Rangiora-Ashley Community Board

Agenda

Wednesday 14 March 2018

7.00pm

Loburn Domain Pavilion
154 Loburn Whiterock Road
Loburn

Members:
Jim Gerard Q.S.O (Chair)
Duncan Lundy (Deputy Chair)
Kirstyn Barnett
Robbie Brine
Murray Clarke
Keith Galloway
Dan Gordon
Judith Hoult
Sarah Lewis
Greg Miller
Chris Prickett
Paul Williams
AGENDA FOR THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD TO BE HELD IN THE LOBURN DOMAIN PAVILION, 154 LOBURN-WHITEROCK ROAD, LOBURN ON WEDNESDAY 14 MARCH 2018 AT 7PM.

RECOMMENDATIONS IN REPORTS ARE NOT TO BE CONSTRUED AS COUNCIL POLICY UNTIL ADOPTED BY THE COUNCIL

BUSINESS

1 APOLOGIES

2 CONFLICTS OF INTEREST

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Rangiora-Ashley Community Board – 14 February 2018

RECOMMENDATION

THAT the Rangiora-Ashley Community Board:

(a) Confirms the circulated minutes of the Rangiora-Ashley Community Board meeting, held on 14 February 2018, as a true and accurate record.

4 MATTERS ARISING

Nil.

5 DEPUTATIONS AND PRESENTATIONS


6 ADJOURNED BUSINESS

Nil.
7 REPORTS

7.1 Rangiora town entrance enhancement – Tori Stableford (Green Space Landscape Architect)

RECOMMENDATION

THAT the Rangiora–Ashley Community Board:

(a) **Receives** report No. 180302022080.

(b) **Approves** the implementation of Stage 1 of the Rangiora Town entrance Lineside Road planting scheme. This involves planting of new berms and the creation of new planting areas in the area between the railway and the new cycleway road crossing.

(c) **Notes** that the cost of implementing stage 1 is estimated to be $30,000. The Rangiora – Ashley Community Board have already allocated this amount of funding towards town entrance enhancement.

(d) **Notes** that the extension to the kerb to the rail crossing will cost $30,000 and will be undertaken by the Roading Unit.

(e) **Notes** that staff will be preparing a report for Council consideration which will seek funding to prepare a strategic plan for town entrances in the district. This will look to ensure consistency in levels of service relating to development and maintenance.

(f) **Notes** that subject to the outcome of the town entrance strategic plan staff will look to undertake consultation with affected business owners and the general public regarding the implementation of stage two which is proposed to include a tree replacement programme and that staff will consult with Mainpower regarding the potential for possible undergrounding or services.

(g) **Notes** that at this stage there is no funding available for the implementation of stage two for either the proposed shrub beds or tree replacement.

7.2 Adoption of Community Board Standing Orders – Edwina Cordwell (Governance Adviser)

RECOMMENDATION

THAT the Rangiora–Ashley Community Board:

(a) **Receives** report No. 180130008380.

(b) **Adopts** the Draft Waimakariri District Council Community Boards’ Standing Orders (Trim 180124006310) effective from 20 March 2018.

(c) **Notes** that once adopted these Standing Orders will also apply to the Rangiora-Ashley Road and Reserve Naming Committee.

8 CORRESPONDENCE

Nil.
9 **CHAIRPERSON’S REPORT**

9.1 Chair’s Diary for February/March 2018

**RECOMMENDATION**

THAT the Rangiora-Ashley Community Board:

(a) Receives report No. 180305022847.

10 **MATTERS FOR INFORMATION**

10.1 **Oxford-Ohoka Community Board meeting minutes – 8 February 2018** (Trim No. 180201009687).

10.2 **Woodend-Sefton Community Board meeting minutes – 12 February 2018** (Trim No. 180208012087).

10.3 **Youth Council meeting minutes – 28 November 2017** (Trim No. 180115002480).


10.5 **Multi Use Sports Facility** Report to Council 30 January 2018 (Trim No. 180118003759).

10.6 **Herbicide, Glyphosate use for Waimakariri District Council weed control operations** Report to Council 30 January 2018 (Trim No. 180111001840).

10.7 **Additional Business and Centres Unit Resource** Report to Council 30 January 2018 (Trim No. 180109001129).

10.8 **Community Facilities Provision** Report to Council 30 January 2018 (Trim No. 171026115830).

10.9 **China Sister City Visit to Enshi & Establishment of an Advisory Group** Report to Council 7 February 2018 (Trim No. 180117003619).

10.10 **Capital Projects Report for the period ended 31 December 2017** Report to Audit and Risk Committee 13 February 2018 (Trim No. 180117003619).

10.11 **Library Update** Report to Community and Recreation Committee 13 February 2018 (Trim No. 180201010087).

THAT the Rangiora-Ashley Community Board receives the information in items 11.1-11.11.

**Note:** Matters for Information were circulated separately to members.

11 **MEMBERS’ INFORMATION EXCHANGE**

The purpose of this exchange is to provide a short update to other members in relation to activities/meetings that have been attended or to provide general Board related information.

12 **CONSULTATION PROJECTS**

13 REGENERATION PROJECTS
Updates on the Rangiora Town Centre projects are emailed regularly to Board members. These updates can be located using the link below:

14 BOARD FUNDING UPDATE
14.1 Board Discretionary Grant
14.2 General Landscaping Fund
Balance as at 14 March 2018 $23,840.

15 MEDIA ITEMS

16 QUESTIONS UNDER STANDING ORDERS

17 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NEXT MEETING
The next meeting of the Rangiora-Ashley Community Board is scheduled for 7pm, Wednesday 11 April 2018 in the Council Chambers at the Rangiora Service Centre.

Close of formal proceedings.

Public Excluded Briefing
1. Jim Palmer (Chief Executive) and Gerard Cleary (Manager Utilities and Roading) will provide an update on water and lights.
MINUTES FOR THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD
HELD IN THE WAIMAKARIRI DISTRICT COUNCIL CHAMBERS, RANGIORA SERVICE
CENTRE, 215 HIGH STREET, RANGIORA ON WEDNESDAY 14 FEBRUARY 2018 AT
7PM.

PRESENT
J Gerard QSO (Chair), D Lundy (Deputy Chair), K Barnett, R Brine, M Clarke, K Galloway,
D Gordon, J Hoult, S Lewis, G Miller, C Prickett and P Williams.

IN ATTENDANCE
J Millward (Manager Finance and Business Support), G Cleary (Manager Utilities and
Roading), Joanne McBride (Development Manager), C Brown (Manager Greenspace),
D Ayers (Mayor), J Ensor (Oxford-Ohoka Community Board), E Cordwell (Governance
Adviser) and E Stubbs (Minute Secretary).

1 APOLOGIES
Nil.

2 CONFLICTS OF INTEREST
Nil.

3 BOARD MEMBERS’ DECLARATIONS

The Waimakariri District Council adheres to the following legislation with regard to
the swearing in of elected members:

3.1 Local Government Act 2002 - Schedule 7 – Clause 14: Declaration by
Member
Chairperson Gerard received and witnessed the Community Board
declaration from Kirstyn Barnett.

4 CONFIRMATION OF MINUTES

4.1 Minutes of the Rangiora-Ashley Community Board – 13 December 2017
Moved M Clarke  seconded J Hoult
THAT the Rangiora-Ashley Community Board:
(a) Confirms the circulated minutes of the Rangiora-Ashley Community
Board meeting, held on 13 December 2017, as a true and accurate
record.
CARRIED

5 MATTERS ARISING

5.1 Cust School Hall as a venue for formal Community Board meetings -
Edwina Cordwell (Governance Adviser)
E Cordwell spoke to the Memorandum regarding further possible Cust venues
suitable for formal Board meetings. As previously advised the Cust
Community Centre was booked on Wednesday evenings. She had explored
the Cust School as a venue however, the Board of Trustees had made a
previous decision not to ‘compete’ with the Community Centre for community bookings and this needed to be respected

E Cordwell advised that she had however made a tentative booking for the Cust Community Centre for Tuesday 13 November if the Board wished to change the date of its Ordinary meeting. There were no objections to a change of date.

Moved D Gordon  seconded C Prickett

THAT the Rangiora-Ashley Community Board:

(a) Receives memo 180124006186.

(b) Confirms that the venue for its 14 March 2018 Board meeting is the Loburn Pavilion and that the venue for the 13 November 2018 Board meeting will be the Cust Community Centre.

CARRIED

D Gordon thanked staff for finding a solution for holding a meeting in Cust as requested by the Board. He believed holding a meeting in the Cust Community Centre was a good outcome

C Prickett was happy to hold the meeting on a different day.

K Barnett advised that she believed that she had been tasked to explore the option of Cust School as a venue and had received confirmation in writing regarding the use of the School as a venue. She wished to make it clear that the Cust School had been very helpful.

6 DEPUTATIONS AND PRESENTATIONS

6.1 G Cleary (Manager Utilities and Roading) and J McBride (Development Manager) provided an update on the High Street Feature Lighting. They tabled a memo (Trim No. 180209012930).

J McBride advised that Mark Herring Lighting had reviewed the lights and had advised of adjustments that could be made to improve the effect including:

- Appropriate lens for each individual installation.
- Light angle adjustments – these would be completed by the end of the week.
- Changes to the programme for the controllers to maximise lighting effect on trees.

J McBride highlighted the other important notes on the memo, which were factors that had an effect on the lighting of individual street trees. She noted that ‘spill light’ from streetlights, verandas and shop frontages had an effect on the display on the tree. J McBride advised that work had also been done to compare the Phillips and We-EF lights as requested. Of importance was they had the same lumen output. It was noted that when the Phillips demonstration was completed, it was winter and two lights were used to light up the tree.

G Cleary commented that in the longer term when the streetlights were upgraded, they would go to LED. LEDs had two benefits - directional beam and control which would enable a better effect to be achieved by the feature light. There was an ability to add more lights into the system however, that was not a cheap exercise.

J Gerard commented that when the Board had received the demonstration of the proposed lights in early 2017 they were quite bright and the Board was satisfied that they would provide an illuminated streetscape for drivers and be
an added attraction. The lights were not intended to light trees for pedestrians. It appeared that the original concept of an illuminated street scape as viewed by drivers and passengers through the town had altered into a pedestrianised feature ‘lightscape’. He noted that a number of businesses had expressed concerns and that he believed it was an unacceptable position.

D Gordon agreed with J Gerard entirely. He had attended a meeting of the Rangiora Promotions Association where there had been strong feedback about the lights. He was not happy and did not believe adjustments of the lights was enough. It had been raised in December and now in February. It was not an acceptable solution and was not something he could defend in the community. He asked if a meeting outside this forum was required to reach a conclusion and way forward.

P Williams noted that the lighting designer would have been aware of the other ‘important notes’ (as outlined in the memo), and would have seen the spill of light from street lights, the location of verandas and the shape and form of each individual tree prior to the design. He suggested that the lighting design and designer needed to be involved to ascertain why the final design was so far from what had been originally scoped and presented to the Board and the community. G Cleary advised that staff were keenly aware of the issues and that they were continuing to work with the lighting designer to achieve as many improvements as possible with the current design and as outlined in the Memo. He agreed that it was unlikely that these improvements would be a final solution. The Council would be seeking appropriate advice on a ‘remedy’.

P Williams noted that he had viewed some of the refocused lights at 10.30pm and that even when it was dark they still did not meet expectations. He queried how long the process of rectification would take given that the project had been due for completion in November 2017 and it was now February. G Cleary advised that this was currently underway.

K Galloway asked if G Cleary believed they had the right lights. G Cleary replied yes, they were the industry standard and a robust product suitable for a public space. In terms of delivery for what the community were expecting – the feedback was that it was ‘underwhelming’. K Galloway asked if they were the right trees for such lighting displays. J McBride commented that as deciduous trees, there would be a different look in winter. K Galloway commented that the Board and community wanted ‘lighting’ performance for 12 months of the year.

K Galloway asked if the feature lights had been a success in Kaiapoi and J McBride advised that those lights were placed on top of a pedestrian pole and shone onto the side of the tree in a different lighting style. In Trousselot Park they were under the tree.

K Galloway asked if J McBride had confidence in the improvements recommended and J McBride said yes, however was not sure if it would be sufficient.

C Prickett asked what was the difference between what they had originally been shown and what was installed. J McBride advised the original demonstration had been with a Philips light. There had been two style of light used: a long bar light and a round ‘in ground’ light. The demonstration had been flicking between the two and sometimes there had been one light placed in the tree itself. She noted that the Philips light was not adjustable in its canister, otherwise a comparison between the two lights showed they were virtually identical. She believed they would be having the same discussion if it were the Philips light.

C Prickett commented that the issues had to be with the environment – the spill light etc. What they had been shown was appropriate for the demonstration situation (tree on the Council Offices lawn). However, the design for the High Street was inadequate because it had not taken into consideration the spill light. J McBride commented that it was something they
would need to talk to the lighting designer about. The budget had only permitted one light per tree and there was also consideration of vandalism as regards how/where this light would be placed and installed. C Prickett commented that the Board had approved a design with an associated budget that members understood would give the desired effect as demonstrated. It had not been clear that the demonstrated concept could not be achieved. The Board may not have recommended the project to the Council if the Board had been aware of this constraint and issue. He believed it still came back to an inadequate design.

J Hoult asked whether during summer ordinary white light would be best. J McBride commented that these were some of the things that staff were in discussion with the lighting designer about. Some colours were more effective than others.

S Lewis commented on the influence of the shop lights and that there was a streetlight just by each tree so that the feature lights were swallowed by street lighting. She believed it was something that the designer should have thought about, the mistake should not have happened and asked what will we do about it? J McBride advised that in the future the use of LED street lights had been flagged, and the location for new light poles could be shifted.

K Galloway asked when the planned improvements would be completed and J McBride advised in a couple of weeks. G Cleary advised that the Board would be kept informed of all progress. K Galloway asked if a special meeting to view the lights in the dark could be convened and whether the lighting designer could be in attendance to take questions. J McBride was happy to invite the designer. R Brine believed it was more appropriate for the Board to meet with staff themselves first to view the lights together. The need for a special meeting could then be decided upon once all members were clear and agreed on the situation. There was general agreement by the Board to meet to have a look at the lights in the dark when the adjustments had been completed.

C Prickett requested that when they had the viewing whether they could view ‘white light’ as that would have the maximum energy. J McBride advised that could be arranged.

D Gordon wanted to see a focus on a solution. He asked if the lights would be ready for St Patrick’s Day and suggested the fundamentals needed addressing.

G Cleary believed that even when the changes were made they would not address the issues. He suggested that the remedies were:

- to go back to the designer,
- consider additional lighting - that would come at a cost.

D Lundy shared D Gordon’s concern.

### 7 ADJOURNED BUSINESS

Nil.

### 8 REPORTS

8.1 **Property Lease/Licence Renewals 1 January 2018 to 31 December 2018**

- Monese Ball (Property Officer)

J Millward spoke briefly to the report. He advised those leases highlighted were up for renewal. He noted that staff were currently reviewing leases and associated processes.

Moved D Gordon  seconded R Brine

**THAT** the Rangiora–Ashley Community Board:
(a) **Receives** the attached report number 180119004344, with spreadsheet 180119004354.

(b) **Notes** the upcoming renewals, status and nature of the lease/licence agreements.

CARRIED

8.2 **Poynztzs Road Water Supply Source Upgrade – Consultation – Colin Roxburgh (Water Asset Manager) and Mark Andrews (Civil Engineer)**

The Board was advised that this report had been withdrawn to enable further consultation and assessment of alternative options to take place.

8.3 **Application for Rangiora-Ashley Community Board Discretionary Grant 2017-2018 – Edwina Cordwell (Governance Adviser)**

E Cordwell spoke briefly to the report advising that the Cust Bowling Club wished to purchase a second hand mower.

Moved K Galloway seconded S Lewis

THAT the Rangiora–Ashley Community Board:

(a) **Receives** report No. 180129008126.

(b) **Approves** a grant of $500 to the Cust Bowling Club towards the cost of purchasing a second hand mower

CARRIED

9 **CORRESPONDENCE**

E Cordwell noted that members had attended the Stormwater/Drainage Bylaw workshop in late 2017. All Boards had been comfortable with the proposed draft bylaw and a letter of support had been sent to the Council. It had been included in the agenda for completeness.

C Prickett asked if there was a need to present the Board’s support in person/speak to the Hearing Panel. J Gerard advised that the letter would be sufficient in this instance.

Moved J Gerard seconded M Clarke

THAT the Rangiora-Ashley Community Board:

(a) **Notes** the letter of support from the Board to the Draft Stormwater Drainage Bylaw 2018 (Trim 171207133330).

(b) **Receives** the acknowledgement of letter of support to the Draft Stormwater Drainage Bylaw 2018 (Trim 180122004956).

CARRIED

E Cordwell noted that there had been an invitation from K Barnett regarding the Cust Community Network’s AGM on Wednesday 21 February at 7.30pm. All members were welcome to attend.

10 **CHAIRPERSON’S REPORT**

10.1 **Chair’s Diary for January 2017**

Moved J Gerard seconded D Lundy

THAT the Rangiora-Ashley Community Board:
(a) **Receives** report No. 180205010918.

CARRIED

11 **MATTERS FOR INFORMATION**

11.1 **Oxford-Ohoka Community Board meeting minutes – 7 December 2017** (Trim No. 171129129618)

11.2 **Kaiapoi-Tuahiwi Community Board meeting minutes – 20 November 2017** (Trim No. 171116125128)

11.3 **Kaiapoi-Tuahiwi Community Board meeting minutes – 18 December 2017** (Trim No. 171218137118)

11.4 **Woodend-Sefton Community Board meeting minutes – 11 December 2017** (Trim No. 171205131874).

11.5 **Utilities and Roading Activity Management Plans 2018** – Report to Utilities and Roading Committee 12 December 2017 (Trim No. 171222126970).

12 **MEMBERS’ INFORMATION EXCHANGE**

12.1 **K Barnett**

- Draft LTP – highlighted the proposed increase in fees for community facilities commenting that members may get some feedback on that. She noted that fees had not increased since 2012 and in some cases, there was a 100% increase.

12.2 **D Gordon**

- Draft LTP – noted that Community facilities and social housing fees were both increasing. All groups would be written to and made aware.
- J Millward advised that there would be a meeting with social housing residents and representatives of appropriate agencies would attend to assist.
- Draft LTP – commented that staff had done an outstanding job to achieve all the inclusions to the LTP, including the Multi Use Sports Facility, with a possible rates increase in the region of 4%.
- Organised a meeting with staff, Councillors and the Board Chair on a number of matters including the town entrances. He believed the time had come to start a further renewed conversation with Mainpower around undergrounding of power lines.
- Naming of cycleway from Rangiora to Woodend which encompassed three ward boundaries. E Cordwell noted that this was an Agenda Item at the 7 March All Boards Briefing.
- Noted the need for linkage and condition of various footpaths in Rangiora and suggested it may be a matter they Board may want to submit on to the Draft LTP.

12.3 **D Lundy**

- Attended two Civil Defence training sessions.
- Noted the Garrymere water consultation drop in session at Loburn Reserve the following day.

12.4 **K Galloway**

- Attended Rangiora Museum meeting – they were developing a Facebook and webpage.
- Meeting with J Gerard.
- Complimented RPA on the Muscle Car Madness High Street event.
Dog Park - shelters were progressing and thanked the Board for its support. Thanked G Barnard for allowing wood from felled tree to be used to raise funds for the Dog Park. Over $5000 dollars raised for the shelters so far.

Meeting to discuss proposal for traffic island and yellow lines outside Children’s playground on Epsom Drive.

12.5 R Brine

Draft LTP – the proposed 3-bin system was included and the Board could once again comment. Noted the Multi Use Sports Facility was included and would go to consultation. He had already had a number of queries about this.

12.6 M Clarke

Had been unable to attend the WAG meeting.

Noted large crowd attending End of Life seminar.

Noted issues with traffic control South Belt and Pentecost Road.

In April, another building was available to be shifted to the Health Hub.

Complaints about high library temperature and lack of air conditioning.

Table Bowls group were still requesting assistance with car park tar sealing to improve accessibility. (topic covered in workshop)

12.7 J Hoult

Attended very successful neighbourhood/community building function and BBQ in Goodwin Park organised by WDC staff.

Timebank – the umbrella organisation had withdrawn. The group were taking steps to become accredited/incorporated in their own right to enable funding applications to be made to Rata. It was hoped to secure funds for a co-ordinator position.

Neighbourhood Support (NS) – would submit to the Draft LTP to develop similar ‘relationship’ to Council as NS had with CCC and Selwyn District to develop lists of key skills, vulnerable people or other similar information. “Get Ready” was an important activity and was web-based system to assist in an emergency, including providing warnings to subscribers. R Brine advised that $40,000 had been included in the draft LTP as requested by NS.

12.8 S Lewis

Facilitated meetings between River Road residents and staff regarding cars parking on footpath. There was now a designated area to support ‘Park and Ride’ outside the DOC office.

Commented that the new island crossings by Ashgrove School had improved safety.

Noted the upcoming Rakahuri Rage event.

12.9 G Miller

Attended two Public Domain Policy Advisory Group meetings, which was progressing. The biggest issue was the trade-off between the needs of retailers and the public benefit.

Noted continuing issues with an Easterbrook Road ‘business’ including smell and potentially unpermitted residence. A ‘Neighbourly’ Easterbrook Road Group had been set up. J Gerard commented that if any member had issues in their area that they did not feel were being listened to or addressed appropriately they should speak to the CEO.

12.10 C Prickett

Noted concerns around parking at Maria Andrews, which was extremely dangerous with children crossing Coldstream Road, and asked why the Hockey Club car park was not available. C Brown advised that it should be available.
12.11 **P Williams**

- Attended Kippenburger Avenue/Goodwin Park BBQ event with J Hoult, D Gordon and J Gerard. Commented it was a good success and he had spoken to a number of people on a casual basis. He suggested that the Community Board could participate at more of these events.
- There had been 2-3 meetings regarding Easterbrook Road and communication with ECan who had advised that they were sending out an inspector with a ‘smell meter’ 2-3 times a day for the next two weeks.
- Noted meeting with West Eyreton and Summerhill residents regarding the Poyntzs Road Water Supply upgrade. Residents were not happy with the proposal and wanted better communication and a better proposal. (noted that the formal report on the matter had been withdrawn)
- Issues with sewer system end of line in Kaiapoi including smell and botulism in birds, with 500 dead birds. Councillors had visited the ponds.
- Attended HDC meeting regarding water restrictions in the Ashley-Loburn area – restrictions had started pre-Christmas. There was no quick fix.
- Noted concern around reserve mowing schedules.

**D Gordon- Rotary Club 75 year**

- D Gordon spoke to a Powerpoint Presentation (Trim No. 180226020006). In context, the Rangiora Rotary Club was holding its 75 year celebration in March. They wished to recognise the milestone. The club had met with C Sargison, looked at options, and decided to focus attention on contributing to street furniture in Conway Lane. The particular features were three red ‘happy and cuddly’ seats at a total cost of $5-6000. The club also wished to purchase an accessible drinking water fountain for a total combined cost of $10,000 to be met by Rotary. D Gordon wished to ensure that Board was aware both as an innovative project and also because it was on Council land.

C Prickett asked if the red colour of the chairs meant that they were likely to get hot in the sun and if they were self-draining if it rained. C Brown replied that there had been only two options to choose from, red and black. Black was not suitable as it was extremely hard to clean. The glossy finish would reflect heat and he believed the seats were self-draining.

P Williams thanked Rotary for their contribution commenting it was a great idea and J Gerard commented that the thanks of the Community Board would be passed onto Rotary.

13 **CONSULTATION PROJECTS**

There are no current consultation projects.

14 **REGENERATION PROJECTS**

Updates on the Rangiora Town Centre projects are emailed regularly to Board members. These updates can be located using the link below:
15 BOARD FUNDING UPDATE

15.1 Board Discretionary Grant

Balance as at 14 February 2018: $7,264.04.

E Cordwell advised that the Board had $23,000 available in the General Landscaping fund. Another $30,000 was already attributed to Town Entrances and $10,000 to the Loburn Reserve.

16 MEDIA ITEMS

17 QUESTIONS UNDER STANDING ORDERS

18 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NEXT MEETING

The next meeting of the Rangiora-Ashley Community Board is scheduled for 7pm, Wednesday 14 March 2018 in the Loburn Domain Pavilion.

THERE BEING NO FURTHER BUSINESS THE MEETING WAS CLOSED AT 8.21PM.

CONFIRMED

___________________
Chairperson

___________________
Date

Workshop 8.25pm to 10pm

General Landscaping Update

C Brown provided the Board with an extensive overview of a number of projects and proposals including the Victoria Street Toilets refurbishment, Milton Memorial Reserve and car park extension options and seeking Board feedback, Ashgrove Park and various Town Entrances with a report planned for the March meeting.
1. SUMMARY

1.1 The purpose of this report is to present a plan for proposed street landscaping to visually enhance the entry into Rangiora along Lineside Road.

1.2 The report requests the allocation of funding from the Rangiora – Ashley General landscaping budget for the installation of stage one of the landscape plan. This work would include the planting of new roadside berms created through installation of the Passchendaele cycle/walkway and the creation of additional plant beds to mirror these on the northern side of Lineside Road.

1.3 The report also discusses options and seeks support to improve the visual enhancement further along Lineside Road and requests the consideration of a stage two of development were future funding available. Stage two would include the development of more street gardens along Lineside Road and the adoption of a street tree replacement programme, were future funding available.

Attachments:
- Lineside Road street gardens - Overall plan Trim 180302022144
- Lineside Road street gardens – Stage 1 Trim 180302022145
- Lineside Road street gardens – Stage 2 Trim 180302022148

2. RECOMMENDATION

THAT the Rangiora / Ashley Community Board:

(a) Receives report No. 180302022080.

(b) Approves the implementation of Stage 1 of the Rangiora Town entrance Lineside Road planting scheme. This involves planting of new berms and the creation of new planting areas in the area between the railway and the new cycleway road crossing.

(c) Notes that the cost of implementing stage 1 is estimated to be $30,000. The Rangiora – Ashley Community Board have already allocated this amount of funding towards town entrance enhancement.

(d) Notes that the extension to the kerb to the rail crossing will cost $30,000 and will be undertaken by the Roading Unit.
(e) **Notes** that staff will be preparing a report for Council consideration which will seek funding to prepare a strategic plan for town entrances in the district. This will look to ensure consistency in levels of service relating to development and maintenance.

(f) **Notes** that subject to the outcome of the town entrance strategic plan staff will look to undertake consultation with affected business owners and the general public regarding the implementation of stage two which is proposed to include a tree replacement programme and that staff will consult with Mainpower regarding the potential for possible undergrounding or services.

(g) **Notes** that at this stage there is no funding available for the implementation of stage two for either the proposed shrub beds or tree replacement.

3. **BACKGROUND**

3.1 In April 2017 the Rangiora – Ashley Community Board allocated $30,000 towards the enhancement of town entrances. It was identified at the time that a number of the entrances into Rangiora were looking tired and there was an opportunity to provide better amenity in these areas.

3.2 The Kaiapoi to Rangiora Passchendaele cycle/walkway has recently been completed and opened for use. Where the cycle/walkway enters Rangiora on Lineside Road the new kerb lines and pathway have created empty berms on the southern side of the road, giving an opportunity for street planting and enhancement. Planting would not only enhance the Rangiora entrance to users of the new cycle/walkway but also enhance the amenity of Rangiora entrance to vehicles.

3.3 Members of the Community Board have approached staff requesting that a landscape plan be prepared for the Lineside Road entrance area. The landscape plan will take a holistic look at the whole entrance area merging the already complete walkway hard landscaping.

3.4 Board members have also raised concern over the use of the land on the northern side for car parking. Temporary bollards have been placed to stop this from happening however the landscape plan identifies a more permanent solution.

3.5 Based on the size of the entrance area, the number of possible opportunities and the available budget for enhancement it will be necessary to stage the works with a reliance on further funding for later stages.

3.6 It is important to note that the Three Water Department will in the future be looking to implement some drainage improvements in the area. There may be opportunities to work together regarding the implementation of any drainage work and landscape enhancements. This is more relevant to the stage two area.

4. **ISSUES AND OPTIONS**

4.1. Rangiora and other towns in the district have shown an interest in upgrading their entrances. There are a number of entrances which have the opportunity to be enhanced however this needs to be done in a strategic way to make sure there is cross department and public / private consistency in development and maintenance. To assist with this staff will be preparing a report to Council seeking funding to prepare a strategic town entrance plan. The majority of the hard landscaping at the entrance to Rangiora on
Lineside has already been installed and therefore staff support stage one of the plan identified in this report going ahead before a strategic plan is prepared.

4.2. This report recommends that stage 2 of the plan is completed after public consultation. This consultation

**Stage 1 – Railway to new cycleway crossing**

**South side of the road**

4.3. When entering Rangiora from Lineside Road the entrance includes new Rangiora Entrance signage and a grass space with a tree grove (predominantly oak) which is of tidy amenity. Staff propose that this area remain as is however maintenance of the area be included into the Delta contract. Historically this has been mown by NZTA who do not provide a particularly high level of service suitable for the entrance to a town. Delta will mow at a grade 3 standard which will mean the grass never reaches a height of more that 100mm. In addition to this staff have already contracted Treetech to lift and thin the oak trees which has not been completed for many years.

4.4. Just prior to the train crossing there is an existing white barrier fence with established *Agapanthus spp* planted behind it. The planting and fence is of poor condition and options for improvement have been considered. Discussions have been held with the Roading department on replacement of the white fence with a new steel barrier, however costs are considered too high. It is difficult to find a plant species which will do well in this location given the slope which is immediately beyond the fence and the location for maintenance. It is therefore considered best to leave the fence and existing planting in place, but to tidy the planting and remove the weeds on the road edge.

4.5. The berms created by the installation of the new cycle/pathway create an opportunity to enhance the amenity of the Rangiora Town entrance. These berms are located on the southern side of Lineside road and run to the new cycle/pedestrian crossing point. Options of where to start the planting have been considered and it is thought best to begin the planting just past the train track crossing when entering Rangiora where the berms become visible and have impact on the amenity of the Rangiora entrance.

4.6. The berms in this location are long and narrow, and sloped on the southern side of the pathway meaning they would be difficult to mow if grassed. Planting options have been considered for the berms, keeping in mind that the length of these areas require plant species which are low maintenance and hardy and which will remain a tidy in appearance. Species considered appropriate may include *Carex spp*, *Coprosma*, *Libertia spp* and *Meuhlenbeckia spp*.
Images showing mass planting of Carex spp, Coprosma spp, Muehlenbeckia spp and Libertia spp

4.7. Three street trees have been proposed where this berm widens at the bend past the railway crossing, this area is immediately visible to vehicles traveling into Rangiora, enhancing the entrance amenity. It is proposed that these are *Acer Rubrum*, or a species similar of autumn colour and tolerant of wet soil conditions.

*Image showing autumn colour of Acer Rubrum*

4.8. The cost to plant the new berms on the southern side of Lineside Road in the stage 1 area is estimated to be approximately $10,000.

**North Side of the Road**

4.9. Similar to the southern side of the road there is a white barrier fence with agapanthus growing behind it. Staff propose that as the fence is too expensive to replace and plant species in this environment are difficult to establish that the agapanthus remain but the weeds are more frequently removed.

4.10. The grass berm on the Northern side of the road allows an opportunity to further enhance the amenity of the Rangiora entrance. This land is currently under NZTA ownership however if it were to be planted it would be maintained by Waimakariri District
Council (WDC). It is noted that discussions are currently underway with NZTA for WDC to take over maintenance of the roadside berms in this area.

4.11. Options have been considered for the planting and enhancement of this grass space. Given the large area of this space Greenspace staff consider that for maintenance and amenity it would be best to mass plant this space in species similar to that suggested on the southern berms. Species considered appropriate may include carex spp, Coprosma, Libertia spp and Meuhlenbeckia spp. Following discussions with the Roading department it is suggested that the planting here be very low to maintain clear sight line and remove any danger to vehicles.

Images showing mass planting in a form which is unique and eye catching. Note that the proposed grass berm for this planting would not contain high mounds as shown, planting would be kept low to maintain sight lines.

4.12. To mirror the proposed planting of the southern roadside berms on the Northern side of the road and enhance the amenity of the Town entrance, it would be beneficial to extend the planting along the road edge to the new road cycleway crossing point. Species used would include those already suggested for the southern berms but there is the opportunity for the addition of a slighter taller hedge like shrub, which may include low Corokia and Griselinia spp hedges.

Images showing possible planting species and ideas. Griselinia, Corokia and Libertia

4.13. Planting along the Northern road edge would also provide practical benefits in that it would remove access to the grass berm to vehicles. Greenspace staff have suggested a larger area of planting in this area including some specimen street trees, which would not only remove vehicle access but also enhance views in to the grass berm when entering Rangiora and extend the existing tree grove further to the entranceway.
4.14. The estimated cost to plant the grass berm on the northern side of Lineside Road and plant along the road edge to the new crossing point, is approximately $20,000.

4.15. Options and costs have been considered by Greenspace staff for extension of the new kerb line on the Northern side of Lineside Road. There are some good reasons to install the kerb which include the following:

- An extension to the kerb would match the southern side creating a symmetrical frame for the entrance into Rangiora.
- The garden bed behind the kerb would have a more formal edge. This would reduce maintenance.

4.16. The cost to extend the kerb 155m to the rail crossing is $30,000. A large portion of this cost is traffic management due to the fact that the road is administered by NZTA and is 100km/h at this point. The Roading Unit do have available budget to be able to install the kerb.

4.17. If the recommendations in this report are approved then staff would look to have stage 1 implemented by the end of June 2018. This will include the kerb extension works.

**Stage 2 New Cycle Way crossing to Flaxton Road**

4.18. To further enhance the amenity of the Rangiora Town entrance it may be beneficial to plant some of the existing grass berms along Lineside road. Based on the current available budget it is proposed that this section is considered as a second stage and is dependent on future funding becoming available.

4.19. **Street Gardens** - A footpath has now been installed to Flaxton Rd which would also further be enhanced by some planting which is mirrored on the Northern side of Lineside Road. Green space staff have suggested planting on both sides of the road to create an ‘entrance’ to the town centre and then alternating planting on either side of the road when moving closer to the Town centre, locating plant beds where there would be the most visual impact. The reason for reducing planting areas further along Lineside road is based on ongoing maintenance costs.

4.20. Plant species would be low maintenance and low growing not only for CPTED reasons but to maintain views in from to the street to businesses. Species suggested include *Coprosma and Libertia spp*

4.21. To implement the planting beds in the stage two area it is estimated that an additional budget of $93,000 will be required.

4.22. The area in stage two which would have the largest impact if replanted is directly outside the front of Lineside Auto (now moved to a different location). This area is currently used for parking. The building has been sold and at this stage there is no confirmed new use. To implement this one section of stage 2 proposed planting it is estimated that an additional $22,000 would be required. If the Board was to allocate any additional funding towards this one section of enhancement in stage 2 then staff would recommend that only the shrub beds were added and the trees deferred at this stage.

4.23. **Trees** - The street trees on Lineside Rd are of varied species and growth, and some of poor condition. The overhead power lines on the southern side of the road mean that growth of some of these trees is restricted and maintenance will be ongoing. The trees which are under the power lines have already been topped to protect the power and this will continue. This is similar to the trees on Kippenburger Avenue however not as
extensive as only 10 trees are affected. Given the street trees appearance and growth it is unlikely that an avenue effect will be achieved, which reduces the potential amenity of the Rangiora town entrance.

4.24. Staff believe that there are two options to consider in relation to trees in the stage two area.

Option 1 Tree replacement programme

4.25. To establish a street tree avenue effect in to Rangiora, Green space staff have considered the following ideas as a tree replacement programme:

- Removal and no replacement of the trees on the Southern side of the road which are restricted by overhead power lines. Installation of street gardens as identified on the plan which will provide visual amenity to the southern side of the road. Vertical interest can still be created by planting smaller thin species such as lancewood within street gardens.

- Replacement of the existing street trees and infill planting gaps on the Northern side of the road to establish an avenue effect by planting trees of the same species and age.

4.26. Staff believe this is the best option long term however due to the large initial impact there would need to be some considerable consultation with the community before this was implemented. The cost of this option is approximately $20,000. This report proposes that staff start the process of consulting with the community to gauge their support or otherwise for removing the current trees and replacing them on the north side only. Currently there is no money available to implement stage 2 and staff recommend that any consultation is undertaken after the completion of a strategic town entrance plan. This will make sure that the concept design for stage two is consistent with what may be provided in other areas and covers the appropriate entrance boundary.

4.27. Option 2 Leave all trees and continue to maintain

4.28. This option is the status quo option. There would be no additional budget associated with this option.

4.29. Staff believe this is not the best option for the following reasons:

- The ongoing maintenance costs to continually top the trees beneath the power lines

- An opportunity will be missed to achieve a high level of visual amenity in to the Rangiora town centre

- The 10 trees under the power lines will eventually be left in an unusual shape and in poor health due to repeated topping.

4.30. The option of creating raised plant bed around the existing street trees has been considered by Green space staff. Staff do not consider raised planters to be a successful option for the following reasons:

- There are 19 existing trees and the approximate cost of each planter is estimated at $3000, meaning significant additional funding would be required. To
have the desired effect most of the 19 trees would require planter boxes if this
option was considered. If a tree replacement programme was approved at a later
stage after public consultation then planters around new trees could be explored.
At this stage the stage two plan proposes that the majority of trees would have a
shrub bed placed around the base rather than a raised planter.

- The health of the trees would be compromised by constructing the planters
  around existing tree roots, the weight of the soil on the tree roots, and covering
  roots in soil,

- The planters would require irrigation which would increase installation costs and
  require ongoing maintenance,

- The existing trees are at irregular locations meaning an ‘avenue’ effect could not
  be established by the planters

- Ongoing maintenance costs

4.31. The Management Team have reviewed this report and support the recommendations.

5. **COMMUNITY VIEWS**

5.1. **Groups and Organisations**

5.1.1. Staff have not carried out Consultation regarding the landscape plan for either
proposed stage. Staff are recommending that stage 1 is implemented without
any consultation with business owners as there will be little impact. Staff are
however recommending that business owners are consulted on regarding the
proposed stage two.

5.2. **Wider Community**

5.2.1. The wider community have not been consulted regarding the landscape plan for
either proposed stage. Staff propose that consultation is undertaken on stage
two which would involve seeking feedback on a proposed trees replacement
programme. Staff believe that this should be undertaken due to the large impact
of removing the current trees. Staff propose that this consultation is undertaken
after staff complete a town entrance strategic plan. Staff will be requesting
funding for the strategic plan as part of the Long Term plan.

6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

6.1.1. Currently the Rangiora – Ashley Community Board have allocated $30,000 from
their general landscaping fund towards the enhancement of town entrances.
The $30,000 is sufficient to implement stage 1 of the proposed plan

6.1.2. Currently there is no funding allocated for stage two. To implement stage two
with the tree replacement programme staff would require additional budget of
approximately $113,000. The implementation of stage two is however also
dependant on business and community feedback. Staff propose that
consultation is undertaken and then a further report presented to the Board. The
consultation will also have to be undertaken in partnership with the potential
drainage work along Lineside Road which is not yet scoped.

6.1.3. The total cost of maintenance of the stage 1 area if implemented is $1090 per
annum. The Greenspace budget has a contract variations budget which would
cover this cost. While having the area as all grass would be cheaper to maintain, it would not supply the same aesthetic impact as the shrubs will provide.

6.2. Community Implications

6.2.1. The enhancement of visual amenity in to Rangiora would create an attractive and unique town entrance for residents and visitors to the district. The community will have an entrance they can be proud of and something which will significantly improve on what is currently provided.

6.3. Risk Management

6.4. Staff do not believe there are any significant risks associated with the implementation of stage 1 of the plan. Stage 2 however will have a lot of community interest. The current oak trees located along the town entrance have been there for a long time and do provide some amenity. Staff propose that consultation is undertaken to gauge the communities and business owner support before any decisions are made.

6.5. Health and Safety

If the recommendations in this report are approved staff will look to employ a contractor to implement stage 1 of the plan. Staff will ensure that the successful contractor follows appropriate health and safety practise when undertaking the work.

7. CONTEXT

7.1. Policy

This matter is not a matter of significance in terms of the Council’s Significance and Engagement Policy.

7.2. Legislation

7.3. Currently there is no management plan in place for street garden areas. The Council does however have a levels of service for streetscapes included in the 2017 Green Space Activity Management Plan. This states that the provision of street gardens should be prioritised for entrance and main collector roads. The entrance to Rangiora on Lineside Road is both of these things and therefore considered the most appropriate location for streetscape enhancement.

7.4. Community Outcomes

The distinctive character of our takiwā - towns, villages and rural areas is maintained

The centres of our towns are safe, convenient and attractive places to visit and do business.

Our rural areas retain their amenity and character.

7.5. Delegations

The Rangiora – Ashley Community Board have the delegation to approve the allocation of the Rangiora-Ashley General Landscape Budget.
Rangiora Entrance - Stage 2
1. **SUMMARY**

1.1. The purpose of this report is seek the Rangiora-Ashley Community Board’s adoption of amended Standing Orders for Community Boards.

1.2. Adoption or amendment of the Community Board’s Standing Orders requires a resolution supported by 75% or more of the members present.

1.3. Standing Orders should be consistent across Council, Hearing Panels, Committees and Community Boards.

**Attachments:**

i. Draft Waimakariri District Council 2018 Community Boards’ Standing Orders. (Trim 180124006310)

2. **RECOMMENDATION**

THAT the Rangiora-Ashley Community Board:

(a) Receives report No. 180130008380.

(b) Adopts the Draft Waimakariri District Council Community Boards’ Standing Orders (Trim 180124006310) effective from 20 March 2018.

(c) Notes that once adopted these Standing Orders will also apply to the Rangiora-Ashley Road and Reserve Naming Committee.

3. **ISSUES AND OPTIONS**

3.1. Community Boards are required to operate with Standing Orders for the conduct of meetings and those of any Committees such as the Rangiora-Ashley Road and Reserve Naming Committee. Standing Orders must not contravene any Act.

3.2. Standing Orders do not ‘expire’ at the end of a triennial although it is usual for them to be presented to incoming Councils and Community Boards for adoption at the start of the new electoral term.
3.3. All board members were provided with a copy of these WDC Standing Orders in October 2016. (Trim 120313013431)

3.4. During 2015 Local Government New Zealand (LGNZ) undertook a fundamental review of Standing Orders and a Generic Model was developed in 2016 for both Councils and Community Boards.

3.5. It was decided by management to wait until the outcome of this review and feedback from other Councils (both staff and elected members) before presenting Standing Orders for adoption to the Council and Community Boards.

3.6. Up until 2016 LGNZ had always proposed a single set of generic Standing Orders for use by Councils, Local Boards, Hearing Panels and Community Boards. Each Council would then review this generic model and adopt Standing Orders as appropriate for the specific authority.

3.7. Both Council and Community Boards adopting the same suite of Standing Orders to ensure consistency for all concerned (elected members, staff, members of the public and other stakeholders).

3.8. LGNZ recognised that whilst the fundamental Standing Orders (the rules) should not be altered there was a need to overhaul the sequence, presentational style and general indexing and navigation of the generic document to make it easier to read and follow.

3.9. LGNZ also decided to create two generic documents. One for Councils, Council Committees and Hearing Panels and a second ‘mirror’ version for Community Boards. In essence both these documents are identical except that the Council version has specific additional ‘Council only’ Standing Orders (for example those relating to the Mayor and Mayoral appointments).

3.10. During 2017 a thorough analysis was undertaken of the LGNZ generic Standing Orders and those already in force within the Waimakariri District Council. The opportunity was also taken to engage with The Mayor, Chief Executive and Councillors throughout this process.

3.11. The resultant Council Standing Orders were adopted by the Council on 5 December 2017, effective 8 January 2018 for all Committee, Sub-Committee and Hearing Panel Standing Orders.

3.12. A copy of the Report to Council and these Standing Orders was formally circulated to all Community Boards as part of their December Agenda papers (Trim 171115124385).

OPTIONS

3.13. At its 5 December 2017 meeting the Council resolved: that any proposed Standing Orders for Community Boards should be consistent with the Council, Committee, Sub-Committee and Hearing Panel Standing Orders except for those areas which relate specifically to Community Boards.

3.14. The attached Draft Waimakariri District Council Community Boards’ Standing Orders are identical to those adopted by the Council with the exception of Clause 4.2 Meeting Duration where the Council decided to extend the maximum overall Council meeting time to 10 hours rather than six which has been retained in the attached draft Community Board Standing Orders.

3.15. The Board may wish to consider the current six hour limit.

3.16. The Council also decided to extend the time period for a Quorum to be present from 10 minutes to 15 minutes (Clause 10.5 Meeting Lapses where no Quorum) and this is also reflected in the attached draft Community Board Standing Orders.
3.17. The Board may wish to retain the current 10 minute period before the meeting lapses.

3.18. Should the Board wish to consider any other aspect of Standing Orders, specific to Community Boards, it is recommended that staff investigate the implications for the Board and Council’s expectation of consistency across all Community Boards and report back to a future meeting (noting that the current Standing Orders would continue to apply).

3.19. Specific training on the legislative requirements applying to all formal decision making meetings and the application of Standing Orders was undertaken during October to December 2016 following the election.

3.20. This has been supplemented by targeted training and support during 2017 for Board Chairs and a number of Community Boards.

3.21. A further training/familiarisation session has also been scheduled for Wednesday 21 March 2018 at 5.30 pm in the Council Chamber.

3.22. Further opportunities will be provided given the importance of Standing Orders as applied to formal decision making meetings.

3.23. The Management Team has reviewed this report and supports the recommendations.

4. COMMUNITY VIEWS

Not applicable.

5. FINANCIAL IMPLICATIONS AND RISKS

The Council is required by legislation to adopt Standing Orders. There are no financial implications as Standing Orders relates to a process of orderly conduct of meetings.

6. CONTEXT

6.1. Policy
This matter is not a matter of significance in terms of the Council’s Significance Policy.

6.2. Legislation
Local Government Act 2002: Clause 27(1) & (2) Schedule 7.

6.3. Community Outcomes
There are wide ranging opportunities for people to contribute to the decision-making by local, regional and national organisations that affect our District.

Edwina Cordwell
Governance Adviser
Waimakariri District Council

Standing Orders

For Meetings of the Waimakariri District Council’s

Community Boards
Preface

These standing orders have been designed specifically for community boards and meet the requirements of the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 and are recommended for the use of community boards by the Community Board Executive.

Community boards are required under cl. 27 Schedule 7 the Local Government Act 2002 (LGA 2002) to adopt a set of standing orders for the conduct of their meetings and those of its committees and subcommittees.

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

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

For clarification whenever a question about the interpretation or application of these standing orders arises, particularly if the matter is not provided for in the standing orders, it is the responsibility of the Chairperson to make a ruling.

All members of a community board must abide by these standing orders.
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1. Introduction

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

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

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

Following Part 3 the Appendices provide templates and additional guidance for implementing provisions within the Standing Orders. Please note, the Appendix is an attachment to the standing orders and is not part of the standing orders as adopted by the community board.

In addition the Standing Orders Guide provides advice and good practice tips for chairpersons and staff on the implementation 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 local government is transparent and accountable. Standing orders give effect to the principles which underpin good governance. Key principles are that a local authority and consequently a community board 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.

In addition, the LGA 2002 requires that all local authorities act so that “governance structures and processes are effective, open and transparent” (s. 39 LGA 2002).

1.2 Statutory references

The Standing orders combine statutory provisions with guidance on their application. Where a statutory provision has been augmented with advice on how it might be implemented the advice (so as not to confuse it with the statutory obligation) is placed below the relevant legislative reference. In some cases the language in the statutory provision may have been modernised or amended to
ensure consistency with more recently enacted statutes. Original versions of each statutory provision are included in the Standing Orders’ Guidelines, the companion document.

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

Please note, where it is employed the word ‘must’, unless otherwise stated, identifies a mandatory legislative requirement.

1.3 Acronyms

LGA 2002  Local Government Act 2002
LGOIMA  Local Government Official Information Act 1987
LAMIA  Local Authority (Elected) 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.

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 or proposed change to the original or substantive motion.

Briefing (this has a specific meaning and is NOT the same as a Workshop) it is any non-decision making, information sharing session, update for elected members by staff or other individuals and which is specifically Public Excluded.

Chairperson means the person presiding at a meeting – the presiding member.
Chief Executive means the chief executive of a territorial or regional authority appointed under section 42 of the LGA 2002, and includes for the purposes of these standing orders, any other officer authorized by the local authority.

Clear working days means the number of working days (business hours) prescribed in these standing orders for the giving of 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 any members or officers present.

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

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

Extraordinary meeting has the same meaning as defined in clause 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.

Joint Committee means a committee in which the members are appointed by more than one community board 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 community board who has been removed from a meeting due to contempt.

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 board of the local authority convened under the provisions of LGOIMA.

Member means any person elected or appointed to the community board.

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 community board.

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 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 or community board 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.

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 or community board;

• any other information which has not been released by the local authority or community board 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 community board as provided for in LGOIMA.

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

Publicly notified means notified to members of the public by 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 refers to a meeting that involves the consideration of issues requiring the evaluation of evidence, the assessment of legal argument and/or the application of legal principles.

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

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

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

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

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.

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 may be 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, or community board. See definition of “Committee”.

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Working day means any day of the week other than:

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

(b) A day in the period commencing with the 25th day of December in any year and ending with the 15th day of January in the following year.

Should a local authority or community board wish to meet between the 25th of December and the 15th day of January in the following year any meeting must be notified as an extraordinary meeting unless there is sufficient time to notify an ordinary meeting before the commencement of the period.

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

**Workshop**, (this is NOT a Briefing and can be open to the public) 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”.
General matters

3. **Standing orders**

3.1 **Obligation to adopt standing orders**

A community board is required to operate in accordance with standing orders for the conduct of its meetings and the meetings of its committees and subcommittees. 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 community board through a vote of not less than 75% of the members present. Any amendments also require a vote of not less than 75% of the members of the community board.

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

3.3 **Members must obey standing orders**

All members of the community board and its committees and subcommittees must obey these standing orders.

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

3.4 **Application of standing orders**

These standing orders apply to all meetings of the community board and its committees and subcommittees. This includes meetings and sessions that the public are excluded from.

3.5 **Temporary Suspension of standing orders**

Any member of a community board may move a motion to suspend standing orders. Any such motion must include the reason for the suspension. If seconded, the Chairperson must put the motion without debate and at least 75% of the members present and voting must vote in favour of the suspension if it is to pass.

*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 **Exclusions for meetings at which no resolutions or decisions are made**

For the avoidance of doubt, any provision of these standing orders relating to the making of decisions and the passing of resolutions does not apply to any meeting of the local authority or of any committee or subcommittee or other subordinate decision-making body of the local authority which has been properly constituted as a meeting at which no resolutions or decisions are to be made under the Local Government Act 2002 or the Local Government Official Information and Meetings Act 1987.

3.7 **Quasi-judicial proceedings**

For quasi-judicial proceedings the 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.

3.8 **Physical address of members**

Every member of a 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 community board 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**

A community board must hold meetings for the good government of its community. Meetings must be called and conducted in accordance with:

- (a) Schedule 7 of the LGA 2002;
- (b) Part 7 of LGMOIA; 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 Community Board 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 three hours continuously without a break of at least ten minutes unless the meeting resolves to extend the time before a break.
4.3 Language

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

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

4.4 First meeting (inaugural)

The first meeting of a community board following a local authority triennial general election must be called by the chief executive following the declaration of the final results. The chief executive must give 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

4.5 Requirements for the first meeting

The chief executive (or, in the absence of the chief executive, their nominee) must chair the meeting until the Chairperson has made an oral declaration and attested the declaration (as set out in 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 members under cl.14, Schedule7 (LGA 2002), and

(b) The election of the Chairperson (if any) and the making and attesting of the declaration required of the Chairperson under cl.14 Schedule7 (LGA 2002), and

(c) A general explanation, given or arranged by the chief executive, of:

i. LGOIMA; and

ii. Other laws affecting members, including the appropriate provisions of the Local Authorities (Members Interests) Act 1968; and sections 99, 105, and 105A of the Crimes Act 1961; and the Secret Commissions Act 1910; and the Financial Markets Conduct Act 2013;

(d) The fixing of the date and time of the first meeting of the local authority, or the adoption of a schedule of meetings; and

(e) The election of the deputy Chairperson in accordance with cl.17 Schedule7 (LGA 2002).

cl. 21(5), Schedule 7, LGA 2002.
In addition, a community board will normally adopt its standing orders at the first meeting, although this is not a requirement (unless amendments are made at the meeting) as standing orders remain in force after each triennial election.

5. Appointments and elections

5.1 Elections of Chairpersons and deputy Chairpersons

When electing a Chairperson or deputy Chairperson the community board (or a committee making the appointment) must decide by resolution to use one of two voting systems set out in Standing Order 5.2.

5.2 Voting system for Chairperson and deputy Chairperson

When electing a Chairperson or deputy Chairperson the community board 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 **Community boards may delegate**

A community board may delegate any of its responsibilities, duties, or powers to a subcommittee or person, subject to any conditions, limitations, or prohibitions imposed by the council.

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

6.2 **Use of delegated powers**

A committee, subcommittee, member or officer to which or to whom any responsibilities, powers, duties are delegated may, without confirmation by the community board, exercise or perform them in the like manner and with the same effect as the community board itself could have exercised or performed them.

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

6.3 **Decisions made under delegated authority cannot be rescinded or amended**

Nothing in these standing orders allows a community board to rescind or amend a lawfully made decision of a committee, subcommittee or person carried out under a delegation authorising the making of that decision.

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

7. **Committees**

7.1 **Appointment of committees and subcommittees**

A community board may appoint the committees and subcommittees that it considers appropriate. A committee may appoint the subcommittees that it considers appropriate, unless it is prohibited from doing so by the community board.

*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 community board 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 community board 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 the Civil Defence and Emergency Management Group are not deemed to be discharged following a triennial election.

7.3 Appointment or discharge of committee and subcommittee members

A community board may appoint or discharge any member of a committee or subcommittee. A committee may appoint or discharge any member of a subcommittee appointed by the committee unless directed otherwise by the community board.

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 community board may appoint a person who is not a member of the local authority to a committee or subcommittee if, in the opinion of the community board, the person has the skills, attributes or knowledge to assist the committee or subcommittee to fulfil their terms of reference.

At least one member of a committee must be an elected member of the community 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 Community board may replace members if committee not discharged

If a community board resolves that a committee or subcommittee is not to be discharged under cl. 30 (7) Schedule 7, LGA 2002, it may replace the members of that committee or subcommittee after the next triennial general election of members.

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

7.6 Decision not invalid despite irregularity in membership

For the purpose of these standing orders a decision of a community board is not invalidated if:

1. there is a vacancy in the membership of the 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 a person on the community board at the time is found to have been ineligible of being a member.
7.7  Minimum numbers on committees and subcommittees

The minimum number of members is three for both committees and subcommittees.  
(cl. 31(6), Schedule 7, LGA)

Pre-meeting

8.  Giving notice

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

s. 46, LGOIMA

8.2  Notice to members - ordinary meetings

The chief executive must give notice in writing to each member of the community board of the time and place of any meeting. Notice must be given at least 14 days before the meeting unless the community board 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 community board, or 
(b) a requisition in writing delivered to the chief executive which is signed by:
   i. the Chairperson, or
   ii. no less than one third of the total membership of the community board (including vacancies). 

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

8.4  Notice to members - extraordinary meetings

Notice in writing of the time and place of an extraordinary meeting called under standing order 8.3 and of the general nature of business, must be given by the chief executive to each member of the
community board 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 Public notice - extraordinary meetings

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

(a) the meeting has occurred;
(b) the general nature of business transacted; and
(c) the reasons why it was not correctly notified.

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

8.6 Process for calling an extraordinary meeting at an earlier time

If the business to be dealt with requires a meeting to be held at a time earlier than is allowed by the
notice requirements specified in standing order 8.4, a meeting may be called by the Chairperson, or
if the Chairperson is not available, the chief executive.

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

8.7 Notification of extraordinary meetings held at an earlier time

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

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

8.8 Chief executive may make other arrangements

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

s. 46(5) LGOIMA.

8.9 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 community board 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.

8.10 Resolutions passed at an extraordinary meeting

A community board must, as soon as practicable, publicly notify any resolution passed at an extraordinary meeting of the community board 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.

8.11 Meeting schedules

Where the community board adopts a meeting schedule it may cover any period that the community board 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.

8.12 Non-receipt of notice to members

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

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

A member of a community board may waive the need to be given notice of a meeting.

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

8.13 Meeting cancellations

The Chairperson of a scheduled meeting may cancel the meeting if the Chairperson, in consultation with the chief executive, considers 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.

The chief executive should consult the Chairperson on any business items being prepared for the agenda.

9.2 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 9.

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.

9.3 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.

9.4 Chairperson’s report

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

9.5 Public availability of the agenda

All information provided to members at a 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

9.6 Public inspection of agenda

Any member of the public may, without payment of a fee, inspect, during normal office hours, within a period of at least 2 working days before every meeting, all agendas and associated reports circulated to members of the community board and relating to that meeting. The agenda:
(a) must be available for inspection at the public offices of the local authority (including service delivery 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

9.7 Agenda to be made available to public who are at meetings

Additional copies of the agenda and further particulars indicating the nature of the items to be discussed must be available at meetings in sufficient numbers to enable any spare copies to be provided for members of the public to take away with them free of charge.

(s. 49, LGOIMA)

9.8 List of community board members publicly available

The members of each community board are to be named on the relevant agenda.

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 the community board at least two clear working days before the day of the meeting, except in the case of an extraordinary meeting (see Standing Order 8.4).

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

9.11 Status of agenda

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

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 when the public is excluded.

s. 46A (9), LGOIMA.

9.15 Qualified privilege relating to agenda and minutes

Where any meeting of the community board 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, unless the publication is proved to have been made with ill will or taking improper advantage of the publication.

s. 52, LGOIMA.
Meeting Procedures

Opening and closing

At the start of a meeting a community board may 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.

10. Quorum

10.1 Community Board

The quorum for a meeting of the community board 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.

10.2 Committees and subcommittees

A community board 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 - in the case of subcommittees if a quorum is not stated then the quorum will be two members.

In the case of committees (other than subcommittees) at least one member of the quorum must be a member of the community board.

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

10.3 Joint Committees

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

cl. 30A (6)(c) Schedule 7, LGA 2002.
10.4 **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.*

10.5 **Meeting lapses where no quorum**

A meeting must lapse, and the Chairperson vacates the chair, if a quorum is not present within 15 minutes of the advertised start of the meeting.

No business may be conducted while waiting for the quorum to be reached. Where a meeting lapses because there is no quorum, this will be recorded in the minutes, along with the names of the members who attended.

10.6 **Business from lapsed meetings**

Where a meeting lapses the remaining business will be adjourned to be the first items on the agenda for the next ordinary meeting, unless the Chairperson sets an earlier meeting and this is notified by the chief executive.

10.7 **Exclusions for meetings at which no resolutions or decisions are made**

For the avoidance of doubt, these standing orders only apply to decision making meetings and do not apply to any non-decision making meeting of the local authority which has been properly constituted as a meeting under the Local Government Act 2002 or the Local Government Official Information and Meetings Act 1987.

11. **Public access and recording**

11.1 **Meetings open to the public**

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

*s.47 & 49(a), LGOIMA.*

11.2 **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.

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

11.3 Community board may record meetings

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

11.4 Public may record meetings

Members of the public may record 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.

12. Attendance

12.1 Members right to attend meetings

A member of a community board has, unless lawfully excluded, the right to attend any meeting of any committees or subcommittees established by the board. They may, with the leave of the Chairperson, take part in the meeting’s discussions, however, if the member of the community board is not an appointed member of the committee they may not vote on any matter before the committee.

A community board member attending a meeting of a committee or subcommittee of which they are not an appointed member is not a member of the public for the purpose of s.48 LGOIMA. If the community board resolves to exclude the public any members who are not appointed to those bodies may remain unless they are lawfully excluded.

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

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

If a committee of a community board is performing judicial or quasi-judicial functions members of the board who are not members of the committee are not entitled to take part in the proceedings.

12.3 Leave of absence

The community board may grant a member leave of absence. Members must apply for such leave.

The community board may delegate the power to grant leave of absence to the Chairperson in order to protect a members’ privacy. The Chairperson will advise all community board members whenever
a member has leave of absence granted under delegated authority. Meeting minutes will record
that a member has leave of absence as an apology for that meeting.

12.4 Apologies

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

12.5 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.

12.6 Absence without leave

Where a member is absent, without leave of absence from the community board, from four
consecutive meetings (other than extraordinary meetings) then the office held by the member will
become vacant. A vacancy created in this way is treated as an extraordinary vacancy.

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

13. Chairperson’s role in meetings

13.1 Community board

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

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

13.2 Committees

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

cl. 26(2), (5) & (6), Schedule 7 LGA 2002.
13.3 **Addressing the Chairperson**

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

13.4 **Chairperson’s rulings**

The Chairperson will decide all procedural questions where no or 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 order constitutes contempt.

13.5 **Chairperson standing**

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

13.6 **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.

13.7 **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.

14. **Public Forums**

Public forums are a defined period of time, usually at the start of a meeting, which is put aside for the purpose of public input. Public forums are designed to enable members of the public to bring matters to the attention of the community board. Any issue, proposal or matter raised in a public forum must also fall within the terms of reference of that meeting.

14.1 **Time limits**

A period of up to 30 minutes, or such longer time as the community board may determine, will be available for the public forum at each scheduled community board meeting. Requests must be made to the meeting secretary at least one clear day before the meeting; however this requirement may be waived by the Chairperson.
Speakers can speak for up to 5 minutes. No more than two speakers can speak on behalf of an organisation during a public forum. Where the number of speakers presenting in the public forum exceeds 6, in total, the Chairperson has discretion to restrict the speaking time permitted for all presenters.

### 14.2 Restrictions

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

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

### 14.3 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.

### 14.4 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.

### 15. Deputations

The purpose of a deputation is to enable a person, group or organisation to make a presentation to a meeting on a matter or matters covered by that meeting’s terms of reference. Deputations are approved by the Chairperson or an official with delegated authority.

#### 15.1 Deputations where heard

Deputations may be received by the local authority or any of its committees provided an application for admission setting forth the subject has been lodged with the Chief Executive or Governance Staff at least two working days before the date of the meeting concerned, and has been subsequently approved by the Chairperson. The Chairperson may refuse requests for deputations which are repetitious or offensive.
15.2 Urgency or major public interest

Notwithstanding Standing Order 15.1 where in the opinion of the chairperson the matter which is the subject of a deputation is one of urgency or major public interest, the chairperson may determine that the deputation be received.

15.3 Time limits

Speakers can speak for up to 10 minutes. No more than two speakers can speak on behalf of an organisation’s deputation.

15.4 Restrictions

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

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

15.5 Questions of a deputation

At the conclusion of the deputation, 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 the deputation.

15.6 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.

16. Petitions

16.1 Form of petitions

Petitions may be presented to the community board. Petitions must contain at least 20 signatures and consist of fewer than 100 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 qualified privilege). They may be written in English or te reo Māori. Petitioners
planning to make a petition in te reo Māori or sign language should advise the relevant Chairperson at least two working days before the meeting to enable the petition be translated and reprinted, if necessary.

16.2 Petition presented by petitioner

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

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

16.3 Petition presented by member

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

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

17. Exclusion of public

17.1 Motions and resolutions to exclude the public

Members taking part in a meeting may resolve to exclude the public from that 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 made 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.
17.2 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.

17.3 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

17.4 Non-disclosure of information

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

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

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

17.5 Release of information from public excluded session

A community board 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 any information no longer exist. The chief executive will inform the subsequent meeting of the information released.
18. Voting

18.1 Decisions by majority vote

Unless otherwise provided for in the LGA 2002, other legislation, or standing orders, the acts of, and questions before, a community board 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._

18.2 Open voting

An act or question coming before the community board must be done or decided by open voting.

_cl. 24(3) Schedule 7, LGA 2002._

18.3 Chairperson does not have a casting vote

The Chairperson or any other person presiding at the meeting has a deliberative vote and, in the case of an equality of votes, has NO casting vote.

_cl. 24(2) Schedule 7, LGA 2002._

18.4 Method of voting

The method of voting must be as follows:

(a) the Chairperson in putting the motion must call for an expression of opinion on the voices or take a show of hands, the result of either of which, as announced by the Chairperson, must be conclusive unless such announcement is questioned immediately by any member, in which event the Chairperson will call a division;

(b) the Chairperson or any member may call for a division instead of or after voting on the voices and/or taking a show of hands; and

(c) where a suitable electronic voting system is available, that system may be used instead of a show of hands, vote by voices or division, and the result displayed notified to the Chairperson who must declare the result.

18.5 Calling for a division

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

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

18.6 Restating the motion

The chairperson may, immediately prior to any vote being taken, request the chief executive or the minute taker to restate the motion upon which the vote is to be taken.
18.7 Request to have votes recorded

If, immediately following a vote a member requests it, the minutes must record the member’s vote or abstention.

18.8 Members may abstain

Any member may abstain from voting.

19. Conduct

19.1 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.

19.2 Disrespect

No member may speak or act in a manner which is disrespectful of other members or inconsistent with the community board’s Code of Conduct at any meeting.

19.3 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.

19.4 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.
19.5 Contempt

Where a member is subject to repeated cautions for disorderly conduct by the Chairperson, 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.

19.6 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.

19.7 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

19.8 Non-financial conflicts of interests

Non-financial interests always involve questions of judgement and degree about whether the responsibility of a member of a 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.
19.9 Qualified privilege for meeting proceedings

Any oral statement made at any meeting of the community board in accordance with the rules adopted by the community board 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.

19.10 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 community board.

s. 53, LGOIMA.

19.11 Electronic devices at meetings

Electronic devices and phones should only be used to support the business of the meeting. Where personal use is unforeseen prior to the meeting, members should seek permission from the chair to leave the meeting to deal with such matters. It is not deemed good practice or indeed appropriate to convey any aspect of meeting content or decision via personal electronic devices prior to the conclusion of the meeting.

20. General rules of debate

20.1 Chairperson may exercise discretion

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

20.2 Time limits on speakers

The following time limits apply to members speaking at meetings:

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

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

20.3 Questions to staff

During a debate members can ask staff questions about the matters being discussed. Questions must be asked through the Chairperson and are at the Chairperson’s discretion as to how the question should be dealt with.
20.4 Questions to be in writing

Questions shall be in writing and handed to the chairperson prior to the commencement of the meeting at which they are to be asked and in time for an appropriate answer to be prepared.

20.5 Questions may be deferred

If an answer to the question cannot be given at that meeting it shall, at the discretion of the Chairperson, be placed on the agenda for the next local authority meeting.

20.6 Questions to be concise

Questions and answers shall be submitted as briefly and concisely as possible. No discussion shall be allowed upon any question or upon the answer.

20.7 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.

20.8 Members may speak only once

A member may not speak more than once to a motion at a meeting of a community board except with permission of the Chairperson.

20.9 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.

20.10 Seconder may reserve speech

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

20.11 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.
20.12 Reading of speeches

Members shall not read their speeches, except with the permission of the chairperson, but may refresh their memory by reference to notes.

20.13 Personal explanation

Notwithstanding Standing Order 20.5, members may make a personal explanation with the permission of the chairperson, provided that the matter is personal to the member, deals with fact and not denigratory in nature. Such matters may not be debated.

20.14 Explanation of previous speech

With the permission of the chairperson, explanation of some material part of a previous speech in the same debate may be given by a member who has already spoken, but new matter may not be introduced.

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

20.15 Restating motion

A member, at any time during a debate for their information, may ask that the Chairperson restate a motion and any amendments, but not so as to interrupt a speaker.

20.16 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.

20.17 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.

20.18 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 an original 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.
20.19 No other member may speak

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

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

20.20 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 community board, is to be considered at the next ordinary meeting of that committee or board, unless otherwise specified.

20.21 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.

21. General procedures for speaking and moving motions

21.1 Speaking and moving

- The mover and seconder of a motion cannot 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 that is carried can move or second a subsequent amendment. A mover or seconder of an amendment which is lost cannot move or second a subsequent amendment.
- Members can speak to any amendment and, provided they have not spoken to the main 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.
21.2 Procedure if no resolution is reached

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

22. Motions and amendments

22.1 Proposing and seconding motions

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

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

22.2 Motions in writing

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

22.3 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.

22.4 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.

22.5 Amendments to be relevant and not direct negatives

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

22.6 Foreshadowed amendments

The meeting must dispose of an existing amendment before a new amendment can be foreshadowed. However, members may notify the Chairperson that they intend to move further amendments and the nature of their content.
22.7  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.

22.8  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.

22.9  Where a motion is lost

In a situation where a motion that recommends a course of action is lost a new motion may be proposed, subject to the agreement of a majority of members present and voting. The new motion must be on a matter that has been previously publicly notified, on the Agenda, for that meeting.

22.10 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.

22.11  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.

23.  Revocation or alteration of resolutions

23.1  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 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 as to satisfy the decision-making provisions of sections 77-82 of the Local Government Act 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.

23.2 Revocation must be made by body responsible for the decision

If a resolution is made under delegated authority by a committee 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 community board.

23.3 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 such a motion and is to be signed by not less than one third of the members of the community board, 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.

23.4 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 community board 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.

23.5 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.
23.6 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, 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.

24. Procedural motions

24.1 Procedural motions must be taken immediately

A procedural motion to close or adjourn a debate will take precedence over other business, other than 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.

24.2 Procedural motions to close or adjourn a debate

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

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

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

24.3 Closure motion on amendment

When an amendment to a motion is under debate, a closure motion relates to the amendment and not to the motion.

24.4 Voting on procedural motions

Procedural motions to close or adjourn 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.
24.5 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.

24.6 Remaining business at adjourned meetings

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

24.7 Business referred to a committee

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

24.8 Other business not superseded

The carrying of any motion to adjourn a meeting shall not supersede other business before the meeting remaining to be disposed of, and such other business is to be considered at the next meeting.

24.9 Business referred to the council, committee or community board

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

25. Points of order

25.1 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).

25.2 Subjects for points of order

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

(a) disorder – bringing disorder to the attention of the Chairperson;
(b) language – use of disrespectful, offensive or malicious language;
(c) irrelevance – the topic being discussed is not the matter currently before the meeting;
(d) misrepresentation – misrepresentation of any statement made by a member or by an officer or council employee;
(e) breach of standing order – the breach of any standing order while also specifying which standing order is subject to the breach;

(f) request the recording of words, such as a request that the minutes record words that have been the subject of an objection.

25.3 Contradictions

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

25.4 Point of order during division

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

25.5 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.

26. Notices of motion

26.1 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.

26.2 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 community board 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

(e) fails to include sufficient information as to satisfy the decision-making provisions of s.77-82 of the LGA 2002; or

(f) concerns a matter where decision-making authority has been delegated to a committee or subcommittee.

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.

26.3 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.

26.4 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.

26.5 When notices of motion lapses

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

26.6 Referral of notices of motion

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

26.7 Repeat notices of motion

When a motion has been considered and rejected by the community board, 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 community board no other notice of motion which, in the opinion of the Chairperson has the same effect, may be put while the original motion stands.
26.8  Second repeat where notice of motion rejected

If such a repeat notice of motion as provided for in Standing Order 26.7 is also rejected by the community board, any further notice prior to the expiration of the original period of six months must be signed by a majority of all members, including vacancies.

27.  Minutes

27.1  Minutes to be evidence of proceedings

The community board and any committees and subcommittees must keep minutes of their proceedings. These minutes must be kept in hard copy, signed and included in the council’s minute book and, when confirmed by resolution at a subsequent meeting and signed by the Chairperson, will be prima facie evidence of the proceedings they relate to.

cl. 28 Schedule 7, LGA 2002.

27.2  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 votes or abstentions be recorded
(n)  any declarations of financial interest or conflicts of interest
(o)  the contempt, censure and removal of any members
(p)  any resolutions to exclude members of the public
(q)  the time at which the meeting concludes or adjourns
(r)  the names of people permitted to stay in public excluded.

Please Note: hearings under the RMA, Dog Control Act 1996 and Sale and Supply of Alcohol Act 2012 may have special requirements for minute taking.
27.3  No discussion on minutes

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

27.4  Minutes of last meeting before election

The chief executive and the relevant Chairpersons must sign the minutes of the last meeting of the community board and its committees or subcommittees before the next election of members.

28. Minute books

28.1 Inspection

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

The public is entitled to inspect, take notes from, or receive copies of, minutes of any meeting or part of any meeting from which the public was not excluded free of charge.

s. 51 LGOIMA.

28.2 Inspection of public excluded matters

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

- Commissions of Inquiry Act 1908
- Control and Sale of Alcohol Act 2012
- Crimes Act 1961
- Financial Markets Conduct Act 2013
- Local Authorities (Members’ Interests) Act 1968 (LAMIA)
- Local Electoral Act 2001 (LEA)
- Local Government Act 1974 and 2002 (LGA)
- Local Government Official Information and Meetings Act 1987 (LGOIMA)
- Marine Farming Act 1971
- Resource Management Act 1991 (RMA)
- Secret Commissions Act 1910
Appendix 1: Grounds to exclude the public

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

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

(a) to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; or

(b) to endanger the safety of any person.

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

(a) Protect the privacy of natural persons, including that of deceased natural persons; or

(b) Protect information where the making available of the information would:

i. disclose a trade secret; or

ii. be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information; or,

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

(d) Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would:

i. be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or

ii. be likely otherwise to damage the public interest; or

(e) Avoid prejudice to measures protecting the health or safety of members of the public; or

(f) Avoid prejudice to measures that prevent or mitigate material loss to members of the public; or

(g) Maintain the effective conduct of public affairs through —the protection of such members, officers, employees, and persons from improper pressure or harassment; or

(h) Maintain legal professional privilege; or

(i) Enable any Council holding the information to carry out, without prejudice or disadvantage, commercial activities; or

(j) Enable any Council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or
(k) Prevent the disclosure or use of official information for improper gain or improper advantage.

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

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

(a) Be contrary to the provisions of a specified enactment; or

(b) Constitute contempt of Court or of the House of Representatives.

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

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

(a) Any proceedings before a Council where

i. A right of appeal lies to any Court or tribunal against the final decision of the Council in those proceedings; or

ii. The Council is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings; and
Appendix 2: Sample resolution to exclude the public

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

- Name of report(s) ........................................................................................................

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

<table>
<thead>
<tr>
<th>General subject of each matter to be considered</th>
<th>Reason for passing this resolution in relation to each matter</th>
<th>Ground(s) under section 48(1) for the passing of this resolution</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td></td>
<td>Good reason to withhold exists under Section 7.</td>
<td>That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)</td>
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<tr>
<td>1</td>
<td><strong>Put in name of report</strong></td>
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</tr>
<tr>
<td></td>
<td>Good reason to withhold exists under Section 7.</td>
<td>That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)</td>
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<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item No</td>
<td>Interest</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>4</td>
<td>Hearings Committee</td>
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<td></td>
<td>To enable the Committee to consider the application and submissions.</td>
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<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>To enable the Committee to consider the objection to fees and charges.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>To enable the Committee to.</td>
<td></td>
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<tr>
<td></td>
<td>That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the Council/Committee to deliberate in private on its decision or recommendation in any proceedings where:</td>
<td></td>
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<tr>
<td></td>
<td>i) a right of appeal lies to any Court or tribunal against the final decision of the Council/Committee in those proceedings; or</td>
<td></td>
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<tr>
<td></td>
<td>ii) the community board is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Use (i) for the RMA hearings and (ii) for hearings under LGA such as objections to Development Contributions or hearings under the Dog Control Act s. 48(1)(d).</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Item No</th>
<th>Interest</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Enable any community board holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (Schedule 7(2)(i))</td>
</tr>
<tr>
<td></td>
<td>Protect the privacy of natural persons, including that of deceased natural persons (Schedule 7(2)(a))</td>
</tr>
<tr>
<td></td>
<td>Maintain legal professional privilege (Schedule 7(2)(g))</td>
</tr>
<tr>
<td></td>
<td>Prevent the disclosure or use of official information for improper gain or improper advantage (Schedule 7(2)(j))</td>
</tr>
<tr>
<td>Item No</td>
<td>Interest</td>
</tr>
<tr>
<td>---------</td>
<td>----------</td>
</tr>
</tbody>
</table>
|         | Protect information where the making available of the information  
(i) would disclose a trade secret; or  
(ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information  (Schedule 7(2)(b)) |
|         | In the case only of an application for a resource consent, or water conservation order, or a requirement for a designation or heritage order, under the Resource Management Act 1991, to avoid serious offence to Tikanga Māori, or to avoid the disclosure of the location of waahi tapu  (Schedule 7(2)(ba)) |
|         | Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information -  
(i) would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied, or  
(ii) would be likely otherwise to damage the public interest (Schedule 7(2)(c)) |
|         | Avoid prejudice to measures protecting the health or safety of members of the public (Schedule 7(2)(d)) |
|         | Avoid prejudice to measures that prevent or mitigate material loss to members of the public (Schedule 7(2)(e)) |
|         | Maintain the effective conduct of public affairs through the protection of members or officers or employees of the Council, and persons to whom Section 2(5) of the Local Government Official Information and Meetings Act 1987 applies in the course of their duty, from improper pressure or harassment (Schedule 7(2)(f)(ii)). |
|         | Enable any community board holding the information to carry out, without prejudice or disadvantage, commercial activities (Schedule 7(2)(h)) |

**THAT XXXX be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of XXXX.** This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because XXXX.
Appendix 3: Motions and amendments

Motions without amendments

- Motion moved (Maximum 5 minutes)
- Motion seconded (Seconder may reserve the right to speak in the double debate – maximum 5 minutes)
- Notice of intention to move additional or alternative motion.
- Motion withdrawn by a majority decision or by agreement of mover and seconder.
- Motion debated (Maximum 5 minutes per speaker. If 3 consecutive speakers are in support or opposition, Chairperson may call for speaker to the contrary and if none, the motion may be put after mover and seconder has exercised right to speak).
- Mover’s right of reply (Maximum 5 minutes)
- Chairperson to put Motion
- Motion lost
  - No further action, move to next item.
- Motion carried
  - No further discussion permitted, move to next item.
- Revocation, alteration or modification permitted at same meeting by 75% majority if fresh facts received during meeting.

Motions with amendments

- Amendment (not a direct negative) moved and seconded by persons that have not yet spoken (Maximum 5 minutes for mover and 3 minutes for seconder)
  - NOTE: Movers of the original motion
- Amendment debated (Maximum 5 minutes per speaker. If 3 consecutive speakers in support or opposition, Chairperson may call for speaker to the contrary and if none, the motion may be put after mover and seconder has exercised right to speak).
- Mover’s right of reply (Maximum 5 minutes)
- Chairperson to put Amendment
- Amendment CARRIED
- Amendment LOST
- Amendment to the original motion becomes the new substantive motion
  - Further relevant amendments moved and seconded (Maximum 5 minutes for mover and 5 minutes for other)
  - If CARRIED, amendment become substantive motion
  - If LOST original motion put, and either CARRIED or LOST
- Notice of intention to move additional or alternative motion.
- Motion to carry further amendment maybe given.
- Mover of original motion may exercise right of reply here
  - Chairperson to put Amendment
  - Amendment CARRIED
  - Amendment LOST
  - Further relevant amendments moved and seconded (Maximum 5 minutes for mover and 5 minutes for other)
  - If CARRIED, amendment become substantive motion
  - If LOST original motion put, and either CARRIED or LOST
## Appendix 4: Table of procedural motions

<table>
<thead>
<tr>
<th>Motion</th>
<th>Has the Chair discretion to refuse this motion?</th>
<th>Is seconder required?</th>
<th>Is discussion in order?</th>
<th>Are amendments in order?</th>
<th>Is mover of procedural motion entitled to reply?</th>
<th>Are previous participants in debate entitled to make this motion?</th>
<th>Can a speaker be interrupted by the mover of this motion?</th>
<th>If lost, can motion be moved after an interval?</th>
<th>Position if amendment is already before the Chair</th>
<th>Position if procedural motion is already before the Chair</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) “That the meeting be adjourned to the next ordinary meeting, or to a stated time and place”</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>As to time and date only</td>
<td>No</td>
<td>No</td>
<td>Yes – 15 minutes</td>
<td>If carried, debate on the original motion and amendment are adjourned</td>
<td>If carried, debate on the original motion and procedural motion are adjourned</td>
<td>On resumption of debate, the mover of the adjournment speaks first. Members who have spoken in the debate may not speak again</td>
<td></td>
</tr>
<tr>
<td>(b) “That the motion under debate be now put (closure motion)”</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes – 15 Minutes</td>
<td>If carried, only the amendment is put</td>
<td>If carried, only the procedural motion is put</td>
<td>The mover of the motion under debate is entitled to exercise a right of reply before the motion or amendment under debate is put</td>
<td></td>
</tr>
<tr>
<td>(c) “That the item of business being discussed be adjourned to a stated time and place”</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>As to time and date only</td>
<td>No</td>
<td>No</td>
<td>NO</td>
<td>Yes – 15 minutes</td>
<td>If carried, debate on the original motion and amendment are adjourned</td>
<td>If carried, debate on the original motion and procedural motion are adjourned</td>
<td></td>
</tr>
<tr>
<td>Motion</td>
<td>Has the Chair discretion to refuse this Motion?</td>
<td>Is second required?</td>
<td>Is discussion in order?</td>
<td>Are amendments in order?</td>
<td>Is mover of procedural motion entitled to reply?</td>
<td>Are previous participants in debate entitled to move this motion?</td>
<td>Can a speaker be interrupted by the mover of this motion?</td>
<td>If lost, can motion be moved after an interval?</td>
<td>Position if an amendment is already before the Chair</td>
<td>Position if a procedural motion is already before the Chair</td>
<td>Remarks</td>
</tr>
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</tr>
<tr>
<td>(d) “That the item of business being discussed does lie on the table and not be discussed at this meeting”</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes – 15 minutes</td>
<td>If carried, the original motion and amendment are both laid on the table</td>
<td>Motion not in order</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(e) “That the item of business being discussed be referred (or referred back) to the community board or to the relevant committee”</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>As to committee, time for reporting back etc only</td>
<td>No</td>
<td>No</td>
<td>Yes – 15 minutes</td>
<td>If carried, the original motion and all amendments are referred to the committee</td>
<td>If carried, the procedural motion is deemed disposed of</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(f) “Points of order”</td>
<td>No – but may rule against</td>
<td>No</td>
<td>Yes – at discretion of Chairperson</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Point of order takes precedence</td>
<td>Point of order takes precedence</td>
<td>See standing order 3.14</td>
</tr>
</tbody>
</table>

(d) “That the item of business being discussed does lie on the table and not be discussed at this meeting.”

(e) “That the item of business being discussed be referred (or referred back) to the community board or to the relevant committee.”

(f) “Points of order.”
Appendix 5: 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 community board 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 community board 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 community board to any matter or subject within the role or function of the community board.

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 NO 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 community board; 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 community board, 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 community board, 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 community board, including vacancies.

Revocation or alteration of previous resolution

A Chairperson may recommend in a report to the community board the revocation or alteration of all or part of any resolution previously passed. In responding to the Chairperson’s recommendation the meeting must act in accordance with these standing orders.
Chairperson may call a meeting

The Chairperson:

(a) May call a meeting to dispose of the business to be transacted following the lapsing of a meeting due to failure of a quorum, if such business cannot be delayed until the next meeting;

(b) May requisition an extra meeting to be held at a specified time and place, in order to conduct specified business.

Irrelevant matter and needless repetition

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

Taking down words

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

Explanations

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

Chairperson rising

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

Members may leave places

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

Priority of speakers

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

Minutes

The Chairperson is to sign the minutes and proceedings of every meeting once confirmed. The Chairperson and chief executive are responsible for confirming the correctness of the minutes of the last meeting of a community board 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 community board may, at the Chairperson’s request, remove or exclude that person from the meeting.
Appendix 6: Process for removing a Chairperson or deputy Chairperson

1. At a meeting that is in accordance with this clause, a community may remove its Chairperson or deputy Chairperson from office.

2. If a Chairperson or deputy Chairperson is removed from office at that meeting, the community board may elect a new Chairperson or deputy Chairperson at that meeting.

3. A meeting to remove a Chairperson or deputy Chairperson may be called by:
   (a) a resolution of the community board; or
   (b) a requisition in writing signed by the majority of the total membership of the community board (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 or deputy Chairperson, is removed from office, a new Chairperson or deputy Chairperson is to be elected at the meeting if a majority of the community board (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 or deputy Chairperson carries if a majority of the total membership of the community board (excluding vacancies) votes in favour of the resolution.

cl. 18 Schedule 7, LGA 2002.
Appendix 7: Workshops/Briefings

Definition of workshop/Briefing

Workshops, however described, provide opportunities for members to discuss specific 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. A briefing is specifically Public Excluded (PX).

Application of standing orders to workshops and briefings

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

Calling a workshop/briefing

Workshops, briefings (PX) and working parties may be called by:

(a) a resolution of the community board
(b) the community board Chairperson or
(c) the chief executive.

Process for calling workshops/briefings

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

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

Public notice of a workshop or briefing is not required.

Workshops can be open to the public whereas Briefings are specifically public excluded.
Appendix 8: Sample order of business

(a) Apologies
(b) Conflicts of interest
(c) Confirmation of minutes
(d) Matters arising
(e) Petitions
(f) Deputations and Presentations
(g) Adjourned Business
(h) Notice(s) of Motion
(i) Reports
  • Decision
  • Information
(j) Matters referred for decision
(k) Correspondence
(l) Chairperson’s report
(m) Matters for Information
(n) Elected members’ reports (information)
(o) Consultation projects
(p) Regeneration projects
(q) Board funding update
(r) Media items
(s) Questions under Standing Orders
(t) Urgent general business under Standing Orders
Appendix 9: 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
- 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 his/her delegate
- 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.
Chair's Report

Rangiora-Ashley Community Board

14 March 2018

WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO and TRIM NO: GOV-26-11-06/180305022847

REPORT TO: Rangiora-Ashley Community Board

DATE OF MEETING: 14 March 2018

FROM: Jim Gerard, Chairperson Rangiora-Ashley Community Board

SUBJECT: Chair's Diary for February/March 2018

1. SUMMARY

<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT / MEETING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday 7 February</td>
<td>Rangiora-Ashley Community Board Photo and Timebank</td>
</tr>
<tr>
<td>Tuesday 13 February</td>
<td>Rangiora Promotions Association</td>
</tr>
<tr>
<td>Wednesday 14 February</td>
<td>Passchendaele Trust, Meeting with Councillors Williams, Barnett, Gordon and WDC staff, Rangiora-Ashley Community Board meeting</td>
</tr>
<tr>
<td>Thursday 15 February</td>
<td>Meeting with WDC staff re Media Liaison, Garrymere Water Supply meeting at Loburn</td>
</tr>
<tr>
<td>Monday 19 February</td>
<td>Meeting with Jim Palmer – WDC Chief Executive</td>
</tr>
<tr>
<td>Tuesday 20 February</td>
<td>Meeting Mayor and Deputy Mayor re Passchendaele Trust</td>
</tr>
<tr>
<td>Wednesday 21 February</td>
<td>Timebank meeting</td>
</tr>
<tr>
<td>Thursday 22 February</td>
<td>District Licensing Committee site visit</td>
</tr>
<tr>
<td>Friday 23 February</td>
<td>District Licensing Committee Hearing</td>
</tr>
<tr>
<td>Wednesday 28 February</td>
<td>Last Wednesday Club</td>
</tr>
<tr>
<td>Wednesday 7 March</td>
<td>All Boards Briefing</td>
</tr>
</tbody>
</table>

2. RECOMMENDATION

THAT the Rangiora-Ashley Community Board:

(a) Receives report No. 180305022847

Jim Gerard QSO
CHAIRPERSON