arotake Tūraru

- 4.1 There are no risks associated with this item.

5 Engagement Te Whakapānga

Significance of Decision

- 5.1 The Council's Significance and Engagement Policy is not triggered by matters discussed in this report. No stakeholder engagement is required.

Māori and Cultural Engagement

- 5.2 There are no known cultural considerations associated with the matters addressed in this report. No specific engagement with Māori or other ethnicity groups is necessary.

Community Engagement

- 5.3 No community engagement is required.

6 Operational Implications Ngā Pānga Whakahaere

- 6.1 There are no operational implications with this report.

7 Financial Implications Ngā Pānga Ahumoni

- 7.1 There are no financial implications with this report.

8 Statutory Requirements Ngā Here ā-Ture

- 8.1 There are no specific statutory provisions within the Local Government Act 2002 or Local Government Official Information and Meetings Act 1987 regarding leaves of absence. Authority arises from clause 13.3 of the Standing Orders adopted under the Local Government Act 2002:

13.3 Leave of absence

Te tuku tamōtanga

A council may grant a member leave of absence following an application from that member. The council may delegate the power to grant a leave of absence to the Mayor in order to protect a members' privacy and the Council may approve an application from the Mayor. The Mayor will advise all members of the council whenever a member has been granted leave of absence under delegated authority. Meeting minutes will record that a member has leave of absence as an apology for that meeting.

9 Attachments Ngā Āpitihanga

- No attachments