

Agenda

Oxford-Ohoka Community Board

Wednesday 7 June 2023

7pm

A&P Room
Oxford Town Hall
Main Street
Oxford

Members:

Thomas Robson (Chairperson)

Sarah Barkle (Deputy Chairperson)

Mark Brown

Tim Fulton

Ray Harpur

Niki Mealings

Pete Merrifield

Michelle Wilson



AGENDA CONTENTS – OXFORD-OHOKA COMMUNITY BOARD MEETING

<u>Item Number</u>	<u>Item Topic</u>	<u>Page numbers</u>
3	Confirmation of Minutes	
4.1	Minutes of 3 May 2023	17-26
7	Staff Reports	
7.1	Approval to Consult on the 2023-2027 Waimakariri District Speed Management Plan (Oxford-Ohoka Ward Area)	27-137
7.2	Proposed Roding Capital Works Programme for 2023/24	138-149
7.3	Oxford Ohoka General Landscaping Budget	150-161
7.4	Member for Representation Review Working Party	162-180
7.5	Update of Standing Orders	181-263
9	Chairperson Report	264-265
10	Members Information Exchange	267-271

AGENDA FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD TO BE HELD IN THE A&P ROOM, OXFORD TOWN HALL, MAIN STREET, OXFORD ON WEDNESDAY 7 JUNE 2023 AT 7PM.

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

BUSINESS

PAGES

1. **APOLOGIES**
2. **PUBLIC FORUM**
3. **CONFLICTS OF INTEREST**
4. **CONFIRMATION OF MINUTES**
 - 4.1. **Minutes of the Oxford-Ohoka Community Board – 3 May 2023** 17-26
RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

 - (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 3 May 2023, as a true and accurate record.
 - 4.2. **Matters Arising**
5. **DEPUTATIONS AND PRESENTATIONS**
 - 5.1. **Oxford Dark Sky Initiative - Raul Elias-Drago**

Raul Elias-Drago will be in attendance to present the Oxford Dark Sky initiative.
6. **ADJOURNED BUSINESS**

Nil.

7. **REPORTS**

7.1. **Approval to Consult on the 2023-2027 Waimakariri District Speed Management Plan (Oxford-Ohoka Ward Area) – Shane Binder (Senior Transportation Engineer) and Allie Mace-Cochrane (Transportation Engineer)**

27-137

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 230421056268.

AND

THAT the Oxford-Ohoka Community Board recommends:

THAT the Council:

- (b) **Approves** consultation being undertaken on the Draft Waimakariri Speed Management Plan 2023-2027 (refer to Attachment i), which outlines proposed speed limit changes for implementation between 2023 and June 2027.
- (c) **Approves** the inclusion of the school speed limits, within the Board's ward area (listed in Table 1) being included within the Draft Waimakariri Speed Management Plan 2023-2027 (refer to Attachment i).

Table 1. Extents of school speed limits within the Board's ward area.

School name	Cat.	Proposed Speed Limit	Road Extents	Speed Limit Type
Oxford Area School	1	30 km/h	Bay Road (20 m north of Main Street to 600 m north of Main Street)	Permanent
			Showgate Drive (Bay Road to end of formed public road)	
			Dohrmans Road (Bay Road to end of formed public road)	
Ohoka School	1	30 km/h	Jacksons Road (Mill Road to 550 m south of Mill Road)	
Swannanoa School	2	60 km/h	Tram Road (355 m east of Two Chain Road to 195 m west of Tupelo Place)	
View Hill School	2	60 km/h	Island Road (500 m west of Rampaddock Road to 600 m east of Harmans Gorge Road)	
West Eyreton School	2	60 km/h	School Road (210 m north of North Eyre Road to 260 m south North Eyre Road)	
			North Eyre Road (140 m west of School Road to 340 m east of School Road)	

- (d) **Notes** that Council, as a Road Controlling Authority, must set safe speed limits outside of all schools by June 2027, with 40% of these

needing to occur by June 2024, as required by the *Land Transport Rule: Setting of Speed Limits 2022*.

- (e) **Notes** that the proposed school zone extents are subject to change after consultation progresses with each school.
- (f) **Notes** that the permanent 60 km/h speed zone (outside of Swannanoa School) proposed on Tram Road is subject to the surrounding Tram Road area being reduced to 80 km/h;
- (g) **Approves** the inclusion of the following speed limits, within the Board's ward area listed in Table 2 – Table 11, within the Draft Waimakariri Speed Management Plan 2023-2027 (refer to Attachment i).
 - i. Oxford town centre roads listed in Table 2,

Table 2. Proposed speed limits for the Oxford town centre.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)
Main Street – 93 Main Street to 23 Main Street	50	40
Coney Street – Main Street to end of formed road	50	40
Meyer Street – Main Street to end of formed road	50	40
Redwood Place – Main Street to end of formed road	50	40

- ii. Mandeville area roads listed in Table 3,

Table 3. Proposed speed limits for the Mandeville area.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)
McHughs Road – No. 10 Road to 50 m south of Tram Road	100	60
Mandeville Road – McHughs Road to 70 m south of Ohoka Meadows Drive	100	60
Bradleys Road – 50 m north of Tram Road to 400 m north of Modena Place	100	60
Wards Road – Bradleys Road to 300 m north of Makybe Drive	100	60

- iii. North of Tram Road/Mandeville area roads listed in Table 4,

Table 4. Proposed speed limits for the north of Tram Road/Mandeville area.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)
Two Chain Road – Tram Road to Swannanoa Road	100	80
Pattersons Road – Two Chain Road to McRoberts Road	100	80
Clear View Lane – Pattersons Road to end of formed road	100	60
Mandalea Road – Pattersons Road to McRoberts Road	100	60
Cameo Drive – Mandalea Road to end of formed road	100	60
Tupelo Place – Tram Road to end of formed road	100	80
No. 10 Road – Pattersons Road to Tram Road	100	80
Wards Road – Pattersons Road to 50 m northwest of Makybe Drive	100	80
Dawsons Road – Pattersons Road to Wards Road	100	80
Ashworths Road – Dawsons Road to Mill Road (unsealed)	100	60
Aschens Road -Ashworths Road to end of formed road (unsealed)	100	60
McRoberts Road – Pattersons Road to Mill Road	100	80
McRoberts Road – Mill Road to Barkers Road (unsealed)	100	60
Barkers Road – McRoberts Road to Main Drain Road (unsealed)	100	60
Main Drain Road – Two Chain Road to Threlkelds Road (unsealed)	100	60
Ashworths Road – Mill Road to Plaskett Road	100	80
Bradleys Road – Main Drain Road to 20 m north of Hallfield Drive	100	60
Bradleys Road – Mill Road to 400 m north of Modena Place	100	80
Mill Road – McRoberts Road to 20 m west of Bradleys Road	100	80

- iv. North of Tram Road/Ohoka area roads listed in Table 5,

Table 5. Proposed speed limits for north of Tram Road/Ohoka areas.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)
Whites Road – 210 south of Mill Road to Tram Road	100	80
Jacksons Road – 770 m south of Mill Road to Tram Road	100	80
Raddens Road – Tram Road to Jeffs Drain Road	100	60
Jeffs Drain Road – Tram Road to Butchers Road	100	60
Christmas Road – Mill Road to Butchers Road	100	60
Butchers Road – Christmas Road to Ohoka Road	100	60
Gardiners Road – Tram Road to end of formed road (unsealed)	100	60

- v. South of Tram Road/north of South Eyre Road/Mandeville area roads listed in Table 6,

Table 6. Proposed speed limits for the south of Tram Road/north of South Eyre Road/Mandeville areas.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)
Two Chain Road – Tram Road to North Eyre Road	100	80
North Eyre Road – Two Chain Road to Mandeville Road	100	80
No. 10 Road – Tram Road to South Eyre Road	100	80
West Denbie Lane – North Eyre Road to end of formed road	100	80
Logans Road – North Eyre Road to Mandeville Road	100	80
Mandeville Road – 70 m south of Ohoka Meadows Drive to South Eyre Road	100	80
Baileys Road – Mandeville Road to Whites Road	100	80
Whites Road – Baileys Road to Tram Road	100	80
Baileys Road – Whites Road to Edmunds Road (part unsealed)	100	60
Edmunds Road – Baileys Road to Tram Road	100	60

Chiltons Road – Baileys Road to Mandeville Road	100	60
Moffatts Road – Mandeville Road to South Eyre Road (unsealed)	100	60

- vi. South of Tram Road/north of South Eyre Road/Ohoka area roads listed in Table 7,

Table 7. Proposed speed limits for the south of Tram Road/north of South Eyre Road/Ohoka areas.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)
Woods Road – Tram Road to end of formed road	100	60
Burgesses Road – Tram Road to South Eyre Road (part unsealed) *KTCB Ward Boundary	100	60

- vii. South of South Eyre Road area roads listed in Table 8,

Table 8. Proposed speed limits for the south of South Eyre Road area.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)
Diversion Road – South Eyre Road to Harrs Road (unsealed)	100	60
Harrs Road – South Eyre Road to 1340 m south of South Eyre Road	100	80
Harrs Road – 1340 m south of South Eyre Road to end of formed road (unsealed)	100	60
Clothiers Road – South Eyre Road to end of formed road	100	80
Harpers Road – South Eyre Road to end of formed road *KTCB Ward Boundary	100	80

- viii. South Eyre Road and Tram Road, as listed in Table 9,

Table 9. Proposed speed limits for South Eyre Road/Tram Road.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)
South Eyre Road – Tram Road to 50 m west of Diversion Road *KTCB Ward Boundary (partial extent)	100	80
Tram Road – 200 m west of South Eyre Road to 20 m west of Two Chain Road (excluding proposed Swannanoa permanent 60 km/h school zone)	100	80

- ix. Oxford rural area roads listed in Table 10,

Table 10. Proposed speed limits for the Oxford rural area.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)
Weld Street – 400 m east of High Street to Powells Road	80	60
Barracks Road – Powells Road to 120 m east of Powells Road	80	60
Powells Road – Weld Street to Ashley Gorge Road	100	60
Sales Road – Ashley Gorge Road to 50 m east of Powells Road (unsealed)	100	60
Victoria Street – 400 m east of High Street to Powells Road	100	60
Mcjarrows Road – Powells Road to 650 m east of Powells Road	100	60
Plachatsh Lane – Powells Road to end of formed road	100	60

- x. Cust peri-urban roads listed in Table 11,

Table 11. Proposed speed limits for the Cust peri-urban area.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)
Cust Road – 1782 Cust Road to 85 m west of Tippings Road *RACB Ward Boundary (partial extent)	80	60
Tippings Road – Cust Road to 50 m north of Cust Road *RACB Ward Boundary	80	60

- xi. Intersection Speed Zones listed in Table 12,

Table 12. Proposed variable speed limits for Intersection Speed Zones.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)
Ashley Gorge Road (German Road intersection) – 150 m east of the German Road intersection to 150 m west of the German Road intersection	100	60 (VSL)
Oxford Road (Tram Road intersection) – 150 m east of the Tram Road intersection to 150 m west of the Tram Road intersection	100	60 (VSL)
Tram Road (Two Chain Road intersection) – 150 m east of the Two Chain Road intersection to 150 m west of the Two Chain Road intersection	100	60 (VSL)
Tram Road (Earlys Road intersection) – 150 m east of the Earlys Road intersection to 150 m west of the Earlys Road intersection	100	60 (VSL)

- (h) **Notes** that staff received a petition from residents on Powells Road, McJarrows Road, and Victoria Street (refer to Attachment ii for detail) to reduce the speed limit to 60 km/h. Staff have assessed the area and put forward several proposed speed limit changes in order to ensure consistency of speed limits in the area.
- (i) **Notes** that the Oxford town centre speed limits cannot be decided on until September 2023, when a year passes following the last time these were discussed at the Council (as per the *Local Government Act 2002*); however, under guidance from governance, it is deemed acceptable to consider these for consultation.
- (j) **Notes** that Intersection Speed Zones (ISZ) operate on the major road through an intersection and only turn on when a vehicle approaches on the side road.

- (k) **Notes** that in order to meet requirements regarding minimum length of a road for a speed limit, the removal of any of the proposals from the above tables will require staff to investigate the impact on proposals in the surrounding area and bring an updated report to the Council.
- (l) **Notes** that the proposed speed limits are framed around a regional approach, which has been agreed by staff across Canterbury RCAs and as listed below, which has alignment with the Road to Zero Strategy and the *Land Transport Rule: Setting of Speed limits 2022* guidelines.
- 80 km/h on rural sealed roads.
 - 60 km/h on rural unsealed roads.
 - 40 km/h in urban and settlement areas.
 - 30 km/h around schools, where not deemed Category Two school.
- (m) **Notes** that while this approach is in line with national strategy, it has also been adapted to the local context, and is intended to provide consistency of speed limits, both within the district and on neighbouring Canterbury Council roads.
- (n) **Notes** that Draft Waimakariri Speed Management Plan 2023-2027 also proposes changes to speed limits in the following areas:
- i. North-eastern rural portion of the district (i.e., Sefton/Ashley).
 - ii. South-eastern rural portion of the district (i.e., Swannanoa/Mandeville/Fernside).
 - iii. Rangiora town centre.
 - iv. Kaiapoi town centre.
 - v. Oxford town centre.
 - vi. Sefton urban area.
 - vii. Ashley urban area.
 - viii. Urban roads in Woodend, Pegasus, and Ravenswood.
 - ix. Peri-urban roads in Waikuku and Waikuku Beach.
 - x. All school zones.
 - xi. Roads which have been overlooked in previous speed limit reviews or have been requested by the relevant Community Board.
- (o) **Notes** that following Consultation on the Speed Management Plan, it is recommended that the full Council hold hearings for any submitters who wish to be heard.
- (p) **Notes** that the regional speed management principles included within Attachment i have been developed at a regional level and will be consulted upon as part of the Regional Speed Management Plan.

7.2. **Proposed Roading Capital Works Programme for 2023/24 – Joanne McBride (Roading and Transport Manager)**

138-149

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 230322040088.

AND

THAT the Oxford-Ohoka Community Board recommends:

THAT the Utilities & Roading Committee:

- (b) **Approves** the attached 2023/24 Proposed Roading Capital Works Programme (TRIM No. 230306030136).
- (c) **Authorises** the Roading & Transport Manager to make minor changes to this programme as a result of consultation or technical issues that may arise during the detailed planning phase, provided the approved budgets and levels of service are met, and the changes included in Quarterly Financial reporting.
- (d) **Endorses** the indicative Roading Programme for the 2024/25, 2025/26 and 2026/27 years.

7.3. **Oxford Ohoka General Landscaping Budget – Grant Stephens (Design and Planning Team Leader)**

150-161

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 230526077176.
- (b) **Notes** the Board currently has \$13,733 available to allocate to general landscape projects within the Oxford Ohoka ward from the Boards General Landscaping Budget (PJ 101052.000.5224).
- (c) **Approves** the allocation of \$3,500 towards a grant for the Ashley Gorge Advisory Group towards the costs of the Williams Flat Track.
- (d) **Approves** the allocation of \$3,500 towards a seat within the Ohoka Stream Walkway in Location 1.

OR

- (e) **Approves** the allocation of \$3,500 towards a seat within the Ohoka Stream Walkway in Location 2.
- (f) **Notes** staff will consult with the adjoining landowners to determine the exact location and orientation of the seat in the Ohoka Stream Walkway.
- (g) **Approves** the allocation of \$5,150 towards historic signs within West Eyreton and the use of the previously allocated \$1,850 from the Oak Reserve West Eyreton project to these signs noting that this will mean that a seat will need to await future budget allocation.
- (h) **Approves** Greenspace staff working with a sub-group consisting of Councillor Tim Fulton, Board member Mark Brown and Community Member Bernard Kingsbury to finalise the exact location and style of these signs.
- (i) **Approves** the allocation of \$1,500 towards the purchase of two new FlagTrax for Oxford.

- (j) **Notes** that Greenspace staff would work with Oxford Promotions Action Committee to identify potential budget opportunities to cover the remaining installation costs and to create an ongoing Memorandum of Understanding as to the running of these flags and who is responsible for the costs associated with this.
- (k) **Notes** that should an agreement not be reached with Oxford Promotions Action Committee regarding the FlagTrax, these would not be replaced and the budget would be returned to the Board for future allocation.
- (l) **Notes** this leaves the Board \$83 remaining in the Oxford Ohoka Community Boards General Landscaping Budget.
- (m) **Approves** \$83 being allocated to contingency for the above projects to be used as required should any of these come in over budget at time of implementation.
- (n) **Notes** this will complete the allocation of the available budget within the Oxford Ohoka Community Boards General Landscaping Budget for the 22/23 financial year.

7.4. **Member for Representation Review Working Party – Sarah Nichols (Governance Manager)**

162-180

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 230516070962.
- (b) **Appoints** Board member, (non-Councillor) to the Representation Review Working Party.
- (c) **Notes** that one member (non-Councillor) from each of the Rangiora-Ashley, Kaiapoi-Tuahivi, Woodend-Sefton and Oxford-Ohoka Community Boards would be appointed by their respective Boards to be members of the Representation Review Working Party.
- (d) **Notes** Councillors Goldsworthy, Mealings and Redmond have been appointed by the Council, alongside the Mayor to the membership of the Representation Review Working Party.
- (e) **Notes** the initial work of the group is to determine with further clarity the need to undertake a full Representation Review prior to the 2025 Local Body elections, and report back to the Council prior to December 2023.
- (f) **Notes** the working party meetings will most likely be held on Thursday mornings, on a regular basis once membership is fully established.

7.5. **Update of Standing Orders – Thea Kunkel (Governance Team Leader)**

181-263

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 230525076202.
- (b) **Adopts** the updated Community Board June 2023 (Trim 230524076131), effective from 8 June 2023.

8. CORRESPONDENCE

Nil.

9. CHAIRPERSON'S REPORT

9.1. Chairperson's Report for May 2023

264-265

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report (Trim. 230529077880) from the Oxford-Ohoka Community Board Chairperson.

10. MATTERS FOR INFORMATION

- 10.1. Rangiora-Ashley Community Board Meeting Minutes 8 May 2023.
- 10.2. Woodend-Sefton Community Board Meeting Minutes 10 May 2023.
- 10.3. Kaiapoi-Tuahiwi Community Board Meeting Minutes 15 April 2023.
- 10.4. Spraying and Chemical Usage - Waterways and Roding Spraying Information – Report to Water Zone Committee meeting 6 March 2023 – Circulates to all Boards.
- 10.5. Waimakariri District Council Bylaw and Policy Review Programme– Report to Council meeting 2 May 2023 – Circulates to all Boards.
- 10.6. Three Waters Transition: Scope of Property Transfer– Report to Council meeting 2 May 2023 – Circulates to all Boards.
- 10.7. Voting Method and Representation Review for 2025 Election – Report to Council meeting 2 May 2023 – Circulates to all Boards.
- 10.8. Health, Safety and Wellbeing Report April 2023 – Report to Council meeting 2 May 2023 Circulates to all Boards.
- 10.9. Update of Standing Orders for Council, Cttees, Sub-Cttees Joint Cttees and Hearings– Report to Council Extraordinary meeting 16 May 2023 – Circulates to all Boards.
- 10.10. Aquatics May Update – Report to Community and Recreation Committee meeting 23 May 2023 – Circulates to all Boards.
- 10.11. Libraries update to May 11, 2023– Report to Community and Recreation Committee meeting 23 May 2023 – Circulates to all Boards.
- 10.12. Water Quality and Compliance Annual Report 2021-22 – Report to Utilities and Roding Committee meeting 23 May 2023 – Circulates to all Boards.
- 10.13. On-Demand UV Disinfection headworks site configurations – Report to Utilities and Roding Committee meeting 23 May 2023 – Circulates to all Boards.
- 10.14. Health, Safety and Wellbeing Report – May 2023 – Report to Council meeting 6 June 2023 – Circulates to all Boards.
- 10.15. Submission: Electric Vehicle Charging Infrastructure Strategy– Report to Council meeting 6 June 2023 – Circulates to all Boards.
- 10.16. Customer Satisfaction Survey 2022– Report to Council meeting 6 June 2023 – Circulates to all Boards.
- 10.17. Establishment of a Promotions Associations Review Working Group – Report to Council meeting 6 June 2023 – Circulates to all Boards.
- 10.18. Draft Road Reserve Management Policy – Report to Council meeting 6 June 2023 – Circulates to all Boards.

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

(a) **Receives** the information in Items.10.1 to 10.18.

Note:

1. *The links for Matters for Information were previously circulated to members as part of the relevant meeting agendas.*

11. MEMBERS' INFORMATION EXCHANGE

267-271

- 11.1. **Sarah Barkle** (Trim Ref: 230529078362)
- 11.2. **Pete Merrifield** (Trim Ref: 230529077887)
- 11.3. **Michelle Wilson** (Trim Ref: 230529078164)
- 11.4. **Mark Brown** (Trim Ref: 230529078544)
- 11.5. **Tim Fulton** (Trim Ref: 230531079975)

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.

Any written information submitted by members will be circulated via email prior to the meeting.

12. CONSULTATION PROJECTS

There are no current consultation projects.

13. BOARD FUNDING UPDATE

- 13.1. **Board Discretionary Grant**
Balance as at 31 May 2023: \$39.
- 13.2. **General Landscaping Fund**
Balance as at 31 May 2023: \$13,090.

14. MEDIA ITEMS

15. QUESTIONS UNDER STANDING ORDERS

16. URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NEXT MEETING

The next meeting of the Oxford-Ohoka Community Board is scheduled for 7pm, Tuesday 4 July 2023 at the Oxford Hall.

Workshop

- *Members Forum*

MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA ON WEDNESDAY 3 MAY 2023 AT 7PM

PRESENT

T Robson (Chairperson), S Barkle (Deputy Chairperson), M Brown, T Fulton , N Mealings, P Merrifield and M Wilson.

IN ATTENDANCE

G Cleary (General Manager Utilities and Roading), K Howat (Parks and Facilities Team Leader), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer).

There was one member of the public present.

1. APOLOGIES

Moved: N Mealings Seconded: M Brown

THAT an apology for absence be received and sustained from R Harpur.

CARRIED

2. PUBLIC FORUM

2.1. Lindsay Edwards

L Edwards spoke to the Board regarding questions on submitting on the Woodstock Quarries Resource Consent application. He acknowledged that the original submissions had been made in December 2022 and he queried if he could include additional information that had subsequently come to light when he presented to the hearing panel. He also enquired if he would be allowed to respond directly to expert witness at the hearing even though it may lie outside the framework of that his original submission.

N Mealings noted as far as introducing evidence, you could flesh out a point that you had already made but you could not introduce new information that did not relate to your original submission.

T Robson thought that the Boards submission was quite broad and covered most of the issues. They had the section 42A report and believed that the issues raised in Boards submission had been addressed quite favourably. He agreed that this was a daunting process, and the Board were struggling with it and he understood how a member of the public could feel put off by the process.

S Barkle suggested the best way forward for locals was to comment on known and historic issues rather than get involved with the technicalities. Local knowledge and experience was invaluable to panel members because it was not reliant on models or supposition, it was factual.

It was agreed that the Board meeting should adjourn at 7:18pm to enable the Board to hold a workshop updating the Board on Greenspace projects.

Moved: T Robson

Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Agrees** to adjourn the Board meeting to enable the Board to hold a workshop to update the Board on Greenspace projects.

CARRIED

Moved: T Robson

Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Agrees** that the Board meeting be reconvened.

CARRIED

The Board meeting reconvened at 7:30pm.

3. **CONFLICTS OF INTEREST**

T Robson declared a conflict to item 7.1 as he was a financial member of the Oxford Promotions Action Committee.

N Mealings and T Fulton declared a conflict to item 7.2 as Councillors would be making decisions regarding the Board's submission to the Wamakariri District Council Submission on the 2023/24 Draft Annual Plan.

4. **CONFIRMATION OF MINUTES**

4.1. **Minutes of the Oxford-Ohoka Community Board – 6 April 2023**

Moved: N Mealings

Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 6 April 2023, as a true and accurate record.

CARRIED

4.2. **Matters Arising**

There were no matters arising.

5. **DEPUTATIONS AND PRESENTATIONS**

Nil.

6. **ADJOURNED BUSINESS**

Nil.

It was agreed that the Board meeting should be adjourned at 7:33pm to enable the Board to have a workshop regarding Item 7.1.

Moved: T Robson

Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

- (a) **Agrees** to adjourn the Board meeting to enable the Board to hold a workshop on Item 7.1.

CARRIED

Moved: T Robson

Seconded: M Wilson

THAT the Oxford-Ohoka Community Board:

- (a) **Agrees** that the Board meeting be reconvened.

CARRIED

The Board meeting reconvened at 7:48pm.

7. REPORTS

7.1. Application to the Board's Discretionary Grant Fund 2022/23 – K Rabe (Governance Advisor)

Moved: T Fulton

Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 230417053235.
 (b) **Declines** the application from the Oxford Community Garden.

CARRIED

T Fulton commented that this was the wisest cause of action in the absence of the financial information that the Board required by the criteria and as there were also many competing applications for the funding available.

Moved: M Brown

Seconded: M Wilson

THAT the Oxford-Ohoka Community Board:

- (c) **Declines** the application from the North Canterbury Adventure Club.

CARRIED

M Brown noted that this project would only benefit 20% of their community and there were competing applications which had a better community outcome.

T Robson left the table and S Barkle took the Chair.

Moved: T Fulton

Seconded: M Wilson

THAT the Oxford-Ohoka Community Board:

- (d) **Approves** a grant of \$500 to the Oxford Promotions Action Committee towards advertising its Matariki Winter Lights Festival.

CARRIED

T Fulton commented that believed this was an excellent initiative both in terms of highlighting Oxford as a township destination and also getting the community involved in celebrating Matariki.

N Mealings noted that she was happy to support the motion. She attended the Matariki event in 2022, which was fantastic and the more people that knew about

the event the better. Having the Matariki twist on what was usually the mid-winter Christmas festival made it more relevant.

M Wilson commented that it was great to see these events happening, particularly post-covid and mid winter when connecting people with a sense of belonging was important, as well as raising the profile of Oxford.

T Robson resumed the Chair.

Moved: S Barkle Seconded: M Wilson

THAT the Oxford-Ohoka Community Board:

- (e) **Approves** a grant of \$500 to the West Eyreton School towards the purchase of literacy kits.

CARRIED

M Wilson thought it was great that the school were creating a resource centre for parents and supporting the literacy development of their children.

M Brown noted that it was a good example of a school partnering with the community by utilising Ministry of Education land for a community library and a community pool and included the domain and playground in a joint venture with the Council. It was a great example of a community coming together using the space and the assets together and everyone paid for what they got and used but everyone had access to it.

T Fulton commented that it was important that these community lead facilities were retained. West Eyreton was a really good example of working in partnership to achieve a good social outcome for the community's wellbeing.

K Rabe spoke to the application noting that no financials had been provided by the Club, however she was awaiting a response to her request.

Moved: N Mealings Seconded: T Fulton

THAT the Oxford-Ohoka Community Board:

- (a) **Approves** a grant of \$500 to the Oxford Football Club for the purchase of new footballs subject to the required financial documents being received.

CARRIED

N Mealings commented that she had seen the work that the Club did for the kids on the field. It was magnificent that they were providing free football memberships for under nines which allowed more children to access sport.

7.2. **Ratification of the Oxford-Ohoka Community Board's submission to the Waimakariri District Council and Environmental Canterbury's Draft 2023/24 Annual Plans – T Kunkel (Governance Team Leader)**

Moved: M Brown Seconded: S Barkle

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 230418053465.
- (b) **Retrospectively ratifies** its submission to the Waimakariri District Council Draft 2023/24 Annual Plan (Trim Ref: 230323040267).
- (c) **Retrospectively ratifies** its submission to Environmental Canterbury's Draft 2023/24 Annual Plan (Trim Ref: 230316036707).
- (d) **Notes** that the Chairperson will speak to both submissions at the respective Council hearings.

CARRIED

M Brown thanked those involved with compiling and lodging the submissions.

8. **CORRESPONDENCE**

Nil.

9. **CHAIRPERSON'S REPORT**

9.1. **Chairperson's Report for April 2023**

- Met with West Eyreton residents and discussed concerns regarding the consultation around the Wolffs Road bridge and rifle range. Concerns on the management of the Eyre River was also discussed with residents concerned over the lack of maintenance and the subsequent land loss of their properties.
- Met with S Barkle to discuss Woodstock quarries hearing to discuss which issues they would each cover at the hearings.
- Woodstock quarries update with Andrew – Andrew updated Sarah and Thomas on the evidence he was gathering and how the process would work for submitting it.
- Woodstock quarries update with Andrew and discussed the evidence and expert witnesses and what still needed to be done. Also discussed who would say what at the hearings.
- Oxford Community Trust meeting – Recent fundraising events and upcoming projects were discussed.
- West Eyreton small bore shooting club public meeting – the meeting was well attended with around twenty people. A lot of community interest and the Club held a working bee on 22 April 2023.
- Oxford Promotions Action Committee meeting – gave the group an update on the Woodstock quarry application.
- Attended Environment Canterbury's Annual Plan Hearings. Got a good response from them.
- Attended the voting night for the Oxford Working Mens Club – amazed by the turnout had some good candidates for all positions.

Moved: M Wilson Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report (Trim. 230424057110) from the Oxford-Ohoka Community Board Chairperson.

CARRIED

10. MATTERS FOR INFORMATION

- 10.1. Rangiora-Ashley Community Board Meeting Minutes 12 April 2023.
 10.2. Woodend-Sefton Community Board Meeting Minutes 11 April 2023.
 10.3. Kaiapoi-Tuahwi Community Board Meeting Minutes 17 April 2023.
 10.4. Waimakariri District Council Growth Projections for LTP 2024/34 – Report to Council meeting 4 April 2023 – Circulates to all Boards.
 10.5. ANZAC Day Services 2023 – Report to Council meeting 4 April 2023 – Circulates to all Boards.
 10.6. Health, Safety and Wellbeing Report March 2023 – Report to Council meeting 4 April 2023 – Circulates to all Boards.

Moved: M Brown Seconded: S Barkle

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the information in Items.10.1 to 10.6.

CARRIED

11. MEMBERS' INFORMATION EXCHANGE

M Wilson

- Attended a public meeting regarding the after hours health care service, which provided helpful information. The afterhours demand was growing in Waimakariri by 17% and the workforce challenges were significant. Afterhours was privately owned, would always be delivered privately. There was a representative from South Link talking about the opening hours being from 8am to 10pm seven days a week and there was also a demand to include CT and MRI machines which anyone could use however if you were not an enrolled patient it would be more expensive. There had been some discussion with GPs in Te Whatu Ora regarding what it would look like to have enhanced services and doing some thinking and innovative ideas moving forward.
- Attended the Social Services Expo – fantastic because to go round and engage with representatives from all social services throughout Canterbury.
- Swannanoa School 150th celebrations – A wonderful day of celebration, an amazing Kapa Haka group and hearing stories from past and present.
- Oxford Pensioners Unit Refurbishment Morning Tea – Units were being gradually refurbished and looking great. Met a very happy new tenant who was about to move into the latest refurbished unit.
- Vape Stores Meeting with Dan Rosewarne – Good overview of the issue as it stood and the need for legislation to change. Voiced community concerns.
- Alcohol and Drug Harm Prevention Steering Group Meeting – As minuted. Some new faces in the group and a lot of enthusiasm. Focus on getting a deeper understanding of what was happening in Waimakariri and using that information to develop goals for action.

- Walking Festival – the Kaiapoi River Wellbeing Walk – Brent Cairns shared the story of the Kaiapoi Food Forest. Good turnout of walkers. Showcasing what is on offer in Waimakariri.
- ANZAC Day Service West Eyreton.
- Women's Institute meeting.

P Merrifield

- Attended Oxford Museum Working Bee.
- Oxford A&P Show and helped man the WDC stand.
- Ohoka Farmers Market – very busy.
- Back to Basics – talked with Liz McClure (Rangiora-Ashley Community Board), Councillor Brent Cairns and Paul Cull (Civil Defense).
- Walked the loop track at the Ashley Gorge – Interesting steps and drops.

T Fulton

- Swannanoa School 150th Celebration – Well done to the organisers. The Kapa Haka was exceptional.
- Promotions association meeting with B Cairns and Council staff – Consideration of sustainability issues for promotions groups.
- Meyer Place Oxford social housing refurbishment – Visit to renovated unit, part of the Council upgrade programme for this group of units.
- Waimakariri Water Zone Committee Briefing – CWMS Action Plan Budget applications. Received Top Ten Tips for Lifestylers leaflet. Consideration of a Zone Committee visit to the Council's Lineside Road property 12 June 2023. Discussion on environmental awards – format and entry criteria.
- Oxford Promotions Action Committee Annual General Meeting – A new treasurer and vice president had been appointed; appointment of a secretary pending.
- Utilities and Roading Committee – As minuted.
- Confirmation of Greater Christchurch Partnership approved.
- Pathway for the Urban Growth Programme of Work – briefing.
- Civil Aviation Authority Director visit to Waimakariri – an overview of incoming changes to the regulation and management of airfields like Rangiora.
- Met with G Cleary and C Brown to plan a possible CWMZ Visit to Lineside Road property – discussion of key points for reporting to Waimakariri Zone Committee and Council.

M Brown

- ANZAC Day parade at West Eyreton – was advertised on Council website as a 12pm start but started at 11:30am so many locals missed part or all of the parade – need to find out what happened with the timing.
- Oxford Promotions Action Committee only have one spot to fill now so they can continue with things like the light festival and garage trail. New website was looking good. Deputy Chair elected. Treasurer elected. Still looking for a secretary. Compass FM did a presentation. Looking to refresh their own OPAC signs which could be a landscaping budget consideration. Big events coming up; Matariki Winter lights competition, Garage trail. Water tank trail-is still progressing.

N Mealings

- Council Workshop and Briefing – Presentation by North Canterbury Sport and Recreation Trust regarding various initiatives.
- Mandeville Sports Club (MSC) All Clubs meeting – Monthly meeting with representatives from MSC clubs. Transitioning to winter.
- Greater Christchurch Partnership briefing with Council staff.
- Drug and Alcohol Harm Prevention Steering Group meeting – Chat with E Woods and another group member regarding the focus and mission of the group.
- Open house at refurbished Elderly Persons Housing unit in Meyer Place – met with Council staff responsible for the refurbishment as well as the new tenant and other residents. Looks amazing and a huge transformation.
- Property Portfolio Working Group Meeting.
- Attended public meeting on vaping – held by Dan Rosewarne at Pegasus Community Centre. Discussed local issues and possible changes to regulatory regime.
- Greater Christchurch Partnership Briefing.
- Utilities and Roading Committee Chairperson update with Gerard Cleary.
- Social Services Waimakariri meeting – Networking forum for local social services providers. Discussed Next Steps website, vaping submission, housing issues, Citizens Advice Bureau. Higher community needs presenting and providers struggling with understaffing.
- Chaired Utilities and Roading Committee meeting – Approved scheme design development for Southbrook cycleway for subsequent consultation. Noted increase in Park and Ride facilities.
- Greater Christchurch Partnership Council Briefing.
- Alcohol and Drug Harm Prevention Steering Group meeting – regarding focus of the group, new members, great knowledge around the table.
- Natural Environment Strategy Project Control Group meeting – regarding on going development of strategy.
- Ohoka ANZAC Service – Held in Ohoka Hall, Good turnout, lovely service as always. Privileged to have been asked to speak.
- Attended ANZAC Services at Oxford and West Eyreton.
- Portfolio catchup with staff.
- MSC Catchup with Board Chair and staff – New staff members appointed to liaise with MSC Board.
- Attended online Hydrogen Opportunities forum.
- Rangiora Airfield suite visit.
- Council meeting – as minuted.
- Community Wellbeing North Canterbury Trust Board Meeting.
- Waimakariri Youth Council meeting – Planning exercise and had staff discuss transport strategy with Youth Councillors.

S Barkle

- Woodstock Quarries discussion – Meeting with T Robson and Andrew to discuss progress, what we need to work on going forward.
- Meeting with T Robson – Discussion about how they split the evidence for the Woodstock Hearing and Environment Canterbury deputation.
- Woodstock Quarries – Meeting with T Robson and Andrew to discuss how they were going to tackle the hearing. Now need to write up specific points of interest that they will be talking to.
- Ohoka ANZAC Day Service – was a lovely service held in the Ohoka Hall. Great to see some youth there, heard some interesting stories and a great speech by N Mealings.
- Deputation to Environment Canterbury Annual Plan Hearings.
- Meeting with Millfield residents regarding drainage issues.
- Oxford resident had asked if there could be some consideration into a collection point for unwanted items. A lady had started a food exchange and was finding she was being exchanged for items rather than food. This seemed to highlight a need for such a drop off service in Oxford.
- Waimakariri IrrigationLtd's Dam proposal at Wrights Road was to go to its final deciding vote at the end of April 2023 but had been postponed for six to eight weeks.

M Brown asked how the Boards Facebook page was going. T Robson noted that it was going well, he had put a few posts up, the most successful being about the Woodstock Quarry which seemed to generate a lot of engagement.

T Fulton asked about the Wrights Road dam and if S Barkle had a broad understanding of what the delay was. S Barkle believed it was to do with their pricing and not enough information to make a decision.

12. CONSULTATION PROJECTS

There are no current consultation projects.

13. BOARD FUNDING UPDATE**13.1. Board Discretionary Grant**

Balance as at 30 April 2023: \$1,539.

13.2. General Landscaping Fund

Balance as at 30 April 2023: \$13,090.

14. MEDIA ITEMS**15. QUESTIONS UNDER STANDING ORDERS**

16. **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

NEXT MEETING

The next meeting of the Oxford-Ohoka Community Board is scheduled for 7pm, Wednesday 7 June 2023 at the Oxford Hall.

<p style="text-align: center;">Workshop <i>(8:34pm to 9:01pm)</i></p> <ul style="list-style-type: none">• <i>Members Forum</i>

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 9.01pm.

CONFIRMED

Chairperson

Date

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: RDG-31-22 / 230421056268

REPORT TO: OXFORD-OHOKA COMMUNITY BOARD

DATE OF MEETING: 7th June 2023

AUTHOR(S): Shane Binder – Senior Transportation Engineer
Allie Mace-Cochrane – Transportation Engineer

SUBJECT: Approval to Consult on the 2023-2027 Waimakariri District Speed Management Plan (Oxford-Ohoka Ward Area)

ENDORSED BY:
(for Reports to Council, Committees or Boards)


 General Manager


 Chief Executive

1. SUMMARY

- 1.1. The purpose of this report is to seek a recommendation to Council, from the Board, to consult on the 2023-2027 Waimakariri District Speed Management Plan (refer to Attachment i for detail).
- 1.2. In May 2022, *the Land Transport Rule: Setting of Speed Limits 2017* was revoked and replaced with the *Land Transport Rule: Setting of Speed Limits 2022*. This legislation changes the way which a Road Controlling Authority (RCA) sets speed limits on roads under its control and requires each RCA to develop and implement a Speed Management Plan.
- 1.3. The Director of Land Transport has advised that all road controlling authorities must develop, consult upon, and implement the Speed Management Plan for its area before the following dates:

Deadline	Date	Description
First deadline	5 October 2023	The final date for the publication of any consultation draft speed management plan
Second deadline	29 March 2024	The final date for submitting the final draft speed management plan for certification

- 1.4. Staff are working to ensure that the Waimakariri District Council Speed Management Plan is in place ahead of the timeframes as set out and to help inform the next Regional Land Transport Plan (RLTP) bid and the Long-Term Plan.
- 1.5. Staff have combined proposed interim changes to speed limits and the 2024-2027 Speed Management Plan into one document, forming the 2023-2027 Speed Management Plan. This means that the community will not be asked to provide feedback on two documents, with similar information, within a matter of months.
- 1.6. The recommended option is to approve consultation being undertaken on the Draft Waimakariri Speed Management Plan 2023-2027, and all of the roads included in the plan and within the Board's ward area listed in this report, as the intention is to seek community feedback on the matter.

Attachments:

- i. 2023-2027 Speed Management Plan – Draft version with track changes (TRIM No. 230525076931)
- ii. Petition for Reduced Speed at Oxford Intersection (TRIM No. 230420055717)
- iii. Communications and Engagement Plan (TRIM No. 230210017625)

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 230421056268.

AND

THAT the Oxford-Ohoka Community Board recommends:

THAT the Council:

- (b) **Approves** consultation being undertaken on the Draft Waimakariri Speed Management Plan 2023-2027 (refer to Attachment i), which outlines proposed speed limit changes for implementation between 2023 and June 2027.
- (c) **Approves** the inclusion of the school speed limits, within the Board's ward area (listed in Table 1) being included within the Draft Waimakariri Speed Management Plan 2023-2027 (refer to Attachment i).

Table 1. Extents of school speed limits within the Board's ward area.

School name	Cat.	Proposed Speed Limit	Road Extents	Speed Limit Type
Oxford Area School	1	30 km/h	Bay Road (20 m north of Main Street to 600 m north of Main Street)	Permanent
			Showgate Drive (Bay Road to end of formed public road)	
			Dohrmans Road (Bay Road to end of formed public road)	
Ohoka School	1	30 km/h	Jacksons Road (Mill Road to 550 m south of Mill Road)	
Swannanoa School	2	60 km/h	Tram Road (355 m east of Two Chain Road to 195 m west of Tupelo Place)	
View Hill School	2	60 km/h	Island Road (500 m west of Rampaddock Road to 600 m east of Harmans Gorge Road)	
West Eyreton School	2	60 km/h	School Road (210 m north of North Eyre Road to 260 m south North Eyre Road)	
			North Eyre Road (140 m west of School Road to 340 m east of School Road)	

- (d) **Notes** that Council, as a Road Controlling Authority, must set safe speed limits outside of all schools by June 2027, with 40% of these needing to occur by June 2024, as required by the *Land Transport Rule: Setting of Speed Limits 2022*.

- (e) **Notes** that the proposed school zone extents are subject to change after consultation progresses with each school.
- (f) **Notes** that the permanent 60 km/h speed zone (outside of Swannanoa School) proposed on Tram Road is subject to the surrounding Tram Road area being reduced to 80 km/h;
- (g) **Approves** the inclusion of the following speed limits, within the Board's ward area listed in Table 2 – Table 11, within the Draft Waimakariri Speed Management Plan 2023-2027 (refer to Attachment i).
- i. Oxford town centre roads listed in Table 2,

Table 2. Proposed speed limits for the Oxford town centre.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)
Main Street – 93 Main Street to 23 Main Street	50	40
Coney Street – Main Street to end of formed road	50	40
Meyer Street – Main Street to end of formed road	50	40
Redwood Place – Main Street to end of formed road	50	40

- ii. Mandeville area roads listed in Table 3,

Table 3. Proposed speed limits for the Mandeville area.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)
McHughs Road – No. 10 Road to 50 m south of Tram Road	100	60
Mandeville Road – McHughs Road to 70 m south of Ohoka Meadows Drive	100	60
Bradleys Road – 50 m north of Tram Road to 400 m north of Modena Place	100	60
Wards Road – Bradleys Road to 300 m north of Makybe Drive	100	60

iii. North of Tram Road/Mandeville area roads listed in Table 4,

Table 4. Proposed speed limits for the north of Tram Road/Mandeville area.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)
Two Chain Road – Tram Road to Swannanoa Road	100	80
Pattersons Road – Two Chain Road to McRoberts Road	100	80
Clear View Lane – Pattersons Road to end of formed road	100	60
Mandalea Road – Pattersons Road to McRoberts Road	100	60
Cameo Drive – Mandalea Road to end of formed road	100	60
Tupelo Place – Tram Road to end of formed road	100	80
No. 10 Road – Pattersons Road to Tram Road	100	80
Wards Road – Pattersons Road to 50 m northwest of Makybe Drive	100	80
Dawsons Road – Pattersons Road to Wards Road	100	80
Ashworths Road – Dawsons Road to Mill Road (unsealed)	100	60
Aschens Road -Ashworths Road to end of formed road (unsealed)	100	60
McRoberts Road – Pattersons Road to Mill Road	100	80
McRoberts Road – Mill Road to Barkers Road (unsealed)	100	60
Barkers Road – McRoberts Road to Main Drain Road (unsealed)	100	60
Main Drain Road – Two Chain Road to Threlkelds Road (unsealed)	100	60
Ashworths Road – Mill Road to Plaskett Road	100	80
Bradleys Road – Main Drain Road to 20 m north of Hallfield Drive	100	60
Bradleys Road – Mill Road to 400 m north of Modena Place	100	80
Mill Road – McRoberts Road to 20 m west of Bradleys Road	100	80

- iv. North of Tram Road/Ohoka area roads listed in Table 5,

Table 5. Proposed speed limits for north of Tram Road/Ohoka areas.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)
Whites Road – 210 south of Mill Road to Tram Road	100	80
Jacksons Road – 770 m south of Mill Road to Tram Road	100	80
Raddens Road – Tram Road to Jeffs Drain Road	100	60
Jeffs Drain Road – Tram Road to Butchers Road	100	60
Christmas Road – Mill Road to Butchers Road	100	60
Butchers Road – Christmas Road to Ohoka Road	100	60
Gardiners Road – Tram Road to end of formed road (unsealed)	100	60

- v. South of Tram Road/north of South Eyre Road/Mandeville area roads listed in Table 6,

Table 6. Proposed speed limits for the south of Tram Road/north of South Eyre Road/Mandeville areas.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)
Two Chain Road – Tram Road to North Eyre Road	100	80
North Eyre Road – Two Chain Road to Mandeville Road	100	80
No. 10 Road – Tram Road to South Eyre Road	100	80
West Denbie Lane – North Eyre Road to end of formed road	100	80
Logans Road – North Eyre Road to Mandeville Road	100	80
Mandeville Road – 70 m south of Ohoka Meadows Drive to South Eyre Road	100	80
Baileys Road – Mandeville Road to Whites Road	100	80
Whites Road – Baileys Road to Tram Road	100	80
Baileys Road – Whites Road to Edmunds Road (part unsealed)	100	60
Edmunds Road – Baileys Road to Tram Road	100	60
Chiltons Road – Baileys Road to Mandeville Road	100	60
Moffatts Road – Mandeville Road to South Eyre Road (unsealed)	100	60

vi. South of Tram Road/north of South Eyre Road/Ohoka area roads listed in Table 7,

Table 7. Proposed speed limits for the south of Tram Road/north of South Eyre Road/Ohoka areas.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)
Woods Road – Tram Road to end of formed road	100	60
Burgesses Road – Tram Road to South Eyre Road (part unsealed) *KTCB Ward Boundary	100	60

vii. South of South Eyre Road area roads listed in Table 8,

Table 8. Proposed speed limits for the south of South Eyre Road area.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)
Diversion Road – South Eyre Road to Harrs Road (unsealed)	100	60
Harrs Road – South Eyre Road to 1340 m south of South Eyre Road	100	80
Harrs Road – 1340 m south of South Eyre Road to end of formed road (unsealed)	100	60
Clothiers Road – South Eyre Road to end of formed road	100	80
Harpers Road – South Eyre Road to end of formed road *KTCB Ward Boundary	100	80

viii. South Eyre Road and Tram Road, as listed in Table 9,

Table 9. Proposed speed limits for South Eyre Road/Tram Road.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)
South Eyre Road – Tram Road to 50 m west of Diversion Road *KTCB Ward Boundary (partial extent)	100	80
Tram Road – 200 m west of South Eyre Road to 20 m west of Two Chain Road (excluding proposed Swannanoa permanent 60 km/h school zone)	100	80

- ix. Oxford rural area roads listed in Table 10,
Table 10. Proposed speed limits for the Oxford rural area.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)
Weld Street – 400 m east of High Street to Powells Road	80	60
Barracks Road – Powells Road to 120 m east of Powells Road	80	60
Powells Road – Weld Street to Ashley Gorge Road	100	60
Sales Road – Ashley Gorge Road to 50 m east of Powells Road (unsealed)	100	60
Victoria Street – 400 m east of High Street to Powells Road	100	60
Mcjarrows Road – Powells Road to 650 m east of Powells Road	100	60
Plachatsh Lane – Powells Road to end of formed road	100	60

- x. Cust peri-urban roads listed in Table 11,

Table 11. Proposed speed limits for the Cust peri-urban area.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)
Cust Road – 1782 Cust Road to 85 m west of Tippings Road *RACB Ward Boundary (partial extent)	80	60
Tippings Road – Cust Road to 50 m north of Cust Road *RACB Ward Boundary	80	60

- xi. Intersection Speed Zones listed in Table 12,

Table 12. Proposed variable speed limits for Intersection Speed Zones.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)
Ashley Gorge Road (German Road intersection) – 150 m east of the German Road intersection to 150 m west of the German Road intersection	100	60 (VSL)
Oxford Road (Tram Road intersection) – 150 m east of the Tram Road intersection to 150 m west of the Tram Road intersection	100	60 (VSL)
Tram Road (Two Chain Road intersection) – 150 m east of the Two Chain Road intersection to 150 m west of the Two Chain Road intersection	100	60 (VSL)
Tram Road (Earlys Road intersection) – 150 m east of the Earlys Road intersection to 150 m west of the Earlys Road intersection	100	60 (VSL)

- (h) **Notes** that staff received a petition from residents on Powells Road, McJarrows Road, and Victoria Street (refer to Attachment ii for detail) to reduce the speed limit to 60 km/h. Staff have assessed the area and put forward several proposed speed limit changes in order to ensure consistency of speed limits in the area.
- (i) **Notes** that the Oxford town centre speed limits cannot be decided on until September 2023, when a year passes following the last time these were discussed at the Council (as per the *Local Government Act 2002*); however, under guidance from governance, it is deemed acceptable to consider these for consultation.
- (j) **Notes** that Intersection Speed Zones (ISZ) operate on the major road through an intersection and only turn on when a vehicle approaches on the side road.
- (k) **Notes** that in order to meet requirements regarding minimum length of a road for a speed limit, the removal of any of the proposals from the above tables will require staff to investigate the impact on proposals in the surrounding area and bring an updated report to the Council.
- (l) **Notes** that the proposed speed limits are framed around a regional approach, which has been agreed by staff across Canterbury RCAs and as listed below, which has alignment with the Road to Zero Strategy and the *Land Transport Rule: Setting of Speed limits 2022* guidelines.
- 80 km/h on rural sealed roads.
 - 60 km/h on rural unsealed roads.
 - 40 km/h in urban and settlement areas.
 - 30 km/h around schools, where not deemed Category Two school.
- (m) **Notes** that while this approach is in line with national strategy, it has also been adapted to the local context, and is intended to provide consistency of speed limits, both within the district and on neighbouring Canterbury Council roads.
- (n) **Notes** that Draft Waimakariri Speed Management Plan 2023-2027 also proposes changes to speed limits in the following areas:
- i. North-eastern rural portion of the district (i.e., Sefton/Ashley).
 - ii. South-eastern rural portion of the district (i.e., Swannanoa/Mandeville/Fernside).
 - iii. Rangiora town centre.
 - iv. Kaiapoi town centre.
 - v. Oxford town centre.
 - vi. Sefton urban area.
 - vii. Ashley urban area.
 - viii. Urban roads in Woodend, Pegasus, and Ravenswood.
 - ix. Peri-urban roads in Waikuku and Waikuku Beach.
 - x. All school zones.
 - xi. Roads which have been overlooked in previous speed limit reviews or have been requested by the relevant Community Board.
- (o) **Notes** that following Consultation on the Speed Management Plan, it is recommended that the full Council hold hearings for any submitters who wish to be heard.
- (p) **Notes** that the regional speed management principles included within Attachment i have been developed at a regional level and will be consulted upon as part of the Regional Speed Management Plan.

2. **BACKGROUND**

- 2.1. Refer to Attachment i for background information on the Safe System Approach, Waka Kotahi's guiding principles for speed management, and the new legislative requirements under the *Land Transport Rule: Setting of Speed Limits 2022*.

- 2.2. Initially, staff drafted an Interim Speed Management Plan to cover years 2023-2024 and a full Speed Management Plan to cover years 2024-2027. However, at the recommendation of the Director of Land Transport, staff have now combined these two plans into one. This will result in a delay of approximately two months for implementing speed limits on roads which were to be included within the interim plan. However, it does provide much better clarity for community engagement, with the community being asked to provide feedback on the plan as a whole rather than two separate engagements which could cause confusion.
- 2.3. The draft version of the Waimakariri District Speed Management Plan 2023-2027 is provided in Attachment i. This document provides a summary of speed management, policies and guidelines that speed management aligns with, a ten-year vision, and the implementation programme for the next four years. The information provided aligns with what is required by the *Land Transport Rule: Setting of Speed Limits 2022*.
- 2.4. Due to the availability of funding for speed signage and the extent of the Waimakariri District roads, staff are a staged approach to review speed limits over a ten-year period, utilising an area-based approach. This will ensure that there are consistent speed limits within an area, rather than being on an ad-hoc basis across the district if being completed using a road category approach.
- 2.5. The focus of 2023-2027 Speed Management Plan is as follows:
- North-eastern rural portion of the district (i.e., Sefton/Ashley),
 - south-eastern rural portion of the district (i.e., Swannanoa/Mandeville/Fernside),
 - Rangiora town centre,
 - Kaiapoi town centre,
 - Oxford town centre,
 - Sefton urban area
 - Ashley urban area
 - urban roads in Woodend, Pegasus, and Ravenswood,
 - peri-urban roads in Waikuku an Waikuku Beach,
 - all school zones,
 - roads which have been overlooked in previous speed limit reviews or have been requested by the relevant Community Board.
- 2.6. Subsequent Speed Management Plans will focus on the areas listed below.
- North-western rural portion of the district (i.e., Loburn/Glentui) – 2027-2030.
 - Urban roads in Kaiapoi – 2027-2030.
 - South-western and western rural portion of the district (i.e., West Eyreton/Oxford) – 2030-2033.
 - Urban roads in Oxford – 2030-2033.
 - Urban roads in Rangiora – 2030-2033.
- 2.7. The *Land Transport Rule: Setting of Speed Limits 2022* sets out the process which a RCA must undertake to review a speed limit. This involves having regard to data provided by Waka Kotahi.
- 2.8. Staff have undertaken a calculation process utilising the Waka Kotahi *Infrastructure Risk Rating Manual* and *Speed Management Guide: Road to Zero Edition*, to determine the safe and appropriate speed for each road section. The safe and appropriate speed is determined from the road function under the One Network Framework (ONF) categorisation, which has replaced the One Network Road Classification system used previously. In the *Speed Management Guide*, a range of safe and appropriate speeds and criteria are provided for each ONF category, which staff then assessed against the specific road corridor. The safe and appropriate speed from the *Speed Management Guide* was then compared with the one provided in Waka Kotahi's database.

2.9. Regional collaboration has been carried out with other RCAs across Canterbury to understand and agree approaches to speed management, to ensure consistency across the region. The agreed approach, where practicable, for the first iteration of the Speed Management Plan is as follows:

- 80 km/h on rural sealed roads.
- 60 km/h on rural unsealed roads.
- 40 km/h in urban and settlement areas.
- 30 km/h around schools, where not deemed a Category Two school.

This approach is intended to provide consistency for road users across the Waimakariri District and between adjacent Council jurisdictions. This should also provide consistency for drivers taking journeys across multiple Council jurisdictions within the Canterbury Region. The approach has been influenced by safe and appropriate speed information provided by Waka Kotahi; however, has been adapted to suit local conditions.

2.10. Regionally there is support for the principle of 40 km/h urban speed limits and 80 km/h rural speed limits. The 40 km/hr urban speed limit is proposed to be applied across a number of township / settlement local roads. It is noted that most RCAs are still formalising their full Speed Management Plans.

2.11. Where there is misalignment between the safe and appropriate speed determined from the *Speed Management Guide*, and the one from Waka Kotahi's database, the RCA (in this case, Waimakariri District Council) needs to provide reasoning as to why that speed limit is being proposed. It is then up to the Director of Land Transport to decide whether the proposal and reasoning is suitable.

2.12. A Speed Management Plan can either be approved by the Director or returned to the RCA with comments. The RCA must make changes to the plan in alignment with the comments provided and resubmit to the Director. Once a plan is approved, the RCA can begin implementing the proposed speed limit changes.

2.13. Staff have presented this information to the Board previously and have taken the feedback provided in these workshops into consideration.

3. ISSUES AND OPTIONS

3.1. The Director of Land Transport has advised that all road controlling authorities are required to develop, consult upon, and implement a Speed Management Plan for its area of responsibility before the following dates:

- First deadline: 5th October 2023 (final date for publication of any consultation draft speed management plan).
- Second deadline: 29th March 2024 (final date for submitting the final speed management plan for certification).

- 3.2. With the area-based approach to speed management noted in Section 2, the Community Board and Council should note that any roads listed within the recommendation that are removed, will likely be brought back for consideration by the Board/Council in three years. At that time, staff will still be proceeding with the review of other areas, this will result in an increase to the scope of the subsequent Speed Management Plan and the budget required.
- 3.3. Staff have been working alongside Waka Kotahi to determine suitable speed limit types for all the school zones within the district (i.e., permanent or variable). Where these school speed limits are proposed on roads which are not considered high volume/collector roads, a permanent speed limit is considered to be the most appropriate. This is because they align with the safe and appropriate speeds for those roads, and so would likely be reviewed and reduced in the future.
- 3.4. In addition, the cost of installing variable speed limit signs outside of all schools would be substantial and has not been allowed for in Annual Plan or Long-Term Plan funding. It should also be noted that while co-funding is being sought from Waka Kotahi signage and markings associated with the school zone, this would not be sufficient to cover the cost of variable speed limit signage outside of all schools within the district.
- 3.5. Where an RCA is proposing speed limits which do not align with the safe and appropriate speed limit deemed by Waka Kotahi, they must provide a reason behind this. The Director of Land Transport then decides whether this reasoning is suitable. If it is deemed inadequate, then the Speed Management Plan will be returned with comments. The RCA must give effect to these comments and make amendments to the Speed Management Plan, which can then go back to the Director for approval. Failure to give effect to these comments will result in the RCA having an unapproved plan, which cannot be enacted. This is also likely to affect the ability of the RCA to seek co-funding shares for works associated with speed management.
- 3.6. The south-eastern portion of the district has become a focus due to development and the high (and increasing) volumes of traffic which use some of the roads in this area. Tram Road and South Eyre Road are also considered within Waka Kotahi's high benefit speed management areas, which they suggest should be addressed as soon as possible.
- 3.7. The following options are available to the Oxford-Ohoka Community Board:
- 3.8. Option One: Recommend to the Council that consultation is undertaken on all of the roads listed in this report.
- 3.8.1. This option involves the Oxford-Ohoka Community Board recommending to the Council that this report is approved and staff are granted authorisation to undertake consultation on all of the roads listed in the recommendation and the related draft Speed Management Plan (refer to Attachment i).
- 3.8.2. This is the recommended option because it enables the community and key stakeholders to provide feedback on whether a changed speed limit would be suitable for these roads. It also ensures the RCA is fulfilling its duty under the *Land Transport Rule: Setting of Speed Limits 2022* for setting safe and appropriate speeds on local roads, and providing this information to the public.
- 3.9. Option Two: Recommend to the Council that consultation is undertaken on an amended scope of the roads listed in this report.
- 3.9.1. This option involves the Oxford-Ohoka Community Board recommending to the Council that an amended scope of speed limit changes be approved for public consultation.
- 3.9.2. Any roads which are removed would then need to be reconsidered in a future Speed Management Plan, which will see the scope, and cost for installation of signage and other speed management works increase for that three-year period.

- 3.9.3. The proposed speed limit in the recommendation has been determined following the legislated process. Where the proposal does not align with the safe and appropriate speed contained in the Waka Kotahi database, staff have provided reasoning for this, as is indicated in the appendices of Attachment i. Therefore, where the Board recommends a speed limit change that does not align with the safe and appropriate speed determined for the road, then reasoning will need to be provided. There is however a risk that this will not be approved by the Director of Land Transport when it comes to assessing the Waimakariri Speed Management Plan.
- 3.9.4. The *Land Transport Rule: Setting of Speed Limits 2022* specifically legislates the setting of safe speed limits outside of schools by June 2027. Therefore, the Council, as a RCA, will be required to meet the requirements of this legislation.
- 3.9.5. This is not the recommended option as staff have, where practicable, ensured consistency of speed limits within an area. The removal of any road will also require an assessment to be undertaken by staff to determine whether the minimum length requirements for speed limits are still obtained on the surrounding roads. Overall, this may mean that Council, as a RCA, does not meet the deadlines set by the Director of Land Transport (refer to Section 3.1).
- 3.10. Option Three: Recommend to the Council that consultation is not undertaken on any of the roads listed in this report.
- 3.10.1. The Oxford-Ohoka Community Board may choose to recommend that the Council does not approve consultation occurring on the speed limits proposed within this report.
- 3.10.2. This is not the recommended option because these roads will need to be reviewed at, so delaying it, will only increase the scope and budget required for future Speed Management Plans.
- 3.10.3. The *Land Transport Rule: Setting of Speed Limits 2022* specifically legislates the setting of safe speed limits outside of schools by June 2027. Therefore, the Council, as a RCA, will be in breach of this legislation if any speed limits relevant to the school zones are removed.
- 3.11. Implications for Community Wellbeing
- 3.11.1. There are implications on community wellbeing by the issues and options that are the subject matter of this report.
- 3.11.2. As such, community feedback will be sought on the matters detailed in this report. This will be consolidated and brought to the Hearings Panel deliberations, to be considered alongside other hearing submissions.
- 3.12. The Management Team has reviewed this report and support the recommendations.

4. COMMUNITY VIEWS

4.1. Mana whenua

- 4.1.1. Te Ngāi Tūāhuriri hapū are likely to be affected by or have an interest in the subject matter of this report.
- 4.1.2. Engagement with Te Ngāi Tūāhuriri hapū will be progressed following the approval of this report.

4.2. **Groups and Organisations**

- 4.2.1. There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.
- 4.2.2. Key stakeholder engagement will be carried out alongside the public engagement. The relevant groups and organisations are listed below.
- Te Whata Ora (formerly the Canterbury District Health Board)
 - Environment Canterbury
 - Fire and Emergency New Zealand
 - The New Zealand Police
 - New Zealand Automobile Association
 - New Zealand Trucking Association
 - Road Transport Association
 - Road Transport Forum
 - Waka Kotahi
 - Waimakariri District schools
- 4.2.3. The feedback from the engagement with the key stakeholders will be consolidated and brought to the Hearings Panel deliberations. This will be considered alongside the other hearing submissions.

4.3. **Wider Community**

- 4.3.1. The wider community is likely to be affected by, or to have an interest in the subject matter of this report.
- 4.3.2. Once the recommendations in this report have been approved by the Council, public engagement will begin. This will be undertaken in accordance with the Communications and Engagement Plan (refer to Attachment iii for detail).
- 4.3.3. Due to the scale of the proposals, the public will be asked to provide feedback on speed limits across an area, rather than on individual roads. However, staff will still consider feedback received for specific roads. The public will also be asked to respond to generic questions around the topic of speed, speed limits, and speed management, to allow staff to start formulating data on public perceptions.
- 4.3.4. The feedback from the engagement with the community will be consolidated and brought to the Hearings Panel deliberations. This will be considered alongside the other hearing submissions.

5. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

5.1. **Financial Implications**

- 5.1.1. There are financial implications of the decisions sought by this report and this budget is included in the Annual Plan/Long Term Plan.
- 5.1.2. There is a cost associated with undertaking consultation; however, there is adequate budget available through existing Roading budgets.
- 5.1.3. The majority of the cost associated with changing speed limits is in signage. This has been estimated to cost \$150,000 annually (2024-2027), noting that there is separate budget for signage in the Tram Road area. This will be included in the Long-Term Plan and staff will seek co-funding from Waka Kotahi as part of the 2024-2027 NLTP.

- 5.1.4. Budget for the school speed limit changes has been signaled in the 2023/24 Annual Plan. It should be noted that variable speed signage has only been budgeted for outside a small number of schools, where the frontage is on high volume road or traffic count data suggests compliance will be poor. Generally permanent signs have been allowed on quitter side roads. Increasing the number of variable speed limit signs will exceed the budget available, and extra funding would be require to achieve this.
- 5.1.5. There is \$40,000 included in the Annual Plan for speed management in the 2023/2024 financial year.

5.2. Sustainability and Climate Change Impacts

- 5.2.1. The recommendations in this report do have sustainability and/or climate change impacts.
- 5.2.2. Whilst not the reason for reviewing and reducing speed limits, emissions are reduced by travelling consistently at lower speeds, reducing speed changes, which contribute the highest emissions from vehicles.
- 5.2.3. Lower speed limits also lead to individuals feeling safer within the road corridor and hence generates more interest in lower-emissions modes of transport, such as walking, cycling, and horse-riding.

5.3. Risk Management

- 5.3.1. There are risks arising from the adoption/implementation of the recommendations in this report.
- 5.3.2. Some of the proposed speed limit changes are on ward area boundaries. There is therefore a risk of one board approving community engagement being undertaken on a road and the other board not approving it. As this report is seeking a recommendation from the Community Board for Council, this risk can be mitigated, as Council will have the final decision-making power. Where there is disagreement between boards for roads on the ward boundary, staff will ensure this is highlighted to the Council when it is being considered.
- 5.3.3. There is a risk that lower speeds will not be supported. Ongoing education about the social cost of crashes and the positive benefits from lower speeds will be required

5.4. Health and Safety

- 5.4.1. There are perceived health and safety risks arising from the adoption/implementation of the recommendations in this report, as this will just enable community engagement to occur on the proposed speed limits.
- 5.4.2. Any reduction in speed limit, if ultimately approved, is expected to reduce the risk of death or serious injury as a result of traffic crashes.

6. CONTEXT

6.1. Consistency with Policy

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

6.2. Authorising Legislation

- 6.2.1. The *Local Government Act 2002* and *Land Transport Rule: Setting of Speed Limits 2022* outlines the responsibility of the RCA. Furthermore, it is required that the speed limits associated with the Speed Management Plan and the Speed Management Plan itself, are approved by the Director of Land Transport, before any changes to posted speed limits can be made.

6.3. **Consistency with Community Outcomes**

6.3.1. The Council's community outcomes are relevant to the actions arising from recommendations in this report.

6.3.2. There is a safe environment for all.

- Harm to people from natural and man-made hazards is minimised.
- Crime, injury, and harm from road crashes, gambling, and alcohol abuse are minimised.

6.3.3. Transport is accessible, convenient, reliable, and sustainable.

- The standard of our District's roads is keeping pace with increasing traffic numbers.

6.4. **Authorising Delegations**

6.4.1. The Community Board are responsible for considering any matters of interest or concern within their ward area, as per Part 3 of the Waimakariri District Council *Delegations Manual*.

6.4.2. The Council are responsible for approving the Speed Management Plan which is to be sent to Waka Kotahi seeking approval from the Director of Land Transport.



Speed Management Plan

2023-2027

Roading | May 2023



Contents

Contents	1	Speed Monitoring and Measures	14
Introduction	2	Speed Management Infrastructure	15
Background	2	Speed Limits in Future Development....	15
Road to Zero Vision	3	Four-Year Implementation Programme	16
A Safe System	3	Speed Limits.....	16
Waimakariri District Road Network.....	5	Speed Limits Around Schools.....	42
Waimakariri District Crash Statistics.....	5	Safety Infrastructure	48
Previous Speed Reviews and Service Request History	7	References	50
Development of the Plan	8	Appendix A – Policies, Strategies and Guidelines	51
Council’s Role in Setting Speed Limits...	8	Appendix B – Urban Development Extents	53
Guiding Values.....	8	Appendix C – Safe and Appropriate Speed Alignment	54
Canterbury Regional Approach	9	Appendix D – Speed Limit Extent Maps	61
Ten-Year Vision	12		
Council Objectives	12		
One Network Framework	12		
Strategic Alignment	13		
Network Approach to Speed Management	13		

Introduction

The Waimakariri District has a widespread network of both urban and rural roads. These are utilised by people using many modes of transport, and it is important that these are catered for safely to achieve the Council's Community Outcomes.

Developing a Speed Management Plan is a new requirement, given effect to by the *Land Transport Rule: Setting of Speed Limits 2022*. The intention of the plan is to make every road within the district as safe as possible, considering road function, design, and use, whilst maintaining efficiencies across the network. It also aims to provide consistent speeds across the district's road network and into neighbouring Councils' jurisdictions.

All road controlling authorities are required to have addressed speeds outside of all schools by June 2027, and as such, is one of the main focuses of this iteration of the Waimakariri District Speed Management Plan. There are also proposals in the north-eastern and south-eastern portions of the districts, as we work towards addressing our rural areas.

The *Land Transport Rule: Setting of Speed Limits 2022* requires community consultation to occur on the plan, hence, this Waimakariri District Speed Management Plan for the 2023-2027 years is in draft form.

We look forward to hearing and receiving community responses towards the proposed approach to speed management throughout the district for the next few years.

Insert Signature (To be signed by the Mayor, CE, or GM U&R)

Background

Road to Zero Vision

New Zealand has a vision of zero deaths and serious injuries on its roads. A vision where everyone, whether they are walking, cycling, driving, motorcycling, or taking public transport, can get to where they are going safely.

Waimakariri District Council is working together with Waka Kotahi, other local road controlling authorities (RCA), and the community to work towards this vision and to implement New Zealand's Road Safety Strategy.

A Safe System

Road to Zero aims to strengthen our road system and uses the safe system approach which recognises that people make mistakes and are vulnerable to the forces involved in a crash. The intention of creating a safe system is to reduce the consequences faced by individuals for making mistakes. The approach focuses on four key areas; safe roads, safe speeds, safe people, and safe vehicles.

Vehicle speed has a major influence on the impacts of a crash; it limits a driver's ability to perceive or react and worsens the level of trauma to all road users involved.

The intention of the Speed Management Plan (SMP) is to outline how Council will manage speed on the local road network. This is because research has shown that the speed of travel leading up to a crash directly impacts on both the likelihood and severity of a crash (Austroads, 2021). Therefore, by reducing speed on the road network, the likelihood of deaths and serious injuries can be reduced.

At lower speeds, an individual has more time to recognise a hazard and respond to it, either by slowing the vehicle to reduce crash speed or by avoiding the hazard completely (Austroads, 2021). Shown in Figure 1 are the distances it takes for an individual to react and brake at various speeds, during dry conditions.

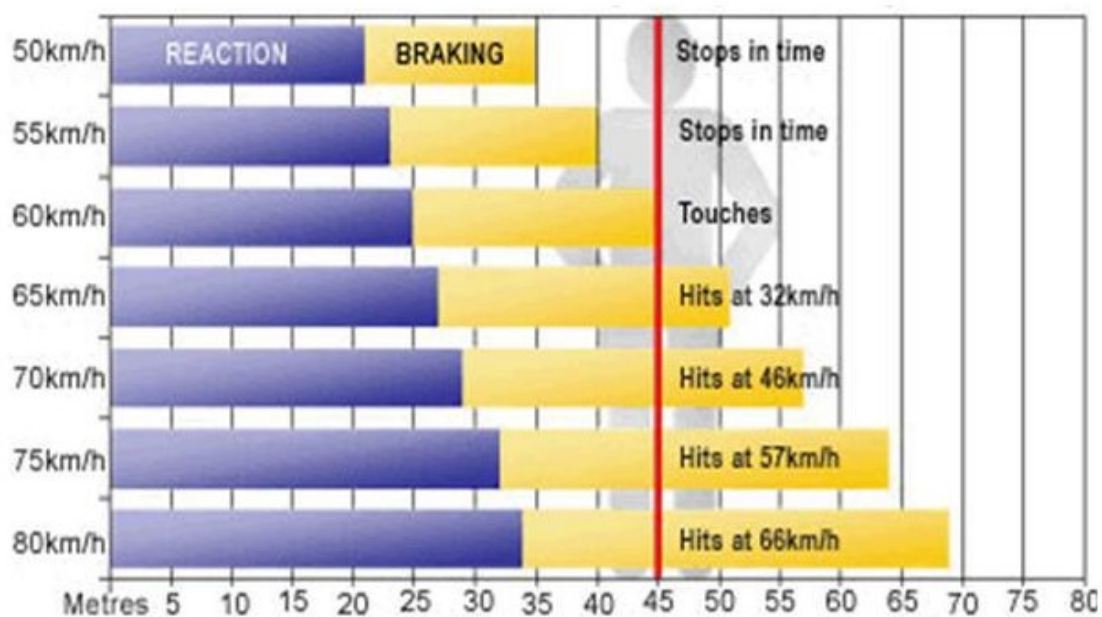


Figure 1. Reaction distance, braking distance, and impact speeds of vehicles travelling at different speeds in dry conditions (Waka Kotahi).

A reduction in crash speed results in a reduction of energy involved in a crash, resulting in a reduced severity of injuries. Figure 2 shows safe system speeds for different crash types, noting that speeds greater than what is indicated drastically increases the risk of death. This point is highlighted in Figure 3 for crashes with pedestrians, where the risk of death for the pedestrian increases by 70% if the crash occurs at 50 km/h, rather than 30 km/h.



Figure 2. Survivable speeds for different crash type (Global Road Safety Facility, 2023).

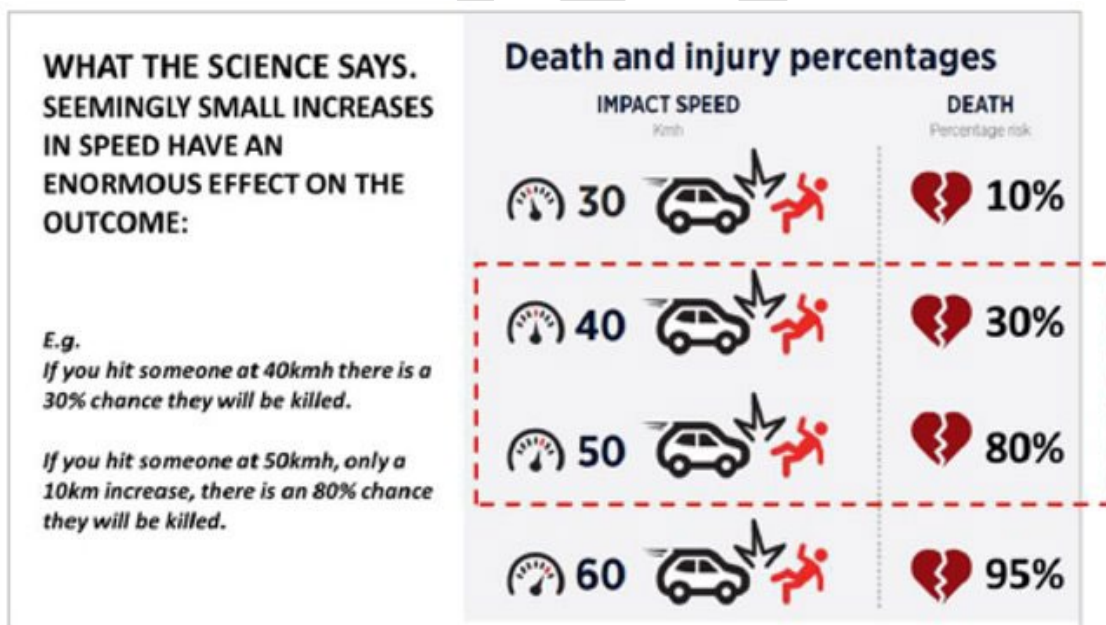


Figure 3. Likelihood of death for pedestrians hit at different vehicle speeds (Auckland Transport, 2022).

Historically, speed limits in New Zealand were set using default maximum values; 50 km/h for urban areas and 100 km/h for rural areas. These default speed limits originated from vehicle engine performance instead of user safety. This process did not consider the factors which might affect the roads function such as traffic volume, road surface, hazards outside of the live traffic, etc. or acknowledge that each road corridor is unique, and as such, these speed limits are no longer applicable when considering a safe system. It is prudent for Council to consider these factors to ensure a safe and appropriate speed limit can be set on its roading network. Refer to Waka Kotahi's *Speed*

Management Guide: Road to Zero (<https://www.nzta.govt.nz/resources/speed-management-guide-road-to-zero-edition/>) for more information on which factors are considered when determining the safe and appropriate speed.

Overall, managing the inter-relationship between speed, road infrastructure design, and vehicle safety is central to the safe system approach. However, it is acknowledged that individuals need to be able to move through the transport system as efficiently as possible. As such, speed management considers both the function of a road within the transport network, and how the road is designed, managed and used. This improves the safety of main transport routes and encourages safer alternative mode use in neighbourhood areas.

Waimakariri District Road Network

The Waimakariri District's road network contains 1,625 km of sealed roads, with 586 km unsealed. These are utilised by many modes of transport, including agricultural vehicles, heavy vehicles, personal motor vehicles, pedestrians, equestrians, and cyclists.

The large extent of rural roads, across generally flat Canterbury Plains, means that there is an issue with high vehicle speeds within the district. Further to this, with a generally grid-like road network, there are a high number of intersections and adherence to intersection controls can be poor. As such, Waimakariri has a high representation of run-off road midblock and, to a lesser extent, intersection crashes.

There has also been a significant amount of development occurring on the eastern side of the district, since the Canterbury earthquakes, which has brought an increase in population growth and corresponding traffic volumes, resulting in substantially more traffic within the town centres, changing land use with urban development, and roads which were previously rural, becoming part of the urban network. The district is also seeing an increase in the number of non-motorised modes of transport being utilised (e.g., walking, cycling, scootering, etc.) and this is likely to continue as more dedicated facilities are installed

Waimakariri District Crash Statistics

Waka Kotahi's Crash Analysis System (CAS) is used to obtain data relating to crash history throughout the district. A review of CAS for the past ten years (2012-2022) indicates that there have been 2005 crashes on Council's local road network, excluding State Highways. Shown in Figure 4 are the numbers of crashes for each severity type during this ten-year period. It should be noted that the Covid-19 pandemic has likely resulted in the downwards trend of crashes since 2020, due to a reduced number of vehicles on the road through lockdowns and more individuals working from home.

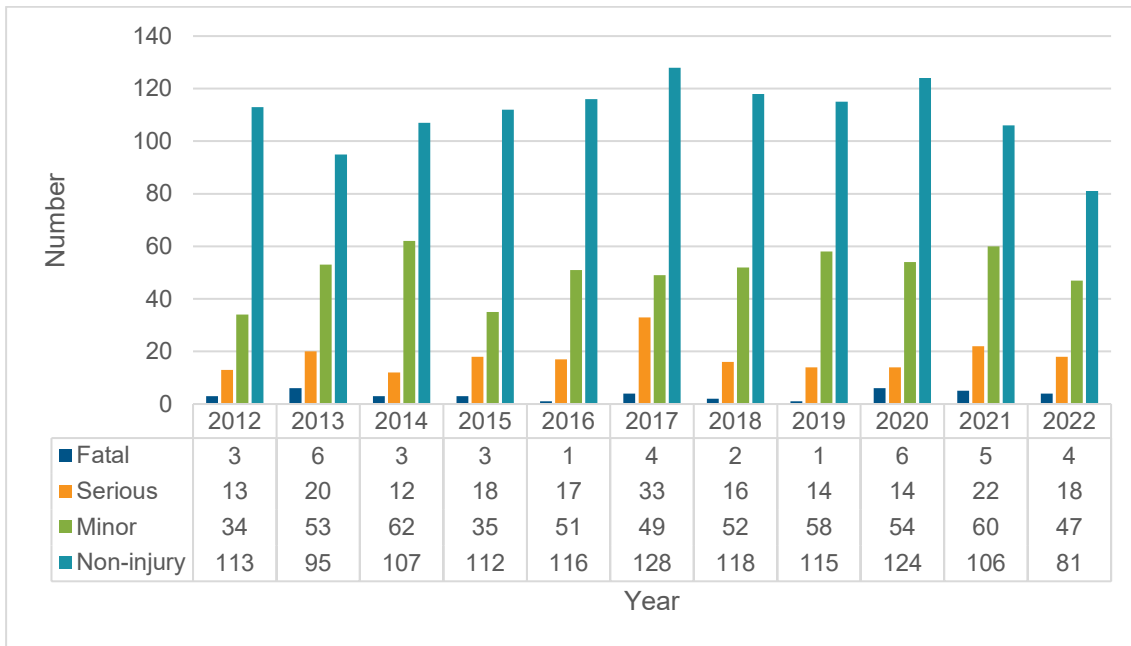


Figure 4. Ten-year crash data for the Waimakariri District.

Further analysis of this data indicates that fatal and serious injury crashes are overrepresented on the rural road network, as is shown in Figure 5. This is due to the higher speeds and speed limits on these roads, which signals that a reduction in speed limit is required to reduce these crashes. Furthermore, there is a misconception that poor adherence to intersection controls is a significant contributor to crashes within the district; however, Figure 5 shows a higher proportion of fatal and serious injury crashes have occurred along roads distant from an intersection (the midblock) since 2012.

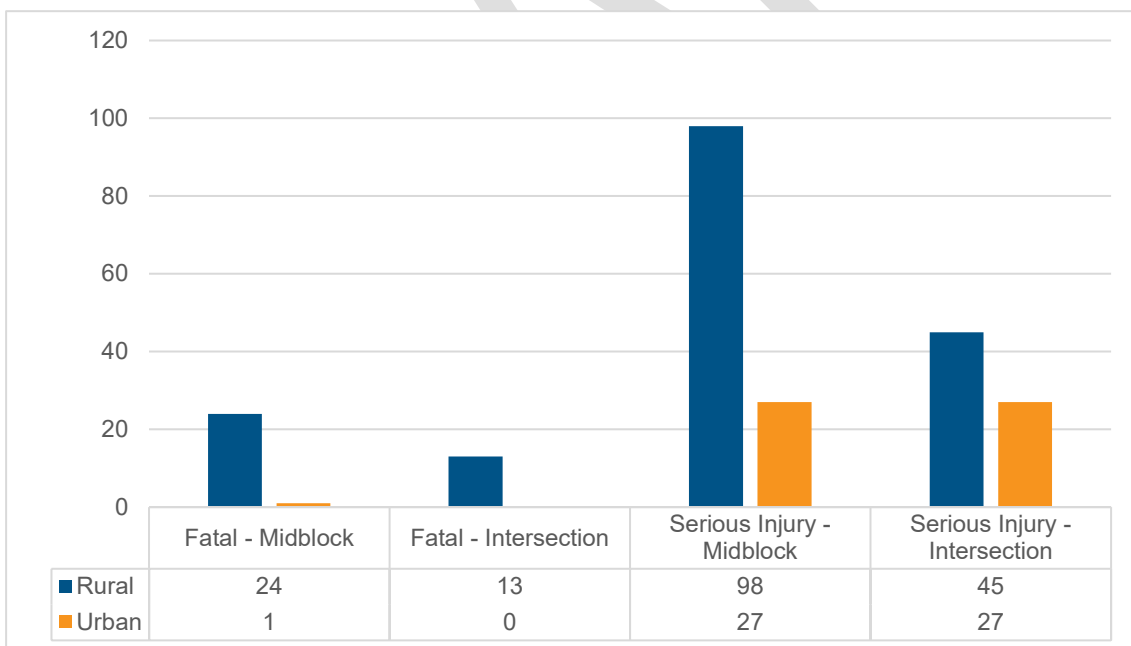


Figure 5. Deaths and serious injuries on rural and urban roads and intersections (2012-2022).

In the CAS database, only speed in excess of the posted speed limit is recorded as a causative factor. This does not consider whether travelling at or below the posted speed limit impacted the outcome of a crash. Therefore, staff have undertaken an analysis of crash data from 2017 to 2022 (5-year period) to assess where speed was a possible factor or highly likely factor in the fatal and serious crashes during that period. This is shown in Figure 6.

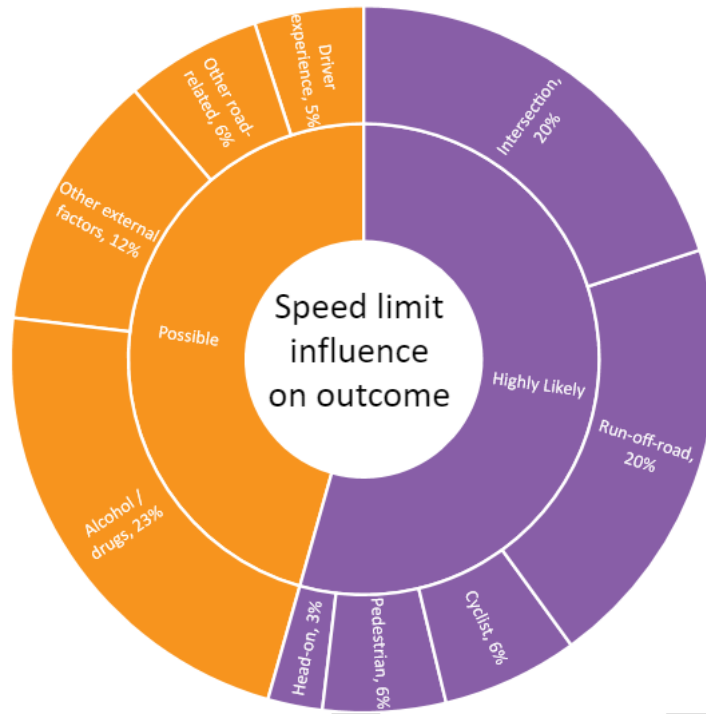


Figure 6. Staff assessment of five-year (2017-2022) crash data where the speed limit influenced the outcome.

Previous Speed Reviews and Service Request History

In recent years, Council have been undertaking more frequent speed limit reviews and as a result implementing lower speed limits. These have generally been in isolated areas throughout the district, with the most recent review in 2021 focusing on town entrances, a small portion of Tram Road and its adjacent roads, Cust, unsealed roads in Oxford, and unsealed roads in Tuahiwi.

Council receives a wide variety of transport-related service requests from residents and other road network users; however, the greatest number received since February 2021 were speed limit related requests. Furthermore, speed limit related service requests, where the community have requested lower speed limits, have significantly increased since 2019. This is shown in Figure 7.

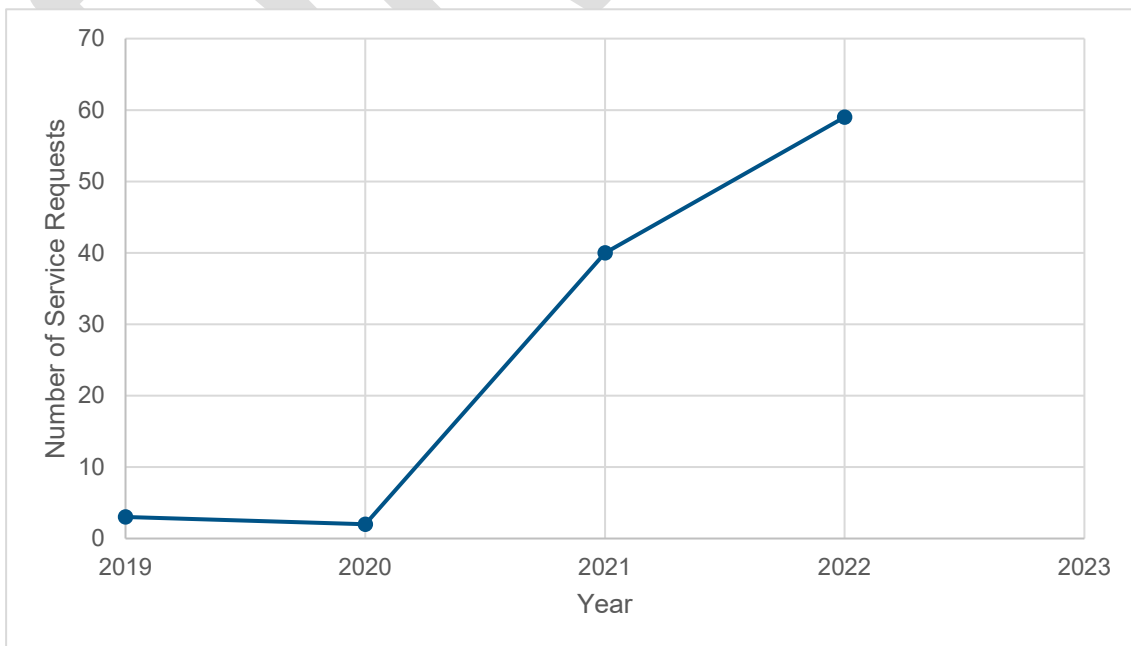


Figure 7. Speed limit related service request history (2019-2022).

Development of the Plan

Council's Role in Setting Speed Limits

The *Land Transport Act 1998*, *Land Transport Management Act 2003*, and *Land Transport Rule: Setting of Speed Limits 2022* (the *Rule*) set out the obligations and requirements of all Road Controlling Authorities (RCAs), for setting speed limits. There are two methods for setting speed limits, either via a SMP or through the Director of Land Transport's approval.

The *Rule* aims to bring a more consistent approach to setting speed limits across an RCA's network and the regional network, and also brings greater focus towards setting safe speed limits outside of schools. In particular, the rule states that 40% of schools must have a safe speed limit on their surrounding roads by June 2024, with all schools completed by June 2027.

Guiding Values

National Principles

Government Policy Statement on Land Transport

The *Government Policy Statement on Land Transport 2021/22 – 2030/31* identifies five key outcomes to improve people's wellbeing and the liveability of places. These are shown in Figure 8. Considering these outcomes derives four priority areas; safety, better travel options, climate change, and improving freight connections. The identified priority areas are then used to determine the funding direction across the transport network.

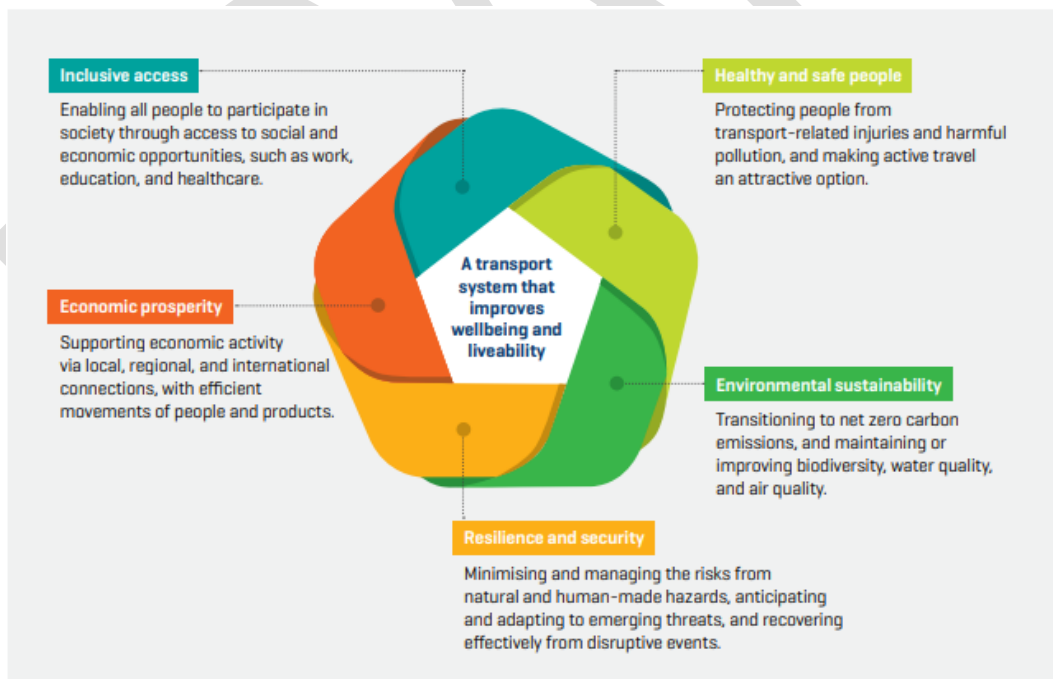


Figure 8. Transport outcomes framework (Ministry of Transport, 2021).

The strategic priority of safety, where the intention is to develop a transport network where no one is killed or seriously injured, aligns directly with the SMP process, and provides funding through the Road to Zero Programme. Whilst this focuses mainly on the 'healthy and safe people' outcome in the above figure, it also aids inclusive access, economic prosperity, and resilience and security.

The proposed indicators that the New Zealand Government is using for determining the success of the Road to Zero programme are listed below.

- The percentage of local road networks which have been modified to align with the safe and appropriate speed.
- The percentage of the urban network with a speed limit of 40 km/h or less.

Road to Zero Strategy and Action Plan

Road to Zero is New Zealand’s road safety strategy for 2020 – 2030. The overall vision is ‘a New Zealand where no one is killed or seriously injured in road crashes’, with this being supported by the five key focus areas of system management, infrastructure improvements and speed management, vehicle safety, work-related road safety, and road user choices.

This is based on the Vision Zero approach, which has been adopted by many countries worldwide and acknowledges that people make mistakes, but these mistakes should not result in people being killed. Speed inherently plays a role in the outcome of a crash, and as such, speed management and this Speed Management Plan (SMP) plays a part in achieving the goals set-out in this Road to Zero strategy.

Ultimately, the overarching goal of this strategy is to have a reduction of 40% in deaths and serious injuries resulting from road crashes by 2030.

Principles for Speed Management

Waka Kotahi’s national principles for speed management are shown in Figure 9. These are drawn from international best practice, and policies and strategies of Waka Kotahi. The principles are intended to be applied together to achieve an integrated safe system approach (Speed Management Guide, 2022). To find out more about each of these speed management principles, refer to Waka Kotahi’s *Speed Management Guide: Road to Zero* (<https://www.nzta.govt.nz/resources/speed-management-guide-road-to-zero-edition>).



Figure 9. Waka Kotahi’s speed management principles (Waka Kotahi, 2022a).

Canterbury Regional Approach

Regional Land Transport Plan

The *Canterbury Regional Land Transport Plan (RLTP) 2021-2031* highlights addressing the unforgiving network as one of its key problems to address over the next ten years. Funding has therefore been directed towards implementing safer systems (*i.e.*, the Road to Zero Programme).

Canterbury has seen a general increasing trend of road deaths and serious injuries on the region's road network, with this being compounded by an increasing population. The RLTP acknowledges that deaths and serious injuries on the road cause devastation across the board, and that by investing in a safer network, individual mistakes will not lead to death or serious injury.

Overall, the region aims to achieve a 40% reduction in the number of deaths and serious injuries by 2031.

Regional Objectives

Staff from RCA's across the Canterbury region have coordinating on a regional approach to meet the intent of the national speed management principles. The guiding principles for Canterbury, which will be included within the Regional Speed Management Plan, are shown below in Figure 9. The relationship of the Canterbury principles to Waka Kotahi's national speed management principles are shown by the coloured circles.

The overall vision is that Canterbury has '*An innovative low emissions transport system that helps Canterbury thrive for generations*'. This vision has been taken from the Regional Land Transport Plan (RLTP) to ensure there is cohesion between the Canterbury Regional Council's key strategic documents.



Figure 10. Canterbury regional objectives for speed management.

In general, at a regional level, it has been agreed that the approach shown in Table 1 for initial speed management will be followed to achieve consistency across the region's network.

Table 1. Canterbury regional approach to setting initial speed limits.

Proposed Speed Limit (km/h)	Implementation Area
30	School areas (unless designated a category two school)
40	Urban and settlement areas
60	Unsealed and peri-urban roads
80	Sealed rural roads

Initially, the speed limits proposed on some roads may be higher than Waka Kotahi’s “safe and appropriate” speed limit. This is because across the region it is acknowledged that in some instances, an incremental change is required to shift the community’s association with a lower speed limit on that section of road network. This will be especially common throughout the urban areas, where generally a 30 km/h speed limit has been defined by Waka Kotahi as “safe and appropriate”; however, this is a large change from the current 50 km/h speed limit, and therefore 40 km/h will be proposed initially as a step towards lower speeds. It can be expected that these roads which have initial proposals which do not align with the Waka Kotahi “safe and appropriate” speed will need further consideration in future iterations of the SMP.

Waimakariri District Council

Policies, Strategies, and Guidelines

The Waimakariri District Council have a number of plans, strategies, and guidelines which include statements/actions, either directly or indirectly, relating to speed and speed management. These align with the proposals in this SMP. Refer to Appendix A for these documents and relevant information.

Community Outcomes

The community outcomes set the direction for the Council’s Long-Term Plan (LTP) and all activities included in the LTP that the Council undertakes. The community outcomes which the contents of this SMP relate to are listed below.

- There is a safe environment for all.
 - Harm to people from natural and man-made hazards is minimised.
 - Crime, injury, and harm from road crashes, gambling, and alcohol abuse are minimised.
- Transport is accessible, convenient, reliable, and sustainable.
 - The standard of our district’s transportation system is keeping pace with increasing traffic numbers.
 - Communities in our district are well linked with each other, and Christchurch is readily accessible by a range of transport modes.
 - Opportunities to increase the occupancy of commuter vehicles is actively encouraged.
- There are wide ranging opportunities for people to contribute to the decision making that effects our District:
 - The Council makes information about its plans and activities readily available.
 - The Council takes account of the views across the community including mana whenua.
 - The Council makes known its views on significant proposals by others affecting the District’s wellbeing.
 - Opportunities for collaboration and partnerships are actively pursued.

Ten-Year Vision

Council Objectives

The speed management objectives of the Waimakariri District Council are as follows:

- Speed limits that support the council's community outcomes,
- Speed limits that achieve consistent road and speed environments,
- Speed limits that enable safe journeys for all users,
- Speed limits that prioritise vulnerable users around schools, marae, parks, and town centres.

One Network Framework

The One Network Road Classification (ONRC) system is currently in the process of being replaced by the One Network Framework (ONF). This new framework for classifying roads gives more weight to the place function (i.e., surrounding land use), as well as considering the movement function (i.e., traffic volume).

The recognition of 'place' as a function of road classification ensures there is consideration towards alternative modes of transport which may use that road corridor, retail activities such as cafes/shops which may have seating or stock within the pedestrian environment, and children who may use parts of the road corridor for street games, etc. With this latter point becoming increasingly more common as residential land sizes reduce.

Shown in Figure 11 are the matrices used to determine the ONF categorisation of a road, noting that they are split by urban and rural land use. To use the matrix, a movement value (MX) and a place value (PX) need to be assigned, and subsequently a road categorisation determined. Further information on the ONF can be found on Waka Kotahi's One Network Framework factsheet (<https://www.nzta.govt.nz/assets/Roads-and-Rail/onf/docs/onf-factsheet-2022.pdf>).

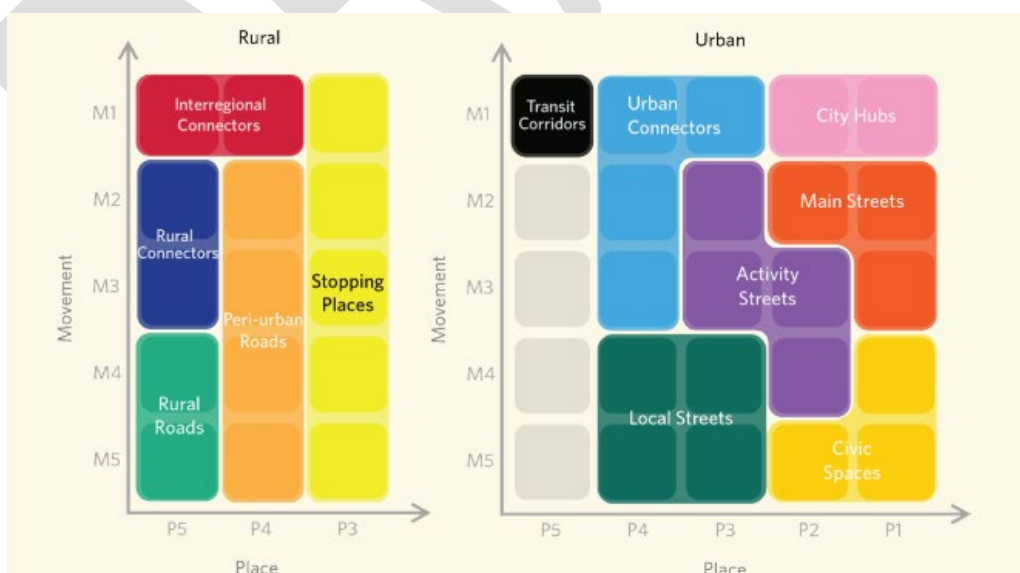


Figure 11. Matrices for assessment of urban and rural ONF road category type (Waka Kotahi 2022b).

The ONF assigned to a road can be used to assist with speed limit proposals and speed management planning. Understanding the place function of a road can assist with whether a slower speed limit is

appropriate along a corridor. Similarly, if a road has a high movement function with limited place function, then a higher speed limit may be more appropriate.

As the ONF has been developing alongside this initial SMP process, it was only utilised for guidance. It is expected however, that once the ONF is fully incorporated by Council, it will provide far greater influence on speed limit proposals in the future iterations of the SMP.

Strategic Alignment

The proposals within this ten-year programme align with the principles and strategies detailed in the prior section, at a national (including the Government Policy Statement on Land Transport and Waka Kotahi's "safe and appropriate" speeds, where practicable), regional, and district level. The SMP is a dynamic document, which will be reviewed and updated on a three-year cycle to ensure that Council's proposals remain aligned with the strategic climate.

Network Approach to Speed Management

In order to achieve a whole-of-network outcome, the Council are proposing an area-based approach to speed management over the next ten years to ensure consistency across the district's road network. The SMP is proposed to be structured as follows (Figure 12 maps these speed limit reviews across the District):

- This first iteration of the SMP (2023-2027) covers the north-eastern portion of the district (i.e., Ashley/Sefton), south-eastern portion of the district (i.e., Swannanoa / Fernside / Clarkville / Mandeville), Kaiapoi town centre, Rangiora town centre, Woodend / Pegasus / Ravenswood urban areas, Waikuku peri-urban areas, all schools, and 'tidy up' areas following historic speed limit changes.
- A second iteration of the SMP (2027-2030) is proposed to include the Loburn / Waikuku / Glentui rural areas and Kaiapoi urban area,
- A third iteration (2030-2033) is proposed to cover the Rangiora urban area, Oxford urban area, and all remaining rural areas to the west and south of the district.

At this time, Council does not have funding available to upgrade roads to align with higher speeds; therefore, resulting in the approach of reducing speed limits district wide. If it is decided to upgrade corridors, then the funding will need to be allocated to deliver this infrastructure.

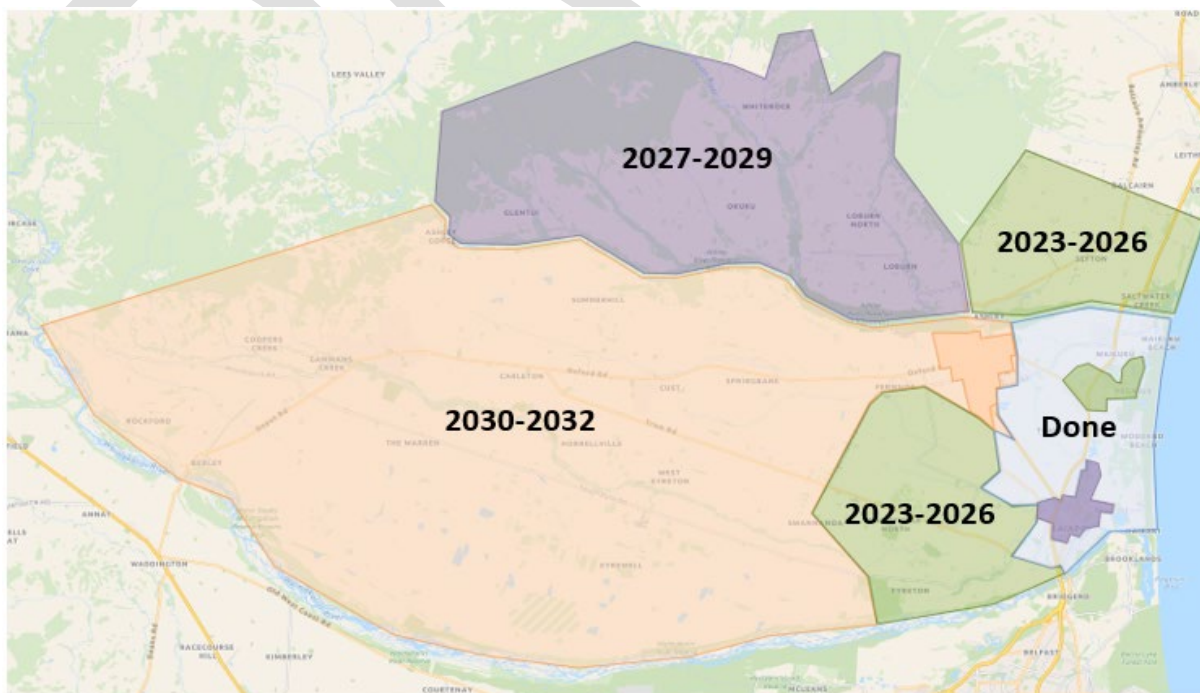


Figure 12. Proposed network approach for the Waimakariri District over the next ten years.

Taking an area approach means that speed limit changes would be delivered within areas, ensuring consistency for road users. This consistency across the network is more understandable for the road user, rather than speed limit changes being on an ad-hoc road category basis (e.g., rural collectors, etc.), and noting that Council does not wish to change speed limits across the district in one iteration of the SMP.

With these changes occurring over a ten-year period, the Council are also proposing to set speed limits by road type to ensure there is consistency for motorists across the network as these changes are made by area. The relevant road types and proposed speed limits are as shown in Table 2, noting that some roads falling into these categories may have a speed limit proposal which does not align with what is listed. This is due to alignment with the clauses set out in the Rule (e.g., minimum length of road for a speed limit) and Council's proposal for an iterative approach to some speed limits.

Table 2. Canterbury regional approach to setting initial speed limits.

Proposed Speed Limit (km/h)	Typical Locations
30	<ul style="list-style-type: none"> • Town centres • Category One school areas
30 (Variable)	<ul style="list-style-type: none"> • Category One school areas which have frontages on high volume roads
40	<ul style="list-style-type: none"> • Urban residential areas (* step change towards a future 30 km/h speed limit) • Urban arterial roads
50	<ul style="list-style-type: none"> • Extension of existing urban transport area, where the rest of the urban area is not being reviewed until a future iteration of the SMP
60	<ul style="list-style-type: none"> • Rural unsealed roads • Rural cul-de-sacs • Peri-urban roads • Category Two rural schools
80	<ul style="list-style-type: none"> • Rural sealed roads

Coordination with other Councils (Hurunui District Council, Selwyn District Council, and Christchurch City Council) is being carried out to ensure that speed limits on roads which cross jurisdictional boundaries have the same speed limit, where practicable (noting that each Council is working to its own timeframe). Co-ordination will also be occurring with the Department of Conservation, Environment Canterbury, and Waka Kotahi's State Highway Team, to ensure that the few boundary roads that Waimakariri shares with those RCAs align with what is proposed on Waimakariri local network.

Speed Monitoring and Measures

The Council currently able to review speed data when it undertakes routine traffic tube counting at various sites throughout the network. The tube counters are undertaken on a cycle around the network and are undertaken on either an annual, three-yearly, or six yearly bases, dependent on the hierarchy of the road, and noting that most but not all roads in the district are counted Council does not have tube counts for all of its roads, particularly lower volume cul-de-sac roads which generally service a few properties.

In the past, special one-off traffic counts have been undertaken six months after making speed limit changes, in order to fulfil the former legislative requirements under the *Land Transport Rule: Setting of Speed Limits 2017*. This is no longer legislatively required; however, Council will be identifying roads within each iteration of the SMP, which are at high risk for non-compliance, for additional monitoring. Roads which are at high-risk for non-compliance will generally either have mean operating speeds which are already in excess of the posted speed limit, carriageway factors (e.g., wide carriageway) which mean they are likely to have higher mean operating speed, or where Council staff deem additional monitoring is required.

Speed Management Infrastructure

There has been no additional funding identified or allocated for speed management beyond initial signage and markings at this stage. Roads which continue to have compliance issues (mean operating speeds at least 10% higher than the posted speed limit) will be considered for infrastructure improvements to support lower speeds, in which, Council will seek funding through the NLTP and the Council's Long-Term Plan. Typical treatments could include, but are not limited to, the following:

1. Signs and markings,
2. Lane width reduction/centreline treatment,
3. Speed threshold treatment,
4. Traffic calming devices such as chicanes, raised tables, kerb build outs, or other physical measures.

The Waimakariri District is programmed to receive safety cameras during this SMP period. This will be the first tranche of safety cameras throughout New Zealand and is currently going through a national moderation process to determine how many cameras the district will receive and their location. Staff will update the community once this information has been confirmed at a national level.

Speed Limits in Future Development

The district has seen significant development occurring in recent times and with this, comes new roading infrastructure which is then generally vested in the Council. In order to ensure these new roads meet the Council's approach to speed management, it is proposed that speed limits be set based on the roads' proposed ONF road classifications. These proposed speed limits are shown in Table 3 and will be implemented at the time the road is vested in Council. Urban subdivisions will generally be located within the infrastructure boundary shown in Appendix B.

Table 3. Proposed speed limits for future development roads.

Posted Speed Limit (km/h)	Urban Subdivisions	Rural Subdivisions
10	<ul style="list-style-type: none"> • Civic spaces 	
30	<ul style="list-style-type: none"> • Local streets • Main streets 	
40 – 50	<ul style="list-style-type: none"> • Activity streets • Urban connectors 	<ul style="list-style-type: none"> • Stopping places • Rural townships
60		<ul style="list-style-type: none"> • Peri-urban roads
60 – 80		<ul style="list-style-type: none"> • Rural roads • Rural connectors

Four-Year Implementation Programme

Speed Limits

Urban and Settlement Areas

The following tables, as listed below, indicate the proposed speed limits and implementation timeframe for the Waimakariri District urban and settlement areas. Where the proposed speed limit does not align with Waka Kotahi's "safe and appropriate" speed, refer to Appendix C for further information.

- Rangiora town centre (Table 4)
- Kaiapoi town centre (Table 5)
- Other urban areas in Kaiapoi (Table 6)
- Oxford town centre (Table 7)
- Sefton Township (Table 8)
- Ashley Township (Table 9)
- Pegasus urban area (Table 10)
- Woodend/Ravenswood urban area (Table 11)

Maps are provided in Appendix D for a visual representation of the proposed speed limits.

Table 4. Proposed speed limits for the Rangiora town centre.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)	Speed limit type	Implementation timeframe	Difference between SAAS and proposal
Alfred Street – from Percival Street to Ivory Street	50	30	Permanent	2023-2024	No
Ashley Street – from Ivory Street to 50 m north of Blackett Street	50	40	Permanent	2023-2024	Yes
Blackett Street – from Ashley Street to 20 m west of King Street	50	40	Permanent	2023-2024	Yes
King Street – 50 m north of High Street to 50 m north of Blackett Street	50	40	Permanent	2023-2024	Yes
Blake Street – from Good Street to Durham Street	50	30	Permanent	2023-2024	No
Durham Street – from 20 m south of Blackett Street to High Street	50	30	Permanent	2023-2024	No
Good Street – from 20 m south of Blackett Street to the end of formed road	50	30	Permanent	2023-2024	No
Ivory Street – from High Street to 65 m south of Alfred Street	50	40	Permanent	2023-2024	Yes
Percival Street – from High Street to 120 Percival Street (to proposed school zone)	50	30	Permanent	2023-2024	Yes
Queen Street – from 20 m west of King Street to 20 m west of Ivory Street	50	30	Permanent	2023-2024	No
Victoria Street – from High Street to 47 Victoria Street (to proposed school zone)	50	30	Permanent	2023-2024	No
High Street – from 20 m west of Ivory Street to 50 m east of King Street (to proposed school zone)	50	30	Permanent	2023-2024	No

Table 5. Proposed speed limits for the Kaiapoi town centre.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)	Speed limit type	Implementation timeframe	Difference between SAAS and proposal
Black Street – from Peraki Street to Raven Quay	50	30	Permanent	2023-2024	No
Bowler Street – from Raven Quay to Hilton Street	50	30	Permanent	2023-2024	No
Charles Street – from 20 m east of Jones Street to 20 m north of Davie Street	50	30	Permanent	2023-2024	No
Hilton Street – from 20 m east of Bowler Street to Peraki Street	50	30	Permanent	2023-2024	No
Raven Quay – from 50 m east of Rich Street to the end of the road to the east	50	30	Permanent	2023-2024	Yes
Williams Street – from 20 m south of Fuller Street to 20 m south of Sewell Street	50	30	Permanent	2023-2024	No

Table 6. Proposed speed limits for other urban areas in Kaiapoi.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)	Speed limit type	Implementation timeframe	Difference between SAAS and proposal
Beach Road – from 80 m east of Tuhoe Avenue to 690 m east of Tuhoe Avenue	70	50	Permanent	2023-2024	Yes
Old North Road – 20 m north of Dale Street to Williams Street	50	40	Permanent	2023-2024	Yes

Table 7. Proposed speed limit for the Oxford town centre.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)	Speed limit type	Implementation timeframe	Difference between SAAS and proposal
Main Street – 93 Main Street to 23 Main Street	50	40	Permanent	2024-2027	Yes
Coney Street – Main Street to end of formed road	50	40	Permanent	2024-2027	Yes
Meyer Street – Main Street to end of formed road	50	40	Permanent	2024-2027	Yes
Redwood Place – Main Street to end of formed road	50	40	Permanent	2024-2027	Yes

Table 8. Proposed speed limits for the Sefton Township.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)	Speed limit type	Implementation timeframe	Difference between SAAS and proposal
Carr Street – Railway Street to end of formed road	50	40	Permanent	2024-2027	Yes
Railway Street – Upper Sefton Road to Pembertons Road	50	40	Permanent	2024-2027	Yes
Booth Street – Railway Street to Pembertons Road	50	40	Permanent	2024-2027	Yes
Vaughan Street – Pembertons Road to Cross Street	50	40	Permanent	2024-2027	Yes
High Street – Pembertons Road to Upper Sefton Road	50	40	Permanent	2024-2027	Yes
Cross Street – Pembertons Road to Upper Sefton Road	50	40	Permanent	2024-2027	Yes
Buller Street – Upper Sefton Road to Cross Street	50	40	Permanent	2024-2027	Yes

Table 9. Proposed speed limits for the Ashley Township.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)	Speed limit type	Implementation timeframe	Difference between SAAS and proposal
High Street – 50 m south of Fawcetts Road to Lower Sefton Road	50	40	Permanent	2024-2027	Yes
Canterbury Street – Lower Sefton Road to end of formed road	50	40	Permanent	2024-2027	Yes
Wellington Street – Lower Sefton Road to Auckland Street	50	40	Permanent	2024-2027	Yes
Auckland Street – Canterbury Street to Lower Sefton Road	50	40	Permanent	2024-2027	Yes
Lower Sefton Road – Canterbury Street to 20 m east of Auckland Street	50	40	Permanent	2024-2027	Yes

Table 10. Proposed speed limits for the Pegasus urban area.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)	Speed limit type	Implementation timeframe	Difference between SAAS and proposal
Infinity Drive – Lakeside Drive to end of formed road	50	40	Permanent	2024-2027	Yes
Kessen Street – Pegasus Boulevard to Forbes Street	50	40	Permanent	2024-2027	Yes
Blackadder Road – Kessen Street to Hakatere Road	50	40	Permanent	2024-2027	Yes
Coulter Street – Blackadder Road to Taniwha Street	50	40	Permanent	2024-2027	Yes
Kumara Street – Blackadder Road to Tutaiapatu Avenue	50	40	Permanent	2024-2027	Yes
Tutaiapatu Avenue – Blackadder Road to Pegasus Main Street	50	40	Permanent	2024-2027	Yes
Taniwha Street – Coulter Street to Hakatere Road	50	40	Permanent	2024-2027	Yes
Manuka Street – Blackadder Road to Taniwha Street	50	40	Permanent	2024-2027	Yes
Forbes Street – Kessen Street to Hakatere Road	50	40	Permanent	2024-2027	Yes
Hakatere Road – Blackadder Road to Pegasus Main Street	50	40	Permanent	2024-2027	Yes

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)	Speed limit type	Implementation timeframe	Difference between SAAS and proposal
Eyrewell Road – Kessen Stret to Seaward Street	50	40	Permanent	2024-2027	Yes
Horomaka Street – Eyrewell Road to Puriri Street	50	40	Permanent	2024-2027	Yes
Puriri Street – Horomaka Street to Hakatere Road	50	40	Permanent	2024-2027	Yes
Puaka Street – Puriri Street to Seaward Street	50	40	Permanent	2024-2027	Yes
Waireka Street – Pegasus Boulevard to Tutaipatu Avenue	50	40	Permanent	2024-2027	Yes
Seaward Street – Eyrewell Road to Hakatere Road	50	40	Permanent	2024-2027	Yes
Murfitt Street – Pegasus Boulevard to Waipara Road	50	40	Permanent	2024-2027	Yes
Waipara Road – Murfitt Street to Hakatere Road	50	40	Permanent	2024-2027	Yes
Tahuna Street – Eyrewell Road to Te Kohanga Drive	50	40	Permanent	2024-2027	Yes
Tommy Street – Tahuna Street to Moa Street	50	40	Permanent	2024-2027	Yes
Moa Street – Tommy Street to Hakatere Road	50	40	Permanent	2024-2027	Yes
Turvey Street – Pegasus Boulevard to Pipiri Street	50	40	Permanent	2024-2027	Yes
Pipiri Street – Hakatere Road to Turvey Street	50	40	Permanent	2024-2027	Yes
Waimarie Street – Pipiri Street to Pegasus Main Street	50	40	Permanent	2024-2027	Yes
Pipi Wai Street – Turvey Street to Pegasus Main Street	50	40	Permanent	2024-2027	Yes
Kuta Street – Turvey Street to Pegasus Main Street	50	40	Permanent	2024-2027	Yes
Pegasus Main Street – Hakatere Road to Lakeside Drive	50	40	Permanent	2024-2027	Yes
Te Kohanga Drive – Pegasus Boulevard to Tiritiri Moana Drive	50	40	Permanent	2024-2027	No
The Esplanade – Te Kohanga Drive to Te Kohanga DRive	50	40	Permanent	2024-2027	Yes
Whangaroa Street – The Esplanade to Te Wairewa Street	50	40	Permanent	2024-2027	Yes
Te Waihora Street – Te Kohanga Drive to The Esplanade	50	40	Permanent	2024-2027	Yes

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)	Speed limit type	Implementation timeframe	Difference between SAAS and proposal
Rapaki Street – Te Waihora Street to The Esplanade	50	40	Permanent	2024-2027	Yes
Tiritiri Moana Drive – Pahua Street to end Council’s legal road	50	40	Permanent	2024-2027	Yes
Marangai Drive – Te Hurunui Drive to Tuaki Street	50	40	Permanent	2024-2027	Yes
Miskell Street – Marangai Drive to Awatere Street	50	40	Permanent	2024-2027	Yes
Te Hurunui Drive – Tiritiri Moana Drive to Tiritiri Moana Drive	50	40	Permanent	2024-2027	Yes
Katipo Way – Miskell Street to Tuaki Street	50	40	Permanent	2024-2027	Yes
Awatere Street – Tiritiri Moana Drive to Te Hurunui Drive	50	40	Permanent	2024-2027	Yes
Jove Drive – Te Hurunui Drive to Tiritiri Moana Drive	50	40	Permanent	2024-2027	Yes
Helicon Street – Jove Drive to Tiritiri Moana Drive	50	40	Permanent	2024-2027	Yes
Medusa Lane – Tiritiri Moana Drive to Tiritiri Moana Drive	50	40	Permanent	2024-2027	Yes
Lakeside Drive – Tiritiri Moana Drive to Infinity Drive	50	40	Permanent	2024-2027	Yes
Kawari Drive – Tiritiri Moana Drive to Infinity Drive	50	40	Permanent	2024-2027	Yes
Aroha Street – Tiritiri Moana Drive to Tangiwai Street	50	40	Permanent	2024-2027	Yes
Pahua Street – Chimera Street to Tiritiri Moana Drive	50	40	Permanent	2024-2027	Yes
Arahura Road – Lakeside Drive to Kawari Drive	50	40	Permanent	2024-2027	Yes
Chimera Street – Lakeside Drive to Nga Tupuna Street	50	40	Permanent	2024-2027	Yes
Nga Tupuna Street – Arapura Road to Lakeside Drive	50	40	Permanent	2024-2027	Yes
Kahu Street – Arapura Road to Kahuraki Drive	50	40	Permanent	2024-2027	Yes
Kawakawa Street – Arapura Drive to Kahuraki Drive	50	40	Permanent	2024-2027	Yes
Kokopu Street – Kahuraki Drive to Arapura Road	50	40	Permanent	2024-2027	Yes
Tangiwai Street – Arapura Road to Infinity Drive	50	40	Permanent	2024-2027	Yes

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)	Speed limit type	Implementation timeframe	Difference between SAAS and proposal
Kahuraki Drive – Arahura Road to Nga Tupuna Street	50	40	Permanent	2024-2027	Yes
Hodgkinson Road – Infinity Drive to Pegasus Boulevard	50	40	Permanent	2024-2027	Yes
Winsloe Street – Hodgkinson Road to Pegasus Main Street	50	40	Permanent	2024-2027	Yes
Motu Quay – Pegasus Main Street to end of formed road	50	40	Permanent	2024-2027	Yes
Waituna Street – Winsloe Street to Barnes Street	50	40	Permanent	2024-2027	Yes
Pukohe Street – Winsloe Street to Barnes Street	50	40	Permanent	2024-2027	Yes
Barnes Street – Hodgkinson Road to Matamata Quay	50	40	Permanent	2024-2027	Yes
Matamata Quay – Barnes Street to Te Kohanga Drive	50	40	Permanent	2024-2027	Yes
Mary Ellen Street – Matamata Quay to Solander Street	50	40	Permanent	2024-2027	Yes
Whakatipu Street – Solander Road to Waituna Street	50	40	Permanent	2024-2027	Yes
Pounamu Place – Whakatipu Street to Mary Ellen Street	50	40	Permanent	2024-2027	Yes
Solander Road – Infinity Drive to Whakatipu Street	50	40	Permanent	2024-2027	Yes
Tuka Road – Infinity Drive to Solander Road	50	40	Permanent	2024-2027	Yes
Awaroa Road – Solander Road Whakatipu Street	50	40	Permanent	2024-2027	Yes
Hikuraki Street – Infinity Drive to Whakatipu Street	50	40	Permanent	2024-2027	Yes
Pegasus Boulevard – 50 m east of Infinity Drive to Te Kohanga Drive	50	40	Permanent	2024-2027	No
Pegasus Boulevard – State Highway One to 50 m east of Infinity Drive	70	60	Permanent	2024-2027	Yes
Mara Kai Place – Pegasus Boulevard to end of formed road	50	40	Permanent	2024-2027	Yes
Atkinsons Lane – Mara Kai Place to end of formed road	50	40	Permanent	2024-2027	Yes
Te Haunui Lane – Pegasus Boulevard to end of formed road	50	40	Permanent	2024-2027	Yes

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)	Speed limit type	Implementation timeframe	Difference between SAAS and proposal
Mapleham Drive – Pegasus Boulevard to Pegasus Boulevard	50	40	Permanent	2024-2027	Yes
Taerutu Lane – Mapleham Drive to end of formed road	50	40	Permanent	2024-2027	Yes
Burntwood Lane – Mapleham Drive to end of formed road	50	40	Permanent	2024-2027	Yes

Table 11. Proposed speed limits for the Woodend/Ravenswood urban area.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)	Speed limit type	Implementation timeframe	Difference between SAAS and proposal
Judsons Road – Woodend Beach Road to end of formed road	50	40	Permanent	2024-2027	Yes
Copper Beech Road – Woodend Beach Road to end of formed road	50	40	Permanent	2024-2027	Yes
Evergreen Road – Copper Beech Road to Copper Beech Road	50	40	Permanent	2024-2027	Yes
Panckhurst Drive- Petries Road to end of formed road	50	40	Permanent	2024-2027	Yes
McLean Place – Panckhurst Road to end of formed road	50	40	Permanent	2024-2027	Yes
Parkinson Place – Panckhurst Road to end of formed road	50	40	Permanent	2024-2027	Yes
Simon Place – Panckhurst Road to end of formed road	50	40	Permanent	2024-2027	Yes
Petries Road – State Highway One to Gladstone Road	50	40	Permanent	2024-2027	Yes
James Drive – Petries Road to Gladstone Road	50	40	Permanent	2024-2027	Yes
Pascoe Drive – Petries Road to end of formed road	50	40	Permanent	2024-2027	Yes
Hamlett Drive – Petries Road to Gladstone Road	50	40	Permanent	2024-2027	Yes
Benjes Place – Hamlett Drive to end of formed road	50	40	Permanent	2024-2027	Yes
Fearne Drive – Hamlett Drive to Petries Road	50	40	Permanent	2024-2027	Yes
Keeper Close – Fearne Drive to end of formed road	50	40	Permanent	2024-2027	Yes

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)	Speed limit type	Implementation timeframe	Difference between SAAS and proposal
Ranby Place – Fearne Drive to end of formed road	50	40	Permanent	2024-2027	Yes
Catchpole Place – Petries Road to end of formed road	50	40	Permanent	2024-2027	Yes
Gladstone Road – State Highway One to Gladstone Park	50	40	Permanent	2024-2027	Yes
Eders Road – Gladstone Road to State Highway One	50	40	Permanent	2024-2027	Yes
Stopforth Street – Gladstone Road to Parsonage Road	50	40	Permanent	2024-2027	Yes
Parsonage Road – State Highway One to end of formed road	50	40	Permanent	2024-2027	Yes
Littles Lane – Parsonage Road to end of formed road	50	40	Permanent	2024-2027	Yes
McQuillan Avenue – Parsonage Road to State Highway One	50	40	Permanent	2024-2027	Yes
Thirlwall Street – McQuillan Avenue to end of formed road	50	40	Permanent	2024-2027	Yes
Salkeld Place – McQuillan Avenue to end of formed road	50	40	Permanent	2024-2027	Yes
Cutler Street – McQuillan Avenue to end of formed road	50	40	Permanent	2024-2027	Yes
Cleaver Street – Salkeld Place to end of formed road	50	40	Permanent	2024-2027	Yes
Gibbs Drive – School Road to Woodend Road	50	40	Permanent	2024-2027	Yes
Stanton Place – Gibbs Drive to end of formed road	50	40	Permanent	2024-2027	Yes
Lacy Gate Place – Gibbs Drive to end of formed road	50	40	Permanent	2024-2027	Yes
Somerset Place – Gibbs Drive to end of formed road	50	40	Permanent	2024-2027	Yes
Woodend Road – Rangiora Woodend Road to State Highway One	50	40	Permanent	2024-2027	Yes
Bowie Drive – Woodend Road to Woodglen Drive	50	40	Permanent	2024-2027	Yes
Cassidy Place – Bowie Drive to end of formed road	50	40	Permanent	2024-2027	Yes
The Stables – Bowie Drive to end of formed road	50	40	Permanent	2024-2027	Yes
Woodglen Drive – Bowie Drive to Chinnerys Drive	50	40	Permanent	2024-2027	Yes

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)	Speed limit type	Implementation timeframe	Difference between SAAS and proposal
Manahi Place – Woodglen Drive to end of formed road	50	40	Permanent	2024-2027	Yes
Norton Place – Woodglen Drive to end of formed road	50	40	Permanent	2024-2027	Yes
Hewitts Road – State Highway One to Welsford Street	50	40	Permanent	2024-2027	Yes
Woodfield Place – Woodglen Drive to end of formed road	50	40	Permanent	2024-2027	Yes
Taranaki Drive – Woodglen Drive to end of formed road	50	40	Permanent	2024-2027	Yes
Thornley Place – Woodglen Drive to end of formed road	50	40	Permanent	2024-2027	Yes
Welsford Street – Bowie Drive to Minerva Crescent	50	40	Permanent	2024-2027	Yes
Appleton Place – Hewitts Road to end of formed road	50	40	Permanent	2024-2027	Yes
Cobden Place – Hewitts Road to end of formed road	50	40	Permanent	2024-2027	Yes
Bunting Place – Hewitts Road to end of formed road	50	40	Permanent	2024-2027	Yes
Paget Drive – Welsford Street to Welsford Street	50	40	Permanent	2024-2027	Yes
Chinnerys Road – Rangiora Woodend Road to State Highway One	50	40	Permanent	2024-2027	Yes
Grange View – Chinnerys Road to end of formed road	50	40	Permanent	2024-2027	Yes
Minerva Crescent – Welsford Street to Welsford Street	50	40	Permanent	2024-2027	Yes
Shrimpton Avenue – Welsford Street to end of formed road	50	40	Permanent	2024-2027	Yes
Clegg Street – Shrimpton Avenue to Bob Robertson Drive	50	40	Permanent	2024-2027	Yes
John Raven Lane – Clegg Street to end of formed road	50	40	Permanent	2024-2027	Yes
Godley Place – Clegg Street to end of formed road	50	40	Permanent	2024-2027	Yes
Tara Crescent – Bob Robertson Drive to Bob Robertson Drive	50	40	Permanent	2024-2027	Yes
Stonyer Street – Bob Robertson Drive to Quinn Crescent	50	40	Permanent	2024-2027	Yes
Quinn Crescent – Croydon Street to Crossley Avenue	50	40	Permanent	2024-2027	Yes

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)	Speed limit type	Implementation timeframe	Difference between SAAS and proposal
Crossley Avenue – Stonyer Street to end of formed road	50	40	Permanent	2024-2027	Yes
Croydon Street – Stonyer Street to Oakleigh Street	50	40	Permanent	2024-2027	Yes
Oakleigh Street – Bob Robertson Drive to end of formed road	50	40	Permanent	2024-2027	Yes
Woodford Avenue – Bob Robertson Drive to end of formed road	50	40	Permanent	2024-2027	Yes
Jury Lane – Bob Robertson Drive to Woodford Avenue	50	40	Permanent	2024-2027	Yes
Jasmine Street – Bob Robertson Drive to Woodford Avenue	50	40	Permanent	2024-2027	Yes
Clare Street – Bob Robertson Drive to Woodford Avenue	50	40	Permanent	2024-2027	Yes
Sills Street – Clare Street to Grimwood Street	50	40	Permanent	2024-2027	Yes
Kotua Street – Sills Street to Woodford Avenue	50	40	Permanent	2024-2027	Yes
Eldridge Street – Sills Street to Woodfor Street	50	40	Permanent	2024-2027	Yes
Grimwood Street – Bob Robertson Drive to Woodford Avenue	50	40	Permanent	2024-2027	Yes
Nathaniel Archer Street – Bob Robertson Drive to Woodford Avenue	50	40	Permanent	2024-2027	Yes
White Street – Nathaniel Archer Street to Barnett Street	50	40	Permanent	2024-2027	Yes
Curtis Street – White Street to Woodford Avenue	50	40	Permanent	2024-2027	Yes
Barnett Street – Woodford Avenue to Bob Robertson Drive	50	40	Permanent	2024-2027	Yes
Stackwood Avenue – Bob Robertson Drive to end of formed road	50	40	Permanent	2024-2027	Yes
Antil Street – Stackwood Avenue to Chambers Avenue	50	40	Permanent	2024-2027	Yes
Borland Street – Antil Street to Crossley Street	50	40	Permanent	2024-2027	Yes
Chambers Avenue – Bob Robertson Drive to end of formed road	50	40	Permanent	2024-2027	Yes
Higgins Street – Chambers Avenue to end of formed road	50	40	Permanent	2024-2027	Yes
Elmers Street – Higgins Street to end of formed road	50	40	Permanent	2024-2027	Yes

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)	Speed limit type	Implementation timeframe	Difference between SAAS and proposal
Henshaw Street – Elmers Street to end of formed road	50	40	Permanent	2024-2027	Yes
Clayton Place – Bob Robertson Drive to end of formed road	50	40	Permanent	2024-2027	Yes
Lilburne Street – Clayton Place to end of formed road	50	40	Permanent	2024-2027	Yes
Bowmaker Crescent – Lilburne Street to Lilburne Street	50	40	Permanent	2024-2027	Yes
Kesteven Place – Bob Robertson Drive to end of formed road	50	40	Permanent	2024-2027	Yes
Garlick Street – Bob Robertson Drive to end of formed road	50	40	Permanent	2024-2027	Yes

Peri-urban Areas

The following tables, as listed below, indicate the proposed speed limits and implementation timeframe for the Waimakariri District peri-urban areas. Where the proposed speed limit does not align with Waka Kotahi's safe and appropriate speed, refer to Appendix C for further information.

- Waikuku Beach area (Table 12)
- Waikuku area (Table 13)
- Mandeville area (Table 14)

Maps are provided in Appendix D for a visual representation of the proposed speed limits.

Table 12. Proposed speed limits for the Waikuku Beach area.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)	Speed limit type	Implementation timeframe	Difference between SAAS and proposal
Northside Drive – Waikuku Beach Road to Waikuku Beach Road	50	40	Permanent	2024-2027	Yes
Kings Avenue – Waikuku Beach Road to end of formed road	50	40	Permanent	2024-2027	Yes
Allin Drive – Kings Avenue to Queens Avenue	50	40	Permanent	2024-2027	Yes
Queens Avenue – Kings Avenue to end of formed road	50	40	Permanent	2024-2027	Yes
Ensors Place – Queens Avenue to end of formed road	50	40	Permanent	2024-2027	Yes

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)	Speed limit type	Implementation timeframe	Difference between SAAS and proposal
Collins Drive – Queens Avenue to end of formed road	50	40	Permanent	2024-2027	Yes
McKenzie Place – Collins Drive to end of formed road	50	40	Permanent	2024-2027	Yes

Table 13. Proposed speed limits for the Waikuku area.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)	Speed limit type	Implementation timeframe	Difference between SAAS and proposal
Macdonalds Lane – State Highway One to end of formed road	50	40	Permanent	2024-2027	Yes
Geisha Road – State Highway One to end of formed road	70	40	Permanent	2024-2027	Yes
Leggitts Road – Waikuku Beach Road to end of formed road (unsealed)	80	60	Permanent	2024-2027	No

Table 14. Proposed speed limits for the Mandeville area.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)	Speed limit type	Implementation timeframe	Difference between SAAS and proposal
McHughs Road – No. 10 Road to 50 m south of Tram Road	100	60	Permanent	2024-2027	No
Mandeville Road – McHughs Road to 70 m south of Ohoka Meadows Drive	100	60	Permanent	2024-2027	No
Bradleys Road – 50 m north of Tram Road to 400 m north of Modena Place	100	60	Permanent	2024-2027	No
Wards Road – Bradleys Road to 300 m north of Makybe Drive	100	60	Permanent	2024-2027	No

Rural Roads

The following tables, as listed below, indicate the proposed speed limits and implementation timeframe for the Waimakariri District rural areas. Where the proposed speed limit does not align with Waka Kotahi's safe and appropriate speed, refer to Appendix C for further

information.

- Rangiora/Fernside area (Table 15)
- North of Tram Road/Mandeville area (Table 16)
- North of Tram Road/Ohoka areas (Table 17)
- South of Tram Road/north of South Eyre Road/Mandeville areas (Table 18)
- South of Tram Road/north of South Eyre Road/Ohoka areas (Table 19)
- South of South Eyre Road area (Table 20)
- South Eyre Road and Tram Road (Table 21)
- Oxford rural area (Table 22)
- Marshmans Road and northwest/west of Marshmans Road areas (Table 23)
- North of Upper Sefton Road area (Table 24)
- South of Upper Sefton Road area (Table 25)
- Other rural areas (Table 26)

Maps are provided in Appendix D for a visual representation of the proposed speed limits.

Table 15. Proposed speed limits for the Rangiora/Fernside area.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)	Speed limit type	Implementation timeframe	Difference between SAAS and proposal
Easterbrook Road – Fernside Road to Hicklands Road	100	60	Permanent	2024-2027	Yes
Mountvista Road – Easterbrook Road to end of formed road	100	60	Permanent	2024-2027	No
Plaskett Road – 75 m south of Fernside Road to Ashworths Road	100	80	Permanent	2024-2027	Yes
Hicklands Road – Plaskett Road to Threlkelds Road	100	60	Permanent	2024-2027	No
Egans Road – Plaskett Road to O’Roarkes Road	100	60	Permanent	2024-2027	No
O’Roarkes Road – Johns Road to Egans Road	100	60	Permanent	2024-2027	No
Swannanoa Road – 200 m southwest of Johns Road to Two Chain Road	100	80	Permanent	2024-2027	No
Bridge Road – Swannanoa Road to end of formed road	100	80	Permanent	2024-2027	No

Table 16. Proposed speed limits for north of Tram Road/Mandeville area.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)	Speed limit type	Implementation timeframe	Difference between SAAS and proposal
Two Chain Road – Tram Road to Swannanoa Road	100	80	Permanent	2024-2027	No
Pattersons Road – Two Chain Road to McRoberts Road	100	80	Permanent	2024-2027	Yes
Clear View Lane – Pattersons Road to end of formed road	100	60	Permanent	2024-2027	No
Mandalea Road – Pattersons Road to McRoberts Road	100	60	Permanent	2024-2027	No
Cameo Drive – Mandalea Road to end of formed road	100	60	Permanent	2024-2027	Yes
Tupelo Place – Tram Road to end of formed road	100	80	Permanent	2024-2027	Yes
No. 10 Road – Pattersons Road to Tram Road	100	80	Permanent	2024-2027	No
Wards Road – Pattersons Road to 50 m northwest of Makybe Drive	100	80	Permanent	2024-2027	No
Dawsons Road – Pattersons Road to Wards Road	100	80	Permanent	2024-2027	Yes
Ashworths Road – Dawsons Road to Mill Road (unsealed)	100	60	Permanent	2024-2027	No
Aschens Road -Ashworths Road to end of formed road (unsealed)	100	60	Permanent	2024-2027	No
McRoberts Road – Pattersons Road to Mill Road	100	80	Permanent	2024-2027	Yes
McRoberts Road – Mill Road to Barkers Road (unsealed)	100	60	Permanent	2024-2027	No
Barkers Road – McRoberts Road to Main Drain Road (unsealed)	100	60	Permanent	2024-2027	No
Main Drain Road – Two Chain Road to Threlkelds Road (unsealed)	100	60	Permanent	2024-2027	No
Ashworths Road – Mill Road to Plaskett Road	100	80	Permanent	2024-2027	Yes
Bradleys Road – Main Drain Road to 20 m north of Hallfield Drive	100	60	Permanent	2024-2027	No
Bradleys Road – Mill Road to 400 m north of Modena Place	100	80	Permanent	2024-2027	Yes

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)	Speed limit type	Implementation timeframe	Difference between SAAS and proposal
Mill Road – McRoberts Road to 20 m west of Bradleys Road	100	80	Permanent	2024-2027	No

Table 17. Proposed speed limits for the north of Tram Road/Ohoka areas.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)	Speed limit type	Implementation timeframe	Difference between SAAS and proposal
Whites Road – 210 south of Mill Road to Tram Road	100	80	Permanent	2024-2027	Yes
Jacksons Road – 770 m south of Mill Road to Tram Road	100	80	Permanent	2024-2027	Yes
Raddens Road – Tram Road to Jeffs Drain Road	100	60	Permanent	2024-2027	N/A
Jeffs Drain Road – Tram Road to Butchers Road	100	60	Permanent	2024-2027	No
Christmas Road – Mill Road to Butchers Road	100	60	Permanent	2024-2027	Yes
Butchers Road – Christmas Road to Ohoka Road	100	60	Permanent	2024-2027	No
Gardiniers Road – Tram Road to end of formed road (unsealed)	100	60	Permanent	2024-2027	No

Table 18. Proposed speed limits for the south of Tram Road/north of South Eyre Road/Mandeville areas.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)	Speed limit type	Implementation timeframe	Difference between SAAS and proposal
Two Chain Road – Tram Road to North Eyre Road	100	80	Permanent	2024-2027	No
North Eyre Road – Two Chain Road to Mandeville Road	100	80	Permanent	2024-2027	No
No. 10 Road – Tram Road to South Eyre Road	100	80	Permanent	2024-2027	No
West Denbie Lane – North Eyre Road to end of formed road	100	80	Permanent	2024-2027	Yes
Logans Road – North Eyre Road to Mandeville Road	100	80	Permanent	2024-2027	No

Mandeville Road – 70 m south of Ohoka Meadows Drive to South Eyre Road	100	80	Permanent	2024-2027	No
Baileys Road – Mandeville Road to Whites Road	100	80	Permanent	2024-2027	Yes
Whites Road – Baileys Road to Tram Road	100	80	Permanent	2024-2027	No
Baileys Road – Whites Road to Edmunds Road (part unsealed)	100	60	Permanent	2024-2027	No
Edmunds Road – Baileys Road to Tram Road	100	60	Permanent	2024-2027	No
Chiltons Road – Baileys Road to Mandeville Road	100	60	Permanent	2024-2027	No
Moffatts Road – Mandeville Road to South Eyre Road (unsealed)	100	60	Permanent	2024-2027	No

Table 19. Proposed speed limits for the south of Tram Road/north of South Eyre Road/Ohoka areas.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)	Speed limit type	Implementation timeframe	Difference between SAAS and proposal
Woods Road – Tram Road to end of formed road	100	60	Permanent	2024-2027	No
Burgesses Road – Tram Road to South Eyre Road (part unsealed)	100	60	Permanent	2024-2027	No
Elders Road – Burgesses Road to South Eyre Road	100	60	Permanent	2024-2027	No

Table 20. Proposed speed limits for the south of South Eyre Road area.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)	Speed limit type	Implementation timeframe	Difference between SAAS and proposal
Diversion Road – South Eyre Road to Harrs Road (unsealed)	100	60	Permanent	2024-2027	No
Harrs Road – South Eyre Road to 1340 m south of South Eyre Road	100	80	Permanent	2024-2027	No
Harrs Road – 1340 m south of South Eyre Road to end of formed road (unsealed)	100	60	Permanent	2024-2027	N/A

Clothiers Road – South Eyre Road to end of formed road	100	80	Permanent	2024-2027	Yes
Harpers Road – South Eyre Road to end of formed road	100	80	Permanent	2024-2027	Yes
Heywards Road – South Eyre Road to Mabers Road	100	80	Permanent	2024-2027	No
Heywards Road – Mabers Road to 300 m south of Tram Road	100	60	Permanent	2024-2027	No
Baynons Road – Heywards Road to end of formed road	100	80	Permanent	2024-2027	Yes
Madeleys Road – Heywards Road to end of formed road	100	80	Permanent	2024-2027	No
Taylor's Road – Heywards Road to end of formed road (unsealed)	100	60	Permanent	2024-2027	No
Mabers Road – South Eyre Road to end of formed road	100	60	Permanent	2024-2027	No
Greigs Road – Tram Road to 24 Greigs Road (part unsealed)	100	60	Permanent	2024-2027	No
Watts Road – Greigs Road to end of formed road	100	60	Permanent	2024-2027	No

Table 21. Proposed speed limits for South Eyre Road/Tram Road.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)	Speed limit type	Implementation timeframe	Difference between SAAS and proposal
South Eyre Road – Tram Road to 50 m west of Diversion Road	100	80	Permanent	2024-2027	No
Tram Road – 200 m west of South Eyre Road to 20 m west of Two Chain Road (excluding proposed Swannanoa permanent 60 km/h school zone)	100	80	Permanent	2024-2027	No

Table 22. Proposed speed limits for the Oxford rural area.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)	Speed limit type	Implementation timeframe	Difference between SAAS and proposal
Weld Street – 400 m east of High Street to Powells Road	80	60	Permanent	2024-2027	No
Barracks Road – Powells Road to 120 m east of Powells Road	80	60	Permanent	2024-2027	No
Powells Road – Weld Street to Ashley Gorge Road	100	60	Permanent	2024-2027	No
Sales Road – Ashley Gorge Road to 50 m east of Powells Road (unsealed)	100	60	Permanent	2024-2027	No
Victoria Street – 400 m east of High Street to Powells Road	100	60	Permanent	2024-2027	No
Mcjarrows Road – Powells Road to 650 m east of Powells Road	100	60	Permanent	2024-2027	No
Plachatsh Lane – Powells Road to end of formed road	100	60	Permanent	2024-2027	No

Table 23. Proposed speed limits for the Marshmans Road and northwest/west of Marshmans Road areas.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)	Speed limit type	Implementation timeframe	Difference between SAAS and proposal
Fawcetts Road – Cones Road to 160 m west of Boundary Road (to the proposed school zone)	80	60	Permanent	2024-2027	Yes
Max Wallace Drive – Fawcetts Road to end of formed road	80	60	Permanent	2024-2027	No
Boundary Road – 290 m north of Fawcetts Road to Dixons Road	100	80	Permanent	2024-2027	No
Dixons Road – Cones Road to Marshmans Road	100	80	Permanent	2024-2027	No
Boundary Road – Dixons Road to Mowatts Road (unsealed)	100	60	Permanent	2024-2027	No
Mowatts Road – Carrs Road to Boundary Road (unsealed)	100	60	Permanent	2024-2027	No
Forestry Road – Mowatts Road to Gorries Road (unsealed)	100	60	Permanent	2024-2027	No
Gorries Road – Forestry Road to Boundary Road (unsealed)	100	60	Permanent	2024-2027	No

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)	Speed limit type	Implementation timeframe	Difference between SAAS and proposal
Forestry Road – Gorries Road to Marshmans Road	100	80	Permanent	2024-2027	Yes
Marshmans Road – 630 m north of Fawcetts Road (from the proposed school zone) to the Hurunui District boundary	100	80	Permanent	2024-2027	Yes
Downs Road – Marshmans Road to end of formed road (unsealed)	100	60	Permanent	2024-2027	No
Copples Road – Marshmans Road to end of formed road	100	80	Permanent	2024-2027	No
Douds Road – Marshmans Road to end of formed road	100	80	Permanent	2024-2027	Yes
Ramsay Road – Marshmans Road to end of formed road (unsealed)	100	60	Permanent	2024-2027	No
McLeods Road – Marshmans Road to end of formed road	100	80	Permanent	2024-2027	No

Table 24. Proposed speed limits for the north of Upper Sefton Road area.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)	Speed limit type	Implementation timeframe	Difference between SAAS and proposal
Beatties Road – Marshmans Road to Upper Sefton Road	100	80	Permanent	2024-2027	No
Upper Sefton Road – 130 m west of Marshmans Road to 240 m east of Railway Street	100	80	Permanent	2024-2027	No
Bairds Road – Upper Sefton Road to Rangiora Leithfield Road (unsealed)	100	60	Permanent	2024-2027	No
Rangiora Leithfield Road – Marshmans Road to Hurunui District Boundary (part unsealed)	100	60	Permanent	2024-2027	No
Douds Road – Rangiora Leithfield Road to Marshmans Road (unsealed)	100	60	Permanent	2024-2027	No

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)	Speed limit type	Implementation timeframe	Difference between SAAS and proposal
Amors Road – Rangiora Leithfield Road to Upper Sefton Road (unsealed)	100	60	Permanent	2024-2027	No
Brueres Road – Marshmans Road to Rangiora Leithfield Road (unsealed)	100	60	Permanent	2024-2027	No
Criglingtons Road – Rangiora Leithfield Road to Pembertons Road (unsealed)	100	60	Permanent	2024-2027	No
Pembertons Road – Rangiora Leithfield Road to 50 m north of Vaughan Street	100	80	Permanent	2024-2027	Yes
Bruces Road – Rangiora Leithfield Road to Marshmans Road	100	80	Permanent	2024-2027	Yes
Duffs Road – Marshmans Road to Bruces Road and Bruces Road to Hurunui District boundary (unsealed)	100	60	Permanent	2024-2027	No
Broad Road – Hurunui District Boundary to Upper Sefton Road (unsealed)	100	60	Permanent	2024-2027	No
Hanna Place – Upper Sefton Road to end of formed road	100	80	Permanent	2024-2027	No
Upper Sefton Road – 120 m west of Cross Street to Hurunui District boundary	100	80	Permanent	2024-2027	No

Table 25. Proposed speed limits for the south of Upper Sefton Road area.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)	Speed limit type	Implementation timeframe	Difference between SAAS and proposal
Beatties Road – Upper Sefton Road to Lower Sefton Road (unsealed)	100	60	Permanent	2024-2027	No
Lower Sefton Road – Auckland Street to Saltwater Creek Road (unsealed)	100	60	Permanent	2024-2027	No

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)	Speed limit type	Implementation timeframe	Difference between SAAS and proposal
Lower Sefton Road – Saltwater Creek Road to Wyllies Road	100	80	Permanent	2024-2027	Yes
Lower Sefton Road – Wyllies Road to Factory Road (unsealed)	100	60	Permanent	2024-2027	No
Saltwater Creek Road – Lower Sefton Road to Toppings Road (unsealed)	100	60	Permanent	2024-2027	No
Toppings Road – Lower Sefton Road to end of formed road (unsealed)	100	60	Permanent	2024-2027	No
Wyllies Road – Lower Sefton Road to State Highway One	100	80	Permanent	2024-2027	Yes
Mcgifferts Road – Lower Sefton Road to Upper Sefton Road (unsealed)	100	60	Permanent	2024-2027	No
Toppings Road – Lower Sefton Road to 180 m south of Upper Sefton Road	100	60	Permanent	2024-2027	Yes
Maguires Road – Toppings Road to end of formed road (unsealed)	100	60	Permanent	2024-2027	No
Stringers Road – Toppings Road to end of formed road (unsealed)	100	60	Permanent	2024-2027	No
Pears Road – Stringers Road to Upper Sefton Road	100	60	Permanent	2024-2027	No
Factory Road – Lower Sefton Road to Toppings Road (unsealed)	100	60	Permanent	2024-2027	No
Boyces Road – Factory Road to Upper Sefton Road (unsealed)	100	60	Permanent	2024-2027	No
Amesbury Road – Factory Road to State Highway One (unsealed)	100	60	Permanent	2024-2027	No
Dicks Road – Factory Road to Broad Road (unsealed)	100	60	Permanent	2024-2027	No
Broad Road – Upper Sefton Road to State Highway One	100	80	Permanent	2024-2027	Yes
Harleston Road – Upper Sefton Road to Hurunui District Boundary	100	80	Permanent	2024-2027	Yes

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)	Speed limit type	Implementation timeframe	Difference between SAAS and proposal
Burkes Road – Harleston Road to State Highway One (unsealed)	100	60	Permanent	2024-2027	No

DRAFT

Table 26. Proposed speed limits for other rural areas.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)	Speed limit type	Implementation timeframe	Difference between SAAS and proposal
Beach Road – 690 m east of Tuhoe Avenue to 200 m west of Dunns Avenue	100	80	Permanent	2023-2024	No
Ferry Road (north) – Beach Road to end of formed road (unsealed)	100	60	Permanent	2023-2024	No
Ferry Road (south) – Beach Road to end of formed road (unsealed)	100	60	Permanent	2023-2024	No
Lower Camside Road – Cam Road to end of formed road	100	60	Permanent	2023-2024	No
Williams Street – 310 m north of Sovereign Boulevard to 140 m south of State Highway One	80	60	Permanent	2024-2027	No
Mulcocks Road – Skewbridge Road to 50 m south of Lineside Road	100	80	Permanent	2023-2024	No
Paisley Road -Mulcocks Road to end of formed road	100	60	Permanent	2023-2024	No
Bramleys Road – 20 m southwest of Cox Road to Lineside Rod	100	60	Permanent	2023-2024	Yes
Cones Road – Fawcetts Road to Dixons Road	100	80	Permanent	2023-2024	No
Dixons Road – Cones Road to 70 m south of Barkers Road	100	80	Permanent	2023-2024	No
Fletchers Road – Dixons Road to end of formed road	100	80	Permanent	2023-2024	No
Rossiters Road – Dixons Road to end of formed road	100	80	Permanent	2023-2024	No
Cust Road – 1782 Cust Road to 85 m west of Tippings Road	80	60	Permanent	2024-2027	Yes
Tippings Road – Cust Road to 50 m north of Cust Road	80	60	Permanent	2024-2027	No

Intersections Speed Zones

Table 27 indicate the proposed variable speed limits at sites where Rural Intersection Advanced Warning Signs (RIAWS), which are also known as Intersection Speed Zones (ISZ) are proposed and the implementation timeframe for these. ISZ's temporarily reduce the speed on the priority road (main road) through the intersection when a vehicle is approaching on the side road. Their intention is to make it easier for a vehicle to pull out of the side road, but also reduce the impact of a crash if one were to occur. Maps are provided in Appendix D for a visual representation of the proposed speed limits.

Table 27. Proposed Intersection Speed Zones.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)	Speed limit type	Implementation timeframe
Ashley Gorge Road (German Road intersection) – 150 m east of the German Road intersection to 150 m west of the German Road intersection	100	60	Variable	2024-2027
Oxford Road (Tram Road intersection) – 150 m east of the Tram Road intersection to 150 m west of the Tram Road intersection	100	60	Variable	2024-2027
Tram Road (Two Chain Road intersection) – 150 m east of the Two Chain Road intersection to 150 m west of the Two Chain Road intersection	100	60	Variable	2024-2027
Tram Road (Earlys Road intersection) – 150 m east of the Earlys Road intersection to 150 m west of the Earlys Road intersection	100	60	Variable	2023-2024

Speed Limits Around Schools

Categorisation of Schools

In the Rule, schools are categorised to determine the maximum permitted speed limit on the road(s) outside the school. A category one school must have a speed limit of no more than 30 km/h (either permanent or variable) and a category two school must have a speed limit of no more than 60 km/h set on the road(s) outside of it. The category two schools are located in higher speed limit areas, and generally have pick-up and drop-off areas located on the school site rather than the road frontage.

Proposed School Speed Limits

The proposed road extents for implementation of school speed limits at category one schools, which are already in a low-speed environment (i.e., 50 km/h or less) are shown in Table 28. Table 29 shows the proposed road extents for the implementation of school speed limits at category one schools, which are currently within a high-speed environment (i.e., 60 km/h or higher) that will be adjusted down. Finally, Table 30 shows the proposals for the district's category two schools which will remain within high-speed environments. The school speed limits will be implemented across the 2023-2027 period as follows:

- 2023-2024:
 - Ashley Rakahuri School,
 - Clarkville School,
 - Kaiapoi High School,
 - Rangiora Borough School,
 - Rangiora High School,
 - Rangiora New Life School,
 - Sefton School,
 - Southbrook School,
 - St Joseph's School (Rangiora),
 - St Patrick's School (Kaiapoi),
 - Swannanoa School,
 - Te Matauru School.
- 2024-2027:
 - Ashgrove School,
 - Cust School,
 - Fernside School,
 - Kaiapoi Borough School,
 - Kaiapoi North School,
 - Loburn School,
 - North Loburn School,

- Ohoka School,
- OneSchool Global (Rangiora Campus),
- Oxford Area School,
- Pegasus Bay School,
- Tuahiwi School,
- View Hill School,
- West Eyreton School,
- Woodend School.

Table 28. Proposed speed limits outside of category one schools in existing low-speed areas (50 km/h or less).

School name	Category	Proposed Speed Limit	Road Extents	Speed Limit Type
Ashgrove School	1	30 km/h	Seddon Street (West Belt to White Street)	Permanent
			Kinley Street (Seddon Street to end of formed road)	
			McKenzie Place (Seddon Street to end of formed road)	
Cust School	1	30 km/h	Cust Road (1640B Cust Road to 1699 Cust Road)	Variable
			Earlys Road (Cust Road to 452 Earlys Road)	
Kaiapoi High School	1	30 km/h	Ohoka Road (20 m east of Robert Coup Road to 123 Ohoka Road)	Variable
			Otaki Street (Ohoka Road to 20 m south of Broom Street)	
			Glenvale Drive (entire length)	Permanent
			McDougal Place (entire length)	
Kaiapoi Borough School	1	30 km/h	Hilton Street (Blackett Street to end of formed road at the cul-de-sac head)	Permanent
			Rich Street (Raven Quay to Hilton Street)	
Kaiapoi North School	1	30 km/h	Williams Street (205 Williams Street to 265 Williams Street)	Variable

School name	Category	Proposed Speed Limit	Road Extents	Speed Limit Type
			Sims Road (Williams Street to end of formed road)	Permanent
			Coups Terrace (Williams Street to end of formed road)	
Oxford Area School	1	30 km/h	Bay Road (20 m north of Main Street to 600 m north of Main Street)	Permanent
			Showgate Drive (Bay Road to end of formed public road)	
			Dohrmans Road (Bay Road to end of formed public road)	
Pegasus Bay School	1	30 km/h	Whakatipu Street (Pegasus Boulevard to Solander Road)	Permanent
			Solander Road (Pegasus Boulevard to Whakatipu Street)	
Rangiora Borough School	1	30 km/h	Church Street (High Street to 39 Church Street)	Permanent
			King Street (High Street to 153 King Street)	
			Queen Street (Church Street to 20 m east of King Street)	
			High Street (20 m east of King Street to 20 m west of Church Street)	
Rangiora High School	1	30 km/h	East Belt (144 East Belt to 113 East Belt)	Permanent
			Wales Street (East Belt to 20 m east of Edward Street)	
Rangiora New Life School	1	30 km/h	Denchs Road (Southbrook Road to end of road)	Permanent
			Marshall Street (Denchs Road to end of road)	
			Torlesse Street (Southbrook Road to 20 m west of Railway Road)	
			Railway Road (Gefkins Road to the South Brook)	
			Gefkins Road (Railway Road to end of formed road)	
			Dunlops Road (Railway Road to end of formed road)	
			Coronation Street (Southbrook Road to end of formed road)	

School name	Category	Proposed Speed Limit	Road Extents	Speed Limit Type
			Buckleys Road (South Belt to end of formed road)	
			Highfield Lane (Buckleys Road to end of formed road)	
			Pearson Lane (Buckleys Road to end of formed road)	
			Brookvale Place (Buckleys Road to end of formed road)	
			Southbrook Road (32 Southbrook Road to 66A Southbrook Road)	
Southbrook School	1	30 km/h	Denchs Road (Southbrook Road to end of road)	Permanent
			Marshall Street (Denchs Road to end of road)	
			Torlesse Street (Southbrook Road to 20 m west of Railway Road)	
			Railway Road (Gefkins Road to the South Brook)	
			Gefkins Road (Railway Road to end of formed road)	
			Dunlops Road (Railway Road to end of formed road)	
			Coronation Street (Southbrook Road to end of formed road)	
			Buckleys Road (South Belt to end of formed road)	
			Highfield Lane (Buckleys Road to end of formed road)	
			Pearson Lane (Buckleys Road to end of formed road)	
			Brookvale Place (Buckleys Road to end of formed road)	
			Southbrook Road (32 Southbrook Road to 66A Southbrook Road)	Variable
St Joseph's School (Rangiora)	1	30 km/h	George Street (20 m west of Percival Street to Victoria Street)	Permanent
			Percival Street (120 Percival Street to 99 Percival Street)	
			Buckham Street (Victoria Street to Ivory Street)	

School name	Category	Proposed Speed Limit	Road Extents	Speed Limit Type
			Victoria Street (47 Victoria Street to 2 Victoria Street)	
St Patrick's School (Kaiapoi)	1	30 km/h	Fuller Street (Williams Street to 20 m west of Peraki Street)	Permanent
			Peraki Street (Hilton Street to Ohoka Road)	
Te Matauru Primary	1	30 km/h	Johns Road (20 m east of Pentecost Road to Acacia Avenue)	Variable
			Townsend Road (20 m north of Johns Road to 163 Townsend Road)	
			Pentecost Road (Johns Road to 20 m north of Charles Street)	Permanent
			Calvandra Grove (Pentecost Road to end of formed road)	
			Goldie Drive (20 m east of Townsend Road to Pentecost Road)	
Tuahiwi School	1	30 km/h	Tuahiwi Road (191 Tuahiwi Road to 215 Tuahiwi Road)	Variable
Woodend School	1	30 km/h	School Road (Main North Road – SH1 to Rangiora Woodend Road)	Permanent

Table 29. Proposed speed limits outside of category one schools in existing high-speed areas (60 km/h or higher).

School name	Category	Proposed Speed Limit	Road Extents	Speed Limit Type
Clarkville School	1	30 km/h	Heywards Road (20 m south Tram Road to 300 m south of Tram Road)	Variable
Ohoka School	1	30 km/h	Jacksons Road (Mill Road to 550 m south of Mill Road)	Permanent
Sefton School	1	30 km/h	Upper Sefton Road (20 m west of Buller Street to 611 Upper Sefton Road)	Variable

Table 30. Proposed speed limits outside of category two schools in existing high-speed areas (60 km/h or higher).

School name	Category	Proposed Speed Limit	Road Extents	Speed Limit Type
Ashley Rakahuri School	2	60 km/h	Fawcetts Road (70 m east of High Street to 160 west of Boundary Road)	Permanent
			Boundary Road (Fawcetts Road to 290 m north of Fawcetts Road)	
			High Street (Fawcetts Road to 30 m south of Fawcetts Road)	
			Marshmans Road (Fawcetts Road to 630 m north of Fawcetts Road)	
Fernside School	2	60 km/h	O'Roarkes Road (Swannanoa Road to Johns Road)	Permanent
Loburn School	2	60 km/h	Hodgsons Road (390 m west of Loburn Whiterock Road to 910 m west of Loburn Whiterock Road)	Permanent
North Loburn School	2	60 km/h	Loburn Whiterock Road (50 m south of Mount Grey Road to 370 m south of Bradys Road)	Permanent
OneSchool Global Rangiora	2	60 km/h	Lehmans Road (20 m south of Johns Road to 300 m south of Johns Road)	Permanent
Swannanoa School	2	60 km/h	Tram Road (355 m east of Two Chain Road to 195 m west of Tupelo Place)	Permanent
View Hill School	2	60 km/h	Island Road (500 m west of Rampaddock Road to 600 m east of Harmans Gorge Road)	Permanent
West Eyreton School	2	60 km/h	School Road (210 m north of North Eyre Road to 260 m south North Eyre Road)	Permanent
			North Eyre Road (140 m west of School Road to 340 m east of School Road)	

Safety Infrastructure

The proposed infrastructure for the next four years to support the proposed speed limit changes is shown in Table 31. Where there are still issues with compliance and safety, the Council will apply for funding through the next NLTP.

Table 31. Proposed infrastructure to be implemented during the four-year period.

Location	Proposed change	Year of commencement	Funding certainty (committed or not committed)
Town centres (Kaiapoi, Rangiora)	Speed signage	2023-2024	Committed
	Channelisation marking	TBD	Not committed
Townships (Ashley, Sefton)	Speed signage	2024-2027	Not Committed
	Speed threshold treatments	2024-2027	Not Committed
Woodend, Pegasus, Ravenswood	Speed signage	2024-2027	Not Committed
	Speed threshold treatment	2024-2027	Not Committed
	Channelisation marking	TBD	Not committed
Mandeville area	Speed signage	2024-2027	Not Committed
Rural roads	Speed signage	2024-2027	Not Committed
Tram Road corridor	Signage, markings, and minor intersection upgrades	2024-2027	Not Committed
All Schools	Speed Signage	2023-2027	Not Committed
Rangiora Woodend Road / Boys Road intersection	Intersection upgrade (rural roundabout)	2024-2027	Not Committed
Tram Road / South Eyre Road / Giles Road intersection	Intersection upgrade (rural roundabout)	2024-2027	Not Committed
Ohoka Road / Robert Coup Road intersection	Intersection upgrade (rural roundabout)	2024-2027	Not Committed
Tram Road / Bradleys Road intersection	Intersection upgrade (rural roundabout)	2024-2027	Not Committed

Location	Proposed change	Year of commencement	Funding certainty (committed or not committed)
Oxford Road / Lehmans Road intersection	Intersection upgrade (urban roundabout)	2024-2027	Not Committed

Note. All projects which are not committed, following the release of the 2024-2027 NLTP, will be applied for through the next Long Term Plan process.

DRAFT

References

Auckland Transport. (2022). *Safe speeds – the reasons*. <https://at.govt.nz/projects-roadworks/vision-zero-for-the-greater-good/safe-speeds-programme/safe-speeds-the-reasons>, (accessed May 2023).

Austrroads. (2021). *Guide to Road Safety Part 1: Introduction and the Safe System*. Austrroads Ltd. Sydney, Australia.

Global Road Safety Facility. (2023). *Speed Management Hub – Frequently Asked Questions*. <https://www.roadsafetyfacility.org/faq>, (accessed May 2023).

Ministry of Transport. (2021). *Government Policy Statement on Land Transport 2021/2022-2030/2031*. Ministry of Transport, New Zealand Government.

Waka Kotahi. (2022a). *Speed Management Guide: Road to Zero*. Waka Kotahi, New Zealand Government.

Waka Kotahi. (2022b). *One Network Framework Factsheet*. <https://www.nzta.govt.nz/assets/Roads-and-Rail/onf/docs/onf-factsheet-2022.pdf>, (accessed May 2023).

Appendix A – Policies, Strategies and Guidelines

The Waimakariri District Council policies, strategies, and guidelines, which align with the purpose of the Speed Management Plan are shown in Table 31.

Table 32. Relevant Waimakariri District Council policies, strategies, and guidelines.

Plan, Guideline, or Strategy	Statement/Action
Annual Plan 2023-2024	<ul style="list-style-type: none"> • Implementation of lower speed zones around schools (over the next two years).
Roading Activity Management Plan	<ul style="list-style-type: none"> • Council considers safety to be the most important risk associated with its roading asset. To reduce this, alongside the development of a speed management plan, several interventions are proposed: <ul style="list-style-type: none"> ○ Preparation of a new Road Safety Action Plan, which includes enforcement and education. ○ Preparation and regular review of a hazards register. ○ Ongoing safety audits of individual projects. ○ A number of improvements on key routes through the Road to Zero programme (includes rural intersection activated warning signs). • Speed management and other ‘soft’ measures (e.g., education) allow for better utilisation of assets. • Increasing traffic volumes on rural roads will have an impact on the safety of motorists using these higher speed roads. • Development of a speed management plan.
Community Development Strategy	<ul style="list-style-type: none"> • Safe communities. • Support initiatives that facilitate social connection between residents. <ul style="list-style-type: none"> ○ Facilitate increased connection across neighbourhoods. • Support initiatives that increase accessibility to our spaces, places, and services. <ul style="list-style-type: none"> ○ Support the work of the Waimakariri Access Group.
Kaiapoi Town Centre Plan	<ul style="list-style-type: none"> • Concerns relating to the accessibility of the town centre for pedestrians. • Making it easy to travel to and around a place in a vehicle or on foot increases viability of local services and shops, encourages walking and cycling for non-work trips, and enables better traffic flow and easier parking. • Ensure that the Kaiapoi Town Centre has: <ul style="list-style-type: none"> ○ Accessibility from all directions by various modes of travel ○ A pleasant pedestrian environment that encourages people to walk alongside stores and to shop, as well as to linger in cafes.
Oxford Town Centre Strategy	<ul style="list-style-type: none"> • The role of Main Street is one of providing access to the town’s business activity, amenity, and connectivity to other centres, but is also one of providing a thoroughfare for passing vehicles travelling between the eastern part of the Waimakariri District and inland Canterbury, and beyond. • The safety and visibility of the traffic islands that were installed to define the town centre and provide safe pedestrian crossing points and a slow speed environment are a concern to the local community, particularly during low light or fog. • Access to and within. <ul style="list-style-type: none"> ○ Through the length of the town centre from just east of the Police

Plan, Guideline, or Strategy	Statement/Action
	Station to Bay Road are roadside planting beds, street narrowing points and central islands that were installed by way of implementing the beautification plans and to improve pedestrian connectivity and create a lower speed environment.
Rangiora Town Centre Strategy	<ul style="list-style-type: none"> • Access to the Rangiora Town Centre has been a matter of community concern over many years, and it is an issue that is inextricably linked with wider Rangiora Traffic flow patterns. Better traffic and parking management, including lowering speed limits, and providing more restricted and all-day carparks, is near the top of our community's wish list for improving the town centre. • Facilitate and encourage the use of alternative and future modes of transport. • High Street character area – an environment that prioritises pedestrians while allowing for other modes of transport. • Formalise the current slow vehicle speed environment in the town centre 'core' through a speed limit review
Waimakariri Accessibility Strategy	<ul style="list-style-type: none"> • Injuries are avoided and rates of impairment are reduced. <ul style="list-style-type: none"> ○ Road safety is promoted. • Identify and address, in a timely fashion, specific road safety issues that have been raised by people with impairments. • Promote road safety through monitoring, research, physical changes, and educational programmes.
Road Safety Strategy	<ul style="list-style-type: none"> • Reduce the occurrence of motor vehicle crashes where drivers were found to be travelling too fast for the conditions. • Determine and maintain appropriate speed limits throughout the district applicable to each speed zone. • Appropriate use of speed management techniques around schools, such as use of active warning lights and traffic calming measures. • Encourage local communities in rural areas to collectively reduce their travelling speeds.
Economic Development Strategy	<ul style="list-style-type: none"> • Issues and challenges in the infrastructure area are the speed and connectivity of roads into Christchurch.
Walking and Cycling Strategy	<ul style="list-style-type: none"> • Safe walking and cycling networks may include: <ul style="list-style-type: none"> ○ Quiet roads and shared streets. • Support programmes that improve safety for motorists. • Concerns have been expressed with the Rangiora/Woodend path around the speed of traffic along the road, which then impacts the perception of safety for users.
District Development Strategy	<ul style="list-style-type: none"> • Provide for continuing improvement in connectivity within our growing district, including enhancing opportunities for walking and cycling. • Consider and implement where appropriate the findings of the district-wide speed management programme, which includes a programme to review speed limits.

Appendix B – Urban Development Extents

The extents of the urban development area (i.e., infrastructure boundary), provided in the *Waimakariri District Development Strategy 2048*, is shown in Figure 13. This figure only shows the eastern portion of the district and therefore excludes Oxford. Urban development is possible in the Oxford Township area.



Figure 13. Extents of the eastern urban development area.

Appendix C – Safe and Appropriate Speed Alignment

Some of the speed limits proposed within this Speed Management Plan do not align with the “safe and appropriate” speed information provided by Waka Kotahi computer models.

Council is working towards the “safe and appropriate” speed for the road extents listed in Table 33. This initial proposal is an interim step, which may be revisited in future revisions of the Waimakariri SMP. The main reasons for this interim step are listed below, noting that not all are relevant to each road section.

- High existing mean operating speed.
- Wide carriageway and other higher speed environment features.
- Consistency throughout the urban area.
- Community and/or elected member support.

Table 33. Roads with an interim step towards the safe and appropriate speed.

Road and Extents
Ashley Street – from Ivory Street to 50 m north of Blackett Street
Blackett Street – from Ashley Street to 20 m west of King Street
King Street – 50 m north of High Street to 50 m north of Blackett Street
Ivory Street – from High Street to 65 m south of Alfred Street
Main Street – 93 Main Street to 23 Main Street
Coney Street – Main Street to end of formed road
Meyer Street – Main Street to end of formed road
Redwood Place – Main Street to end of formed road
Infinity Drive – Lakeside Drive to end of formed road
Kessen Street – Pegasus Boulevard to Forbes Street
Blackadder Road – Kessen Street to Hakatere Road
Coulter Street – Blackadder Road to Taniwha Street
Kumara Street – Blackadder Road to Tutaipatu Avenue
Tutaipatu Avenue – Blackadder Road to Pegasus Main Street
Taniwha Street – Coulter Street to Hakatere Road
Manuka Street – Blackadder Road to Taniwha Street
Forbes Street – Kessen Street to Hakatere Road
Hakatere Road – Blackadder Road to Pegasus Main Street
Eyrewell Road – Kessen Street to Seaward Street
Horomaka Street – Eyrewell Road to Puriri Street
Puriri Street – Horomaka Street to Hakatere Road
Puaka Street – Puriri Street to Seaward Street
Waireka Street – Pegasus Boulevard to Tutaipatu Avenue
Seaward Street – Eyrewell Road to Hakatere Road
Murfitt Street – Pegasus Boulevard to Waipara Road
Waipara Road – Murfitt Street to Hakatere Road
Tahuna Street – Eyrewell Road to Te Kohanga Drive
Tommy Street – Tahuna Street to Moa Street
Moa Street – Tommy Street to Hakatere Road
Turvey Street – Pegasus Boulevard to Pipiri Street
Pipiri Street – Hakatere Road to Turvey Street
Waimarie Street – Pipiri Street to Pegasus Main Street
Pipi Wai Street – Turvey Street to Pegasus Main Street
Kuta Street – Turvey Street to Pegasus Main Street

Road and Extents
Pegasus Main Street – Hakatere Road to Lakeside Drive
The Esplanade – Te Kohanga Drive to Te Kohanga Drive
Whangaroa Street – The Esplanade to Te Wairewa Street
Te Waihora Street – Te Kohanga Drive to The Esplanade
Rapaki Street – Te Waihora Street to The Esplanade
Tiritiri Moana Drive – Pahua Street to end Council's legal road
Marangai Drive – Te Hurunui Drive to Tuaki Street
Miskell Street – Marangai Drive to Awatere Street
Te Hurunui Drive – Tiritiri Moana Drive to Tiritiri Moana Drive
Katipo Way – Miskell Street to Tuaki Street
Awatere Street – Tiritiri Moana Drive to Te Hurunui Drive
Jove Drive – Te Hurunui Drive to Tiritiri Moana Drive
Helicon Street – Jove Drive to Tiritiri Moana Drive
Medusa Lane – Tiritiri Moana Drive to Tiritiri Moana Drive
Lakeside Drive – Tiritiri Moana Drive to Infinity Drive
Kawari Drive – Tiritiri Moana Drive to Infinity Drive
Aroha Street – Tiritiri Moana Drive to Tangiwai Street
Pahua Street – Chimera Street to Tiritiri Moana Drive
Arahura Road – Lakeside Drive to Kawari Drive
Chimera Street – Lakeside Drive to Nga Tupuna Street
Nga Tupuna Street – Arahura Road to Lakeside Drive
Kahu Street – Arahura Road to Kahuraki Drive
Kawakawa Street – Arahura Drive to Kahuraki Drive
Kokopu Street – Kahuraki Drive to Arahura Road
Tangiwai Street – Arahura Road to Infinity Drive
Kahuraki Drive – Arahura Road to Nga Tupuna Street
Hodgkinson Road – Infinity Drive to Pegasus Boulevard
Winsloe Street – Hodgkinson Road to Pegasus Main Street
Motu Quay – Pegasus Main Street to end of formed road
Waituna Street – Winsloe Street to Barnes Street
Pukohe Street – Winsloe Street to Barnes Street
Barnes Street – Hodgkinson Road to Matamata Quay
Matamata Quay – Barnes Street to Te Kohanga Drive
Mary Ellen Street – Matamata Quay to Solander Street
Whakatipu Street – Solander Road to Waituna Street
Pounamu Place – Whakatipu Street to Mary Ellen Street
Solander Road – Infinity Drive to Whakatipu Street
Tuka Road – Infinity Drive to Solander Road
Awaroa Road – Solander Road Whakatipu Street
Hikuraki Street – Infinity Drive to Whakatipu Street
Pegasus Boulevard – State Highway One to 50 m east of Infinity Drive
Panckhurst Drive- Petries Road to end of formed road
McLean Place – Panckhurst Road to end of formed road
Parkinson Place – Panckhurst Road to end of formed road
Simon Place – Panckhurst Road to end of formed road
Petries Road – State Highway One to Gladstone Road
James Drive – Petries Road to Gladstone Road
Pascoe Drive – Petries Road to end of formed road
Hamlett Drive – Petries Road to Gladstone Road
Benjes Place – Hamlett Drive to end of formed road

Road and Extents
Fearne Drive – Hamlett Drive to Petries Road
Keeper Close – Fearne Drive to end of formed road
Ranby Place – Fearne Drive to end of formed road
Catchpole Place – Petries Road to end of formed road
Gladstone Road – State Highway One to 60 m east of Petries Road
Eders Road – Gladstone Road to State Highway One
Stopforth Street – Gladstone Road to Parsonage Road
Parsonage Road – State Highway One to end of formed road
Littles Lane – Parsonage Road to end of formed road
McQuillan Avenue – Parsonage Road to State Highway One
Thirlwall Street – McQuillan Avenue to end of formed road
Salkeld Place – McQuillan Avenue to end of formed road
Cutler Street – McQuillan Avenue to end of formed road
Cleaver Street – Salkeld Place to end of formed road
Woodend Road – Rangiora Woodend Road to State Highway One
Gibbs Drive – School Road to Woodend Road
Stanton Place – Gibbs Drive to end of formed road
Lacy Gate Place – Gibbs Drive to end of formed road
Somerset Place – Gibbs Drive to end of formed road
Bowie Drive – Woodend Road to Woodglen Drive
Cassidy Place – Bowie Drive to end of formed road
The Stables – Bowie Drive to end of formed road
Woodglen Drive – Bowie Drive to Chinnerys Drive
Manahi Place – Woodglen Drive to end of formed road
Norton Place – Woodglen Drive to end of formed road
Hewitts Road – State Highway One to Welsford Street
Woodfield Place – Woodglen Drive to end of formed road
Taranaki Drive – Woodglen Drive to end of formed road
Thornley Place – Woodglen Drive to end of formed road
Welsford Street – Bowie Drive to Minerva Crescent
Appleton Place – Hewitts Road to end of formed road
Cobden Place – Hewitts Road to end of formed road
Bunting Place – Hewitts Road to end of formed road
Paget Drive – Welsford Street to Welsford Street
Chinnerys Road – Rangiora Woodend Road to State Highway One
Grange View – Chinnerys Road to end of formed road
Minerva Crescent – Welsford Street to Welsford Street
Shrimpton Avenue – Welsford Street to end of formed road
Clegg Street – Shrimpton Avenue to Bob Robertson Drive
John Raven Lane – Clegg Street to end of formed road
Godley Place – Clegg Street to end of formed road
Tara Crescent – Bob Robertson Drive to Bob Robertson Drive
Stonyer Street – Bob Robertson Drive to Quinn Crescent
Quinn Crescent – Croydon Street to Crossley Avenue
Crossley Avenue – Stonyer Street to end of formed road
Croydon Street – Stonyer Street to Oakleigh Street
Oakleigh Street – Bob Robertson Drive to end of formed road
Woodford Avenue – Bob Robertson Drive to end of formed road
Jury Lane – Bob Robertson Drive to Woodford Avenue
Jasmine Street – Bob Robertson Drive to Woodford Avenue

Road and Extents
Clare Street – Bob Robertson Drive to Woodford Avenue
Sills Street – Clare Street to Grimwood Street
Kotua Street – Sills Street to Woodford Avenue
Eldridge Street – Sills Street to Woodfor Street
Grimwood Street – Bob Robertson Drive to Woodford Avenue
Nathaniel Archer Street – Bob Robertson Drive to Woodford Avenue
White Street – Nathaniel Archer Street to Barnett Street
Curtis Street – White Street to Woodford Avenue
Barnett Street – Woodford Avenue to Bob Robertson Drive
Stackwood Avenue – Bob Robertson Drive to end of formed road
Antil Street – Stackwood Avenue to Chambers Avenue
Borland Street – Antil Street to Crossley Street
Chambers Avenue – Bob Robertson Drive to end of formed road
Higgins Street – Chambers Avenue to end of formed road
Elmers Street – Higgins Street to end of formed road
Henshaw Street – Elmers Street to end of formed road
Clayton Place – Bob Robertson Drive to end of formed road
Lilburne Street – Clayton Place to end of formed road
Bowmaker Crescent – Lilburne Street to Lilburne Street
Kesteven Place – Bob Robertson Drive to end of formed road
Garlick Street – Bob Robertson Drive to end of formed road
Plaskett Road – 75 m south of Fernside Road to Ashworths Road
Pattersons Road – Two Chain Road to McRoberts Road
Tupelo Place – Tram Road to end of formed road
West Denbie Lane – North Eyre Road to end of formed road
Clothiers Road – South Eyre Road to end of formed road
Harpers Road – South Eyre Road to end of formed road
Baynons Road – Heywards Road to end of formed road
Douds Road – Marshmans Road to end of formed road
Bruces Road – Rangiora Leithfield Road to Marshmans Road
Lower Sefton Road – Saltwater Creek Road to Wyllies Road
Wyllies Road – Lower Sefton Road to State Highway One
Toppings Road – Lower Sefton Road to 180 m south of Upper Sefton Road
Lower Sefton Road – Saltwater Creek Road to Wyllies Road
Broad Road – Upper Sefton Road to State Highway One
Harleston Road – Upper Sefton Road to Hurunui District Boundary
Old North Road – 20 m north of Dale Street to Williams Street

Council are proposing speed limits that do not align with Waka Kotahi's "safe and appropriate" speed on the roads listed in Table 34, to achieve consistency with other similar road types in the surrounding area. Regular feedback is received from the community around the consistency of speed limits within an area and across roads which look the same. Ensuring alignment with "safe and appropriate" speeds in the rural areas is particularly challenging because it is very common in the Waimakariri District to have crossover between sealed roads and unsealed roads. It is therefore difficult to justify the same speed limit on an unsealed road to a sealed road. Council staff may revisit these proposals in future iterations of the Waimakariri SMP.

Table 34. Roads with a consistent approach based on the surrounding road network.

Road and Extents
Percival Street – from High Street to 120 Percival Street (to proposed school zone)
Dawsons Road – Pattersons Road to Wards Road
McRoberts Road – Pattersons Road to Mill Road
Ashworths Road – Mill Road to Plaskett Road
Bradleys Road – 50 m north of Tram Road to 400 m north of Modena Place
Whites Road – 210 m south of Mill Road to Tram Road
Jacksons Road – 770 m south of Mill Road to Tram Road
Christmas Road – Mill Road to Butchers Road
Baileys Road – Mandeville Road to Whites Road
Fawcetts Road – Cones Road to 160 m west of Boundary Road (to the proposed school zone)
Forestry Road – Gorries Road to Marshmans Road
Marshmans Road – 630 m north of Fawcetts Road (from the proposed school zone) to the Hurunui District boundary
Pembertons Road – Rangiora Leithfield Road to 50 m north of Vaughan Street
Bramleys Road – 20 m southwest of Cox Road to Lineside Road
Raven Quay – from 50 m east of Rich Street to the end of the road to the east
Cameo Drive – Mandalea Road to end of formed road

There has been substantial development within the district since the Canterbury earthquake. As this continues, the urban boundaries of major towns are expanding outwards. Beach Grove is a recent development in Kaiapoi, which has seen land previously classified as rural, with a rural speed limit, rezoned as urban. As this development will have a frontage along Beach Road, the 50 km/h speed limit needs to be extended to its limits. The peri-urban areas of Sefton, Waikuku, Waikuku Beach, and Ashley have a higher density of housing, with smaller land lots; however, there is generally limited footpath infrastructure. An increase in the number of people using alternative modes mean these areas require a lower speed limit than is indicated by Waka Kotahi's "safe and appropriate" speed model to ensure safe interaction between all modes of transport. The roads listed in Table 35 all have speed limit proposals which are lower than Waka Kotahi's "safe and appropriate" speeds.

Table 35. Roads adjacent to higher density development.

Road and Extents
Beach Road – from 80 m east of Tuhoe Avenue to 690 m east of Tuhoe Avenue
Carr Street – Railway Street to end of formed road
Railway Street – Upper Sefton Road to Pembertons Road
Booth Street – Railway Street to Pembertons Road
Vaughan Street – Pembertons Road to Cross Street
High Street – Pembertons Road to Upper Sefton
Cross Street – Pembertons Road to Upper Sefton Road
Buller Street – Upper Sefton Road to Cross Street
High Street – 50 m south of Fawcetts Road to Lower Sefton Road
Canterbury Street – Lower Sefton Road to end of formed road
Wellington Street – Lower Sefton Road to Auckland Street
Auckland Street – Canterbury Street to Lower Sefton Road
Lower Sefton Road – Canterbury Street to 20 m east of Auckland Street
Northside Drive – Waikuku Beach Road to Waikuku Beach Road
Kings Avenue – Waikuku Beach Road to end of formed road
Allin Drive – Kings Avenue to Queens Avenue
Queens Avenue – Kings Avenue to end of formed road
Ensors Place – Queens Avenue to end of formed road
Collins Drive – Queens Avenue to end of formed road
McKenzie Place – Collins Drive to end of formed road
Macdonalds Lane – State Highway One to end of formed road
Geisha Road – State Highway One to end of formed road
Cust Road – 1782 Cust Road to 85 m west of Tippings Road
Mara Kai Place – Pegasus Boulevard to end of formed road
Atkinsons Lane – Mara Kai Place to end of formed road
Te Haunui Lane – Pegasus Boulevard to end of formed road
Mapleham Drive – Pegasus Boulevard to Pegasus Boulevard
Taerutu Lane – Mapleham Drive to end of formed road
Burntwood Lane – Mapleham Drive to end of formed road
Judsons Road – Woodend Beach Road to end of formed road
Copper Beech Road – Woodend Beach Road to end of formed road
Evergreen Road – Copper Beech Road to Copper Beech Road

The existing road infrastructure along Easterbrook Road is in poor condition, with various vertical grade changes caused by differential settlement in the road pavement. There is also no marked centreline, and as such, a 60 km/h speed limit is proposed along the extent from Fernside Road to Hicklands Road rather than Waka Kotahi’s “safe and appropriate” 80 km/h speed limit.

Heywards Road, between Mabers Road and the 30 km/h school zone 300 m south of Tram Road, is proposed to have a speed limit of 60 km/h. This is intended to provide a gradual decrease in speed limits, prior to the Category One school zone.

The following roads listed in Table 36 are technically too short for their own speed limit, as per the minimum distance requirements set out in the *Rule*.

Downs Road is an unsealed cul-de-sac off Marshmans Road, and therefore, to ensure consistency on the district's unsealed roads, it should also have a 60 km/h speed limit.

It is proposed for all roads within the Sefton Township, aside from Pembertons Road and Upper Sefton Road, to have a speed limit of 40 km/h; therefore, to ensure consistency with the surrounding area, High Street should also have a 40 km/h speed limit.

Geisha Road is located off the 100 km/h section of State Highway One. It currently has a legal speed limit of 70 km/h, which therefore, indicates that it has already been approved for a speed limit where it does not meet the minimum distance requirements in a prior *Rule*. As such, Council deems proposing a 40 km/h speed limit along its extents will have no impacts on users of the road.

Table 36. Roads not meeting the minimum distance requirements.

Road and Extents
Downs Road – Marshmans Road to end of formed road (unsealed)
High Street – Pembertons Road to Upper Sefton Road too short for its own speed limit
Geisha Road – State Highway One to end of formed road *does not meet minimum length requirement

Appendix D – Speed Limit Extent Maps

The maps shown in Figures 14 to 49 gives a visual representation of the speed limit proposals listed in the Four-Year Implementation Section. Each figure label has the table reference for the speed limit proposals.

The following legend can be applied to all maps:

- 80 km/h (Light Green)
- 60 km/h (Dark Orange)
- 60 km/h Variable (Dark Blue)
- 50 km/h (Dark Green)
- 40 km/h (Blue)
- 30 km/h (Light Orange)
- 30 km/h Variable (Purple)
- School Zone (Light Orange Filled Area)
- Community Board Ward Boundaries (Black)

(Note. Maps and legend are to be replaced with maps developed by the Communications and Engagement Team for consultation)

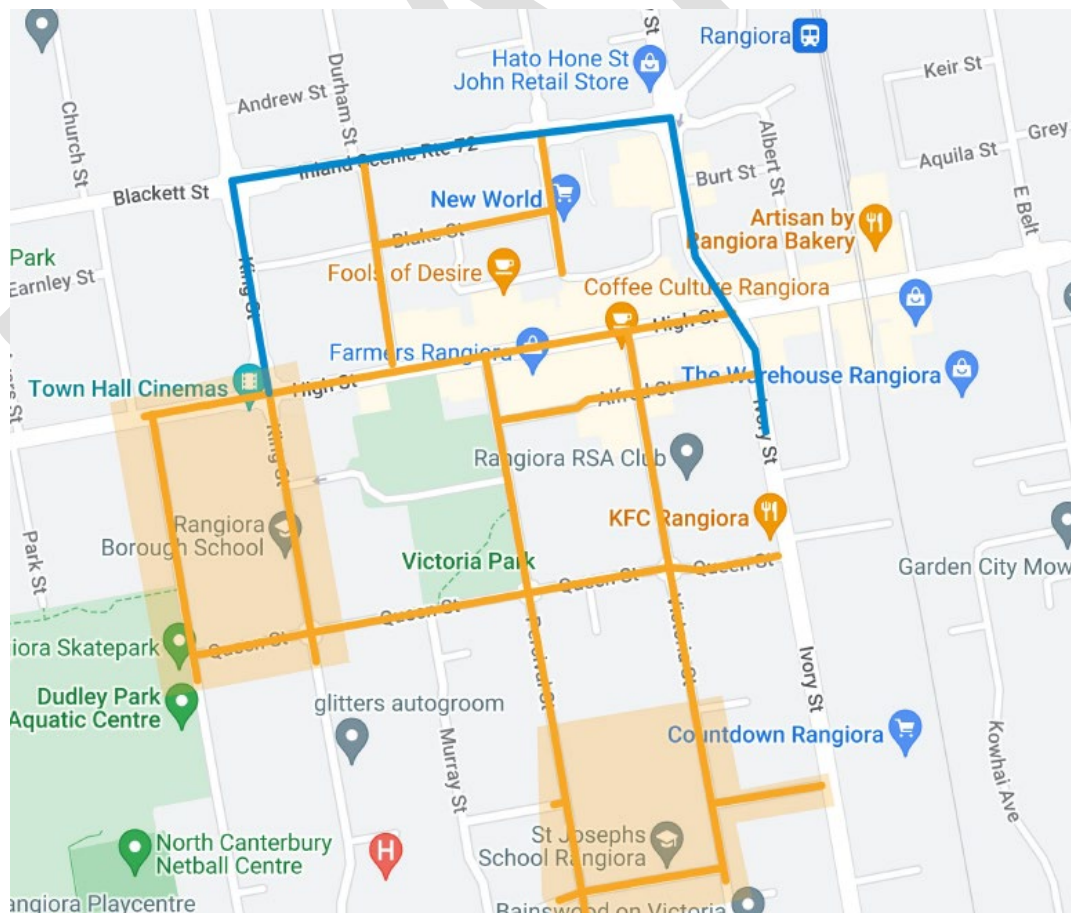


Figure 14. Rangiora town centre (Table 4).

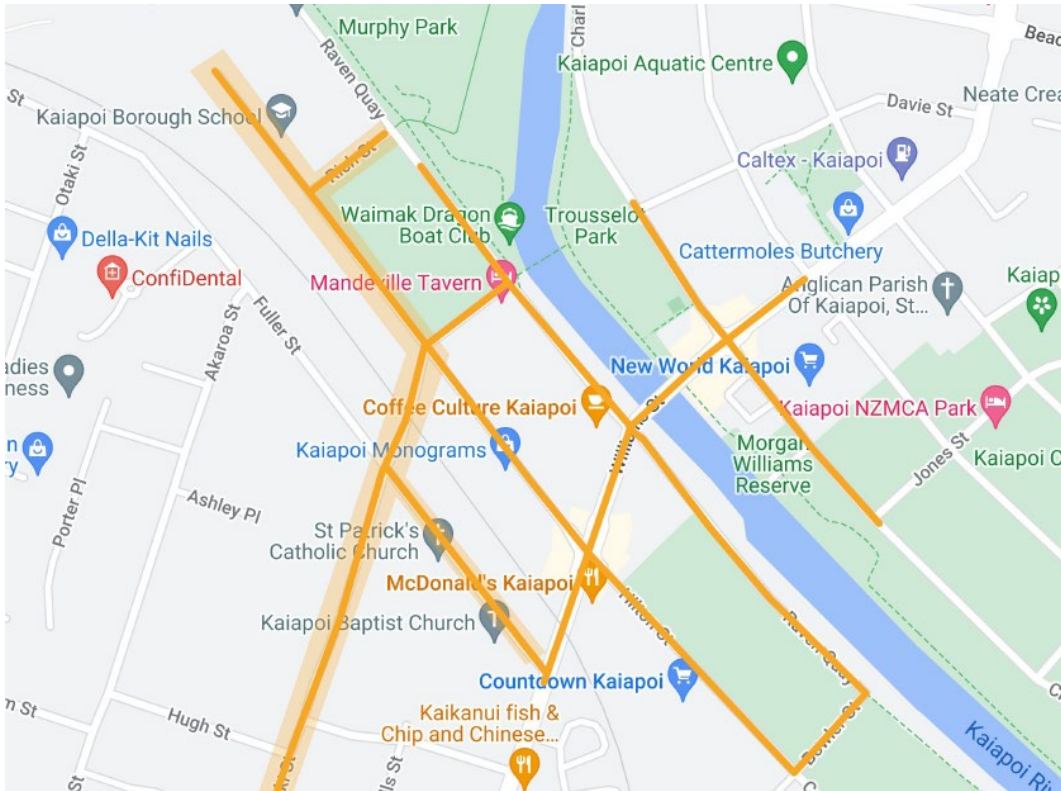


Figure 15. Kaiapoi town centre (Table 5).

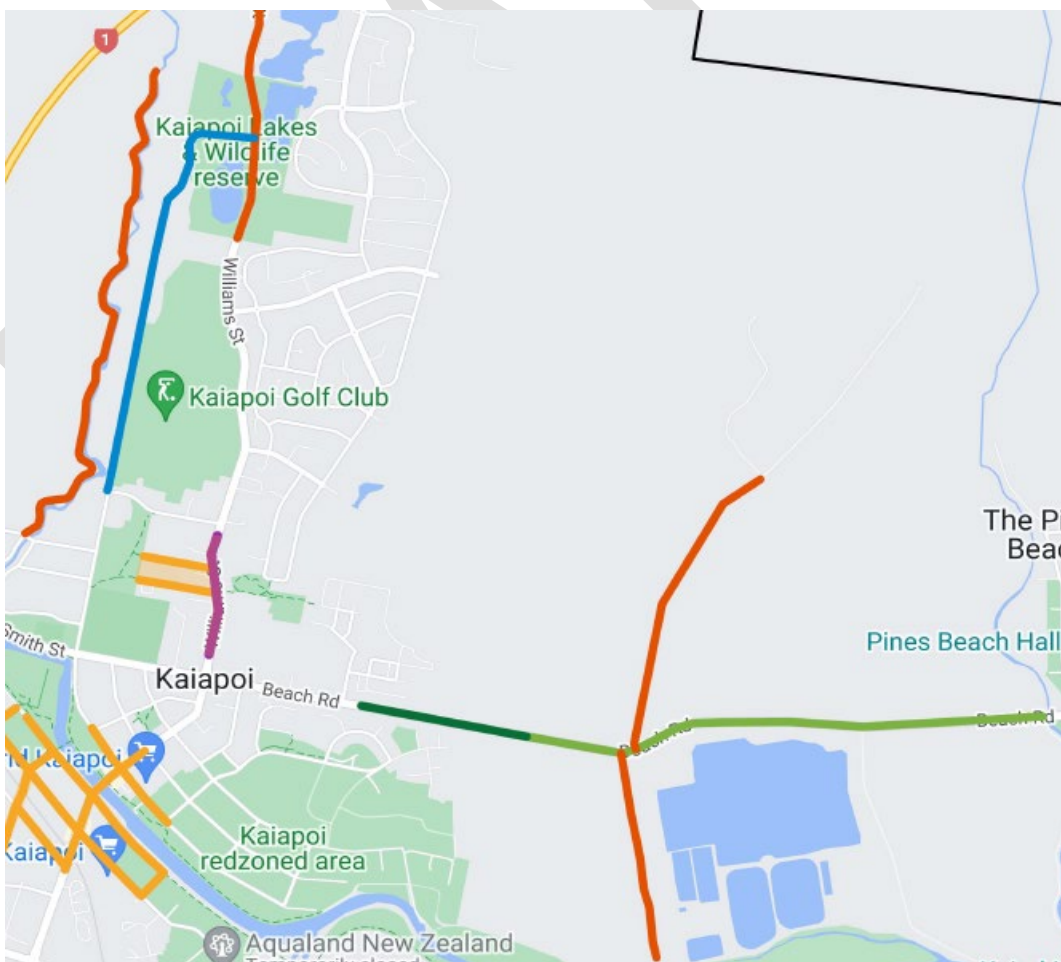


Figure 16. Other urban and rural areas in Kaiapoi, including Kaiapoi North School (Table 6, Table 26, and Table 28).

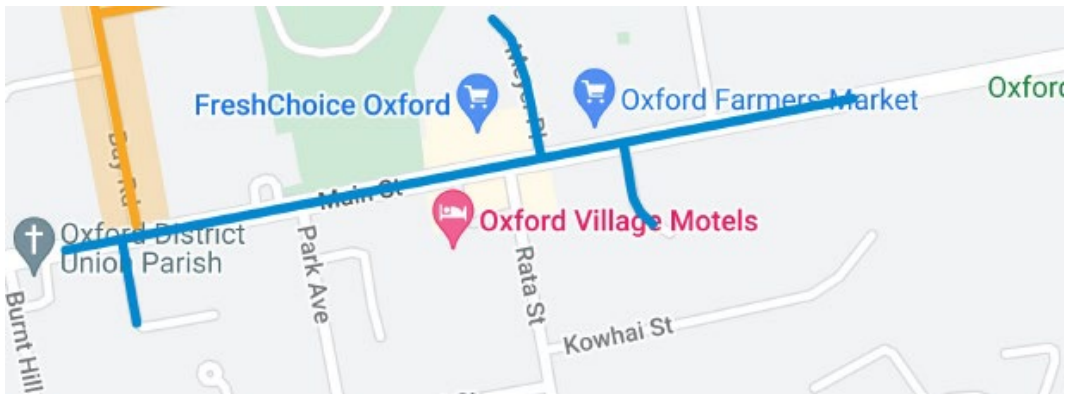


Figure 17. Oxford town centre (Table 7).



Figure 18. Sefton Township, including Sefton School (Table 8 and Table 29).



Figure 19. Ashley Township (Table 9).

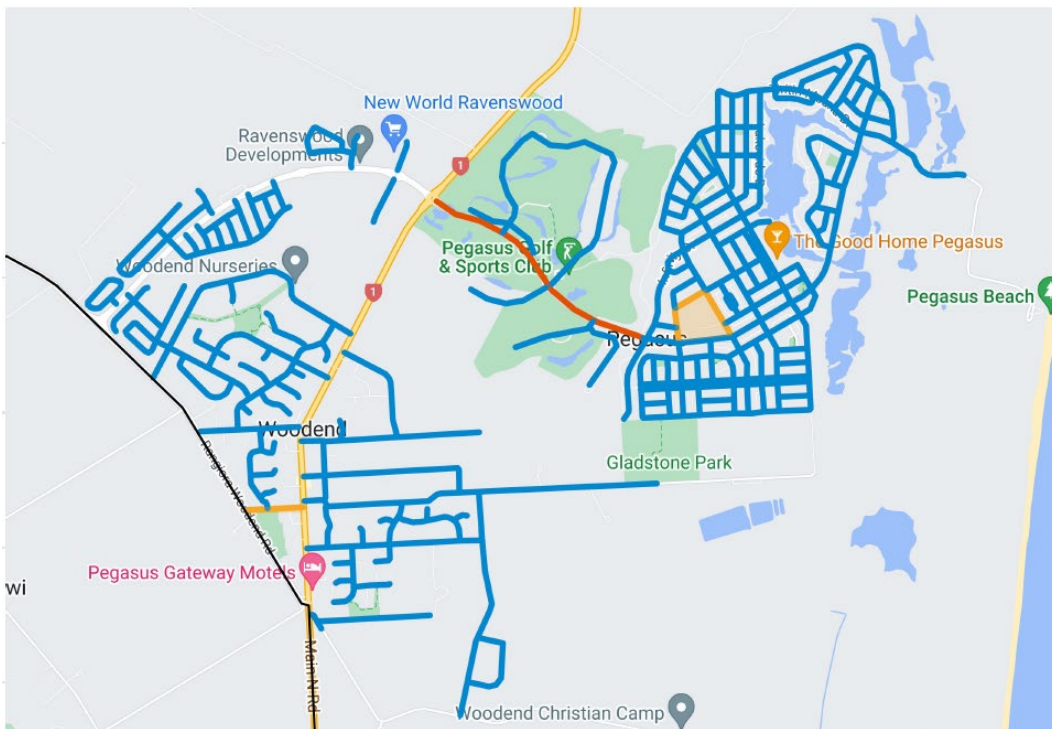


Figure 20. Pegasus, Woodend, and Ravenswood urban areas, including schools (Table 10, Table 11, and Table 28).

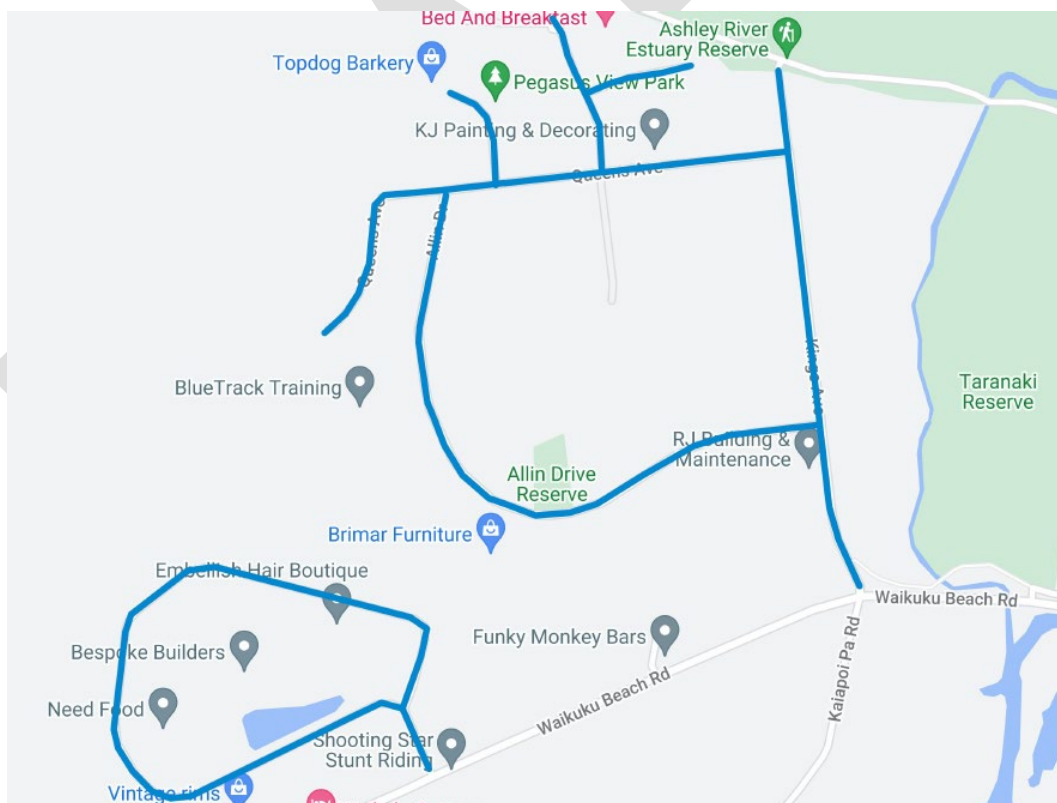


Figure 21. Waikuku Beach peri-urban area (Table 12).

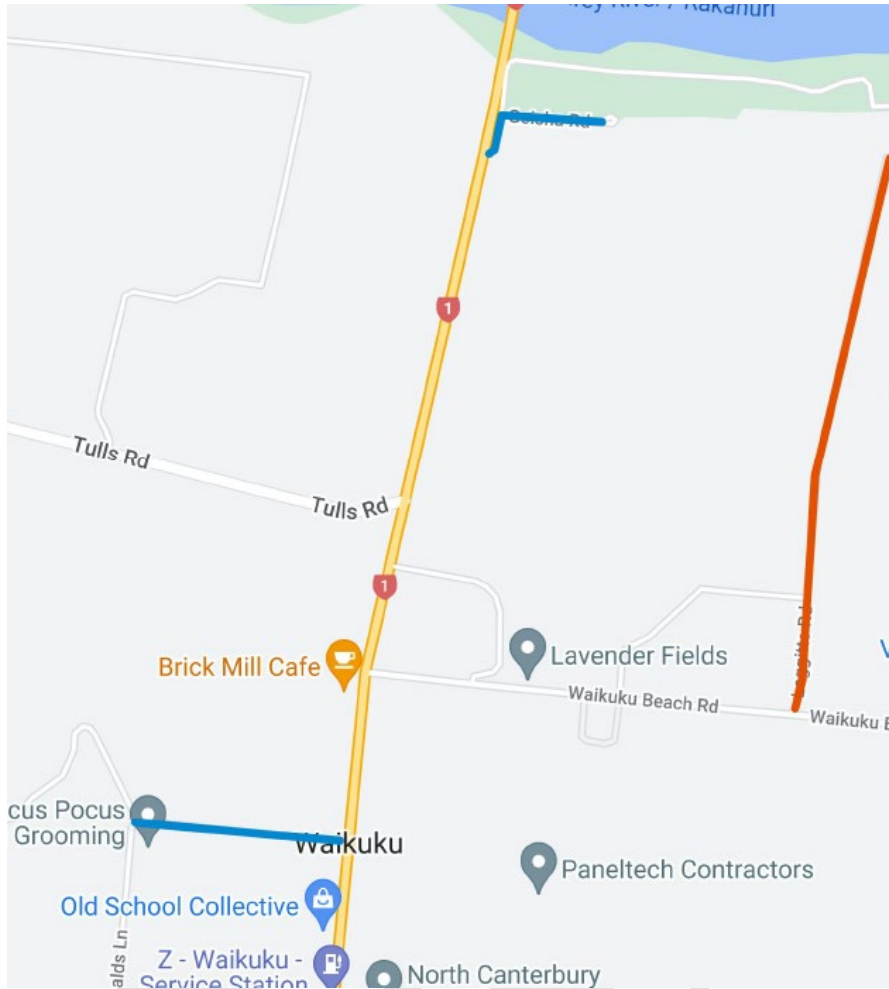


Figure 22. Waikuku peri-urban area (Table 13).

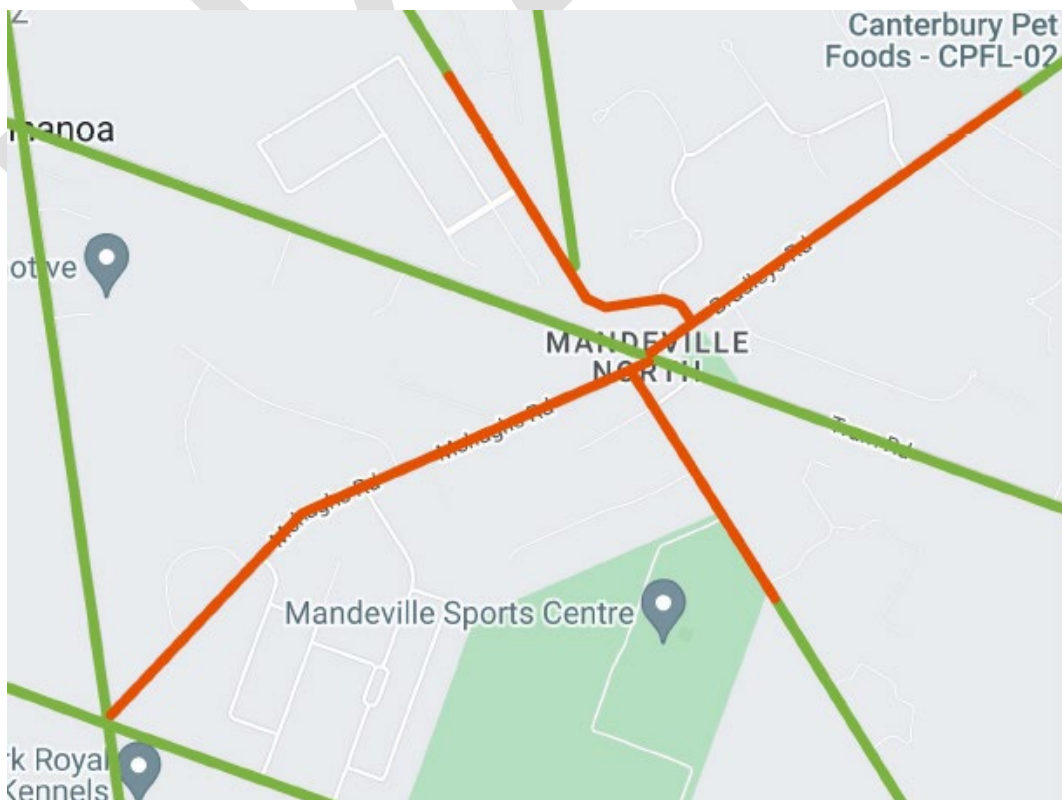


Figure 23. Mandeville peri-urban area (Table 14).

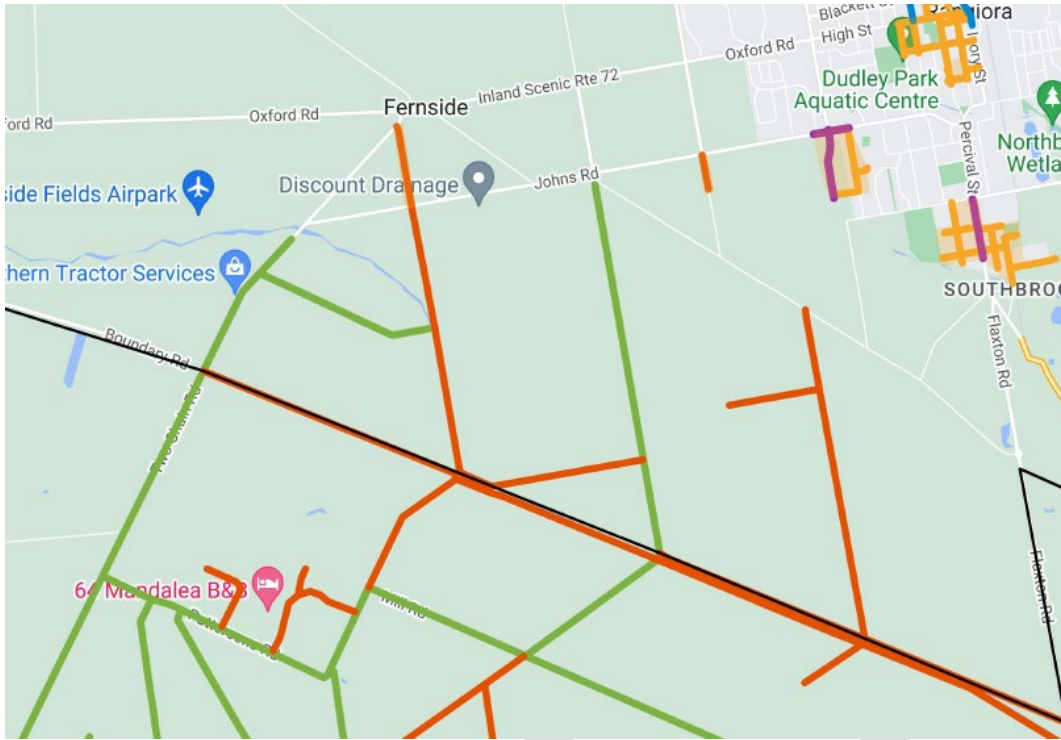


Figure 24. Rangiora/Fernside area, including Fernside School area (Table 15 and Table 30).

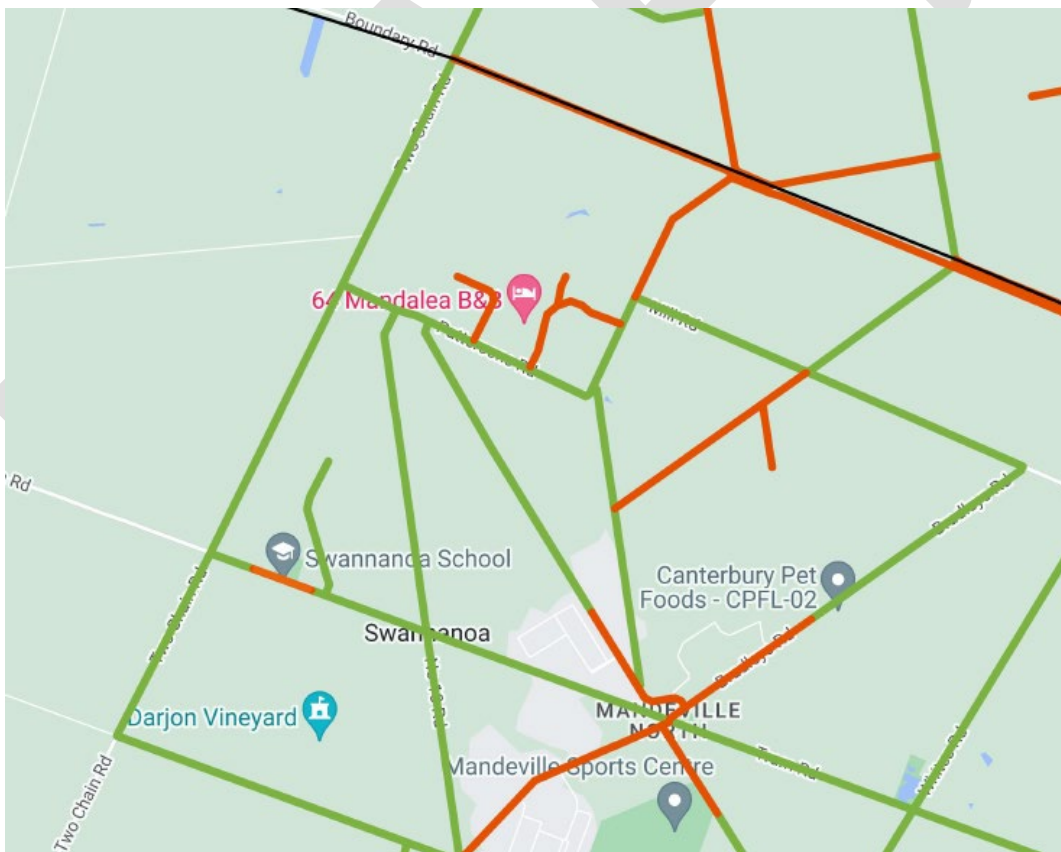


Figure 25. North of Tram Road/Mandeville area, including Swannanoa School (Table 16 and Table 30).



Figure 26. North of Tram Road/Ohoka area, including Ohoka School (Table 17 and Table 29).

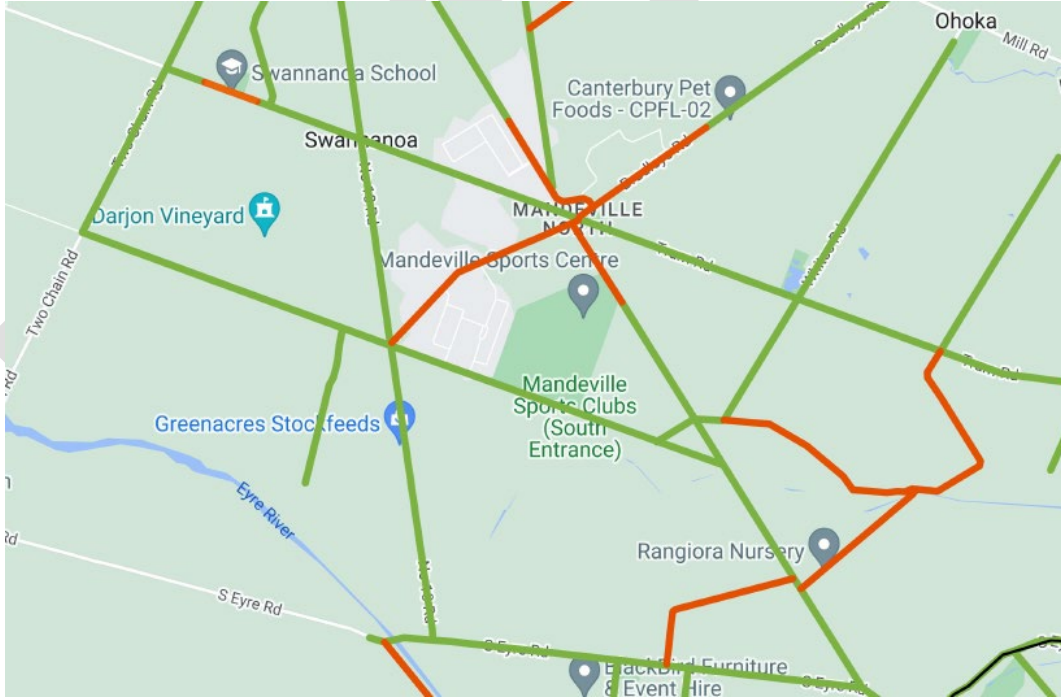


Figure 27. South of Tram Road/Mandeville area (Table 18).

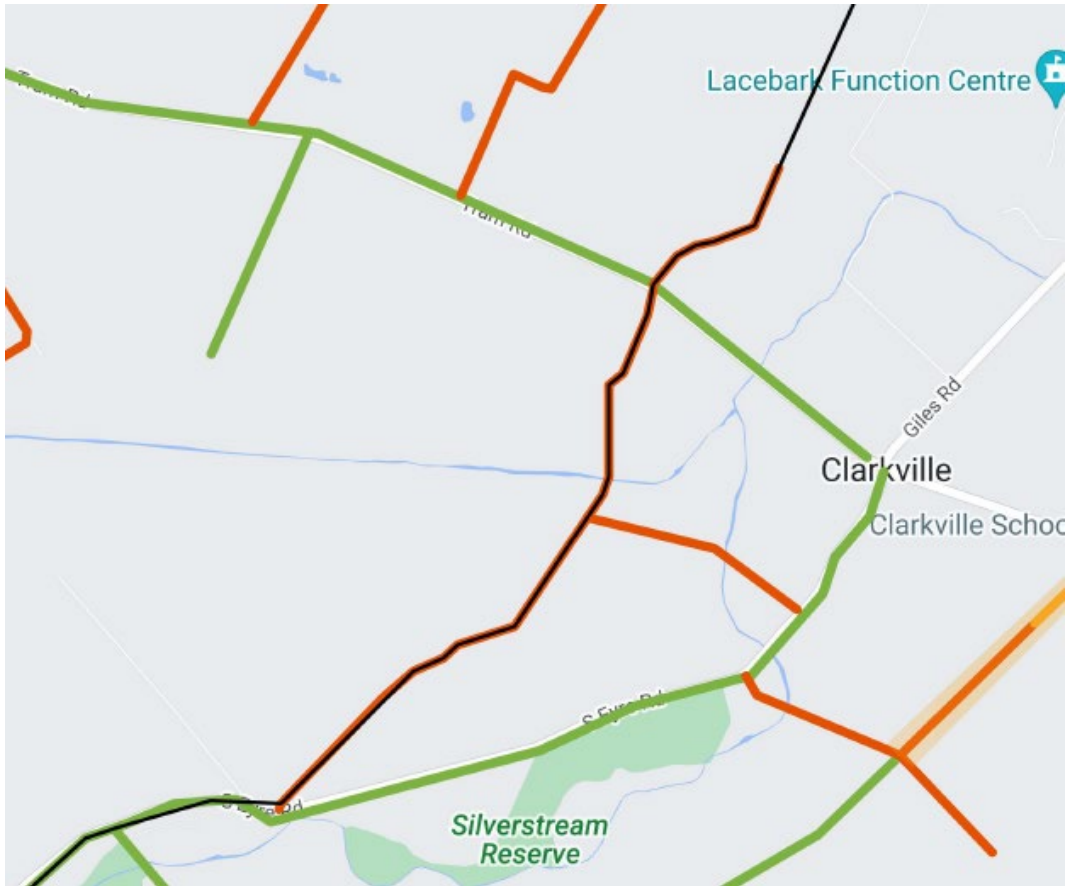


Figure 28. South of Tram Road area (Table 19).



Figure 29. South of South Eyre Road area, including Clarkville School (Table 20, Table 21, and Table 29).

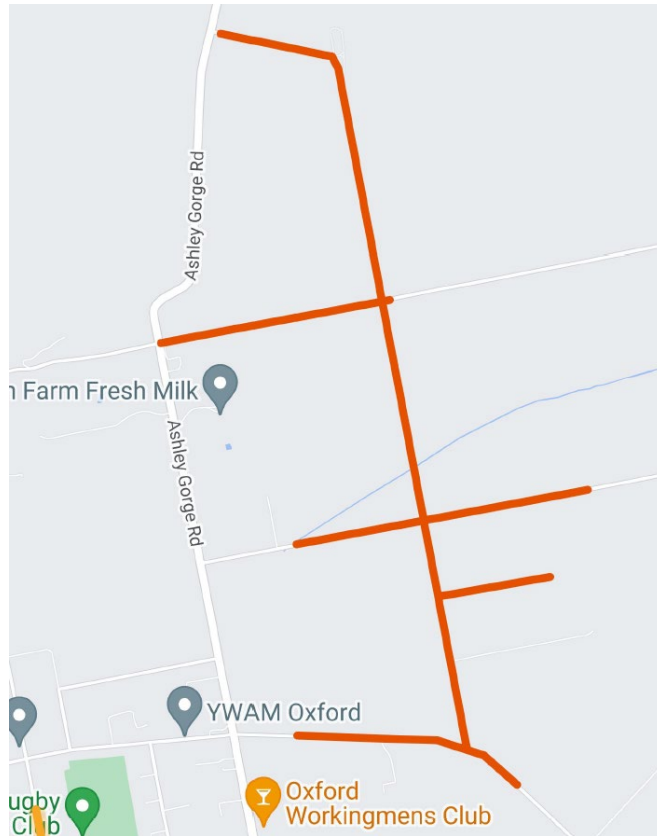


Figure 30. Oxford rural area (Table 22).

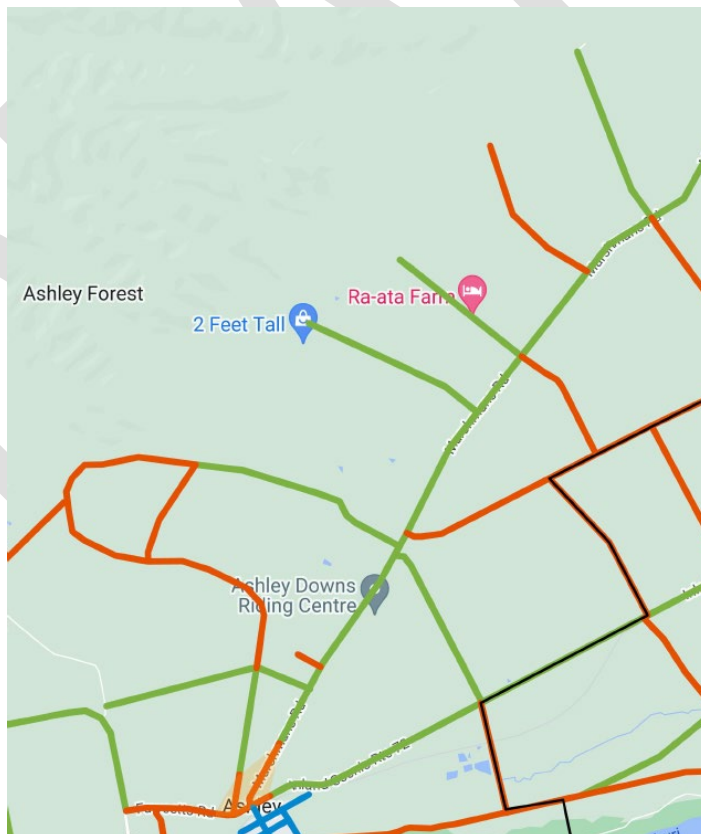


Figure 31. Northwest of Marshmans Road area, including Ashley School (Table 23 and Table 30).

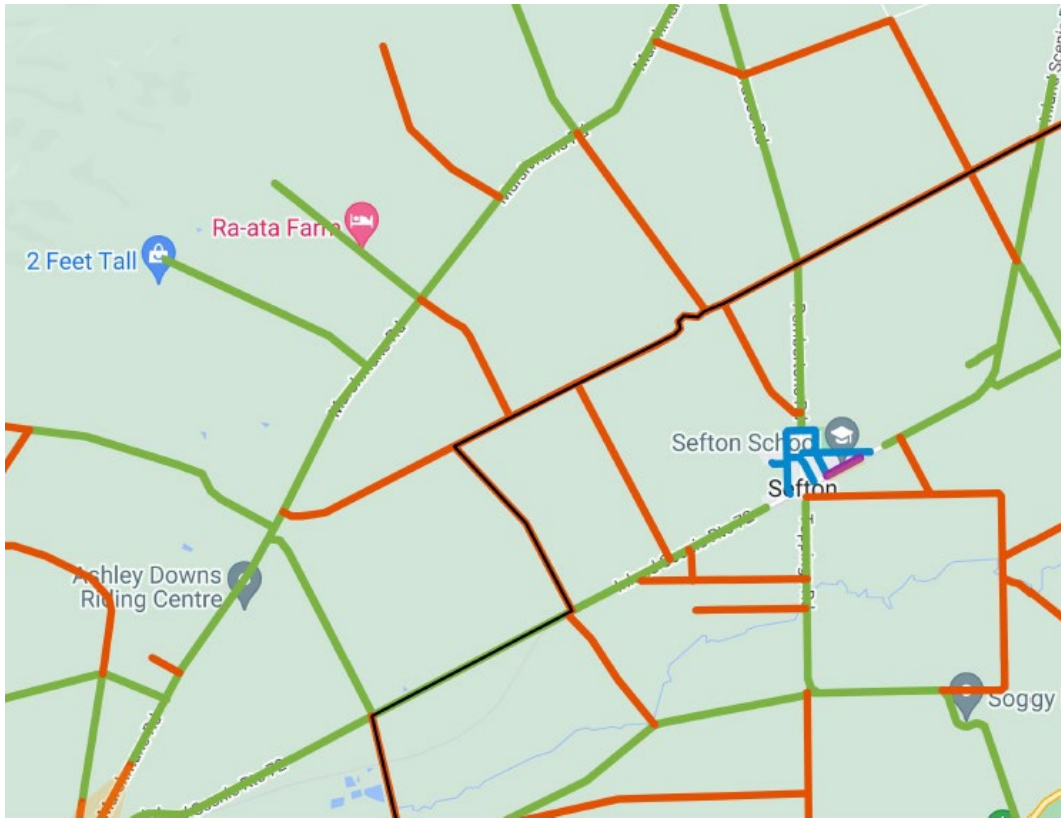


Figure 32. North of Upper Sefton Road area (Table 24).

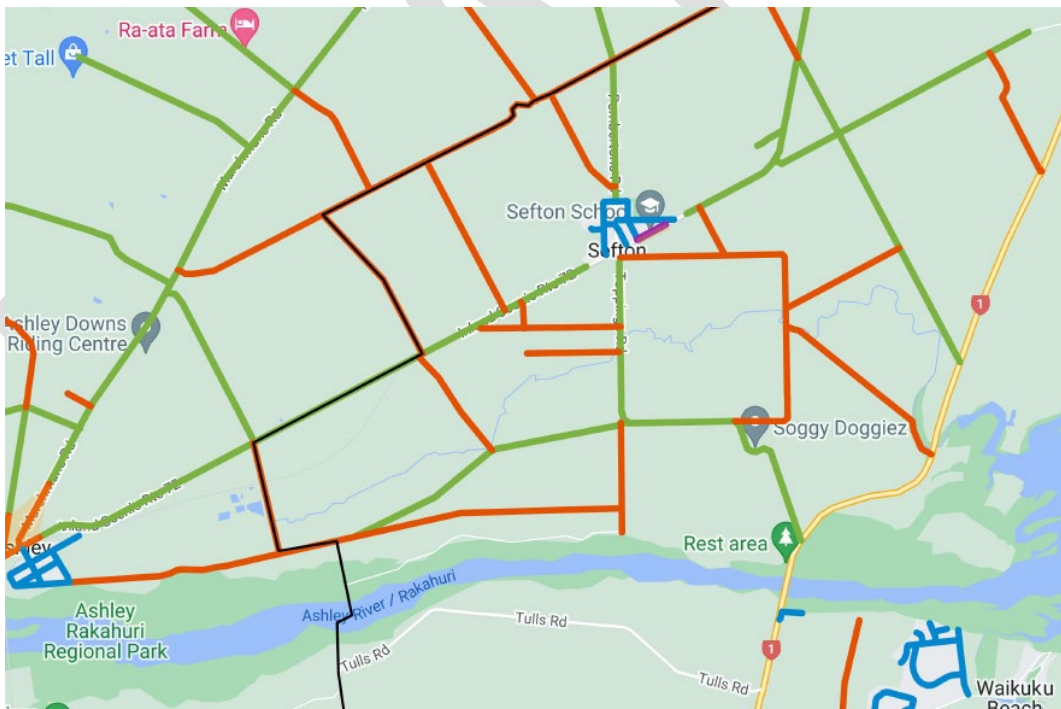


Figure 33. South of Upper Sefton Road area (Table 25).

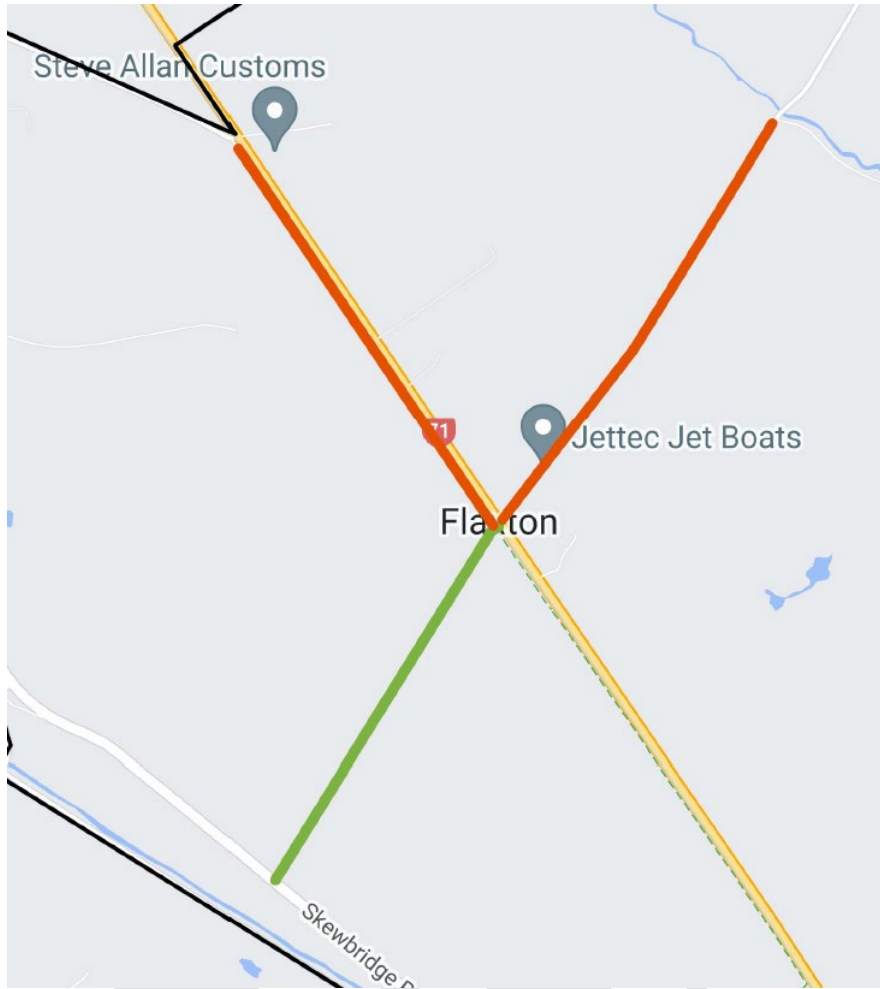


Figure 34. Flaxton rural area (Table 26).

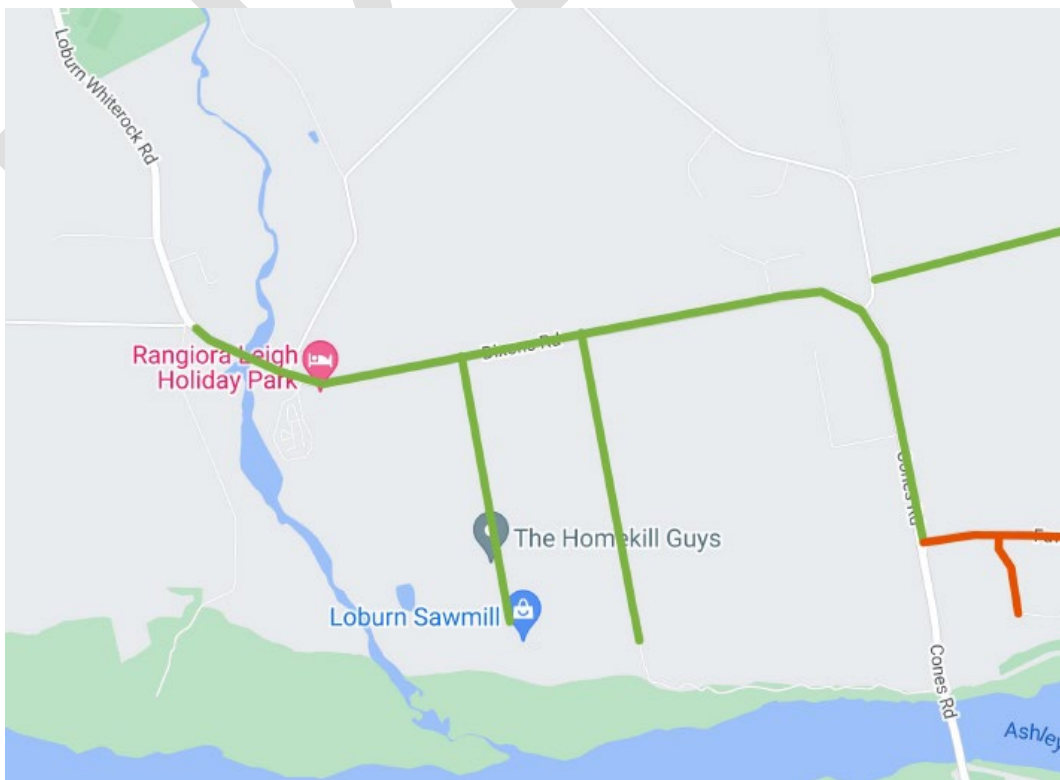


Figure 35. Loburn rural area (Table 26).



Figure 36. Cust peri-urban area (Table 28).

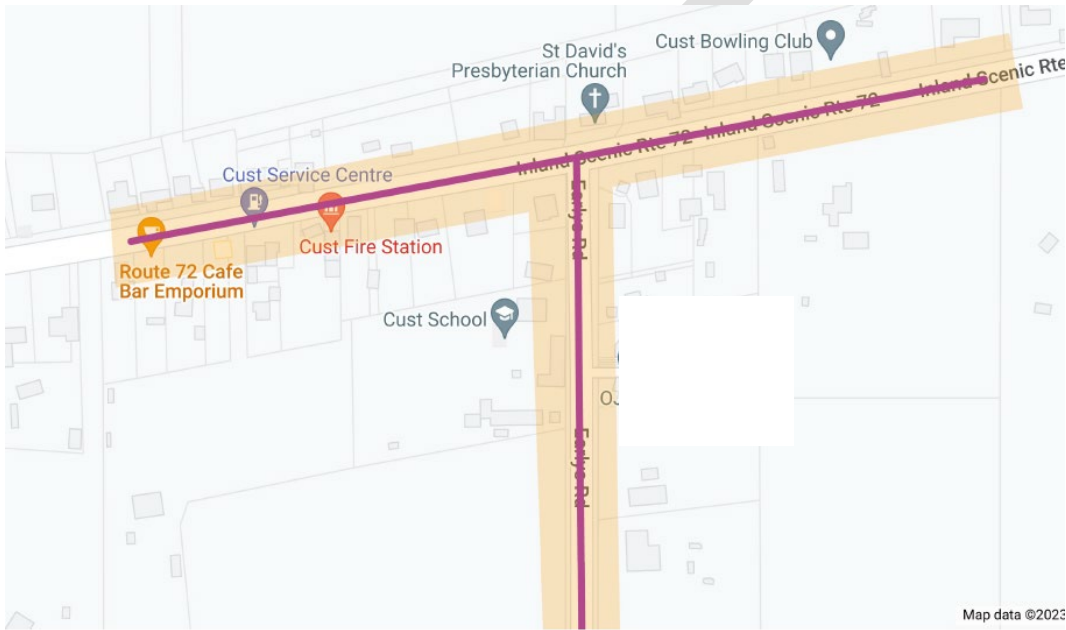


Figure 37. Cust School area (Table 28).

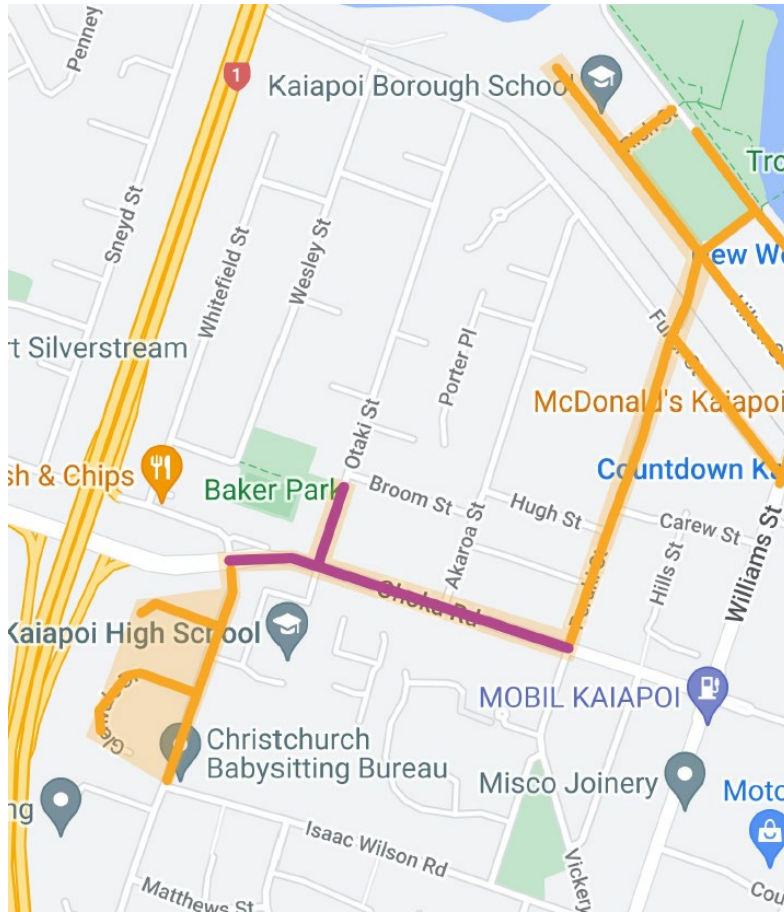


Figure 38. Kaiapoi school areas (Table 28).

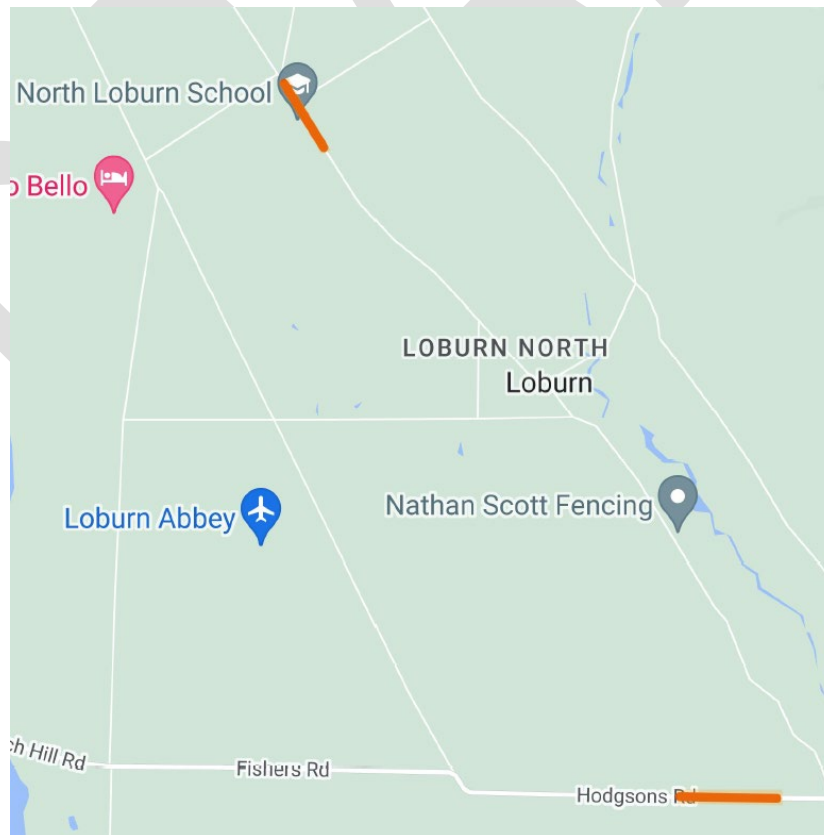


Figure 39. Loburn school areas (Table 30).

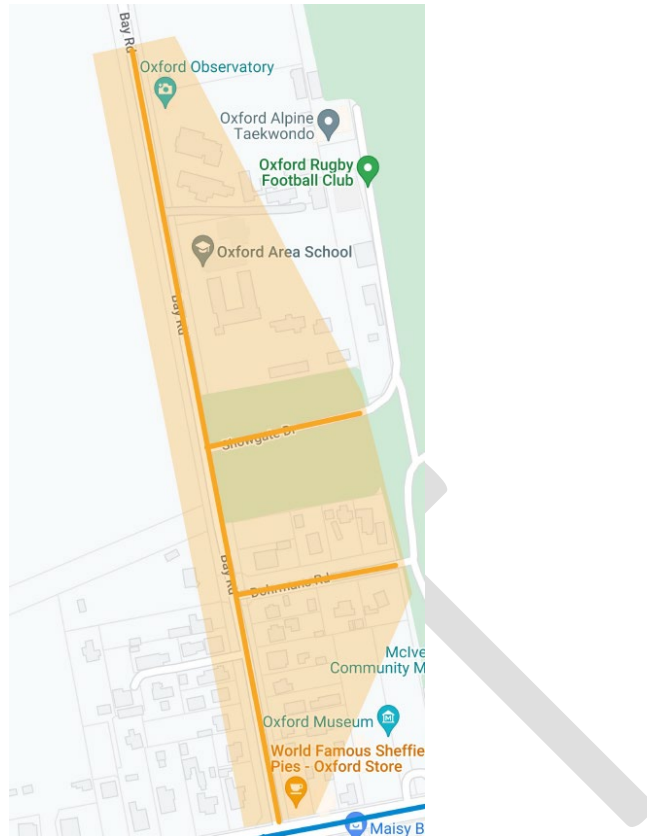


Figure 40. Oxford Area School zone (Table 28).

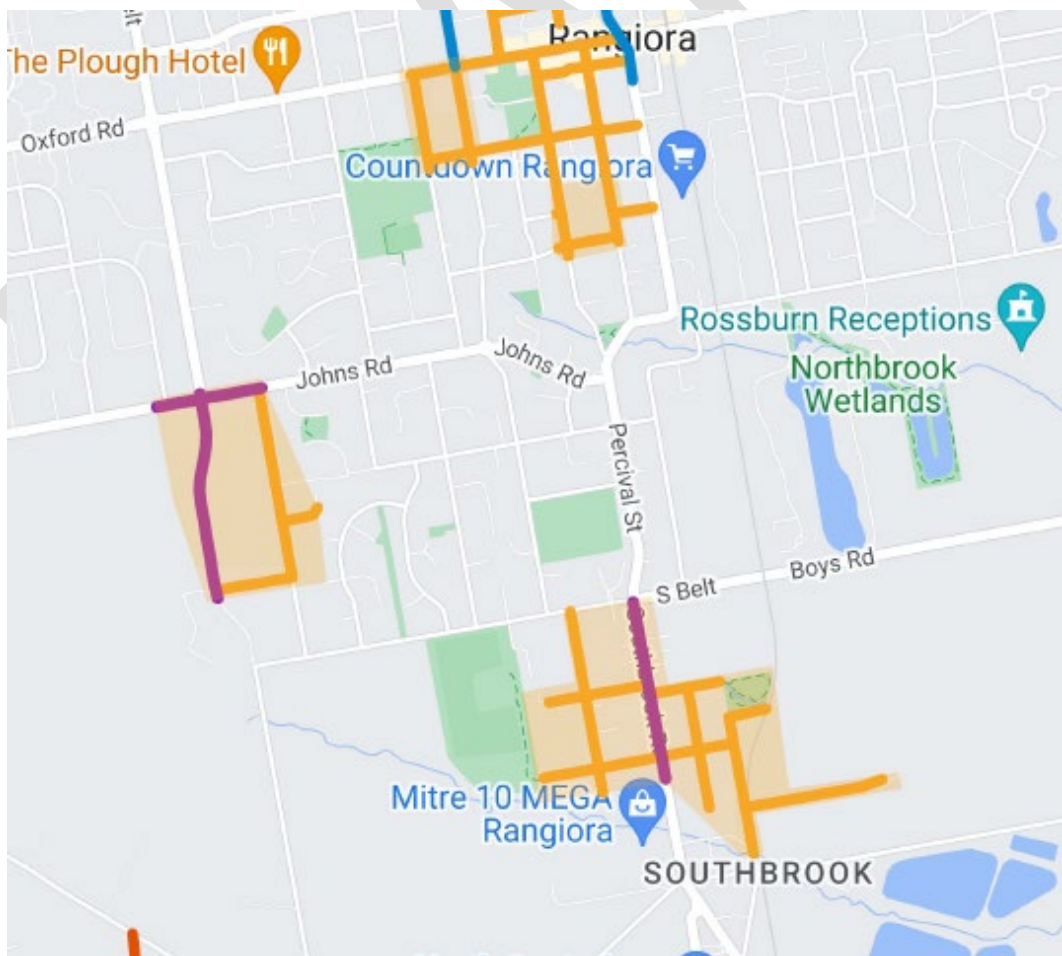


Figure 41. Rangiora south school areas (Table 28).

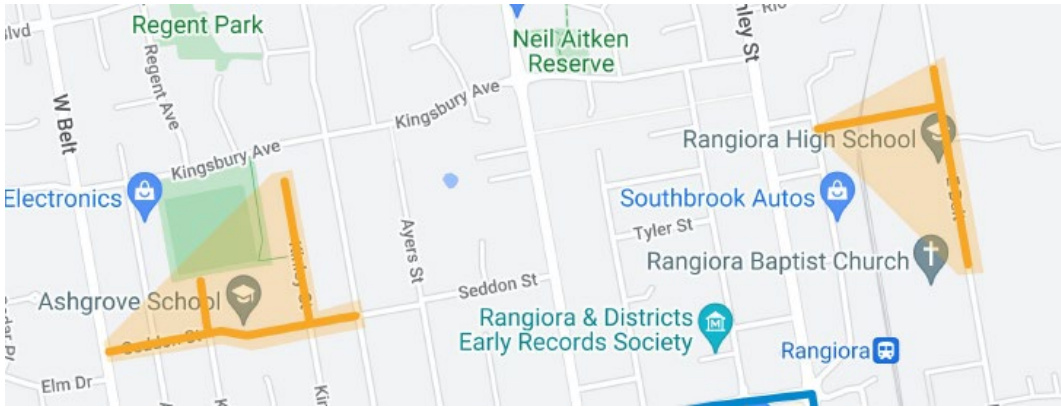


Figure 42. Rangiora north school areas (Table 28).

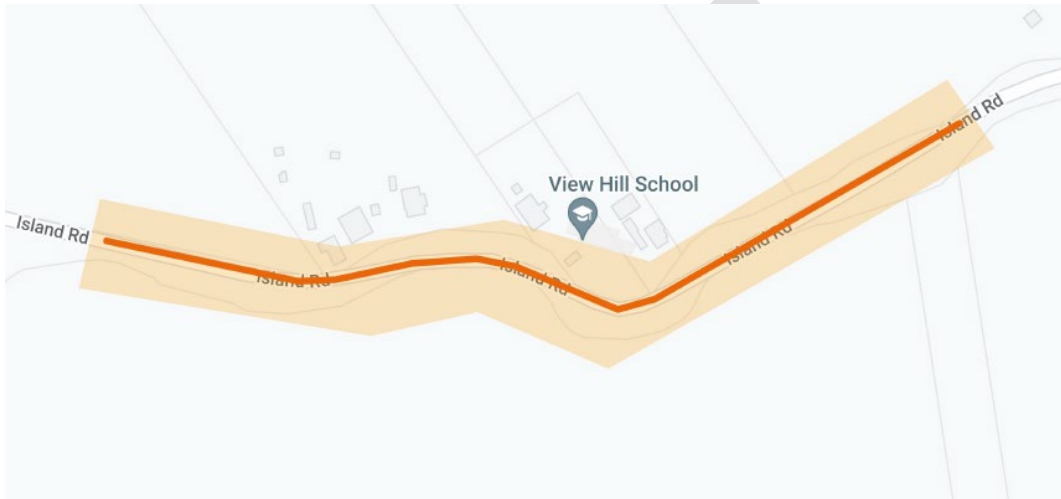


Figure 43. View Hill School zone (Table 30).

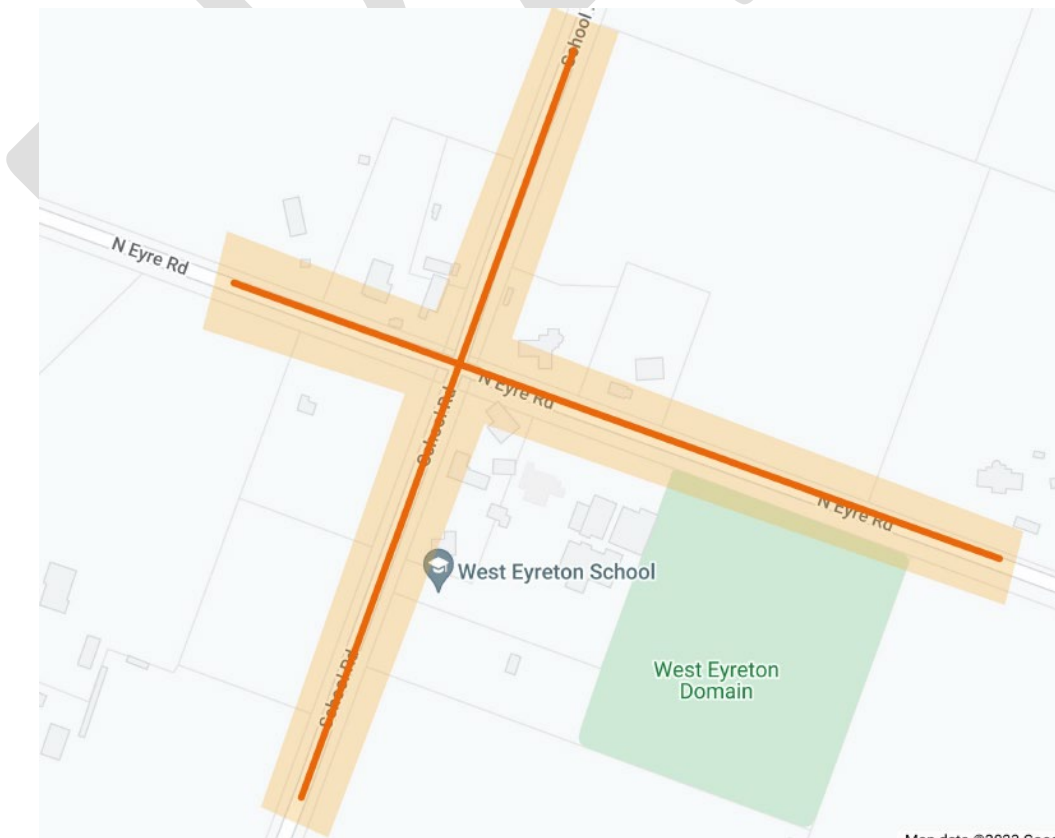


Figure 44. West Eyreton School zone (Table 30).



Figure 45. Tuahiwi School zone (Table 28).

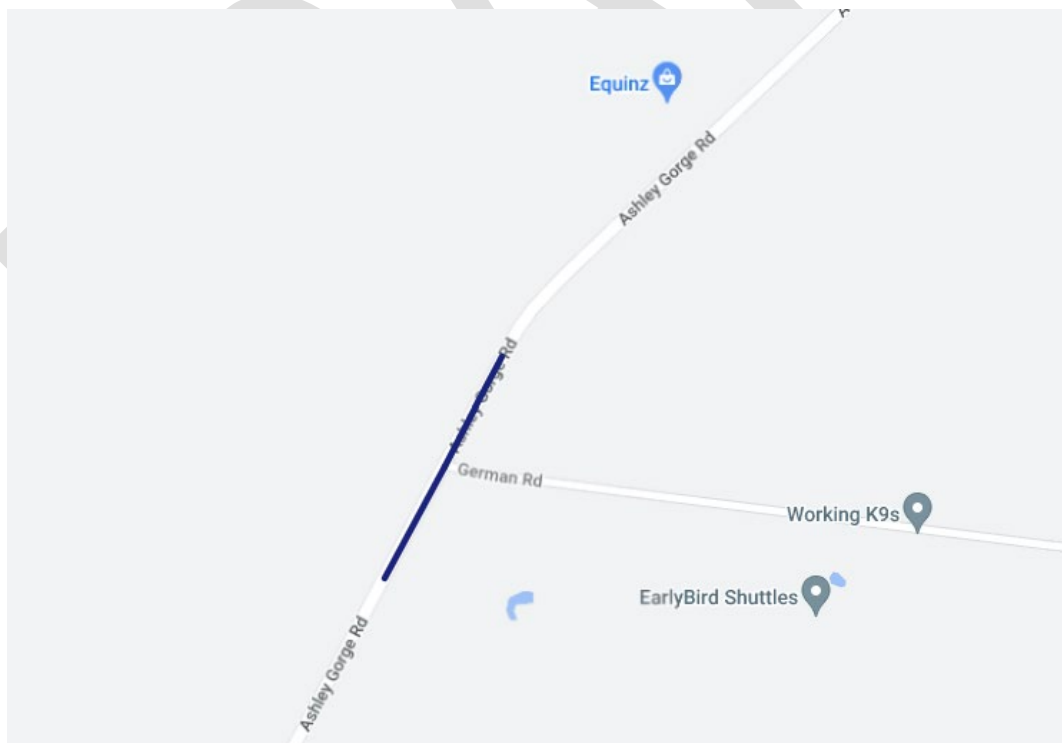


Figure 46. Ashley Gorge Road and German Road Intersection Speed Zone (Table 27).



Figure 47. Oxford Road and Tram Road Intersection Speed Zone (Table 27).

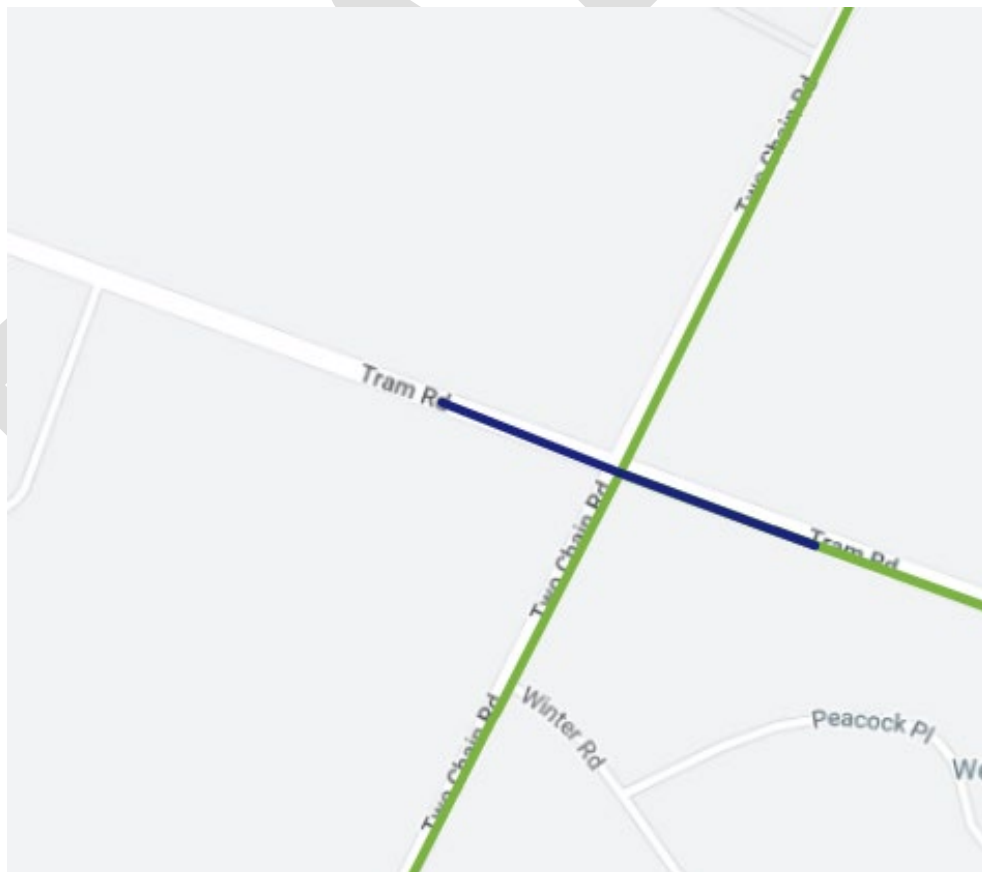


Figure 48. Tram Road and Two Chain Road Intersection Speed Zone (Table 27).

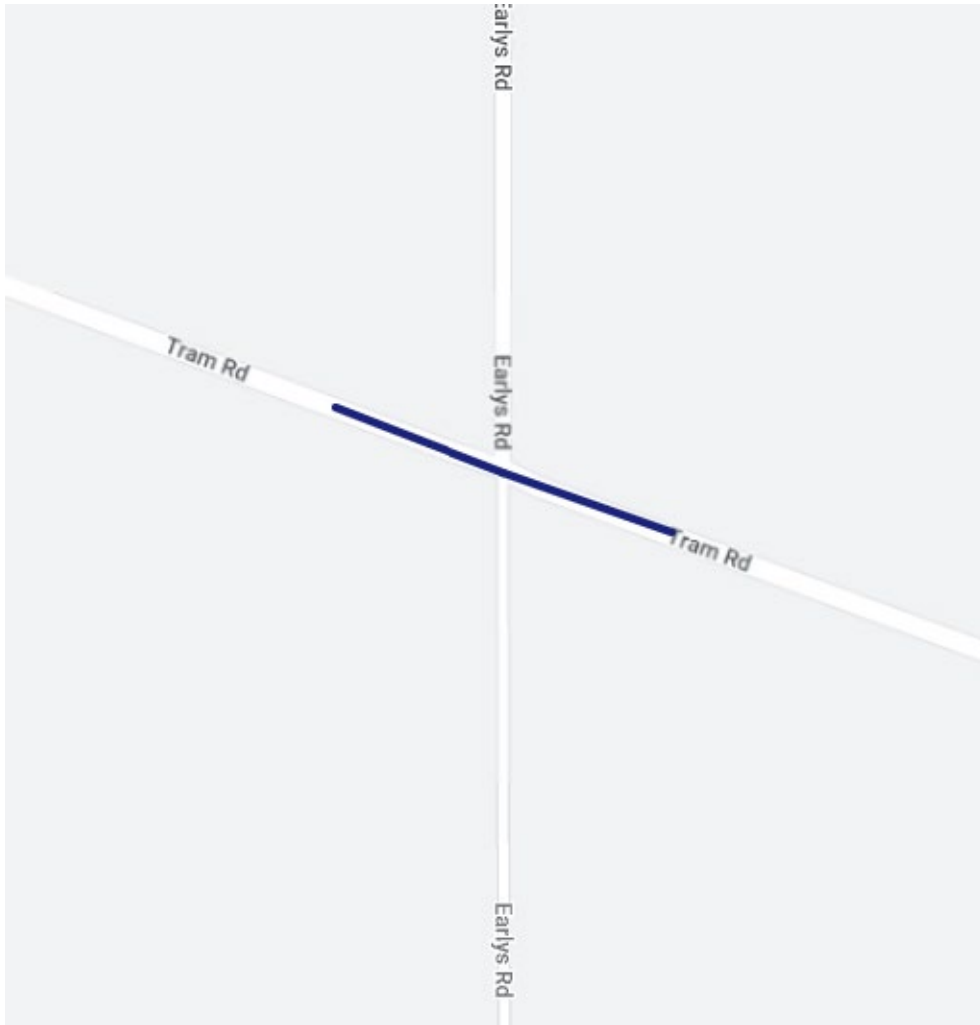


Figure 49. Tram Road and Earlys Road Intersection Speed Zone (Table 27).

DRAFT

Victoria Street, McJarrows Road and Powells Road Intersection - Oxford

121

1 February 2023

Road Safety Coordinator
Waimakariri District Council
215 High Street, Rangiora 7400
roading@wmk.govt.nz

We, the residents of McJarrows Road, Powells Road and Victoria Street, Oxford, have great concern regarding the lack of signage and current speed limits of the Victoria Street/McJarrows/Powells Road intersection.

Our key concerns are;

- People frequently drive through the intersection not realising there is a Give Way sign on Powells Road, therefore increasing the risk of an accident occurring.
- The speed at which traffic moves along Powells Road (north and south direction) and McJarrows Road/Victoria Street (east and west direction); the current speed limit is 100 km approaching the intersection.
- The school bus goes through McJarrows Road each day from east/west directions meaning a potential accident from the traffic that fails to give way from the north/south direction on Powells Road.
- The intersection is the main route people travel (when following GPS) from Rangiora or Christchurch when travelling to Ashley Gorge, over the summer holidays the number of people using this road increases.
- Local residents, including families with children regularly use these roads for recreational activities e.g. walking, dog walking, bike riding, horse riding etc.
- Residents are concerned that if the issues with the intersection along with speed limits along McJarrows/Powells Rd and Victoria Street are not addressed, there will be a serious accident/fatality before long. Addressing this for us would mean;
 - a reduction in the speed limit from 100 km to 60km (on the named roads)
 - Stop signs being erected on Powells Road intersection (north and south)
 - Plenty of signage to increase awareness of the upcoming intersection
- 'Vision Zero' is part of the Waimakariri District Council Road Safety action plan, it highlights 7 areas of concern that feature highly in our area. *The first 3 are young drivers, rural road loss of control/head on (including speed) and intersections - rural and urban.* These 3 areas of concern are strongly linked to our concerns above.

We have an interest in signing and supporting this petition because of the concerns outlined above and that our homes are located within close proximity of this intersection that we regularly use in a variety of ways (vehicle, walking, biking, horse riding).

We request the immediate consideration of a reduction in speed on McJarrows Road, Powells Road and Victoria Street from 100km to 60 km along with negotiations with residents to where it might be appropriate along the east side of McJarrows for the speed limit to increase. We also

request that stop signs be placed on Powells Road so that ALL vehicles have to stop and check the way is clear (currently it is a poorly marked Give Way). We believe this (along with a speed reduction) will contribute significantly to reducing the likelihood of an accident/fatality.

The contact person for this petition is:

Tash Hinds
 479 McJarrows Road
 Oxford 7430
 tashhinds@gmail.com

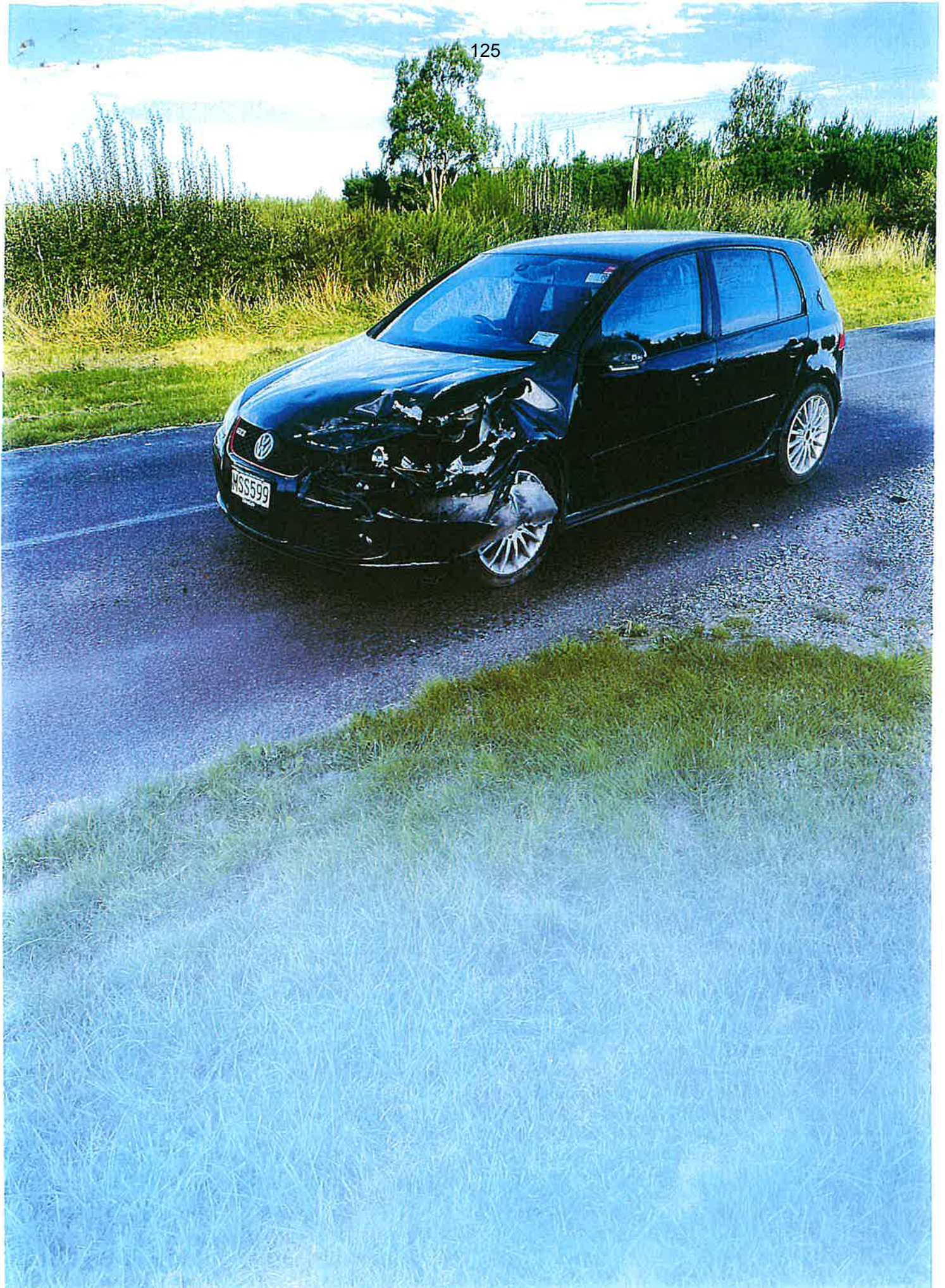
Objectors (please print clearly)

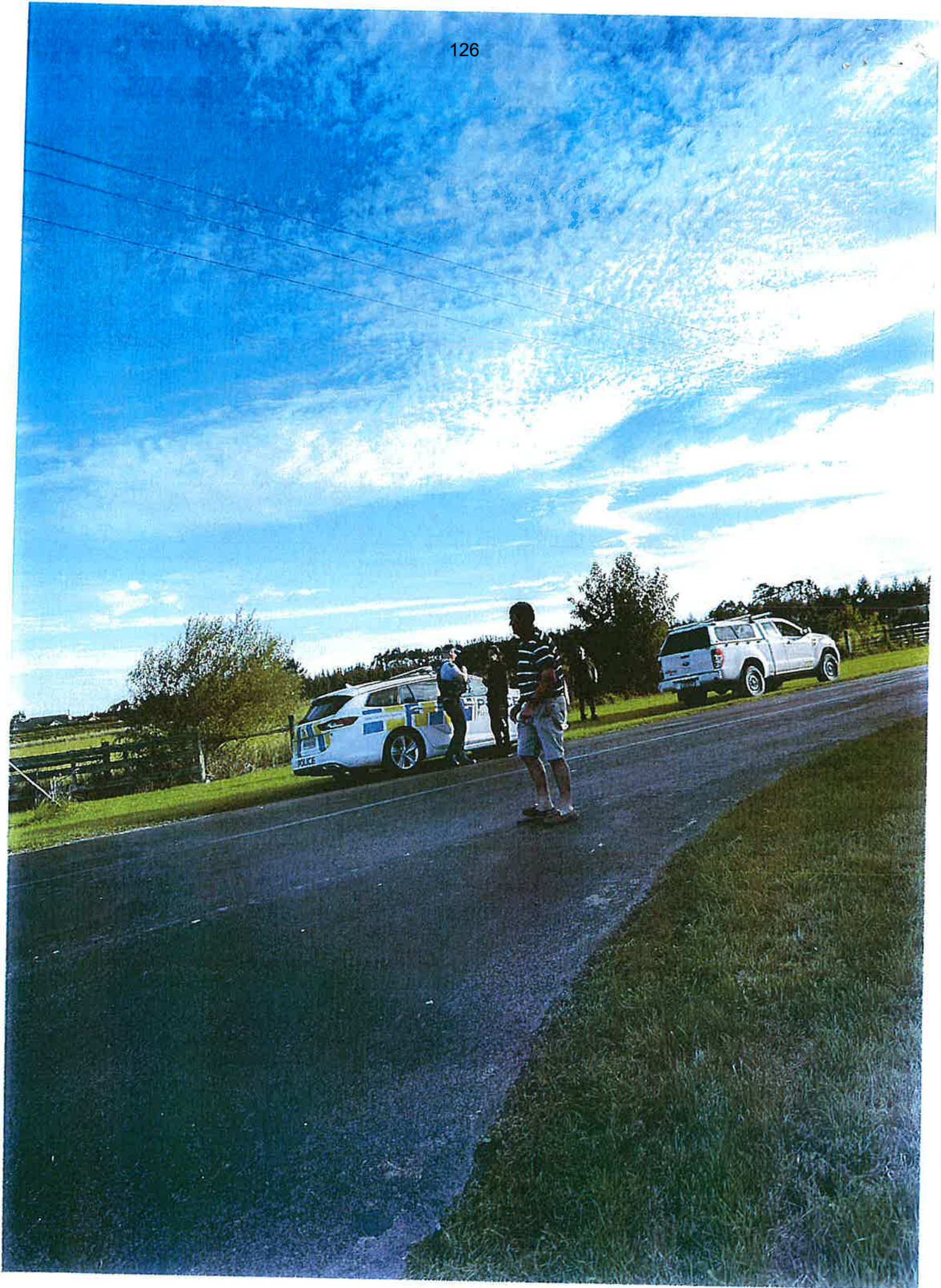
	Date	Name	Address	Signature
1	1/2/23	Tash Hinds	479 McJarrows Rd Oxford	
2	1/2/23	Dean Witt	479 McJarrows Road Oxford	
3	04/02/23	T. Leonard	470 McJarrows Rd OXFORD	
4	04/02/23	A M Clement	470 McJarrows Rd OXFORD	
5	04/02/23	Kieran Clifford	95 Powells Road, Oxford	
6	04/02/2023	Tanya Kenwick	95 Powells Road, Oxford	
7	04/02/2023	PHIL HANSON	15 VICTORIA ST, OXFORD	
8	04/02/2023	Wiesel Hanson	15 Victoria St. Oxford	
9	04/02/23	Aaron Hanson	15 Victoria St, Oxford	
10	19/02/23	Alex Mason	415 McJarrows Rd	
12	19.2.23	Jo Bailey	415 McJarrows Rd	
3	19.2.23	Hollie Mason	415 McJarrows Rd Oxford	
4	19/2	Nikki Johns	407 McJarrows Rd Oxford	
5	19/2	Dave Johns	407 McJarrows Rd Oxford	

Oxford

Date	Name	Address	Signature
19/2/23	Hannah Ferguson	¹²³ 376 Meadows RD 1 Oxford	
19/2/23	Rian Peri	31 Victoria St	
19/2/23	Rebekah Peri	31 Victoria St	
19/2/23	Ailsa Nash	45 Victoria St	
19/2/23	Gienna Bird	211 Ashley Gorge Road	
19/2/23	Kate Rendel	34 Powell Powells rd, Oxford	
19/2/23	Uw Start	61 Powells Rd, Oxford	
19-2-23	Wagae Schenk	61 Powells rd, Oxford	
20-2-23	Dawn Thompson	78 Powells Rd, Oxf.	
20-2-23	Brian Thompson	78 Powells Road	
8-3-23	Peyton Myall	95 Powells road	
8-3-23	Harley Tasker	95 Powells road	
8-3-23	Sam Beardsley - Knox	95 Powells road	









Speed Management Plan 2023 Communications and Engagement Plan

Version 0.1 | Last updated 31 May 2023

Project Sponsor	Joanne McBride, Roading Manager	
Communications and Engagement Advisor	Karen Lindsay-Lees, Senior Communications and Engagement Advisor	
Project Lead	Allie Mace-Cochrane, Transportation Engineer	
Media Spokesperson	Joanne McBride, Roading Manager	
Trim Reference:	RDG-31-21 / 230210017625	
Budget	\$12900	GL:

Version	Notes	Author	Date
0.1	Initial Draft	Karen Lindsay-Lees	16/01/23
0.2	Additions and Changes	Project Control Group	
0.3	Revision	Karen Lindsay-Lees	
0.4			
1.0	Finalised & Adopted		

1. Project Background

The Land Transport Rule: Setting of Speed Limits 2022 aims to improve how Councils plan for, consult on, and implement speed management changes by providing a more effective process to select and set speed limits, greater regional consistency, and alignment between parties throughout the process.

The Rule also supports New Zealand's road safety strategy, Road to Zero, by requiring Councils to use reasonable efforts to reduce speed limits around schools and involving Māori in the development of speed management plans.

Additionally, the Rule introduces a regional speed management planning approach, a new consultation process, and an independent Speed Management Committee to oversee the process. The Land Transport (Register of Land Transport Records – Speed Limits) Regulations 2022 also support the Rule by outlining the requirements for registering speed limits in the National Speed Limit Register.

The Land Transport Rule: Setting of Speed Limits 2022 aims to improve the speed management process by introducing a regional speed management planning approach on a three-year cycle that aligns with the National Land Transport Programme, bringing together infrastructure investment decisions and speed management decisions together.

The Rule also requires Councils to use reasonable efforts to reduce speed limits around all schools by 31 December 2027, with an interim target of 40% of schools by 30 June 2024.

Additionally, the Rule requires all territorial authorities to include their proposed speed limit changes and safety infrastructure treatments for the coming 10 years into speed management plans. It introduces a new consultation process that aligns with the regional land transport planning consultation process.

It also requires regional transport committees to coordinate input from Councils in their region and requires all speed limits (other than temporary speed limits) to be entered into a national register giving legal effect to all speed limits.

The Land Transport Rule: Setting of Speed Limits 2022 puts people, and the diverse ways in which they use roads and streets, at the centre of how speed limits are set and managed. This new framework aims to make the transport system safer and more efficient, saving lives, and reducing serious injuries while also improving health and accessibility for all road users.

The Council is taking an area-based approach to developing and implementing speed management plans, aligning with the National Land Transport Programme. The first Speed Management Plan will be a

combination of the interim (2023-2024) and 2024-2027 Speed Management Plans, as suggested by the Director of Land Transport. The focus of this plan is on T key areas where a more consistent approach to speed is needed, speed limits in town centres, Woodend urban area, north-eastern area of the district, and all of the school walking areas, as well as specific roads around Mandeville and Ohoka.

After public engagement, the plan will be adopted by the Council, and the changes will be implemented over a period of approximately four years. The Council then must submit a Speed Management Plan to the Director of Land Transport every three years after 2026.

This will be completed in stages, with Loburn, Ashley Gorge and Kaiapoi in 2027-2030, and Oxford, Cust, Rangiora and West Eyreton in 2030-2033. This approach allows for a more comprehensive and thorough process of speed management planning, while also taking into account the specific needs and concerns of the residents and road users in each area.

2. Key Milestones

The proposed timeline for the review process includes:

2022

December – General speed management workshop (24th Nov deadline)

2023

February

- Community Boards (Speed limit review workshop)
- Council (Speed management workshop)

March

April

- Further speed limit review workshop with Woodend-Sefton and Rangiora-Ashley Community Boards

May

- Community Boards (Approval to consult on 2023-2027 Speed Management Plan)

June

- Council (Approval to consult on 2023-2027 Speed Management Plan)

June/July

- Public consultation

September/October

- Public presentations to Council
- Report to Council (Adoption of 2023-2027 Speed Management Plan)

Future programme

- NLTP 2: Loburn Valley and Ashley Gorge + Kaiapoi + Lees Valley
- NLTP 3: Rural south of Ashley River + Oxford + Rangiora

3. Communications Approach

Based on the IAP2's Public Participation Spectrum, the level of public engagement to be used is 'Inform' and 'Consult'.

INFORM and CONSULT	
Public Participation Goals	<p>Provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.</p> <p>"We will keep you informed"</p> <p>To obtain public feedback on analysis, alternatives and/or decisions.</p> <p>"We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals"</p>

4. Communications Objectives

- The community and other stakeholders feel that they have been given an opportunity to contribute their feedback to the development of speed management plans for the District.
- Residents and road users are informed about and understand the requirements for speed management plans from a legal perspective and the inherent safety benefits of lower speed limits
- That the community are provided with sufficient information to have a good understanding of the evidence supporting the change.
- The community are given a range of opportunities to participate in this engagement and have their voices heard.

5. Risks and Mitigation

Communication Risk	Mitigation
<p>Backlash from members of the public who disagree with the speed management proposals, particularly on social media.</p>	<p>Closely monitor social media channels and use replies to encourage complainants to make a formal submission with their concerns.</p> <p>Correct incorrect information posted by residents if and as required.</p>
<p>Community views are polarised between wanting change, and status quo.</p>	<p>Clearly explain the rationale behind the proposal for change, outlining risks and benefits for both. Specifically, the legal requirements and the impact on all road users.</p>
<p>Community members do not read communication material or engage in the feedback process.</p>	<p>Use multiple communication tools to target key stakeholders. We will measure awareness as a key metric to quantify the reach of our engagement material.</p> <p>At all stages we will encourage members of the public to engagement in the submission process.</p>
<p>People feel that their view is not taken into account because something different to what they want is implemented.</p>	<p>The final decision, rationale why, and benefits of the changes are explained following the adoption of speed management plans. Close the loop by sharing feedback received and decision-making process through Bang the Table and other channels.</p>
<p>Residents are not willing to engage with Council to discuss solutions.</p>	<p>Use face-to-face meetings and discussions where possible and ensure all opportunities to talk to Council are followed through.</p>
<p>Media portray the speed management planning process in a negative light.</p>	<p>Brief media about speed management before engagement begins and discuss with them key messages. Encourage them to engage with Waka Kotahi to understand the national aspect of the legislative changes.</p> <p>Share local stories and experiences that the media can use.</p> <p>Correct incorrect information if it arises.</p>

6. Audience and Stakeholders

Directly affected	<ul style="list-style-type: none"> • Residents in each area • Businesses • Road users • Schools • Bus operators • Environment Canterbury • Waka Kotahi • Emergency Services
Internal	<ul style="list-style-type: none"> • Customer Services • Community Boards • Mayor and Councillors • Management Team
Other Stakeholders	<ul style="list-style-type: none"> • Enterprise North Canterbury • Rangiora Promotions Association • Kaiapoi Promotions Association • Waimakariri MP Matt Doocey • Local media • WDC Facebook and Twitter Users • Walking Groups • Cycling Groups • Horse Riding Groups • WAG • Youth Council

7. Key Messages

- Speed Management Plans are part of the central government Road to Zero Strategy that aims to stop people being killed or injured on our roads.
- Reducing road speed will reduce the impact of road crashes and injuries. It will also provide a safer environment for all road users.
- Speed needs to be survivable. Even legal speeds can be dangerous. Lowering speed from 50kmh to 40kmh reduces chance of death from 80% to 30%.
- The number of people walking and cycling is increasing across the District. The Council's goal is to provide an accessible network of roads, paths, lanes and corridors so people of all ages and abilities can safely travel around the District.
- Safer roads contribute to improvements to health and wellbeing.
- Lower speed limits help to reduce emissions and help response to climate change.

8. Communications Channels

	Tactic	Who
Distribution of Consultation Document	Let's talk booklet with key messages, information about speed management plans and maps. Split into geographical areas with area specific feedback options. Limited printing in-house.	Comms & PCG
	Mail-out or email Community / Special Interest Groups. Link to e-copy + email, and invite to engagement event.	Comms & PCG
	Email e-copy consultation documents for schools and local businesses with link to Let's Talk page. Email with invite to relevant engagement event.	Comms & PCG
	Information display and copies of all documents at all Council Service Centres and Libraries. Pull-up banner and copies of consultation document.	Comms
Engagement	Maintain an updated stakeholder contact list.	PCG & Comms
	Personal contact with important stakeholders such as Utilities / Emergency Services	PCG
	Online videos asking for comment/questions – quick poll option	PCG
Advertising	Regular newspaper adverts through engagement period in the Northern Outlook / North Canterbury News /Oxford Observer / Woodend Woodpecker	Comms

	Radio advertising on Compass FM and on-air interviews with spokesperson.	Comms / Spokesperson
	Facebook Advertising Campaign – use of videos	Comms
Online Presence	Engagement page set up on Bang the Table. Ensure the page remains updated with progress. We will keep submitters up-to-date throughout the engagement period and close the loop when decisions are made	Comms
	News articles on Council website as required with links to the engagement page.	Comms
	Regular social media posts using the Council’s digital channels – use of videos as hooks	Comms
Media	Issue media releases as appropriate and pro-actively work with media as opportunities arise.	Comms
	In-person briefings with local media before the engagement opens and supply with graphics/photos.	Comms

9. Budget and Resources

Below is an outline of the communication tools that will be using during the engagement period.

Several assumptions are made in preparing this budget:

1. Primarily using internal resources for graphic design, photography, videography and engagement.
2. Advertising restricted largely to local media outlets.
3. Use of internal facilitators for engagement events.

Product	Notes	Who	When	Budgeted Cost
Advertising	Community Noticeboard in Northern Outlook and NC News	Comms	During engagement period	In-house
	Run of paper advertising – Kaiapoi Advocate, Oxford Observer and Woodend Woodpecker			\$1200 x 2
	Social Media			\$1000 x 2
	Radio			In-house
	Digital Screens			In-house
Document – Design & Print	Content development and FAQs	Comms/PCG	Feb/Mar July	In-house
	Graphic Design		Feb/Mar July	In-house
	Let's talk flyer to targeted residents		Feb/Mar July	\$4000 - \$7000
	Let's Talk Booklet and Feedback Form – Engagement		Feb/Mar July	In-house
Online presence	Bang the Table page		March August	In-house
	Latest news article		March	In-house

			August	
	Facebook/Twitter		March August	In-house
Engagement Events	Banners / Posters / Display Printing	Comms	March August	\$1500
TOTAL				\$12,900

Evaluation/Measures of Success

Outputs:

- Distribution of the Documents or Let's Talk Flyers
- Number and reach of advertisements
- Number of people reached through engagement events
- Number of media releases and responses to media enquiries
- Number and reach of social media postings
- Number and variety of stakeholder events
- Number of collaborative meetings with our partners

Outcomes:

- Feedback from our partners and key stakeholder on engagement during the engagement process
- Check with project sponsor on the quality of the submissions received, for example, did the feedback suggest people were well informed.
- Quantity of submissions received
- Number of people attending engagement events, including drop-ins
- Number of people attending the hearings
- Quantity and quality of comments and engagement on social media
- Volume and integrity of media coverage of the project, especially during the engagement phase

10. Debrief

For large engagements, a debrief should be held following that looks at:

1. What worked?
2. What didn't work?
3. How can we communicate the results of the process to our stakeholders and community?
4. How can we learn from this process?
5. Was this project good value for money?

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: RDG-08-09-01 / 230322040088


REPORT TO: OXFORD-OHOKA COMMUNITY BOARD


DATE OF MEETING: 7 June 2023

AUTHOR(S): Joanne McBride, Roading and Transport Manager

SUBJECT: Proposed Roading Capital Works Programme for 2023/24

ENDORSED BY:
(for Reports to Council,
Committees or Boards)


General Manager


Chief Executive

1. SUMMARY

- 1.1 This report seek endorsement from the Community Board of the proposed 2023/24 Roading Capital Works Programme and noting the indicative three-year programme from 2024/25 to 2026/27 as shown in the tables in Attachment (i).
- 1.2 The Roading programmes being considered are the categories where a general allocation is provided for in the Council's Long Term Plan (LTP), where community input is beneficial to achieving the required outcomes.
- 1.3 Renewal programmes are determined following an assessment of condition of assets which have reached the end of life and are due for replacement, or where infrastructure is failing to provide an adequate level of service. While part of the prioritisation process asset life other factors including road hierarchy, high demand areas (e.g., schools or town centre areas) and condition are also considered.
- 1.4 All major improvement projects which are specifically listed in the Long Term Plan (LTP) are not considered within this report, as these are consulted on through the LTP process.
- 1.5 Minor Safety Improvements and Public Transport Infrastructure are also included in the proposed programme.

Attachments:

- i. Proposed Roading Capital Works Programme for 2023-24 and Indicative Three-Year Programme (TRIM No. 230306030136)

2. RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 230322040088.

AND

THAT the Oxford-Ohoka Community Board recommends:

THAT the Utilities & Roading Committee:

- (a) **Approves** the attached 2023/24 Proposed Roading Capital Works Programme (TRIM No. 230306030136).

- (b) **Authorises** the Roding & Transport Manager to make minor changes to this programme as a result of consultation or technical issues that may arise during the detailed planning phase, provided the approved budgets and levels of service are met, and the changes included in Quarterly Financial reporting.
- (c) **Endorses** the indicative Roding Programme for the 2024/25, 2025/26 and 2026/27 years.

3. **BACKGROUND**

- 3.1 The Roding programmes being considered are for those categories where a general allocation only is provided in the Council's Long Term Plan (LTP). These categories have some flexibility and as such community input is beneficial to achieving the required outcomes.
- 3.2 Major Roding Improvement projects are not included in this report as they are specifically listed in the LTP and consulted on through the LTP.
- 3.3 Categories considered within this programme are:
- Kerb and Channel Renewal
 - Footpath Renewal
 - Minor Improvements
 - Public Transport Infrastructure (New bus shelters & seats)
- 3.4 The provision of new footpaths in urban areas is not included in this report and will instead be the subject of a future report.
- 3.5 Other general categories such as road rehabilitation, road resealing, unsealed road re-metalling, signs renewal and street light renewal are not included as these programmes are developed purely on technical grounds and for asset condition reasons.
- 3.6 The process for finalising and approving the 2023/24 Roding capital works programme is has included holding workshops with the Community Boards during March and following on with a report to the Community Boards, and recommendations to the Utilities and Roding Committee in July for approval.
- 3.7 The roading network is managed as a total network across the whole district and as such projects are prioritised district wide. Also, as the majority of expenditure on the network is subsidised by Waka Kotahi New Zealand Transport Agency, their requirements must be met to secure co-funding. Asset condition and safety are the key drivers for the programme and the aim is to minimise lifecycle costs.
- 3.8 Projects are identified in terms of the Roding Activity Management Plan and are being done to ensure the levels of service identified in the LTP are met. Asset renewal projects are identified and programmed based on asset condition to ensure that lifecycle costs, and hence the cost to the community, are minimised.
- 3.9 In developing the programmes, a range of factors are taken into account. Asset condition is the main driver for renewal projects, however other key factors are community feedback, and the coordination of the work with other programmes (such as water main renewal, drainage improvements and Utility Provider undergrounding) especially when deciding which year, a particular work should be done. As asset deterioration is gradual there is some flexibility to bring forward or delay specific projects where required.

- 3.10 Inputs used to develop the programmes are condition rating and inspections, RAMM reports, reports from the maintenance contractor, crash records, network safety inspections, reviews of maintenance costs, feedback from the public via service requests etc. All identified deficiencies are entered into a database, reviewed and then prioritised to fit within budget levels and to ensure they address a defined level of service issue.
- 3.11 Utility Authorities, the 3 Waters Team and the Greenspaces Teams are consulted to ensure there are no conflicts with their programmes and to identify possible synergies in the programmes.
- 3.12 **Condition Assessment**
- 3.13 To better understand the condition of the kerb and channel and footpath assets a condition rating is carried out every three years on these assets. The most recent rating was completed in 2022 to feed into the 2024/34 Roading Asset Management Plan and the Long Term Plan. The attached programme has been updated following the condition rating. Therefore, the next condition rating is due to be completed in 2025.
- 3.14 **Kerb and Channel Replacement**
- 3.15 Kerb and channel replacement is primarily focussed on the replacement of old-style dished channels which are in a poor or very poor condition. This is subject to the kerb and channel warranting replacement and meeting NZTA requirements. In many cases the footpath is replaced at the same time as the kerb and channel, however this only occurs where the footpath condition also warrants the renewal. Some old kerb and flat channels are in poor condition, and these will be included in the programme as required.
- 3.16 The kerb and channel replacement are prioritised district-wide and the condition of the channel must be such that replacing it is the lowest maintenance cost treatment. Waka Kotahi has reasonably strict requirements that have to be met in order for the work to qualify for financial assistance, such that the poor condition of the channel is resulting in damage to the carriageway due to water ingress. Replacement for aesthetic reasons only will not be approved by Waka Kotahi.
- 3.17 It is noted that the condition of kerb & channel in Oxford is currently such that there are no sites identified for replacement in the next four years.
- 3.18 **Footpath Renewals**
- 3.19 This category is for the resurfacing and reconstruction of footpaths. The programme is determined by the footpath surface condition, and the purpose is to provide safe and comfortable footpaths and to minimise lifecycle costs.
- 3.20 As mentioned above all footpaths were condition rated in 2022. From this rating the worst condition streets were identified and inspected. From that inspection and taking into account community feedback and other programmes. Including the previous approved programme, the draft renewal programme has been developed.
- 3.21 The footpath renewal programme is coordinated with the kerb and channel programme to ensure the end of the footpath life coincides with the end of the kerb and channel life so replacement can be done at the same time. This offers more options to design a comprehensive street upgrade when the renewal takes place. The next condition rating assessment is due to be undertaken in 2025.

3.22 Minor Improvements Programme

- 3.23 For the minor improvement programme, safety is the main factor considered.
- 3.24 This programme has some flexibility and opportunities exist to carry out a range of safety related improvement works. The proposed programme includes a number of safety issues and concerns that have been raised through various avenues and feedback from the Board(s) is an important input in confirming this programme.

3.25 Public Transport Infrastructure

- 3.26 There are no planned improvements within the Oxford-Ohoka ward area for public transport over the next 4 years.

4. ISSUES AND OPTIONS

- 4.1. The draft programme was workshopped with the Community Board during March and the following feedback was received:

Proposed programme:

- South Eyre Rd / Browns Rd – Need to consult with the adjacent property owner.
- Tram Rd / Earlys Rd – Likely to be a splitter island on the southern leg of the intersection (will be confirmed during design).
- Street Lighting in Oxford – Request to consider desire to move toward a dark skies' status. Staff to investigate options such as bollards to see if they could be used rather than streetlights to fill in gaps.

Other Maintenance Issues:

- Park Avenue Footpath – Repairs to trip hazards (tree roots), ponding and subsidence areas to be undertaken. To be repaired under maintenance.
 - Tram Rd (Earlys Rd to Poyntz Rd) – Shoulder heaves being repaired before winter.
 - Rands Road – Discussed repairs undertaken and putting out an information notice to residents.
 - Bridge signage on Mill Rd & Summerhill Rd
 - German Rd – Staff to investigate whether a centreline could be marked.
 - Maintenance of the gritted path in Ohoka (Bradleys Rd to Mill Rd).
- 4.2. The 2023/24 programme will need to be confirmed and then approval sought from the Utilities & Roading Committee in July, to allow for work to proceed promptly in the 2023/24 financial year.
- 4.3. The indicative three-year programme for the following three years is more flexible and as it is reviewed annually to allow consideration of programme delays, any emerging issues and to provide an opportunity to make changes to this programme.

4.4. The following options are available to the Board:

4.4.1. Option One – Endorse the Proposed Programme as Recommended:

This is the recommended option as it allows the draft programme to be taken to Utilities & Roding Committee and for work to begin on planning / design for projects early in the new financial year.

4.4.2. Option Two – Decline the Recommendation and ask Staff to make further changes:

This is not the recommended option as the draft programme has been workshopped with the Community Board and feedback has been incorporated into the programme where appropriate.

This is not the recommended option as the draft programme has been provided at a workshop with the Community Board. No feedback has been received to date.

Implications for Community Wellbeing

There are implications on community wellbeing by the issues and options that are the subject matter of this report.

The programmes contribute directly to public transport, safety and meeting levels of service, all of which have an impact of the Community.

The Management Team has reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are likely to be affected by or have an interest in the subject matter of this report. Safety, Public transport and renewal of infrastructure supports the whole community.

5.2. **Groups and Organisations**

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

A workshop was held with the Oxford-Ohoka Community Board in March 2023 and the feedback received is outlined in section 4 above and has been incorporated into the programme where appropriate.

5.3. **Wider Community**

The wider community is likely to benefit from these safety improvements, improved infrastructure, and installation of shelters. Improved safety reduces the risk of harm to the public.

Renewal of infrastructure results in a good level of service for the community and reduces the risk of failure which could put the Community at risk.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. **Financial Implications**

There are not financial implications of the decisions sought by this report. Programmes are set to meet budget allocations for each category.

This budget is included in the Long Term Plan. It is also noted that the budgets included in the attached proposed programme exclude inflation and that the Long Term Plan budget figures include inflation.

6.2. **Sustainability and Climate Change Impacts**

The recommendations in this report do have sustainability and/or climate change impacts. Providing good quality assets such as footpaths encourages alternate modes such as walking. Increased Public Transport use has the impact of reducing carbon emissions.

6.3. **Risk Management**

There are risks arising from the adoption/implementation of the recommendations in this report.

There is a risk that the programme may not meet expectations. This is mitigated by ensuring public feedback is taken into consideration when developing the programme.

The programme is also circulated to the Community Boards and feedback is sought.

6.4. **Health and Safety**

There are health and safety risks arising from the adoption/implementation of the recommendations in this report.

Any contractors undertaking condition assessment or physical works contracts will be required to be SiteWise registered and meet minimum score requirements appropriate for the risk of the work being undertaken.

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

The Land Transport Act is relevant to this matter.

7.3. **Consistency with Community Outcomes**

The Council's community outcomes are relevant to the actions arising from recommendations in this report.

There is a safe environment for all.

- Harm to people from natural and man-made hazards is minimised.

Transport is accessible, convenient, reliable and sustainable.

- The standard of our District's roads is keeping pace with increasing traffic numbers.
- Communities in our District are well linked with each other, and Christchurch is readily accessible by a range of transport modes.
- Public transport serves our District effectively.

7.4. **Authorising Delegations**

The Oxford-Ohoka Community Board has delegation to receive this report and make a recommendation to the Utilities & Roading Committee.

Proposed Roading Capital Works Programme for Community Boards - 2023/24 and three indicative years						
			23/24	24/25	25/26	26/27
Project Name	Side	Town	Indicative Programme	Indicative Programme	Indicative Programme	Indicative Programme
Kerb and Channel Replacement						
Professional Fees			\$ 75,000	\$ 80,000	\$ 80,000	\$ 80,000
Geddis St (No. 26 - White St)	Both	Rangiora	\$ 200,000	-	-	-
Ashley St (No. 65 to 85 - Lovers Lane)	West	Rangiora	\$ 65,000	-	-	-
Palmer St (Douglas St - White St) with Watermain	North	Rangiora	\$ 35,000	-	-	-
Palmer St (White - Church) with Watermain	North	Rangiora	\$ 40,000	-	-	-
Edward St (Wales St - no. 62)	East	Rangiora	\$ 30,000	-	-	-
Alfred St (Victoria St - Ivory St)	South	Rangiora	\$ 40,000	-	-	-
Stephens St (Blackett St - High St)	West	Rangiora	\$ 85,000	-	-	-
Leech Pl (Bush St - end)	North	Rangiora	-	\$ 30,000	-	-
Green St (Johns Rd - 22)	East	Rangiora	-	\$ 100,000	-	-
Ashgrove St (Seddon St - No.62)	East	Rangiora	-	\$ 120,000	-	-
Akaroa Street (Hugh St - Ashley Pl)	Both	Kaiapoi	-	\$ 220,000	-	-
Akaroa Street (Ashley Pl - Alpine Ln)	Both	Kaiapoi	-	-	\$ 140,000	-
White St (Palmer St - opposite Wiltshire Pl)	East	Rangiora	-	-	\$ 140,000	-
Kingsbury Ave (Windsor Crt - Regent Ave) - V Channel	South	Rangiora	-	-	\$ 40,000	-
Seddon St (White St to Ayers St)	North	Rangiora	-	-	\$ 65,000	-
Seddon St (Kinley St to White St)	South	Rangiora	-	-	\$ 30,000	-
Otaki St (Ohoka Rd - Broom St / no. 21)	East	Kaiapoi	-	-	\$ 60,000	-
Otaki St (Ohoka Rd - Broom St / no. 21)	West	Kaiapoi	-	-	-	\$ 95,000
Johns Rd (Green St - Bush St)	South	Rangiora	-	-	-	\$ 85,000
Johns Rd (Bush St - King St)	South	Rangiora	-	-	-	\$ 50,000
Edward St, No. 14 - Wales St	East	Rangiora	-	-	-	\$ 140,000
Thorne Pl (Ivory St - end)	South	Rangiora	-	-	-	\$ 25,000
White St (Johns Rd - Palmer St)	East	Rangiora	-	-	-	\$ 60,000
To be Allocated			\$ 907	\$ 20,907	\$ 15,907	\$ 35,907
Value of Work Programmed			\$ 570,000	\$ 550,000	\$ 555,000	\$ 535,000
Approved Annual Budget - Professional Fees			\$ 88,000	\$ 88,000	\$ 88,000	\$ 88,000
Approved Annual Budget - K&C Renewal			\$ 482,907	\$ 482,907	\$ 482,907	\$ 482,907
Total Available Budget			\$ 570,907	\$ 570,907	\$ 570,907	\$ 570,907

			23/24	24/25	25/26	26/27
Project Name	Side	Town	Indicative Programme	Indicative Programme	Indicative Programme	Indicative Programme
Footpath Renewal			23/24	24/25	25/26	26/27
Geddis St (No. 26 - White St) - with kerb & channel	Both	Rangiora	\$ 100,000	-	-	-
Ashley St (No. 65 to 85 - Lovers Lane) - with kerb & channel	West	Rangiora	\$ 25,000	-	-	-
Palmer St (Church St - Douglas St) - with kerb & channel	North	Rangiora	\$ 20,000	-	-	-
Palmer St (Douglas St - White St) - with kerb & channel	North	Rangiora	\$ 22,000	-	-	-
Edward St (Wales St to end of path) - with kerb and channel. Short length only	East	Rangiora	\$ 8,000	-	-	-
Alfred St (Victoria St - Ivory St) - with kerb & channel	South	Rangiora	\$ 24,000	-	-	-
Stephens St (High St - Blackett St) - with kerb & channel	West	Rangiora	\$ 40,000	-	-	-
Scotswood PI (both)	Both		\$ 90,000	-	-	-
Kynnersley St (Sneyd St - end)	South	Kaiapoi	\$ 23,000	-	-	-
Princess PI (Smith St - end)	East	Kaiapoi	\$ 47,000	-	-	-
Seddon St (Kinley St - Keldon Ave)	South	Rangiora	\$ 40,000	-	-	-
Bush St (Charles St - Watson PI)	East	Rangiora	\$ 26,000	-	-	-
Charles St (King St - Bush St)	North	Rangiora	\$ 42,000	-	-	-
Douglas St (No. 9 - End)	East	Rangiora	\$ 23,000	-	-	-
Grove PI (Kingsbury Ave - Rex PI, including walkway)	East	Rangiora	\$ 27,000	-	-	-
Main Nth Rd SH 1 Waikuku	West		\$ 45,000	-	-	-
Leech PI (Bush St - end) - with kerb and channel	North	Rangiora	-	\$ 20,000	-	-
Green St (Johns Rd - No. 22) - with kerb and channel	East	Rangiora	-	\$ 40,000	-	-
Ashgrove St (Seddon St - No.62) - with kerb and channel	East	Rangiora	-	\$ 55,000	-	-
Akaroa Street (Hugh St - Ashley PI) - with kerb and channel	Both	Kaiapoi	-	\$ 102,000	-	-
Fraser PI (No. 2 - end)	Both	Rangiora	-	\$ 40,000	-	-
Ashley St (Jennings PI - No. 71/73)	West		-	\$ 70,000	-	-
Holcroft Crt (Seddon St- End)	Both	Rangiora	-	\$ 40,000	-	-
Parkhouse Dr (Treffers Ave-End)	West	Rangiora	-	\$ 53,000	-	-
Park St (High St - end)	West	Rangiora	-	\$ 40,000	-	-
Treffers Ave (Johns Rd - Parkhouse Dr)	West	Rangiora	-	\$ 30,000	-	-
Wilson Dr (Mill Rd - end)	East	Rangiora	-	\$ 35,000	-	-
Kippenberger Ave (East Belt - end)	North	Rangiora	-	\$ 60,000	-	-
Victoria St (No. 67 - Alfred)	West	Rangiora	-	\$ 22,000	-	-
Akaroa Street (Ashley PI - Alpine) - with kerb & channel	Both	Kaiapoi	-	-	\$ 60,000	-
White St (Palmer to no. 32) - with kerb and channel	East	Rangiora	-	-	\$ 40,000	-
Kingsbury Ave (Windsor Crt- Regent Ave) - V channel on south side of the road	North	Rangiora	-	-	\$ 20,000	-
Seddon St (White St to Ayers St) - with kerb & channel	North	Rangiora	-	-	\$ 25,000	-
Seddon St (Kinley St to White St) - with kerb & channel	South	Rangiora	-	-	\$ 20,000	-
Otaki St (Ohoka Rd to Broom St / no. 21) - with kerb & channel	East	Kaiapoi	-	-	\$ 40,000	-
Courtenay Dr (Stone St - Williams St)	North	Kaiapoi	-	-	\$ 30,000	-
Burt St (Albert - Ashley)	Both	Rangiora	-	-	\$ 35,000	-
White St (Seddon St - Kingsbury Ave)	West	Rangiora	-	-	\$ 75,000	-
Upper Sefton Rd (no. 537- Railway St)	North	Sefton	-	-	\$ 35,000	-

			23/24	24/25	25/26	26/27
Project Name	Side	Town	Indicative Programme	Indicative Programme	Indicative Programme	Indicative Programme
Kippenberger Ave (East Belt - end)	North	Rangiora	-	-	\$ 60,000	-
Hewitts Rd (Appleton PI - No. 27/29)	South	Woodend	-	-	\$ 50,000	-
Hewitts Rd (Woodglenn Dr - Appleton PI)	South	Woodend	-	-	\$ 30,000	-
Buckleys Rd (45-63)	West	Rangiora	-	-	\$ 20,000	-
Fuller St (Peraki St - No. 65)	South	Kaiapoi	-	-	\$ 50,000	-
Otaki St (Ohoka Rd to Broom St / no. 21) - with kerb & channel	West	Kaiapoi	-	-	-	\$ 36,000
Johns Rd (Green St - Bush St) - with kerb & channel	South	Rangiora	-	-	-	\$ 45,000
Johns Rd (Bush St - King St) - with kerb and channel	South	Rangiora	-	-	-	\$ 30,000
Thorne PI (Ivory St - end) - with kerb & channel	South	Rangiora	-	-	-	\$ 15,000
White St (Johns Rd - Palmer St) - with kerb & channel	East	Rangiora	-	-	-	\$ 25,000
Blackett St (Ashley St to Railway)	North		-	-	-	\$ 20,000
To be Allocated			\$ 8,061	\$ 3,061	\$ 20,061	\$ 439,061
Value of Work Programmed			\$ 602,000	\$ 607,000	\$ 590,000	\$ 171,000
Total Available Budget			\$ 610,061	\$ 610,061	\$ 610,061	\$ 610,061

			23/24	24/25	25/26	26/27
Project Name	Side	Town	Indicative Programme	Indicative Programme	Indicative Programme	Indicative Programme
Minor Improvement Projects						
Lighting						
Minor Lighting Upgrades			-	-	-	\$ 25,000
Easterbrook / Fernside Rd		Rangiora	-	-	\$ 25,000	-
Oxford Lighting Deficiencies		Oxford	\$ 35,000	\$ 25,000	-	-
Intersection Improvements						
Tram Rd / Browns Rd		Swannanoa	\$ 25,000	-	-	-
Cones / Fawcetts		Rangiora	\$ 95,000	-	-	-
Harleston Rd / Broad Rd Intersection		Sefton	-	\$ 40,000	-	-
South Eyre Rd / Browns Rd		Swannanoa	-	\$ 20,000	-	-
Tram Rd / Earlys Rd Splitter Island		West Eyreton	-	\$ 30,000	-	-
Easterbrook Rd / Fernside Rd		Fernside	-	-	\$ 40,000	-
Swamp / Hodgsons / Stonyflat		Loburn	-	-	-	\$ 40,000
Merton / Plaskett / Oxford		Rangiora	-	-	-	\$ 60,000
Budget to be Allocated			-	\$ 30,000	\$ 80,000	\$ 20,000
School Safety Project						
Kaiapoi High School		Kaiapoi	\$ 30,000	-	-	-
Rangiora High School		Rangiora	-	\$ 50,000	-	-
Other School Projects (Speed outside Schools)			\$ 20,000	-	\$ 50,000	\$ 50,000
Speed Treatments						
Delineation along SH1 detour routes		Various	\$ 20,000	-	-	-
Speed Signage & Markings		Various	\$ 40,000	\$ 25,000	\$ 25,000	\$ 25,000
South Belt at Park & Ride - Threshold		Rangiora	\$ 35,000	-	-	-
Oxford Speed Thresholds		Oxford	-	\$ 60,000	-	-
Other Speed Projects TBC			-	\$ 15,000	\$ 75,000	\$ 75,000
Minor Works						
Dale St Stormwater Improvements		Kaiapoi	\$ 10,000	-	-	-
Speed Indicator Signs		Various	\$ 25,000	-	-	-
Mandeville Road Improvements at Village		Mandeville	\$ 40,000	-	-	-
Railway Road Improvements (near Railway line)		Rangiora	\$ 45,000	-	-	-
Millton Ave Entrance to Rangiora - Speed Treatment		Rangiora	-	\$ 30,000	-	-
Other Minor Works			-	-	-	-
Walking and Cycling Projects						
West Belt Ped Cutdowns		Rangiora	\$ 15,000	-	-	-
Edward Street Footpath		Kaiapoi	\$ 15,000	-	-	-
Ivory Street Pedestrian Refuges		Rangiora	\$ 25,000	\$ 25,000	-	-
Woodend Footpath Improvements (widening)		Woodend	-	\$ 40,000	-	-
East Belt Footpath (Grey View Pl to Kippenberger)		Rangiora	-	\$ 30,000	-	-
Tactile Indicator Installation		Various	\$ 25,000	\$ 25,000	\$ 20,000	\$ 20,000

			23/24	24/25	25/26	26/27
Project Name	Side	Town	Indicative Programme	Indicative Programme	Indicative Programme	Indicative Programme
Rangiora Roundabouts Pedestrian Improvements		Rangiora	\$ 5,000	\$ 25,000	\$ 20,000	\$ 20,000
Peraki St / Carew St Ped Cutdowns		Kaiapoi	-	\$ 15,000	-	-
Sneyd / Cosgrove St Ped Cutdowns		Kaiapoi	-	-	\$ 15,000	-
South Belt - Ped Refuge (Btwn Southbrook / King St)		Rangiora	-	-	\$ 20,000	-
Other Walking & Cycling Projects			-	-	-	-
<u>Roadside Hazard Removal</u>						
Dixons Rd - Bridge 2802 Widening (RP2540)		Loburn	\$ 90,000	-	-	-
Dixons Rd - Bridge Widening (RP1125)		Loburn	-	\$ 100,000	-	-
Upper Sefton - Concrete Headwall (RP9490)		Sefton Rural	-	-	\$ 100,000	\$ 100,000
Other Roadside Hazard Projects TBC			-	-	\$ 100,000	\$ 100,000
<u>Cattle Underpass</u>						
Underpasses to be allocated			-	-	-	-
Budget to be Allocated			-	\$ 10,000	\$ 25,000	\$ 60,000
Value of Work Programmed			\$ 595,000	\$ 585,000	\$ 570,000	\$ 535,000
Approved Annual Budget			\$ 595,000	\$ 595,000	\$ 595,000	\$ 595,000

			23/24	24/25	25/26	26/27
Project Name	Side	Town	Indicative Programme	Indicative Programme	Indicative Programme	Indicative Programme
Bus Shelter Programme						
Ashley St (near Duke St)		Rangiora	\$ 20,000	-	-	-
Pegasus Blvd (near Whakatipu St)	South	Pegasus	\$ 20,000	-	-	-
Williams St (near Police Stn) (including Real Time Display)		Kaiapoi	\$ 30,000	-	-	-
Pegasus Blvd (near Waireka St)	South	Pegasus	\$ 20,000	-	-	-
High St near King St (south) - Real Time Display		Rangiora	\$ 20,000	-	-	-
White Street near Rata Street - Real Time Display		Rangiora	\$ 15,000	-	-	-
Pegasus Main St near Motu - Real Time Display		Pegasus	-	\$ 15,000	-	-
Northern Park and Ride (River Rd) - Real Time Display		Rangiora	-	\$ 15,000	-	-
Kaiapoi Central Park and Ride - Real Time Display		Kaiapoi	-	\$ 15,000	-	-
South Blt near Bush St - Real Time Display		Rangiora	-	\$ 15,000	-	-
Kaiapoi South Park & Ride - Real Time Display		Kaiapoi	-	\$ 15,000	-	-
Ohoka Rd (Kaiapoi High School) - north		Kaiapoi	-	\$ 20,000	-	-
Ohoka Rd (Kaiapoi High School) - south		Kaiapoi	-	\$ 20,000	-	-
Southbrook Rd (near Coronation St)		Rangiora	-	-	\$ 15,000	-
Bush St (near Watson Pl)		Rangiora	-	-	\$ 20,000	-
Main North Rd (near Hewitts Rd)		Kaiapoi	-	-	\$ 20,000	-
Williams St (near Davies St)		Kaiapoi	-	-	\$ 20,000	-
Main North Rd (near School Rd)		Woodend	-	-	\$ 20,000	-
Pegasus Blvd near Pegasus Main St - Real Time Display		Pegasus	-	-	\$ 15,000	-
To be allocated			-	\$ 10,000	\$ 15,000	\$ 125,000
Value of Work Programmed			\$ 125,000	\$ 115,000	\$ 110,000	-
Approved Annual Budget			\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: GOV-26-10-06 /230526077176

REPORT TO: OXFORD OHOKA COMMUNITY BOARD

DATE OF MEETING: 7 June 2023

AUTHOR(S): Grant Stephens Design and Planning Team Leader

SUBJECT: Oxford Ohoka General Landscaping Budget

ENDORSED BY:
(for Reports to Council,
Committees or Boards)


General Manager


Chief Executive

1. SUMMARY

- 1.1. The purpose of this report is to provide information to the Board on a number of potential projects for consideration of budget allocation from the Oxford Ohoka Community Board's General Landscaping Budget. In December 2022 staff undertook a workshop with the Board to identify potential projects which the Board may choose to spend their General Landscaping Budget on. At this workshop, the Board identified four projects which they were interested in pursuing further and requested a report from staff outlining the costs and considerations regarding these potential projects. Since that point, one additional project has been identified to staff which is included in this report.
- 1.2. This report outlines these projects in further detail for consideration by the board. The Oxford Ohoka General Landscaping Budget currently has \$13,733 available to be allocated during the 22/23 financial year to such projects.
- 1.3. Based out the information within this report, Staff are recommending allocation of budget towards the following projects;
- | | |
|---------------------------------|----------------|
| • Ashley Gorge Development | \$3,500 |
| • Ohoka Stream Walkway Seat | \$3,500 |
| • West Eyreton Historical Signs | \$5,150 |
| • Flag Tracks Oxford | <u>\$1,500</u> |
| Total | \$13,650 |
- 1.4. This would leave \$83 remaining within the budget. Due to the current high level of cost fluctuation we are experiencing at the moment, staff recommend that this remaining budget could be allocated as contingency to be used if required should any of the projects come in higher than expected.
- 1.5. Staff believe that the funds sought are consistent with other similar sized projects within the district and are reflective of the types of projects which funds from this budget are commonly allocated towards. While staff have spoken with suppliers to provide these estimates, any project approved by the board would be implemented under Council's procurement policy so prices may vary.
- 1.6. Should the Board approve budget to these projects as per the current recommendations, the whole of this financial year's budget would be allocated. The Board will get a new allocation at the start of the coming financial year.

2. RECOMMENDATION

THAT the Oxford Ohoka Community Board:

- (a) **Receives** Report No. 230526077176.
- (b) **Notes** the Board currently has \$13,733 available to allocate to general landscape projects within the Oxford Ohoka ward from the Boards General Landscaping Budget (PJ 101052.000.5224).
- (c) **Approves** the allocation of \$3,500 towards a grant for the Ashley Gorge Advisory Group towards the costs of the Williams Flat Track.
- (d) **Approves** the allocation of \$3,500 towards a seat within the Ohoka Stream Walkway in Location 1.

OR

- (e) **Approves** the allocation of \$3,500 towards a seat within the Ohoka Stream Walkway in Location 2.
- (f) **Notes** staff will consult with the adjoining landowners to determine the exact location and orientation of the seat in the Ohoka Stream Walkway.
- (g) **Approves** the allocation of \$5,150 towards historic signs within West Eyreton and the use of the previously allocated \$1,850 from the Oak Reserve West Eyreton project to these signs noting that this will mean that a seat will need to await future budget allocation.
- (h) **Approves** Greenspace staff working with a sub-group consisting of Councillor Tim Fulton, Board member Mark Brown and Community Member Bernard Kingsbury to finalise the exact location and style of these signs.
- (i) **Approves** the allocation of \$1,500 towards the purchase of two new FlagTrax for Oxford.
- (j) **Notes** that Greenspace Staff would work with Oxford Promotions Action Committee to identify potential budget opportunities to cover the remaining installation costs and to create an ongoing Memorandum of Understanding as to the running of these flags and who is responsible for the costs associated with this.
- (k) **Notes** that should an agreement not be reached with Oxford Promotions Action Committee regarding the FlagTrax, these would not be replaced and the budget would be returned to the Board for future allocation.
- (l) **Notes** this leaves the Board \$83 remaining in the Oxford Ohoka Community Boards General Landscaping Budget.
- (m) **Approves** \$83 being allocated to contingency for the above projects to be used as required should any of these come in over budget at time of implementation.
- (n) **Notes** this will complete the allocation of the available budget within the Oxford Ohoka Community Boards General Landscaping Budget for the 22/23 financial year.

3. BACKGROUND

- 3.1. The General Landscaping Budget is a discretionary budget the Board can allocate towards landscape projects within their ward. There have been many varying projects that this money has been spent on over the years to enhance the landscape of the Oxford Ohoka area. Projects have included extra seating, planting, The Oaks Reserve and many more. There are no documented guidelines which stipulate exactly what the money has to be spent on however it should be for things which will enhance the landscape for the benefit of the community.

- 3.2. The table below shows some of the previous and current projects undertaken by the Board along with the budget available for allocation.

Table 1: Oxford Ohoka General Landscaping Budget Current and Previous Projects

Oxford Ohoka General Landscaping Budget			
Account Description	Status	Budget	Remaining
Oxford Ohoka Community Board Available Funds			
2021/22 General Landscape Budget (Carried Over)		\$643	\$643
2022/23 General Landscape Budget		\$13,090	\$13,090
Total Oxford Ohoka Community Board to Allocate			\$13,733

Current Oxford Ohoka Community Board Recent Projects			
The Oaks Reserve Development	In Progress	\$9,200	\$1,329
Oaks Reserve West Eyreton	In Progress (April/May)	\$5,000	\$1,850

- 3.3. The Board currently has a budget of \$13,733 available to be allocated within the 2022/23 financial year and at the request of the Board, staff undertook a workshop in October 2021 to identify potential projects which this budget could be spent on. At this workshop, the Board identified four projects which they were interested in pursuing further and requested a report from staff outlining the costs and considerations regarding these potential projects. Since that point, one additional project has been identified to staff which is included in this report. These projects are;

- Ashley Gorge Development
- Ohoka Stream Walkway Seat
- Mill Rd Headworks Amenity Planting
- West Eyreton Historical Signs
- Flag Tracks Oxford

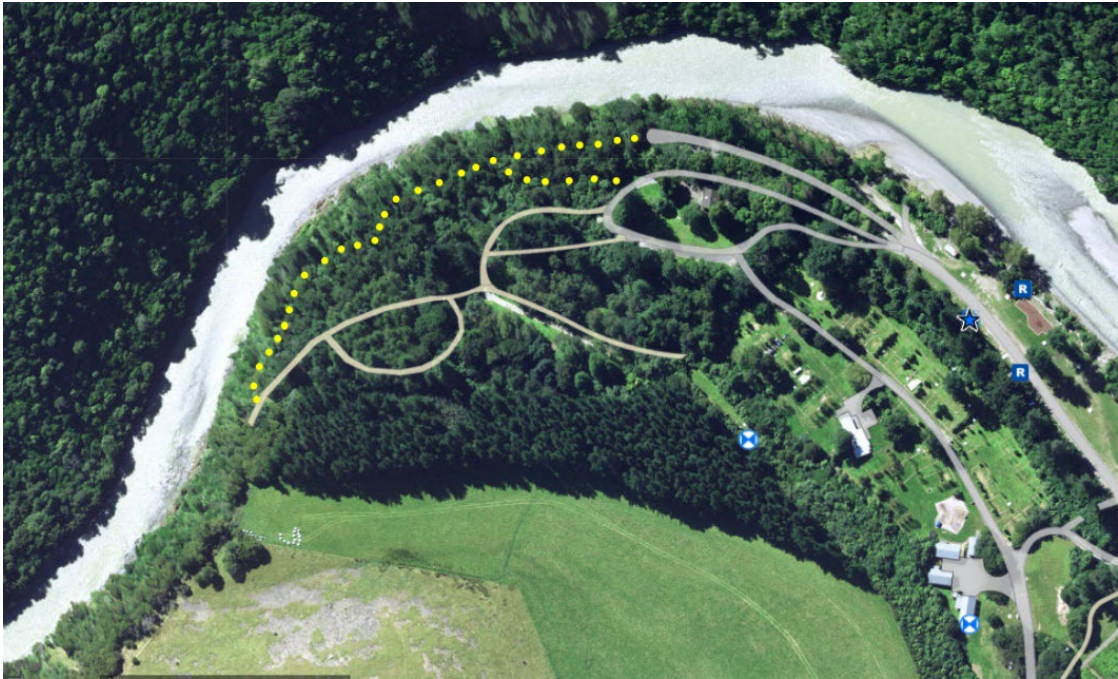
- 3.4. This report is outlining these projects mentioned above in further detail for consideration by the Board for allocation of their 22/23 financial year.

4. ISSUES AND OPTIONS

Ashley Gorge Development

- 4.1. The Board expressed interest in supporting Ashley Gorge Reserve through their landscaping budget with the suggestion of potentially providing a grant towards the purchase of traps. Previously Ashley Gorge has been a project that the Board has put money from this budget towards with a grant of \$7147.00 towards developing a new track in the DOC land on the other side of the river in 2016 and \$580 towards traps with the aim of making the site predator free in 2017. Staff note however that both funds went to support projects which were not within the reserve but on DoC land which links directly to the Ashley Gorge Reserve and provides additional recreation opportunities for people using the reserve to enjoy.

- 4.2. Staff approached the Greenspace Representative on the Ashley Gorge Reserve Advisory Group (AGRAG) to determine if funding towards traps would be helpful for the reserve or if there were any other projects that the group were wishing to undertake which could require budget. It was highlighted that if the Board wanted to support The Ashley Gorge Reserve, there was a significant project that the AGRAG were planning to undertake which could be a better use of potential budget. Within the reserve there is a walking track which connects Williams Flat to the upper terraces terminating at the Gorge viewing point as shown below.



- 4.3. The track standard is poor with the current ongoing maintenance not addressing the bigger issues of slope, surface material and width. The upgrade of the track, and the possibility of attaining wheelchair access standards (in the lower section initially), has been discussed at recent AGRAG meetings recommending that we engage a local contractor who is willing to provide his services (digger work) at a cut price rate. He would provide these services as a sub-contractor to Jean Pierre Derveaux the Campground manager and reserve caretaker. There is also the option of engaging community groups, PD workers and our rangers to assist with the use of hand tools.
- 4.4. A grant from the OOCB to finance materials and machine hours would get this project underway. Staff believe the lower section is likely to cost approximately \$5,000 and a grant of \$3,500 would go a long way to covering the machinery work required for the job. This would be done in a staged manner with the highest priority possible being the most accessible and higher use section of walking track that connects Williams Flat with the middle terrace. If budget was available, a final decision on the priorities would be made in discussion with AGRAG members. Staff recommend this option.

Ohoka Stream Walkway Seat

- 4.5. The Ohoka Stream Walkway runs from Bradleys Road through to Keetly Place and back out to Mill Roads. This track is popular for Ohoka residents for walking and runs alongside the picturesque Ohoka Stream. This track is an unformed grass track and currently includes no Council provided seating although staff note that some residents have placed home built 'seats' in some areas along the path. At the workshop it was raised as a suggestion that a seat within the section of path between Keetly Place and Mill Road would provide an opportunity for people to stop and enjoy the space. A seat within this space would likely be well used and appreciated while also adding to the accessibility of this space to all users.



- 4.6. Staff have been to look at the area shown above and identified that this section does not have many suitable locations with only one site identified (Location 1) where a seat could be located without impacting the current residents. Staff also looked at the section between Keetly and Bradleys Road and identified another location which a seat could be placed (Location 2). Each location has a view of the stream and native planting, but Location 1 is under trees while Location 2 is in a sunny spot.



- 4.7. Both locations are open to the track, approximately halfway round and have a nice view without looking directly towards any residence/home. Should the Board wish to approve funds to this project, the Board would need to identify which site was of preference for the seat. Staff would recommend a type of seat that is in keeping with the natural environment and should be a solid, natural looking seat which would fit within the local rural setting. An example of this type of seat is shown below which have been successfully used both in our coastal parks and at Ohoka Domain. These are solid macrocarpa benches similar to the bench below.



- 4.8. To purchase and install one of these seats in this location would cost \$3,500. Should the Board choose to allocate money to a seat within the Ohoka Stream Walkway, staff would liaise directly with any residents who may be impacted to identify the best exact location for the seat. Staff recommend this option.

Mill Rd Headworks Amenity Planting

- 4.9. Another project raised by the Board was the state of the planting around the headworks on the corner of Bradleys and at Mill Roads. As shown below, while there is currently some planting within this site, this is minimal and does little to screen or lift the amenity of the space.

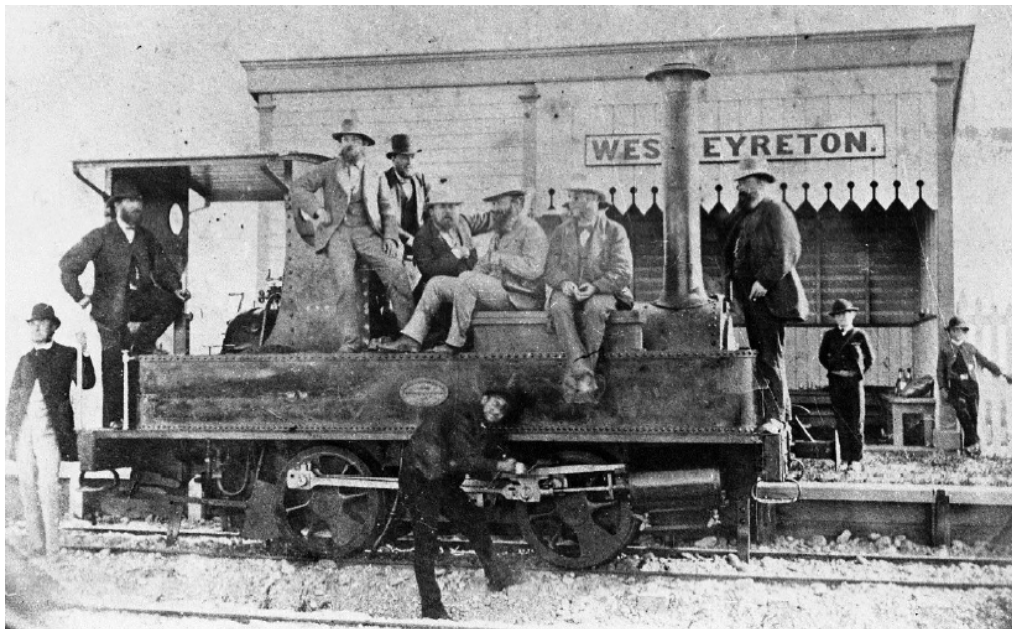


- 4.10. Greenspace staff have spoken to the Three Waters Team about whether they have intentions or budget to lift the planting within this space to a higher amenity – especially given its high-profile location at the entrance into Ohoka. At this point they only have budget for general maintenance of the existing planting and therefore no intention or budget for additional screening/amenity planting at this point.

- 4.11. Should the Board wish to improve the aesthetic appeal of this headworks at the current time, they could use some of their budget towards providing native plants within this space such as flaxes and grasses along the banks of the water drain adjoining the site. This budget would be allocated towards this planting and Greenspace Staff would work with Three Waters and their maintenance contractor to determine the exact species used to ensure easy ongoing maintenance. Staff believe that \$1,000 would be sufficient to plant this area with a suitable grade of native planting.
- 4.12. Greenspace staff note that one of the main reasons this area looks untidy is that it has not been maintained and there are weeds and gorse now growing along the bank of the drain. In time the existing Griselinia shrubs will grow and block the view into the site so the Board could instead request that the area is tidied/mown and await the growth of those shrubs. Staff believe that were this area planted, the ongoing maintenance costs would reduce once these were established. Therefore, while the Board could spend their budget on this planting, it would be more appropriate that this area is tidied and planted in time using three waters budgets. Staff therefore do not recommend this project.

West Eyreton Heritage Project

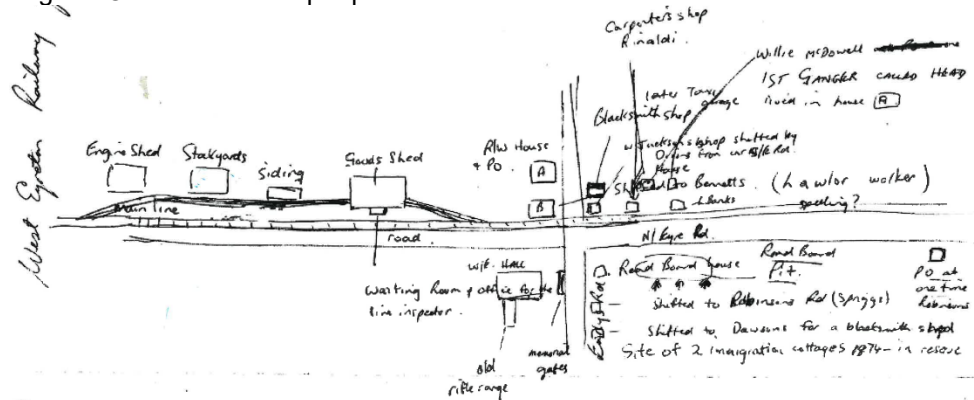
- 4.13. At the Boards October 2021 meeting, a deputation was made by Tim Fulton from West Eyreton regarding the state of the mound where the West Eyreton Train Platform once stood. Tim was concerned that this landmark was being eroded by time as cattle walking along North Eyre Road and that people couldn't recognise that this was the site of the old train station as pictured below.



- 4.14. A report was brought to the Board's April 2022 meeting outlining that staff would work with Tim and Bernard Kingsbury to determine what steps would be appropriate in portraying the historic nature of the elements within the West Eyreton township.
- 4.15. Staff have worked with Tim and Bernard and Board Member Mark Brown and have determined that while the mound is not in fact part of the railway system, there is a rich quantity of historic elements both related to the railway and also life in West Eyreton in and around the township. Discussion therefore turned to how this heritage could be shown and celebrated to visitors to West Eyreton with two potential projects being suggested as below;

Historic sign in Oak Reserve

Bernard Kingsbury has provided us with the below plan along with additional information which they would like to see digitised and lazer etched onto a steel sign and placed on the edge of Oak Reserve for people to look at.



The intention would be to include a QR code on the sign which people could scan to access further information. This could also link to information about local eaterys such as Cust Motel etc. Staff believe that a sign such as this would likely cost approximately \$4,000.

Railway Siding Sign

When the railway was removed, so too were the siding signs. The West Eyreton sign happened to 'fall off the back of the truck' at the time and is now located on the front of the West Eyreton Hall as shown below.



Recently many of these siding signs have been replaced/maintained on the Rangiora Oxford line such as at Bennets, Stoke, Fernside and Springbank. These have created a standard visual for the portrayal of the location of previous railway stations within our district. It was agreed that a new sign would be ideal to match into these and could be located in front of the old siding in West Eyreton. Staff have looked at the cost of the above replacements and estimate that the costs of this work would be approximately \$3,000.

- 4.16. The plan below shows the location of these two proposals and together would help people understand the history of the West Eyreton township and railway. Currently there is \$18,50 remaining budget within the Oak Reserve project which had previously been earmarked for a park bench. Tim, Mark and Bernard, agreed that they felt that the priority for the area was 1) The historic sign, 2) the siding sign and 3) a park bench with the bench potentially being left as a future project.



- 4.17. If the Board agreed with this priority, this would require a budget allocation of \$5,150 towards West Eyreton Heritage Project which would allow the two signs to be completed. A seat could then be brought to the board in the future when required.
- 4.18. If the board did not agree to this priority and wanted the seat to be completed, this would still require additional budget of 1650 to be allocated to enable a seat to be purchased and installed.
- 4.19. Staff recommend the priority listed above by Mark, Bernard and Tim and the allocation of budget to the two signs.

Oxford Flag Tracks

- 4.20. In 2020 Greenspace staff installed a FlagTrax system to the poles in Oxford where Christmas flags had previously been hung as well as supplying the first round of flags. These systems make it easier to raise the flags without requiring working from heights permits/traffic management. These were then handed over to the Oxford Promotions Action Committee (OPAC) to administer and maintain going forward. This was due to Oxford not having a targeted rate for seasonal flags unlike Rangiora and Kaiapoi.
- 4.21. Unfortunately, two of these FlagTrax have been damaged by a vehicle and are now needing replacement. OPAC have approached Greenspace for potential budget towards this replacement however there is no specific budget for Oxford. This is therefore a project that the Board could consider allocating budget towards to support the work of OPAC. Greenspace staff have spoken to contractors and estimate that the cost to replace these two FlagTrax would be approximately \$6,000. The majority of this cost is for the installation as this requires traffic management as well as Mainpower to be on site to assist/do the working from heights work.
- 4.22. Staff have spoken with OPAC and understand that they do not believe that the cost of replacement should fall to their group but should be covered by Council, however with no targeted rate, there is no current budget to do so. The Board could choose to do the following options;

1) Do nothing; This would mean that the two FlagTrax would remain broken until budget was found elsewhere to cover this. If this was the case, Greenspace Staff would work with OPAC to determine if these FlagTrax are replaced and an understanding of how this should be done in the future so that expectations are clear. This would mean that the FlagTrax might not be fixed for some time and could create poor public perception. Staff do not recommend this option.

2) Fund the full replacement and work with OPAC to create an MOU for ongoing maintenance and use of the FlagTrax: This option would cost \$6,000 and would mean that they were fixed and the flags able to be flown. This will however have a significant impact on the Boards ability to fund other projects with this budget which are more landscape orientated. Staff do not recommend this option.

3) Fund the replacement of the FlagTrax units and Greenspace Staff work with OPAC to partner towards the installation costs. The cost of the actual units would be \$1,500 with \$4,500 required for the installation. This would help towards the replacement without jeopardising the Board's ability to fund more appropriate projects. Staff would then work with OPAC to identify potential budget opportunities to cover the remaining installation costs and to create an ongoing MOU as to the running of these flags and who is responsible for the costs associated with this. Should an agreement not be reached with OPAC, these would not be replaced, and the budget would be returned to the Board for future allocation. Staff recommend this option.

Implications for Community Wellbeing

- 4.23. There are implications on community wellbeing by the issues and options that are the subject matter of this report. The projects included are all projects which have come from the community to enhance the landscapes within the Oxford Ohoka area which would have positive impacts on community wellbeing
- 4.24. The Management Team has reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. Mana whenua

Te Ngāi Tūāhuriri hapū are not likely to be affected by, or have an interest in the subject matter of this report as it will have no direct impact on the use of the land or waterways.

5.2. Groups and Organisations

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. These groups are discussed above as they pertain to each of the individual projects.

5.3. Wider Community

The wider community is likely to be affected by, or have an interest in the subject matter of this report. Staff believe that the projects recommended within this report will have positive impacts on the community with few foreseeable negative impacts. Staff do not believe that there is additional need for wider consultation with the community regarding the recommended projects although note that should budget be allocated to the Ohoka Stream Seat, staff would consult with the adjoining landowners to the proposed location to identify and resolve any potential issues.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

6.2. There are financial implications of the decisions sought by this report. The Oxford Ohoka Community Board currently has \$13,733 available to allocate to general landscape projects within the Oxford Ohoka Ward from the Boards General Landscaping Budget (PJ 101052.000.5224). This report discusses five projects and the following projects have been recommended by staff. The estimated costs of these recommended projects are listed below.

• Ashley Gorge Development	\$3,500
• Ohoka Stream Walkway Seat	\$3,500
• West Eyreton Historical Signs	\$5,150
• Flag Tracks Oxford	<u>\$1,500</u>
Total	\$13,650

6.3. This would leave \$83 remaining within the budget. Due to the current high level of cost fluctuation, we are experiencing at the moment, staff recommend that this remaining budget could be allocated as contingency to be used if required should any of the projects come in higher than expected.

6.4. **Sustainability and Climate Change Impacts**

The recommendations in this report do have sustainability and/or climate change impacts. Sustainability is about more than protecting our resources, it encompasses everything from energy and material use to ensuring that our people can live healthy and fruitful lives. Reserves are incredibly important to the wellbeing of our communities as they provide the space for many to recreate, build physical and mental fitness and enjoy our outside world. Where possible staff will use local contractors and materials to reduce impacts on the environment.

6.6. **Risk Management**

There are no significant risks arising from the adoption/implementation of the recommendations in this report.

6.7. **Health and Safety**

There are health and safety risks arising from the adoption/implementation of the recommendations in this report because this would lead to work being undertaken within publicly accessible reserves.

There are health and safety risks arising from the adoption/implementation of the recommendations in this report because this would lead to work being undertaken. If approved, the health and safety of any contractor would be managed by the Waimakariri District Council Greenspace Team and would require contractors to be prequalified (i.e. Sitewise) and to submit appropriate health and safety plans (Site Specific Safety Plan - SSSP) along with any required Traffic Management Plans for review by the project manager prior to construction beginning on site.

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

7.3. The management of reserves is legislated through the Reserves Act 1977.

7.4. In terms of the historic signs, all signage shall be in accordance with the District Plan and the Signage Bylaw (2012). Additional Government and NZTA legislation apply relating to signage, but this is dependent on the particular road/location and type of sign being proposed. Therefore, Staff will work with the Roding Team who are familiar with this legislation to determine a safe location for the sign and any specific details around the sign's construction as part of the initial report to approve the signs. This report is simply for funding toward these signs.

7.5. **Consistency with Community Outcomes**

The Council's community outcomes are relevant to the actions arising from recommendations in this report.

Public spaces and facilities are plentiful, accessible and high quality

- There is a wide variety of public places and spaces to meet people's needs. ^{1,2,3,4}
- There are wide-ranging opportunities for people to enjoy the outdoors. ^{1,3}
- The accessibility of community and recreation facilities meets the changing needs of our community. ^{1,2,3,4}

People are friendly and caring, creating a strong sense of community in our District

- There are wide-ranging opportunities for people of different ages, abilities and cultures to participate in community life and recreational activities. ^{1,2,3}

7.6. **Authorising Delegations**

The Oxford-Ohoka Community Board have the delegation to approve the allocation of the Oxford-Ohoka General Landscape Budget

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: Gov-26-10-06 / 230516070962

REPORT TO: OXFORD-OHOKA COMMUNITY BOARD

DATE OF MEETING: 7 June 2023

FROM: Sarah Nichols, Governance Manager

SUBJECT: Member for Representation Review Working Party

SIGNED BY:
(for Reports to Council,
Committees or Boards)

General Manager



Chief Executive

1. SUMMARY

- 1.1 The purpose of this report is to seek a member from the Oxford-Ohoka Community Board (the Board) to participate in a Representation Review Working Party. This follows the Council meeting of 2 May 2023 whereby the Council considered options to undertake a review and resolved to establish a working party to further assess the need of such a review ahead of the 2025 Local Body elections or wait until the lead-up to the 2028 Local Body elections.
- 1.2 The Local Electoral Act 2001 requires local authorities to review their representation arrangements on a regular basis, being at least once every six years. The previous Council undertook a review in preparation for the 8 October 2022 Local Body elections. The recommendation from the Representation Review Working Party was that the status quo (with one minor change) remain, and that another review be carried out in the shorter time frame of three years to allow for the uneven growth in the District to be formally captured from the updated 2023 Census data.

Attachments:

- i. Draft Representation Review Working Party Terms of Reference (Trim 230421056350).
- ii. Report to Council 2 May 2023 (Trim 230421056342)

2. RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 230516070962.
- (b) **Appoints** Board member, (non-Councillor) to the Representation Review Working Party.
- (c) **Notes** that one member (non-Councillor) from each of the Rangiora-Ashley, Kaiapoi-Tuahiwi, Woodend-Sefton and Oxford-Ohoka Community Boards would be appointed by their respective Boards to be members of the Representation Review Working Party.
- (d) **Notes** Councillors Goldsworthy, Mealings and Redmond have been appointed by the Council, alongside the Mayor to the membership of the Representation Review Working Party.
- (e) **Notes** the initial work of the group is to determine with further clarity the need to undertake a full Representation Review prior to the 2025 Local Body elections, and report back to the Council prior to December 2023.

- (f) **Notes** the working party meetings will most likely be held on Thursday mornings, on a regular basis once membership is fully established.

3. **BACKGROUND**

Representation Review

- 3.1 As defined by the Local Electoral Act, Representation Reviews are reviews of the representation arrangements for the local authority. In the case of territorial authorities, they include the basis of election for councillors (at large, wards or a mix of both), and the establishment (or dis-establishment) of community boards. The review determines for each local authority the detailed arrangements on the number of electoral subdivisions (if any), their boundaries, names, and number of members to be elected.
- 3.2 There are a number of steps that the Local Government Commission recommends as part of best practice when considering representation reviews. These include, but not limited to:
- i. Giving consideration to significant changes in population in some areas which impact on fair representations, i.e. approximate equality between councillors in the numbers represented.
 - ii. Council and community views on community boards, retention or disestablishment and the size of those boards.
 - iii. Consideration of preliminary consultation with the community, including Māori.
 - iv. Identifying communities of interest. Communities of interest can be defined in terms of such characteristics as: sense of community identity and belonging reinforced by distinctive physical and topographical features; similarities in economic or social activities; similarities in the demographic, socio-economic and/or ethnic characteristics of the residents of a community; distinct local history of an area; local iwi; dependence on shared facilities and services in an area including schools, recreational and cultural facilities, retail outlets, transport and communication links. The LGA, s14(1)(c) states “when making a decision, a local authority should take account of the interests of future as well as current communities.”
 - v. Determining effective representation for identified communities of interest and consider fairness of representation. This includes the +/- 10% rule of average population size per ward or constituency. For local authorities, a minimum of five Councillors to a maximum of 29 Councillors is permissible, in addition to the Mayor.
- 3.3 The Local Electoral Act requires local authorities to review their representation arrangements on a regular basis. Previously, this was required to take place every triennium, but an amendment to the Act in 2002 meant that local authorities could determine their representation on the first occasion either in 2003 or 2006, and subsequently, at least once every six years after the first determination. A review may be undertaken after three years but local authorities are not required to do so. The Waimakariri District Council carried out its initial review in 2003 and subsequent reviews in 2009, 2015 and 2020.
- 3.4 The Council is required by statute to apply the ‘ordinary resident population’ figures derived either from the most recent Census or from population estimates prepared by Statistics New Zealand. The population data that most accurately reflects its current situation must be applied. Staff are also required to keep the Local Government Commission, the Surveyor-General of Land Information New Zealand, and the Government Statistician (Statistics New Zealand) informed of progress with the Representation Review. Information is also required to be furnished to the Remuneration Authority and the Secretary for Local Government (Department of Internal Affairs).

- 3.5 In July 2022, the Government announced the introduction of the Local Government Electoral Legislation Bill (the Bill) which would amend the Local Electoral Act particularly around how councils consider specific Māori representation (Māori wards and Māori constituencies). This Bill is currently going through Parliament, and a recent announcement advised that due to the North Island severe weather events there would be a delay to the provisions requiring councils to consider Māori representation as part of their representation review until after the 2025 local government elections. Councils will still have the ability to optionally consider Māori representation. The other proposals in the Bill which would come into effect when the Bill is passed (expected to be in this Parliamentary term) is an update to the process for tied elections, including an automatic judicial recount before any coin toss and enabling all candidates to submit electronic nominations.
- 3.6 The recommendation from the Representation Review Working Party for the 2022 Local Body Election was that the status quo remain with the retention of boundaries, number of elected members, ward and community board names. One minor change was proposed involving the Rangiora-Ashley Subdivision with a membership of six (rather than five) members from the Rangiora (urban) subdivision and two (rather than three) community board members from the Ashley (rural) subdivision. The recommendation followed consultation, a hearing and discussion by the Working Party and was confirmed by Council on 2 November 2021. There were no appeals to the final proposal.

Māori Wards

- 3.7 The Local Electoral Act provided that Māori wards or constituencies may be established for territorial authorities and can be achieved either by way of a Council resolution or as the outcome of a poll of electors. Due to the North Island severe weather events, there has been a delay to the provisions requiring councils to consider Māori representation as part of their representation review until after the 2025 local government elections. Councils will still have the ability to optionally consider Māori representation.
- 3.8 Based on currently released census data relating to Māori Electoral Population (MEP) and General Electoral Population (GEP) the district currently does not have enough people enrolled on the roll to enable a Māori ward being established based on the formula provided by the Local Government Commission and the present number of councillors. This information will be worked through further, subject to Electoral Act considerations and consultation with Ngāi Tūāhuriri Rūnanga prior to November 2023. Previous consultation with Ngāi Tūāhuriri Rūnanga ahead of the confirmed 2022 election process held no appetite for the establishment of a Māori Ward. If the Council resolve otherwise, it will have an effect on the Representation Review outcomes, therefore some timeframes outlined in this report may require amendment.
- 3.9 It is intended a report be brought before the Council at its November meeting for consideration following consultation with the Rūnanga.

Youth Vote

- 3.10 Following the Supreme Court ruling the country's current voting age of 18 was discriminatory, other amendments to the Local Electoral Act are anticipated to be introduced in the next three months relating to the youth vote, enabling 16- and 17-year-olds to vote in the 2025 Local Body elections. It is estimated that 130,000 youth will be entitled to vote in the October 2025 local body elections. Statistics on how many people will be eligible in Waimakariri is currently unavailable, however it will have some impact on the Representation Review and preparations for the election processes.

4. **ISSUES AND OPTIONS**

Representation Review

- 4.1 The Representation Review Working Party for the 2022 Local Body Election noted the uneven growth in the District that had occurred after the 2018 Census. In particular, the north-eastern area of the District was experiencing high growth (and has continued to do so). It was raised at that time that staff would recommend to the incoming Council that another Representation Review occur in early 2023, ahead of the 2025 local body elections to better reflect growth patterns. Representation Reviews and changes to electoral membership and boundaries require the most current Census data to be utilised rather than council building or projected growth statistics.
- 4.2 Census data from the 2023 Census is expected to be released by Statistics NZ towards the end of the year, however associated work can begin, without the current population data, to assist with the work programme and compliance of completion of key aspects. Since 2018, building consent data shows there have been 678 dwellings built in Kaiapoi, 739 in Rangiora and 1,450 in Woodend/Pegasus. It is considered that more work will be required to assess appropriate representation proposals for 2025, with significant boundary changes involved due to the population shifts that have occurred since the last Census.
- 4.3 At the Council meeting of 2 May 2023, which sought a Representation Review and membership to a working party, the Council resolved to establish the working party for the purposes of undertaking further research into the need to progress with a Review ahead of the 2025 Local Body elections, or potentially wait until the period prior to the 2028 Local Body elections. The Council sought further clarity on costs associated with the review, and impacts on representation, and availability of Census data to inform a decision to continue or delay the Review. A report is anticipated prior to December to update the Council and enable the Council to form a view going forward.
- 4.4 Should the Council decide to undertake a Representation Review ahead of the 2025 Local Body elections, then the established working party will continue with that work into 2024.
- 4.5 The Management Team has reviewed this report and support the recommendations.

5. **COMMUNITY VIEWS**

5.1 **Mana whenua**

- 5.1.1 Taking into consideration the provisions of the Memorandum of Understanding between Te Ngāi Tūāhuriri Rūnanga and the Council, Te Ngāi Tūāhuriri hapū are likely to have an interest in the subject matter of this report.
- 5.1.2 The Waimakariri District currently does not have enough people enrolled on the roll to enable a Māori ward being established based on the formula provided by the Local Government Commission and the present number of Councillors. This information will be worked through further, subject to Electoral Act considerations and consultation with Ngāi Tūāhuriri Rūnanga prior to November 2023.
- 5.1.3 Ngāi Tūāhuriri Rūnanga will be consulted regarding a Māori ward, ahead of any advertising. The process for consultation regarding the Representation Review itself is outlined in the legislation and the timetable provides for the formal consultation process in June/September 2024 with informal consultation occurring with the community in later 2023/early 2024.

5.2 **Groups and Organisations**

There are no other groups and organisations other than those who requested information likely to be affected by or interested in this report's subject matter.

5.3 **Groups and Organisations**

- 5.3.1 The public has an opportunity to express an opinion regarding the voting method by way of seeking a poll after Council's decision is advertised. There is no evidence that the community has had a change of opinion since the survey undertaken in 2002.
- 5.3.2 Should the Council resolve to continue with the FPP system, advertising will be undertaken in August of the proposal, noting the opportunity to demand a poll.
- 5.3.3 It is recommended that the Representation Review Working Party hold several information/drop in sessions during the informal consultation process to enable stakeholders and interested members of the community to informally share their views in relation to the Representation Review. These views would assist the Working Party establishing a draft proposal for Council consideration and subsequent Special Consultative Process in later 2024.

5.4 **Wider Community**

As per above comments.

6. **IMPLICATIONS AND RISKS**

6.1 **Financial Implications**

- 6.1.1 The Council would be faced with the costs of a poll should one be demanded. Should the Council decide to use the STV method, as opposed to the FPP method, the actual costs of election may increase slightly by way of processing costs due to the greater complexity of the method. That exercise has not been investigated, but a report could be sought from the Returning Officer.
- 6.1.2 The Governance unit hold budget allocation for the Representation Review process. There is minimal operational budget and staff time for the 2023/24 financial year to undertake informal consultation and information gathering before formulating the proposal that will be consulted on through a Special Consultative Process. There is budget allocation of \$25,000 allocated for Statistics NZ certified maps and associated documentation that is required as part of the final process.
- 6.1.3 If an independent Chairperson for the Representation Review Working Party was appointed, additional budget would need to be sourced to cover associated costs. A report would come back to the Council detailing costs and outline of the specific requirements, if needed.

6.2 **Community Implication**

The community has opportunities to input into the process and potentially change the representation of elected membership at Council and Community Boards, and the names of those Community Boards. The community has the right to be represented fairly across the district with proportional number of elected members.

6.3 **Risk Management**

Limited risk to the Council as legislative processes is followed and the community consulted. There is a financial risk if additional funding is sought through the LTP for additional consultation and expertise to complete the project. Currently it is deemed appropriate to keep the work in-house.

6.4 **Health and Safety**

Not applicable.

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**

Local Electoral Act 2001 and Local Government Act 2002.

The most relevant sections of the legislation are contained in Part 1A sections 19A to 19Y of the Local Electoral Act 2001 and sections 27 to 34.

New Zealand Geographic Board Act 2008 and Locality Definition and Naming AS NZS 4819-2011.

7.3 **Community Outcomes**

There are wide ranging opportunities for people to contribute to the decision making that effects our District.

7.4 **Delegations**

The Council is delegated by legislation to make decisions related to voting systems.

The Local Government Commission confirms the final determination of the Representation Review, following recommendations of the Council and subject to appeal from the community.

Appendix A: Timelines diagram

Figure 1 below is a summary of the timelines leading up to a round of local government elections. Refer to the relevant sections in these guidelines for detailed information about the associated requirements.

Figure 1 includes the dates relating to choosing electoral systems and establishing Māori wards/constituencies that must be met for any new resolutions to apply in the upcoming local government elections.

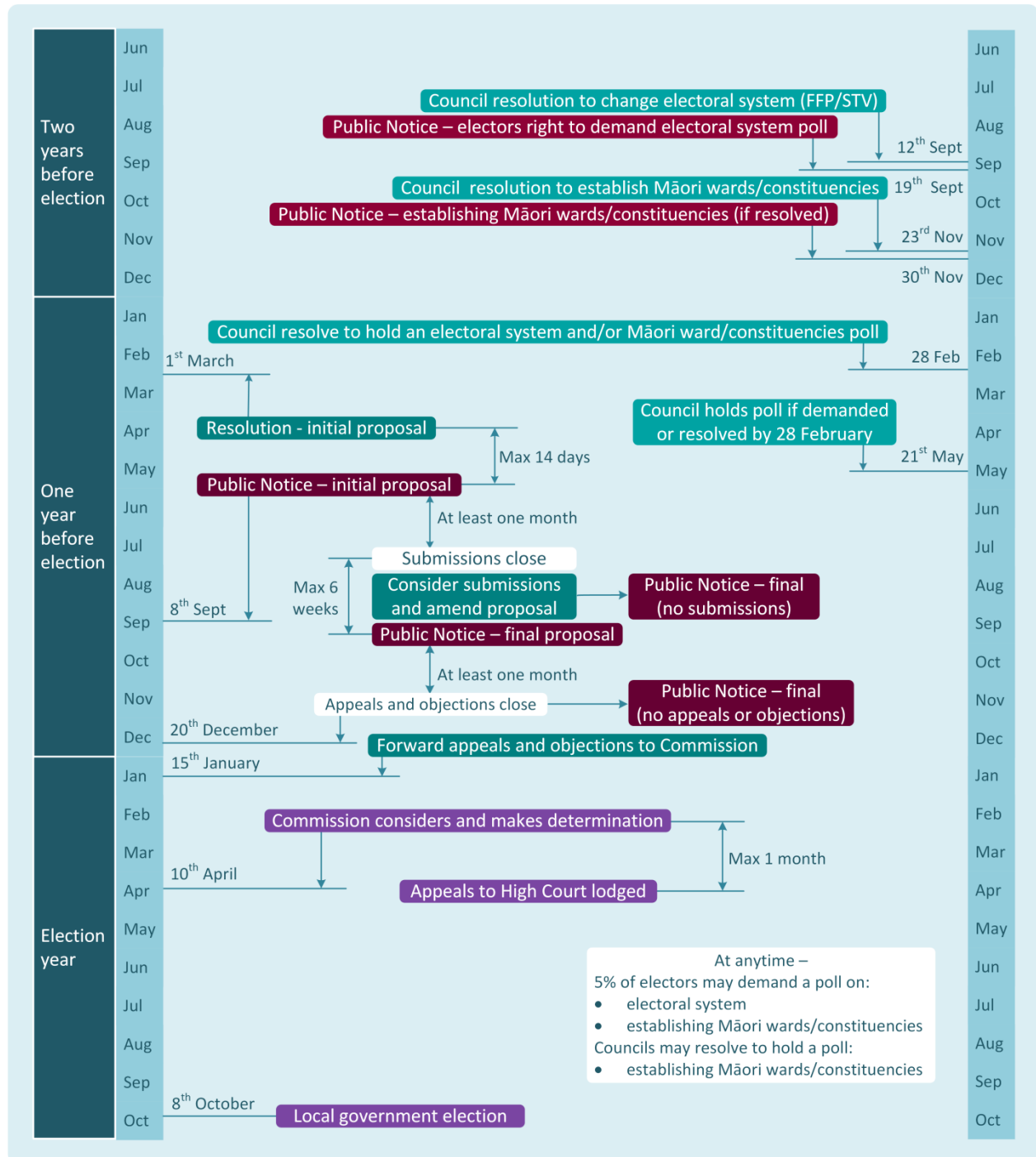


Figure 1: Timelines leading up to local government elections



TERMS OF REFERENCE COUNCIL AND COMMITTEES

2023 Representation Review Working Party

1. Establishment

The Working Party is established May 2023, following Council resolution and subsequent appointments by the Districts four Community Boards.

The Working Party shall be dis-established following the adoption of the Representation Review by Council (October/November 2024), subject to any appeal, objection and determination of the Local Government Commission.

2. Membership

Mayor D Gordon
Councillor xxx from Kaiapoi-Woodend ward
Councillor xxx from Rangiora-Ashley ward
Councillor xxx from Oxford-Ohoka ward
Community Board member xxx from Kaiapoi-Tuahiwi community
Community Board member xxx from Rangiora-Ashley ward
Community Board member xxx from Woodend-Sefton community
Community Board member xxx from Oxford-Ohoka ward.
Sarah Nichols, Governance Manager, WDC
Chief Executive, WDC

3. Quorum

A quorum at any meeting of the Representation Review Working Party be half the appointed membership (including vacancies) therefore a quorum of four (4) is required.

4. Chairperson

The membership of the Working Party (excluding staff) will choose a Chairperson from the Working Party membership.

If neutrality as Chair is unable to be maintained then the Working Party may seek approval from Council to re-consider the appointment of an independent Chairperson.

5. Terms of Reference

5.1 Abide by the legislative timeframes and that of Council resolution.

5.2 Undertake the following

- a) Examine the underlying principles of representation as set out in the *Local Electoral Act 2001*, s.4, as these apply to the Waimakariri District;
- b) Identify communities of interest currently existing within the Waimakariri District and consider new communities of interest;
- c) Examine the options available to territorial authorities for providing fair and effective representation for individuals and communities, namely –



TERMS OF REFERENCE COUNCIL AND COMMITTEES

2023 Representation Review Working Party

- Election of councillors 'at large',
 - Election of councillors from wards,
 - Election of councillors through a mix of wards and 'at large' elections;
 - the desirability of Community Boards;
 - the most appropriate number of Councillors;
 - the most appropriate number of Community Board members
 - if Wards are proposed, the number of Wards;
 - if subdivisions and communities are required;
 - the estimated costs for the preferred option, and any other options proposed for consideration;
- d) Consult with the current four Community Boards; Ngāi Tūāhuriri Rūnanga; and any other group identified as having a direct interest in the review;
- e) Hold a minimum of two, informal drop-in/information sessions within the wards to gain stakeholders and community views prior to May 2024, as part of the initial pre-consultation information gathering to assist with formulating a proposal for Council prior to full public consultation scheduled for June/July 2024.
- f) Prepare a Draft Consultation document for Council consideration at its May 2024 meeting to undertake a Special Consultative Procedure ahead of hearings and final proposal consideration by the Council later in 2024.

6. Budget

Notes that the Governance unit hold budget allocation for the Representation Review process. There is minimal operational budget and staff time for the 2023/24 financial year to undertake informal consultation and information gathering before formulating the proposal that will be consulted on through a Special Consultative Process. There is budget allocation of \$25,000 allocated for Statistics NZ certified maps and associated documentation that is required as part of the final process. If extensive promotion was recommended by the Working Party additional budget would need to be sought from the Council.

If an independent Chairperson for the Representation Review Working Party was appointed, additional budget would need to be sourced to cover associated costs.

7. Expertise

Principal Council staff assisting the working party will be:

- Chief Executive
- Governance Manager, Sarah Nichols (Project Manager)
- Governance Support Officer, Emma Stubbs

From time to time outside expertise may be required and the Working Party has the authority to consult with outside persons with specialist knowledge relevant to the spirit of the Representation Review should the need arise. Other specialist in-house staff will be called upon by the Working Party to contribute with advice from time to time (ie Communications, GIS mapping, Policy team (surveys and populations) during the Working Party duration.



**TERMS OF REFERENCE
COUNCIL AND COMMITTEES**

2023 Representation Review Working Party

8. Administration

All meetings will have agendas and be minuted. Documentation will be kept, as required and appropriate for the Local Government Commission, which assists their review of evidence and assessment prior to the Commission issuing the final determination. The Governance team will provide administration support.

9. Frequency of Meeting

As required, however due to the workflows of staff and elected members it is proposed that all working party meetings occur on Thursdays from 9.30am to 11.30am, commencing mid-September 2023. Meetings are anticipated to be monthly until such time as Council has considered public submissions (October 2024), ahead of the determination of the Local Government Commission.

DRAFT

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: Gov-32 / 230421056342

REPORT TO: Council

DATE OF MEETING: 2 May 2023

FROM: Sarah Nichols, Governance Manager

SUBJECT: Voting Method and Representation Review for 2025 Election

SIGNED BY:
(for Reports to Council,
Committees or Boards)

General Manager

Acting Chief Executive

1. SUMMARY

- 1.1 The purpose of this report is to inform the Council on the method of voting to be used for the 2025 Local Authority Election. In October 2017 the previous Council resolved to use First Past the Post voting (FPP) for the 2022 and 2025 elections. This Council may resolve to change the voting method to Single Transferable Vote (STV), prior to September 2023.
- 1.2 The report also requests that a Representation Review Working Party be established, and members appointed to it, to undertake a review during 2023/24 with the determination to take effect for the 2025 Local Body elections.
- 1.3 The Local Electoral Act 2001 requires local authorities to review their representation arrangements on a regular basis, being at least once every six years. The previous Council undertook a review in preparation for the 8 October 2022 Local Body elections. The recommendation from the Representation Review Working Party was that the status quo (with one minor change) remain, and that another review be carried out in the shorter time frame of three years to allow for the uneven growth in the District to be formally captured by the 2023 Census.
- 1.4 The report also noted the Electoral Officer and Deputy Electoral Officer for the Council, as resolved by the previous Council. The Council must have these positions in place at all times, and this arrangement has continued from the previous Council. Should this Council wish to review the Electoral Officer position a further report would be presented to the Council with options.

Attachments:

- i. Draft Representation Review Working Party Terms of Reference (Trim 230421056350).

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** report No. 230421056342.
- (b) **Notes** Anthony Morton from Electionz.com as the Electoral Officer for the Council.
- (c) **Notes** Sarah Nichols from the Council as the Deputy Electoral Officer for the Council.

- (d) **Authorises** staff to advertise the intention of the First Past the Post (FPP) voting system for the 2025 local authority elections and report back to the Council before August 2023.
- (e) **Establishes** a Representation Review Working Party and approves the Terms of Reference. (Trim 230421056350), which once established, will meet regularly on Thursday mornings.
- (f) **Appoints** Mayor Gordon and Councillors,, (being one councillor from each ward) to the Representation Review Working Party.
- (g) **Approves** one member (non-Councillor) from each of the Rangiora-Ashley, Kaiapoi-Tuahiwi, Woodend-Sefton and Oxford-Ohoka Community Boards being appointed by their respective Boards to be members of the Representation Review Working Party.
- (h) **Notes** a report will come before Council for consideration on the Maori ward matter following consultation with Ngāi Tūāhuriri Rūnanga and consideration of amendments to the Local Government Electoral Act legislation.
- (i) **Circulates** a copy of this report to each Community Board.

3. **BACKGROUND**

Voting System

- 3.1 Under the FPP (First Past the Post) electoral system, the candidate with the most votes wins. This is a very simple method of electing candidates and is widely used throughout the world. It was used in New Zealand for Parliamentary elections up until the introduction of MMP (Mixed Member Proportional) in the 1996 general election. STV stands for Single Transferable Vote. In its simplest form, STV means that voters are able to rank candidates in order of preference, rather than simply pick their most preferred candidate for each vacancy. Although FPP is very simple, some people have argued that the results of an FPP election may not always reflect the wishes of the majority of voters, whilst anecdotal public feedback is that the STV systems is confusing and cumbersome.
- 3.2 In 2002 the Council resolved to consult with the community before making the decision to hold the 2004 and 2007 elections by using the FPP method as opposed to the STV method. Information was sent out with the rates instalment notices and an advertisement was placed in the Northern Outlook. Of the responses received in 2002, 782 favoured retention of the FPP system and 277 favoured a change to STV.
- 3.3 In 2008, the Council resolved to retain the FPP system and advertised its intentions for public submission and did this again in 2011, 2017 and 2020. No public feedback by way of demand of poll with the required voter percentage was received to change the voting system.
- 3.4 It is proposed that the Council retain the FPP system and advertise its intentions for public submission, prior to confirming the voting method.
- 3.5 In the 2022 Local Authority Elections 67 Territorial and Regional Councils used the FPP system and 11 Councils used the STV system. The Department of Internal Affairs is responsible for the oversight of any changes relating to voting methods or processes including on-line voting options.

Representation Review

- 3.6 As defined by the Local Electoral Act, Representation Reviews are reviews of the representation arrangements for the local authority. In the case of territorial authorities, they include the basis of election for councillors (at large, wards or a mix of both), and the establishment (or dis-establishment) of community boards. The review determines for each local authority the detailed arrangements on the number of electoral subdivisions (if any), their boundaries, names and number of members to be elected.
- 3.7 There are a number of steps that the Local Government Commission recommends as part of best practice when considering representation reviews. These include, but not limited to:
- i. Giving consideration to significant changes in population in some areas which impact on fair representations; ie approximate equality between councillors in the numbers represented.
 - ii. Council and community views on community boards, retention or disestablishment and the size of those boards.
 - iii. Consideration of preliminary consultation with the community, including Maori.
 - iv. Identifying communities of interest. Communities of interest can be defined in terms of such characteristics as: sense of community identity and belonging reinforced by distinctive physical and topographical features; similarities in economic or social activities; similarities in the demographic, socio-economic and/or ethnic characteristics of the residents of a community; distinct local history of an area; local iwi; dependence on shared facilities and services in an area including schools, recreational and cultural facilities, retail outlets, transport and communication links. The LGA, s14(1)(c) states “when making a decision, a local authority should take account of the interests of future as well as current communities.”
 - v. Determining effective representation for identified communities of interest and consider fairness of representation. This includes the +/- 10% rule of average population size per ward or constituency. For local authorities, a minimum of five Councillors to a maximum of 29 Councillors is permissible, in addition to the Mayor.
- 3.8 The Local Electoral Act requires local authorities to review their representation arrangements on a regular basis. Previously, this was required to take place every triennium, but an amendment to the Act in 2002 meant that local authorities could determine their representation on the first occasion either in 2003 or 2006, and subsequently, at least once every six years after the first determination. A review may be undertaken after three years but local authorities are not required to do so. The Waimakariri District Council carried out its initial review in 2003 and subsequent reviews in 2009, 2015 and 2020.
- 3.9 The Council is required by statute to apply the ‘ordinary resident population’ figures derived either from the most recent Census or from population estimates prepared by Statistics New Zealand. The population data that most accurately reflects its current situation must be applied. Staff are also required to keep the Local Government Commission, the Surveyor-General of Land Information New Zealand and the Government Statistician (Statistics New Zealand) informed of progress with the Representation Review. Information is also required to be furnished to the Remuneration Authority and the Secretary for Local Government (Department of Internal Affairs).

- 3.10 In July 2022, the Government announced the introduction of the Local Government Electoral Legislation Bill (the Bill) which would amend the Local Electoral Act particularly around how councils consider specific Māori representation (Māori wards and Māori constituencies). This Bill is currently going through Parliament, and a recent announcement advised that due to the North Island severe weather events there would be a delay to the provisions requiring councils to consider Māori representation as part of their representation review until after the 2025 local government elections. Councils will still have the ability to optionally consider Māori representation. The other proposals in the Bill which would come into effect when the Bill is passed (expected to be in this Parliamentary term) is an update to the process for tied elections, including an automatic judicial recount before any coin toss and enabling all candidates to submit electronic nominations.

Youth Vote

- 3.11 Following the Supreme Court ruling the country's current voting age of 18 was discriminatory, other amendments to the Local Electoral Act are anticipated to be introduced in the next three months relating to the youth vote, enabling 16 and 17 year olds to vote in the 2025 Local Body elections. It is estimated that 130,000 youth will be entitled to vote in the October 2025 local body elections. Statistics on how many people will be eligible in Waimakariri is currently unavailable, however it will have some impact on the Representation Review and preparations for the election processes.

Electoral Officers

- 3.12 It is noted that the Electoral Officer is an appointment which can only be made by the Council. The Council must have an appointed Electoral Officer at all times and they retain the position until death or resignation or the Council appoints otherwise. This Council has used the services of Electionz.com for some time and the officer, Anthony Morton. The company has a good understanding of the District requirements. The contract for the associated services with Electionz.com is an operational matter and for practical purposes is with the Electoral Officer's company. Although the Deputy Electoral Officer is capable and experienced of overseeing the election process, by utilising a specialist company the Council maintain a level of independent advice and responsibility as the Deputy Electoral Officer has an ongoing relationship with all elected members. A deputy electoral officer has all the powers of the Electoral Officer, and is not subject to directions of any local authority or community board in exercising the powers or carrying out the duties of the Act. The Electoral Officer can appoint the deputy officer, and is supportive of Sarah Nichols continuing in the role.

4. ISSUES AND OPTIONS

Voting System

- 4.1. Councils must choose one of two voting systems for the Council Elections, being either First Past the Post (FPP), or the Single Transferable Vote (STV). In 2017 the Council confirmed its intention to retain the FPP voting system for the 2022 and 2025 local government elections. This report reaffirms that decision of the previous Council.
- 4.2. There is an opportunity for the community to poll for a change of method. The local authority must give public notice of the right of 5% of the electors to demand a poll on the future electoral system. Ninety days must be given following the public notice allowing electors to gather sufficient signatures to demand that a poll be held to change the electoral system. After which time the local authority may resolve to undertake a poll of electors.

Representation Review

- 4.3. The recommendation from the Representation Review Working Party for the 2022 Local Body Election was that the status quo remain with the retention of boundaries, number of elected members, ward and community board names. One minor change was proposed involving the Rangiora-Ashley Subdivision with a membership of six (rather than five) members from the Rangiora (urban) subdivision and two (rather than three) community board members from the Ashley (rural) subdivision. The recommendation followed consultation, a hearing and discussion by the Working Party and was confirmed by Council on 2 November 2021. There were no appeals to the final proposal.
- 4.4. The Representation Review Working Party for the 2022 Local Body Election noted the uneven growth in the District that had occurred after the 2018 Census. In particular, the north-eastern area of the District was experiencing high growth (and has continued to do so). It was raised at that time that staff would recommend to the incoming Council that another Representation Review occur in early 2023, ahead of the 2025 local body elections to better reflect growth patterns. Representation Reviews and changes to electoral membership and boundaries require the most current Census data to be utilised rather than council building or projected growth statistics.
- 4.5. Census data from the 2023 Census is expected to be released by Statistics NZ towards the end of the year, however associated work can begin, without the current population data, to assist with the work programme and compliance of completion of key aspects. Since 2018, building consent data shows there have been 678 dwellings built in Kaiapoi, 739 in Rangiora and 1,450 in Woodend/Pegasus. It is considered that more work will be required to assess appropriate representation proposals for 2025, with significant boundary changes involved due to the population shifts that have occurred since the last Census.
- 4.6. When the 2009 Representation Review was undertaken an independent Chairperson was appointed. In 2015 and 2021 it was considered unnecessary to appoint an independent Chairperson given the proposed balanced membership of the working party, with their combined knowledge of local communities and the best practice processes that would be followed in accordance to the Local Government Commission guidelines and legislative requirements, and the staff knowledge of legislation and statistics. For the proposed upcoming Review, it is considered that the majority of the work can be done utilising existing in-house staff knowledge, in conjunction with members of the working party to provide for a balanced process. This will also assist in prudent budgetary control. The matter could be reviewed, after informal consultation has occurred and prior to the Special Consultative Process occurring, with potential short term, targeted specialist knowledge being sought, if deemed necessary. The Representation Review is subject to appeal and objections to the Local Government Commission. An appeal occurred in 2016 overturning one aspect of the Council resolution involving the creation of the Woodend-Sefton Community Board. There was no appeal in 2022.

Maori Wards

- 3.13 The Local Electoral Act provided that Maori wards or constituencies may be established for territorial authorities and can be achieved either by way of a Council resolution or as the outcome of a poll of electors. Due to the North Island severe weather events, there has been a delay to the provisions requiring councils to consider Māori representation as part of their representation review until after the 2025 local government elections. Councils will still have the ability to optionally consider Māori representation.

- 4.7. Based on currently released census data relating to Maori Electoral Population (MEP) and General Electoral Population (GEP) the district currently does not have enough people enrolled on the roll to enable a Maori ward being established based on the formula provided by the Local Government Commission and the present number of councillors. This information will be worked through further, subject to Electoral Act considerations and consultation with Ngāi Tūāhuriri Rūnanga prior to November 2023. Previous consultation with Ngāi Tūāhuriri Rūnanga ahead of the confirmed 2022 election process held no appetite for the establishment of a Maori Ward. If the Council resolve otherwise it would have an effect on the Representation Review outcomes, therefore some timeframes outlined in this report may require amendment.
- 4.8. It is intended a report be brought before the Council at its November meeting for consideration following consultation with the Rūnanga.

Electoral Officers

- 4.9. The Council must have an Electoral Officer appointed at all times and the previous Council formally appointed Anthony Morton, of Electionz.com as the Electoral Officer for the Council. Often a staff member will be chosen by the Electoral Officer (in conjunction with Chief Executive approval), to be the Deputy Electoral Officer, however the previous Council also chose to formally appoint Sarah Nichols as the Deputy Electoral Officer. Both Anthony Morton and Sarah Nichols are suitably qualified and experienced to run the election process for the Local Body elections. These positions continue indefinitely until such a time as a Council formally resolves differently.
- 4.10. The Management Team has reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. Groups and Organisations

- 5.1.1. The public has an opportunity to express an opinion regarding the voting method by way of seeking a poll after Council's decision is advertised. There is no evidence that the community has had a change of opinion since the survey undertaken in 2002.
- 5.1.2. Should the Council resolve to continue with the FPP system, advertising will be undertaken in August of the proposal, noting the opportunity to demand a poll.
- 5.1.3. Ngāi Tūāhuriri Rūnanga will be consulted regarding a Maori ward, ahead of any advertising.
- 5.1.4. The process for consultation regarding the Representation Review itself is outlined in the legislation and the timetable provides for the formal consultation process in June/September 2024 with informal consultation occurring with the community in later 2023/early 2024.
- 5.1.5. It is recommended that the Representation Review Working Party hold several information/drop in sessions during the informal consultation process to enable stakeholders and interested members of the community to informally share their views in relation to the Representation Review. These views would assist the Working Party establishing a draft proposal for Council consideration and subsequent Special Consultative Process in later 2024.

5.2. Wider Community

As per above comments.

6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

- 6.1.1. The Council would be faced with the costs of a poll should one be demanded. Should the Council decide to use the STV method, as opposed to the FPP method, the actual costs of election may increase slightly by way of processing costs due to the greater complexity of the method. That exercise has not been investigated, but a report could be sought from the Returning Officer.
- 6.1.2. The Governance unit hold budget allocation for the Representation Review process. There is minimal operational budget and staff time for the 2023/24 financial year to undertake informal consultation and information gathering before formulating the proposal that will be consulted on through a Special Consultative Process. There is budget allocation of \$25,000 allocated for Statistics NZ certified maps and associated documentation that is required as part of the final process.
- 6.1.3. If an independent Chairperson for the Representation Review Working Party was appointed, additional budget would need to be sourced to cover associated costs. A report would come back to the Council detailing costs and outline of the specific requirements, if needed.

6.2. **Community Implication**

The community has opportunities to input into the process and potentially change the representation of elected membership at Council and Community Boards, and the names of those Community Boards. The community has the right to be represented fairly across the district with proportional number of elected members.

6.3. **Risk Management**

Limited risk to the Council as legislative processes are followed and the community consulted. There is a financial risk if additional funding is sought through the LTP for additional consultation and expertise to complete the project. Currently it is deemed appropriate to keep the work in-house.

6.4. **Health and Safety**

Not applicable.

7. **CONTEXT**

7.1. **Policy**

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

Legislation

Local Electoral Act 2001 and Local Government Act 2002.

The most relevant sections of the legislation are contained in Part 1A sections 19A to 19Y of the Local Electoral Act 2001 and sections 27 to 34.

New Zealand Geographic Board Act 2008 and Locality Definition and Naming AS NZS 4819-2011.

7.2. **Community Outcomes**

There are wide ranging opportunities for people to contribute to the decision making that effects our District.

7.3. **Delegations**

The Council is delegated by legislation to make decisions related to voting systems.

The Local Government Commission confirms the final determination of the Representation Review, following recommendations of the Council and subject to appeal from the community.

Appendix A: Timelines diagram

Figure 1 below is a summary of the timelines leading up to a round of local government elections. Refer to the relevant sections in these guidelines for detailed information about the associated requirements.

Figure 1 includes the dates relating to choosing electoral systems and establishing Māori wards/constituencies that must be met for any new resolutions to apply in the upcoming local government elections.

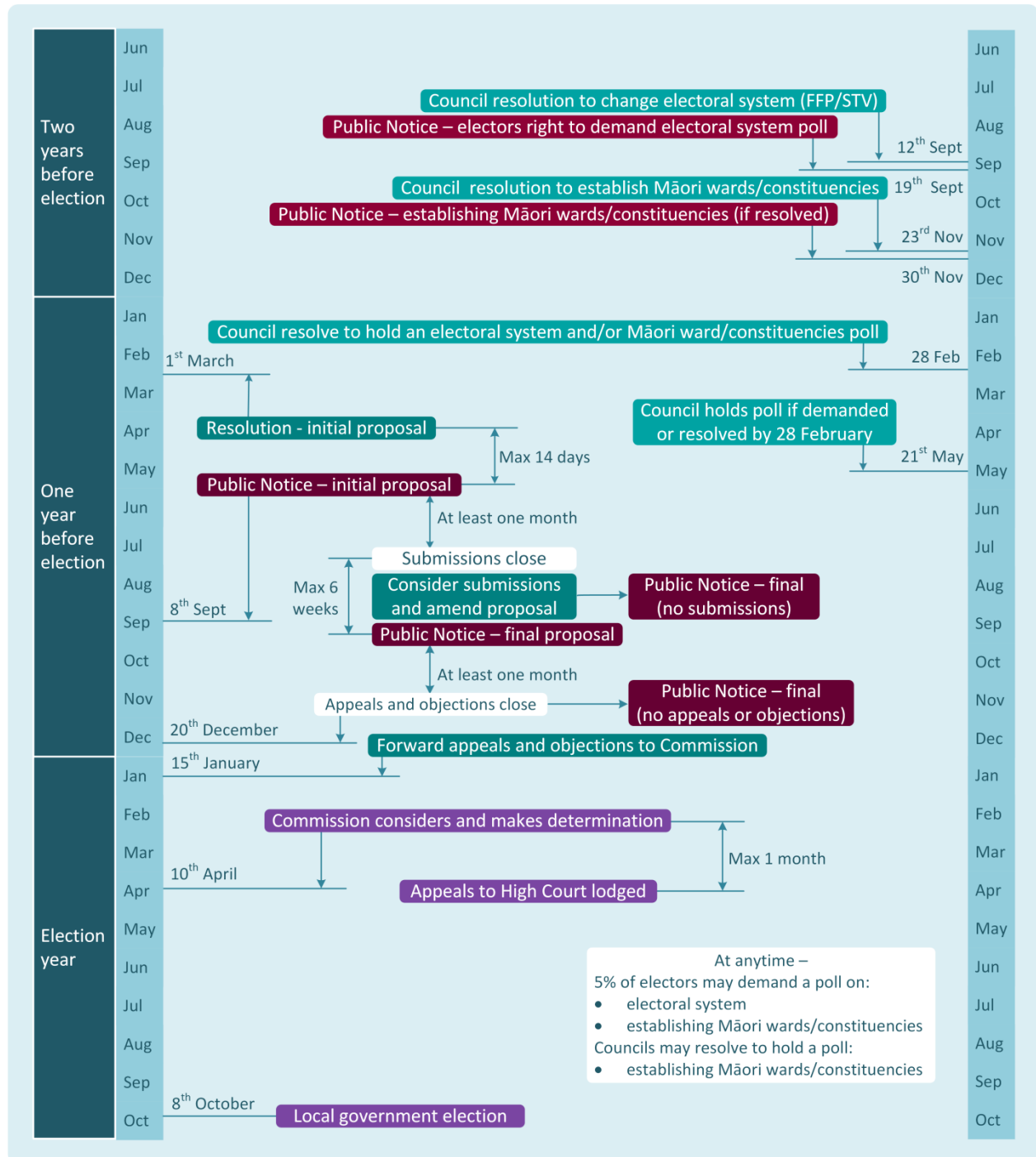


Figure 1: Timelines leading up to local government elections

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: GOV-26-10-06 / 230525076202

REPORT TO: OXFORD-OHOKA COMMUNITY BOARD

DATE OF MEETING: 7 June 2023

AUTHOR(S): Thea Kunkel, Governance Team Leader

SUBJECT: Update of Standing Orders

ENDORSED BY:
(for Reports to Council,
Committees or Boards)

General Manager



Chief Executive

1 SUMMARY

- 1.1 The purpose of this report is to request the Oxford-Ohoka Community Board adopt updated Standing 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. Proposed Updated Standing Orders for Community Boards – June 2023 (Trim 230524076131).

2 RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 230525076202.
- (b) **Adopts** the updated Community Board June 2023 (Trim 230524076131), effective from 8 June 2023.

3 BACKGROUND

- 3.1 Community Boards are required to operate with Standing Orders for conducting its meetings and the meetings of its Committees, Sub-Committees, Joint Committees and Hearing Panels. Standing Orders must not contravene any Act.
- 3.2 Although it is mandatory that local authorities adopt Standing Orders for the conduct of their meetings, it is not necessary that they are adopted every triennium. However, it is recommended that every Council, Committee, and Community Board review their Standing Orders within at least the first six months following an election to ensure that they fully meet their needs for effective and inclusive meetings.
- 3.3 The Board adopted the Standing Orders (2020) at its Inaugural meeting on 27 October 2022, noting that the Standing Orders would be reviewed in early 2023. Therefore, at its meeting held on 6 April 2023 the Board reviewed and adopted updated Standing Orders.

4 **ISSUES AND OPTIONS**

- 4.1 After the adoption of the Standing Orders on 6 April 2023, an oversight was discovered pertaining to the "Chairperson's vote" (SO 19.3), which is recommended to be corrected. The current Standing Orders states:

The Chairperson or any other person presiding at a meeting has a deliberative vote and, in the case of an equality of votes, has a Casting vote.

However, the Community Boards have previously agreed that the Chairperson or any other person presiding should NOT have a casting vote. Hence Standing Order 19.3 recommendation to be corrected.

- 4.2 Following discussion an amendment to the length of time from advertised meeting start time to commencement if a quorum is initially lacking has increased from 15 minutes to 30 minutes. (Clause 11.5)
- 4.3 Clauses 20.7 and 20.8 has been amended to recommend that if a member declares a conflict of interest (any type) that they physically withdraw from the table, and preferably vacate the room until the item has been concluded.
- 4.4 Greater clarification was inserted into clause 28.3 regarding confirmation of Minutes and Matters Arising.
- 4.5 Appendix 1, Grounds to exclude the public has one amendment based on Ombudsman's advice and the deletion of Section 7(2)(f)i – the free and frank expression of opinions by or between or to members or officers or employees.
- 4.6 In addition, some elected members have suggested minor amendments (such as grammar errors) or additions primarily for clarity. Therefore, all proposed changes are printed in red in the attached document.
- 4.7 **Implications for Community Wellbeing**

There are no implications on community wellbeing by the issues and options that are the subject matter of this report.

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

5. **COMMUNITY VIEWS**

5.1 **Mana whenua**

Taking into consideration the provisions of the Memorandum of Understanding between Te Ngāi Tūāhuriri Rūnanga and the Council, Te Ngāi Tūāhuriri hapū may be affected by or have an interest in the subject matter of this report. The Mahi Tahi Joint Development Committee, which is a Joint Committee between the Waimakariri District Council and the Te Ngāi Tūāhuriri Rūnanga is also subject to the Council's Standing Orders.

5.2 **Groups and Organisations**

No groups or organisations are likely to be affected by or have an interest in the subject matter of this report.

5.3 **Wider Community**

The wider community is not likely to be affected by or to have an interest in the subject matter of this report. However, having Standing Orders enhances the credibility and accountability of the Council to its community.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1 Financial Implications

There are no financial implications of the decisions sought by this report.

6.2 Sustainability and Climate Change Impacts

The recommendations in this report do not have sustainability and/or climate change impacts.

6.3 Risk Management

The Council is required by legislation to have Standing Orders.

6.4 Health and Safety

The Standing Orders aid the responsibilities of the Council being a good employer, raising awareness of unacceptable behaviour. In addition, standing Orders develop a culture of mutual trust, respect and tolerance between the members of the Council.

7. CONTEXT

7.1 Consistency with Policy

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

7.2 Authorising Legislation

- Local Government Act 2002 clause 15 – Code of Conduct.
- Local Government Act 2002 clause 27 – Standing Orders.

7.3 Community Outcomes

There are wide ranging opportunities for people to contribute to the decision-making by public organisations that affect our District.

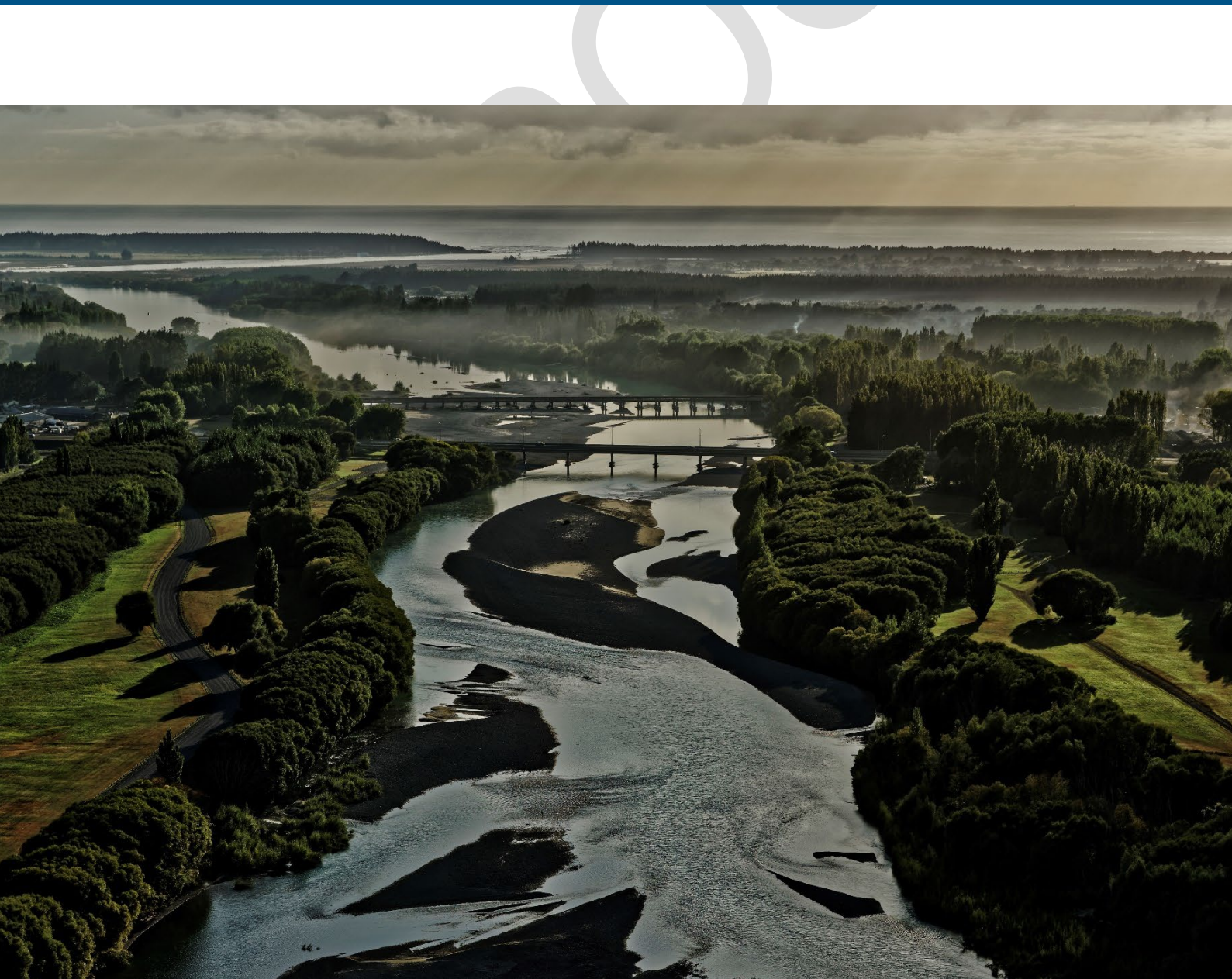
7.4 Authorising Delegations

Not applicable as the Council is required, by legislation, to always have Standing Orders operable.

Standing Orders **(Proposed)**

For Community Boards

Adopted by the OOCB on 7 June 2023



PREFACE

Standing Orders contain rules for the conduct of the proceedings of local authorities, Committees, Subcommittees, and subordinate decision-making bodies. Their purpose is to enable local authorities to exercise their decision-making responsibilities in a transparent, inclusive, and lawful manner.

In doing so, the application of Standing Orders contributes to greater public confidence in the quality of local governance and democracy in general.

These Standing Orders have been designed by LGNZ specifically for local authorities, their Committees, Subcommittees, and subordinate decision-making bodies. They fulfil, regarding the conduct of meetings, the requirements of the Local Government Act 2002 (LGA 2002) and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

Please note Standing Orders do not apply to advisory, steering or working groups, briefings and workshops unless incorporated in their specific terms of reference.

For clarity's sake whenever a question about the interpretation or application of these Standing Orders is raised, particularly where a matter might not be directly provided for, it is the responsibility of the Chairperson of each meeting to make a ruling.

All members of a local authority must abide by Standing Orders.

PREFACE	1
1 Introduction	8
1.1 Principles	8
1.2 Statutory References	9
1.3 Acronyms	9
1.4 Application	9
2 Definitions /	10
GENERAL MATTERS	15
3 Standing Orders	15
3.1 Obligation to adopt Standing Orders	15
3.2 Process for adoption and alteration of Standing Orders	15
3.3 Members must obey Standing Orders	15
3.4 Application of Standing Orders	15
3.5 Temporary suspension of Standing Orders	15
3.6 Exclusions for meetings at which no Resolutions or Decisions are made	16
3.7 Quasi-judicial Proceedings	16
3.8 Physical address of members	16
4 Meetings	16
4.1 Legal requirement to hold meetings	16
4.2 Meeting Duration	16
4.3 Language	17
4.4 Webcasting Meetings	17
4.5 First Meeting (Inaugural)	17
4.6 Requirements for the first meeting	17
5 Appointments and elections	18
5.1 Elections of Chairperson and Deputy Chairperson	18
5.2 Voting system for Chairperson and Deputy Chairperson	18
6 Delegations	19
6.1 Limits on Delegations	19
6.2 Community Boards may delegate	19
6.3 Use of Delegated Powers	19
6.4 Decisions made under Delegated Authority cannot be rescinded or amended	20
6.5 Committees and Subcommittees subject to the direction of the local authority	20
6.6 Duty to consider Delegations to Community Boards	20
6.7 Delegations related to Bylaws and other Regulatory Matters	20

7	Committees	20
7.1	Appointment of Committees and Subcommittees	20
7.2	Discharge or reconstitution of Committees and Subcommittees	21
7.3	Appointment or discharge of Committee members and Subcommittee members	21
7.4	Committees and subordinate decision-making bodies subject to direction of Community Board	21
7.5	Elected members on Committees and Subcommittees	22
7.6	Community Board may replace members if Committee not discharged	22
7.7	Minimum numbers on Committees and Subcommittees	22
7.8	Membership of Mayor	22
7.9	Ex Officio Member	22
7.10	Decision not invalid despite irregularity in membership	23
7.11	Appointment of Joint Committees	23
7.12	Status of Joint Committees	23
7.13	Power to appoint or discharge individual members of a Joint Committee	23
PRE-MEETING		24
8	Giving notice	24
8.1	Public notice – Ordinary Meetings	24
8.2	Notice to members - Ordinary Meetings	24
8.3	Extraordinary meeting may be called	24
8.4	Notice to members - Extraordinary Meetings	24
8.5	Emergency meetings may be called	25
8.6	Process for calling an Emergency Meeting	25
8.7	Public notice – Emergency and Extraordinary meeting	25
8.8	Chief Executive may make other arrangements	25
8.9	Meetings not invalid	26
8.10	Resolutions passed at an Extraordinary or Emergency Meeting	26
8.11	Meeting schedules	26
8.12	Non-receipt of notice to members	26
8.13	Meeting cancellations	27
9	Meeting Agenda	27
9.1	Preparation of the Agenda	27
9.2	Process for raising matters for a decision	27
9.3	Chief Executive may delay or refuse request	27
9.4	Order of Business	27
9.5	Chairperson's Recommendation	28
9.6	Chairperson's Report	28
9.7	Public availability of the Agenda	28
9.8	Public inspection of Agenda	28
9.9	Agenda to be made available to public who are at meetings	28
9.10	List of Community Board members publicly available	29
9.11	Withdrawal of Agenda items	29
9.12	Distribution of the Agenda	29
9.13	Status of Agenda	29
9.14	Items of business not on the Agenda which cannot be delayed	29
9.15	Discussion of minor matters not on the Agenda	29
9.16	Public excluded business on the Agenda	30
9.17	Qualified privilege relating to Agenda and Minutes	30

MEETING PROCEDURES	30
10 Opening and Closing	30
11 Quorum	30
11.1 Community Board meetings	30
11.2 Committees and Subcommittee meetings	31
11.3 Joint Committees	31
11.4 Requirement for a quorum	31
11.5 Meeting lapses where no quorum	31
11.6 Business from lapsed meetings	31
11.7 Exclusions for meetings at which no resolutions or decisions are made	31
12 Public access and recording	32
12.1 Meetings open to the public	32
12.2 Grounds for removing the public	32
12.3 Local authority may record meetings	32
12.4 Public may record meetings	32
13 Attendance	32
13.1 Members right to attend meetings	32
13.2 Attendance when a Committee is performing Judicial or Quasi-judicial functions	33
13.3 Leave of Absence	33
13.4 Apologies	33
13.5 Recording Apologies	33
13.6 Absent without leave	33
13.7 Right to attend by Audio or Audio-visual link	34
13.8 Member attend meetings by Electronic link's status: Quorum	34
13.9 Member attend meetings by Electronic link's status: Voting	34
13.10 Chairperson's duties regarding attendance by Electronic link	34
13.11 Conditions for attending by audio or audio-visual link	34
13.12 Request to attend by audio or audio-visual link	35
13.13 Chairperson may terminate link	35
13.14 Giving or showing a document	35
13.15 Link failure	35
13.16 Confidentiality	36
14 Chairperson's role in meetings	36
14.1 Community Board meetings	36
14.2 Other meetings	36
14.3 Addressing the Chairperson	36
14.4 Chairperson's Rulings	36
14.5 Chairperson standing	36
14.6 Member's right to speak	37
14.7 Chairperson may prioritise speakers	37
15 Public Forums	37
15.1 Time limits	37
15.2 Restrictions	37
15.3 Questions at Public Forums	38
15.4 No resolutions	38

16	Deputations	38
16.1	Deputations were heard	38
16.2	Urgency or major public interest	38
16.3	Time limits	38
16.4	Restrictions	38
16.5	Questions of a Deputation	39
16.6	Resolutions	39
17	Petitions	39
17.1	Form of Petitions	39
17.2	Petition presented by petitioner	39
17.3	Petition presented by member	40
18	Exclusion of public	40
18.1	Motions and Resolutions to exclude the public	40
18.2	Code of Conduct Committee	40
18.3	Specified people may remain	41
18.4	Public Excluded items	41
18.5	Non-disclosure of information	41
18.6	Release of information from public excluded session	41
19	Voting	42
19.1	Decisions by Majority Vote	42
19.2	Open voting	42
19.3	Chairperson does NOT have a casting vote	42
19.4	Method of voting	42
19.5	Calling for a division	42
19.6	Restating the motion	42
19.7	Request to have votes recorded	43
19.8	Members may abstain	43
20	Conduct	43
20.1	Calling to order	43
20.2	Behaviour consistent with Code of Conduct (Disrespect)	43
20.3	Retractions and apologies	43
20.4	Disorderly Conduct	43
20.5	Contempt	43
20.6	Removal from meeting	44
20.7	Financial conflicts of interests	44
20.8	Non-financial conflicts of interests	44
20.9	Qualified privilege for meeting proceedings	45
20.10	Qualified privilege additional to any other provisions	45
20.11	Electronic devices at meetings	45
21	General Rules of Debate	45
21.1	Chairperson may exercise discretion	45
21.2	Time limits on speakers	46
21.3	Questions to staff	46
21.4	Questions of clarification	46
21.5	Questions to be concise	46
21.6	Questions to be in writing	46
21.7	Questions may be deferred	46
21.8	Members may speak only once	46

21.9	Limits on number of speakers	47
21.10	Secunder may reserve speech	47
21.11	Speaking only to relevant matters	47
21.12	Reading of speeches	47
21.13	Personal explanation	47
21.14	Explanation of previous speech	47
21.15	Restating motions	47
21.16	Criticism of Resolutions	47
21.17	Objecting to Words	48
21.18	Right of reply	48
21.19	No other member may speak	48
21.20	Adjournment motions	48
21.21	Chairperson's acceptance of closure motions	49
22	General procedures for speaking and moving motions	49
22.1	Options for speaking and moving	49
22.2	Procedure if no resolution reached	49
23	Motions and Amendments	49
23.1	Proposing and seconding motions	49
23.2	Motions in writing	50
23.3	Motions expressed in parts	50
23.4	Substituted motion	50
23.5	Amendments to be relevant and not direct negatives	50
23.6	Foreshadowed Amendments	50
23.7	Lost amendments	50
23.8	Carried amendments	51
23.9	Where a motion is lost	51
23.10	Withdrawal of motions and amendments	51
23.11	No speakers after reply or motion has been put	51
23.12	Amendment once moved	51
23.13	Procedure until resolution	51
24	Revocation or Alteration of Resolutions	52
24.1	Member may move revocation of a decision	52
24.2	Revocation must be made by the body responsible for the decision	52
24.3	Restrictions on actions under the affected resolution	53
24.4	Revocation or alteration by resolution at same meeting	53
24.5	Revocation or alteration by recommendation in report	53
25	Procedural motions	53
25.1	Procedural motions must be taken immediately	53
25.2	Procedural motions to close or adjourn a debate	54
25.3	Closure motion on amendment	54
25.4	Voting on procedural motions	54
25.5	Debate on adjourned items	54
25.6	Remaining business at adjourned meetings	54
25.7	Other business not superseded	54
25.8	Business referred to the Community Board or Committee	54
25.9	Other types of procedural motions	55

26	Points of order	55
26.1	Members may raise points of order	55
26.2	Subjects for points of order	55
26.3	Contradictions	55
26.4	Point of order during division	55
26.5	Chairperson's decision on points of order	55
27	Notices of motion	56
27.1	Notice of intended motion to be in writing	56
27.2	Refusal of notice of motion	56
27.3	Mover of notice of motion	56
27.4	Alteration of notice of motion	56
27.5	When notices of motion lapse	57
27.6	Referral of notices of motion	57
27.7	Repeat notices of motion	57
27.8	Second repeat where notice of motion rejected	57
28	Minutes	57
28.1	Minutes to be evidence of proceedings	57
28.2	Matters recorded in Minutes	57
28.3	No discussion on Minutes	58
28.4	Minutes of last meeting before election	58
29	Keeping a record	59
29.1	Maintaining accurate records	59
29.2	Method for maintaining records	59
29.3	Inspection	59
29.4	Inspection of public excluded matters	59
	Reference Documents	60
Appendix 1:	Grounds to exclude the public	61
Appendix 2:	Sample resolution to exclude the public	64
Appendix 3:	Motions and amendments (WDC)	67
Appendix 4:	Table of procedural motions	68
Appendix 5:	Webcasting protocols	70
Appendix 6:	Powers of a Chairperson	71
Appendix 7:	Workshops/Briefings	76
Appendix 8:	Sample order of business	78
Appendix 9:	Process for raising matters for a decision	79

1. Introduction

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

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

- Part 1 deals with General Matters.
- Part 2 deals with Pre-meeting Procedures.
- Part 3 deals with Meeting Procedures.

The Appendix, which follows Part three, provides templates and additional guidance for implementing provisions within the Standing Orders. Please note, the Appendix is an attachment to the Standing Orders and not part of the Standing Orders themselves, consequently amendments to the Appendix do not require the agreement of 75% of those present.

1.1. Principles

Standing Orders are part of the framework of processes and procedures designed to ensure that our system of local democracy and in particular decision-making within local government is transparent and accountable. They are designed to give effect to the principles of good governance, which include that a 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 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 2002; and
- Ensure that decision-making procedures and practices meet the standards of natural justice.

These principles are reinforced by the requirement that all local authorities act so that “governance structures and processes are effective, open and transparent” (LGA 2002, s 39).

1.2. Statutory References

The Standing Orders consist of statutory provisions about meetings along with guidance on how those provisions should be applied in practice. Where a statutory provision has been augmented with advice on how it might be implemented the advice (so as not to confuse it with the statutory obligation) is placed below the relevant legislative reference. In some cases, the language in the statutory provision has been modernised for ease of interpretation or amended to ensure consistency with more recently enacted statutes.

It is important to note that statutory references in the Standing Orders apply throughout the period of a meeting, regardless of whether parts or all of the Standing Orders have been suspended. These provisions must also be carried through into any amendment of the Standing Orders that might be made. Please note, where it is employed the word 'must', unless otherwise stated, identifies a mandatory legislative requirement.

1.3. Acronyms

LGA 2002	Local Government Act 2002
LGOIMA	Local Government Official Information and Meetings Act 1987
LAMIA	Local Authorities (Members' Interests) Act 1968
EPA 2006	Epidemic Preparedness Act 2006

1.4. Application

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

2. Definitions

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

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

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

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

Appointed member means a member of a Committee, or subsidiary organisation of a Council, who is not elected.

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

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

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 ~~as per the provisions of Section 7 of LGOIMA, 1989.~~

Chairperson means the person in a position of authority in a meeting or other gathering, also known as the presiding member.

Chief Executive means the Chief Executive of a territorial authority or regional council appointed under s 42 of the LGA 2002, and includes, for the purposes of these Standing Orders, any other officer authorized by the Chief Executive.

Clear working days means the number of working days (business hours) prescribed in these Standing Orders for giving notice and excludes the date of the meeting and date on which the notice is served.

Committee includes, in relation to a local authority:

- (a) A Committee comprising all the members of that authority.
- (b) A standing Committee or special Committee appointed by that authority.
- (c) A joint Committee appointed under cl 30A of sch 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.

Conflict of Interest means any pecuniary interest and any interest arising because of that person's position as a trustee, director, officer, employee, or member of another body or because of any personal non-pecuniary interest, such as pre-determination or bias.

Contempt means being disobedient to, disrespectful of, the Chairperson of a meeting or disrespectful to any members, officers or the public.

Covid refers to the Novel Coronavirus, formally known as 2019-nCoV.

Council means, in the context of these Standing Orders, the governing body of a local authority.

Debate means discussion by members that occurs once a motion has been moved / seconded.

Deputation means a request from any person or group to make a presentation to the local authority which is approved by the Chairperson, and which may be made in English, te reo Māori or New Zealand Sign Language, **subject to clause 4.3 of the Standing Orders**.

Division means a formal vote at a Council, Committee or Subcommittee meeting whereby the names of those members present, including the Mayor / Chairperson, are formally recorded as **abstaining** or voting either for or against. This includes a vote where the names and votes are recorded electronically.

Electronic link means both an audio and audio-visual link.

Emergency meeting has the same meaning as defined in cl 22A of sch 7 of the LGA 2002.

Extraordinary meeting has the same meaning as defined in cl 22 of sch 7 of the LGA 2002.

Foreshadowed motion means a motion that a member indicates their intention to move once the debate on a current motion or amendment is concluded.

Internet site means, in relation to a local authority or other person or entity, an Internet site that is maintained by, or on behalf of, the local authority, person, or entity and to which the public has free access.

Item means a substantive matter for discussion at a meeting.

Leave of the meeting means agreement without a single member present dissenting.

Joint Committee means a Committee in which the members are appointed by more than one local authority in accordance with cl 30A of sch 7 of the LGA 2002.

Karakia timatanga means an opening prayer.

Karakia whakamutunga means a closing prayer.

Lawfully excluded means a member of a local authority who has been removed from a meeting due to behaviour that a Chairperson has ruled to be contempt.

Leave of absence means a pre-approved absence for a specified period of time consistent with the Council policy should one be in place.

Local authority means in the context of these Standing Orders a regional council or territorial authority, as defined in s 5 of the LGA 2002, which is named in these Standing Orders, and any subordinate decision-making bodies established by the local authority.

Mayor means the Mayor of a territorial authority elected under the Local Electoral Act 2001.

Meeting means any first, inaugural, ordinary, extraordinary, or emergency meeting of a local authority, subordinate and decision-making bodies of the local authority convened under the provisions of LGOIMA.

Member means any person elected or appointed to the local authority.

Member of the Police means a Constable of the New Zealand Police within the definition of s 4 of the Policing Act 2008.

Mihi whakatau means a brief welcome typically delivered by one person without any further formalities.

Minutes means the record of the proceedings of any meeting of the local authority.

Motion means a formal proposal to a meeting.

Mover means the member who initiates a motion.

Newspaper means a periodical publication published (whether in New Zealand or elsewhere) at intervals not exceeding 40 days, or any copy of, or part of any copy of, any such publications; and this includes every publication that at any time accompanies and is distributed along with any newspaper.

Notice of motion means a motion given in writing by a member in advance of a meeting in accordance with, and as provided for, in these Standing Orders.

Officer means any person employed by the Council either full or part time, on a permanent or casual or contract basis.

Open voting means voting that is conducted openly and in a transparent manner (i.e. enables an observer to identify how a member has voted on an issue) and may be conducted by electronic means. The result of the vote must be announced immediately it has concluded. Secret ballots are specifically excluded.

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

Ordinary meeting means any meeting, other than the first meeting, of a local authority publicly notified in accordance with ss 46(1) and (2) of LGOIMA.

Pecuniary Interest includes any matter or activity of financial benefit to the member as set out in the provisions of the Local Authorities (Members Interests) Act 1968 and the Local Government (Pecuniary Interests Register) Amendment Act 2022.

Petition means a request to a local authority, which contains at least five signatures.

Powhiri means a formal welcome involving a Karanga from the Tangata Whenua (the home people) followed by formal speech making. A Powhiri is generally used for formal occasions of the highest significance.

Present at the meeting to constitute quorum means the member is to be physically present in the room, subject to **clause 13.8 of the Standing Orders**.

Presiding member means the Chairperson.

Procedural motion means a motion that is used to control the way in which a motion or the meeting is managed as specified in Standing Orders 24.1 – 24.7.

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

- Any minutes (or portions of minutes) of public excluded sessions which have not been subsequently released by the local authority; and
- Any other information, which has not been released by the local authority as publicly available information.
- Public excluded session also referred to as confidential or in-committee session refers to those meetings or parts of meetings from which the public is excluded by the local authority as provided for in LGOIMA.

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

Public notice means one that is made publicly available, until any opportunity for review or appeal in relation to the matter notified has lapsed, on the local authority's website. In addition, is published in at least one daily newspaper circulating in the region or district of the local authority, or one or more other newspapers that have a combined circulation in that region or district, which is at least equivalent to that of a daily newspaper circulating in that region, or district.

Publicly notified means notified to members of the public by a notice contained in a newspaper circulating in the district of the local authority, or where there is no such newspaper, by notice displayed in a public place. The notice may also be replicated on a Council's website.

Qualified privilege means the privilege conferred on member by s 52 and s 53 of LGOIMA.

Quasi-judicial means a meeting involving the consideration of issues requiring the evaluation of evidence, the assessment of legal argument and / or the application of legal principles.

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

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

Right of reply means the right of the mover of the substantive/ original motion to reply to those who have spoken to the motion.

Second means the member who seconds a motion or amendment.

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 Community Boards or Joint Committees.

Substantive motion means the original motion. In the case of a motion that is subject to an amendment, the substantive motion is the original motion incorporating any amendments adopted by the meeting.

Substantive resolution means the substantive motion that has been adopted by the meeting or a restatement of a resolution that has been voted on in parts.

Subcommittee means a subordinate decision-making body established by a Council, or a Committee of a Council. See definition of "Committee".

Working day means a day of the week other than:

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

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

Working party means a group set up by a local authority to achieve a specific objective that is not a Committee or Subcommittee and to which these Standing Orders do not apply.

Workshop means in the context of these Standing Orders, a gathering of elected members for the purpose of considering matters of importance to the local authority at which no decisions are made and to which these Standing Orders will not apply, unless required by the local authority. Workshops may include non-elected members and are open to the public. Workshops may also be described as briefings.

GENERAL MATTERS

3. Standing Orders

3.1. Obligation to adopt Standing Orders

Community Boards are 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.

LGA 2002, sch 7, cl 27(1) & (2).

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 a Community Board and by a vote of not less than 75% of the members present.

LGA 2002, sch 7, cl 27(3).

3.3. Members must obey Standing Orders

All members of the Community Board, including members of its Committees and Subcommittees, and Joint Committees, must obey these Standing Orders.

LGA 2002, sch 7, cl 16(1).

3.4. Application of Standing Orders

These Standing Orders apply to all meetings of the Community Board, its Committees, Subcommittees, and subordinate decision-making bodies. This includes meetings and parts of meetings that the public are excluded from.

3.5. Temporary suspension of Standing Orders

Any member of the Community Board, its Committee, Subcommittee and subordinate body, may move a motion to suspend specified Standing Orders at a meeting of which they are a member. Any such motion must also include the reason for the suspension. If seconded, the Chairperson must put the motion without debate and at least 75 % of the members present and voting must support the motion for it to be carried.

LGA 2002, sch 7, cl 27(4).

A motion to suspend Standing Orders may be taken before or during a debate. The motion to suspend Standing Orders must 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 Community Board or of any Committee or Subcommittee or other subordinate decision-making body of the Community Board 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 Council may amend meeting procedures. For example, Committees hearing applications under the Resource Management Act 1991 have additional powers under the Commissions of Inquiry Act 1908.

3.8. Physical address of members

Every member of the 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 five working days of the publication of the declaration of the election results. Public access to those addresses is subject to the Privacy Act, 2020, and permission of the individual elected member.

4. Meetings

4.1. Legal requirement to hold meetings

The Community Board must hold meetings for the good government of its district. Meetings must be called and conducted in accordance with:

- (a) Schedule 7 of the LGA 2002;
- (b) Part 7 of LGOIMA; and
- (c) These Standing Orders.

A meeting can be adjourned to a specified time and day if required by resolution of the meeting.

4.2. Meeting duration

A meeting cannot continue more than ten hours from when it starts (including any adjournments) or after 10.30pm unless the meeting resolves to continue. If there is no such resolution, then any business on the agenda that has not been dealt with must be adjourned, transferred to the next meeting, or transferred 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 two 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 two working days before the meeting.

4.4 Webcasting meetings

Webcast meetings can be provided in accordance with the protocols contained in [Appendix 5](#).

4.5 First meeting (Inaugural)

The first meeting of the Community Board, following a local authority triennial general election, must be called by the Chief Executive as soon as practicable after the results of the election are known. The Chief Executive must give elected members not less than seven 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.

LGA 2002, sch 7, cl 21(1) - (4).

4.6 Requirements for the first meeting

The Chief Executive (or, in the absence of the Chief Executive, their nominee) must chair the first meeting until the Chairperson has made an oral declaration and attested the declaration (see LGA 2002, sch 7, cl 21(4)).

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 LGA 2002, sch 7, cl 14;
- (b) The election of the Chairperson (if any) and the making and attesting of the declaration required of the Chairperson under LGA 2002, sch 7, cl 14;
- (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 ss 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 Community Board, or the adoption of a schedule of meetings; and
- (e) The election of the Deputy Chairperson in accordance with the LGA 2002, sch7, cl 17.

LGA 2002, sch 7, cl 21(5).

It is common for Community Boards to adopt Standing Orders at the first meeting; however, this is not always necessary, as, if not amended, Standing Orders will remain in force after each triennial election.

5. Appointments and elections

5.1. Elections of Chairperson and Deputy Chairperson

The Community Board (or a Committee responsible for making the appointment) must decide by resolution to use one of two voting systems (see standing order 5.2) when electing people to the following positions:

- the Chairperson.
- the Deputy Chairperson; and
- a representative of the Community Board.

LGA 2002, sch 7, cl 25.

5.2. Voting system for Chairpersons and Deputy Chairpersons

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 Community Board 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.

LGA 2002, sch 7, cl 25.

6. Delegations

6.1. Limits on Delegations

Unless clearly stated in the LGA 2002 or any other Act, the Council may, for the purposes of efficiency and effectiveness, delegate to a Committee, Subcommittee, subordinate decision-making body, Community Board, member, or officer of the local authority, any of its responsibilities, duties, or powers except:

- (a) The power to make a rate;
- (b) The power to make a bylaw;
- (c) The power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan;
- (d) The power to adopt a long-term plan, annual plan, or annual report;
- (e) The power to appoint a Chief Executive;
- (f) The power to adopt policies required to be adopted and consulted on under the LGA in association with the long-term plan or developed for the purpose of the local governance statement;
- (g) Repealed; and
- (h) The power to adopt a remuneration and employment policy.

LGA 2002, sch 7, cl 32 (1).

6.2. Community Boards may delegate

A Community Board, Committee, Subcommittee, subordinate decision-making body, member, or officer of the local authority, may delegate any of its responsibilities, duties, or powers to a Subcommittee or person, subject to any conditions, limitations, or prohibitions imposed by the body that made the original delegation.

LGA 2002, sch 7, cl (2) & (3).

6.3. Use of Delegated Powers

The Community Board, Committee, Subcommittee, other subordinate decision-making body, or member or officer of the local authority to which or to whom any responsibilities, powers, duties are delegated may, without confirmation by the Community Board, Council, Committee or body or person that made the delegation, exercise or perform them in the like manner and with the same effect as the local authority could itself have exercised or performed them. *LGA 2002, sch 7, cl 32(2),(3), and (4).*

6.4. Decisions made under Delegated Authority cannot be rescinded or amended

Nothing in these Standing Orders allows the Council, Committee, Subcommittee and Community Boards to rescind or amend a lawfully made decision of a subordinate decision-making body carried out under a delegation authorising the making of that decision.

LGA 2002, sch 7, cl 30 (6).

6.5. Committees and Subcommittees subject to the direction of the local authority

A Committee, Subcommittee or other subordinate decision-making body is subject in all things to the control of the local authority and must carry out all general and special directions of the local authority given to them.

LGA 2002, sch 7, cl 30(3) & (4).

6.6. Duty to consider Delegations to Community Boards

The Council of a territorial authority must, **at the commencement of each term**, consider whether or not to delegate to a Community Board if the delegation would enable the Community Board to best achieve its role.

LGA 2002, sch 7, cl. 32(6).

6.7. Delegations related to Bylaws and other Regulatory Matters

The Council may delegate to any other local authority, organisation, or person the enforcement, inspection, licensing, and administration related to bylaws and other regulatory matters.

LGA 2022, sch 7, cl. 32(5).

Note: A Council is advised to delegate a range of decision-making responsibilities to its Chief Executive to cover the period from the day following the Electoral Office's declaration until the new Council is sworn in. See the 2019 Guide to Standing Orders for further information.

7. Committees

7.1. Appointment of Committees and Subcommittees

The Community Board may appoint Committees, Subcommittees, and other subordinate decision-making bodies that it considers appropriate. A Committee may appoint the Subcommittees that it considers appropriate unless it is prohibited from doing so by the Community Board.

LGA 2002, sch 7, cl 30(1) & (2).

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 Community Board may discharge or reconstitute a Subcommittee.

A Committee, Subcommittee, or other subordinate decision-making body is, unless the Council resolves otherwise, discharged when members elected at a subsequent triennial general election come into office.

LGA 2002, sch 7, cl 30 (5) & (7).

Note: *s.12 (2) of the Civil Defence and Emergency Management Act 2002 states that a Civil Defence and Emergency Management Group is not deemed to be discharged following a triennial election. This also applies to the District Licensing Committee, subject to Council resolution, Section 193 of LGA and the Sale and Supply of Alcohol Act 2012.*

7.3. Appointment or discharge of Committee members and Subcommittee members

The Community Board may appoint or discharge any member of a Committee and, if established by the Community Board, a Subcommittee. A Committee may appoint or discharge any member of a Subcommittee appointed by the Committee unless directed otherwise by the Community Board.

LGA 2002, sch 7, cl 31(1) & (2).

7.4. Committees and subordinate decision-making bodies subject to direction of Community Board

A Committee or other subordinate decision-making body is subject in all things to the control of the Community Board and must carry out all general and special directions of the Community Board given in relation to the Committee or other body or the affairs of the Committee or other body. A Subcommittee is subject in all things to the control of the Committee that appointed it and must carry out all general and special directions of the Committee given in relation to the Subcommittee or its affairs. Nothing in this (standing order) entitles a Community Board or Committee to rescind or amend a decision made under a delegation authorising the making of a decision by a Committee, a Subcommittee, or another subordinate decision-making body.

LGA 2002, sch 7, cl. 30(3), (4) & (6).

7.5. 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. The Community Board or a Committee may appoint a person who is not a member of the local authority to a Committee or Subcommittee if, in the opinion of the Community Board or Committee, the person has the skills, attributes or knowledge to assist the Committee or Subcommittee.

A staff member of the local authority, in the course of their employment, can be a member of a Subcommittee but not a Committee.

LGA 2002, sch 7, cl 31(4).

7.6. Community Board may replace members if Committee not discharged

If the Community Board resolves that a Committee, Subcommittee or other subordinate decision-making body is not to be discharged under cl 30 (7), sch 7, LGA 2002, the Community Board may replace the members of that Committee, Subcommittee or subordinate decision-making body after the next triennial general election of members.

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

7.7. Minimum numbers on Committees and Subcommittees

The minimum number of members is three for both Committees and Subcommittees.

LGA 2002 sch 7, cl. 31(6)

7.8. Membership of Mayor

The Mayor is a member of every Committee of the local authority unless specific legislation provides otherwise, such as a Committee established under s 189 of the Sale and Supply of Alcohol Act 2012.

LGA 2002, s 41A(5).

7.9. Ex Officio Member

The portfolio holder or any member of the Council may be appointed an ex-officio member of any Committee other than a Community Board or a Quasi-judicial Committee. Note the portfolio holder can attend any workshop and/or briefing relating to their portfolio.

7.10. Decision not invalid despite irregularity in membership

For the purpose of these Standing Orders, a decision of the Community Board, and Committees, is not invalidated if:

- (a) There is a vacancy in the membership of the Community Board or Committee, at the time of the decision; or
- (b) Following the decision, some defect in the election or appointment process is discovered and / or that the membership of a person on the Community Board/ Committee at the time is found to have been ineligible.

LGA 2002, sch 7, cl 29.

7.11. Appointment of Joint Committees

The Community Board may appoint a Joint Committee with another local authority or other public body if it has reached agreement with each local authority or public body. The agreement must specify:

- (a) The number of members each party may appoint.
- (b) How the Chairperson and Deputy Chairperson are to be appointed.
- (c) The terms of reference of the Committee.
- (d) What responsibilities, if any, are to be delegated to the Committee by each party; and
- (e) How the agreement may be varied.

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

LGA 2002, sch 7, cl 30A(1) & (2).

7.12. Status of Joint Committees

A Joint Committee is deemed both a Committee of the Community Board and a Committee of each other participating local authority or public body.

LGA 2002, sch 7, cl 30A(5).

7.13. Power to appoint or discharge individual members of a Joint Committee

The power to discharge any individual member of a Joint Committee and appoint another member in their stead must be exercised by the Community Board or public body that made the appointment and:

- (a) The meeting quorum is as outlined in 10.3 and
- (b) The Committee may appoint and remove its own Chairperson or Deputy Chairperson.

LGA 2002, sch 7, cl. 30A (6)(a).

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

LGOIMA 1987, s 46.

8.2. Notice to members - Ordinary Meetings

The Chief Executive must give notice in writing to each member of the Community Board of the date, 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.

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

8.3. Extraordinary meeting may be called

An extraordinary Community Board 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. Not less than one third of the total membership of the Community Board (including vacancies).

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

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 to be considered must be given by the Chief Executive to each member of the Community Board at least three 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.

LGA 2002, sch 7, cl. 22 (3).

8.5. Emergency meetings may be called

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

- (a) The Chairperson; or
- (b) If the Chairperson is unavailable, the Chief Executive.

LGA 2002, sch 7, cl 22A(1).

8.6. Process for calling an Emergency Meeting

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

The notice must be given, by whatever means is reasonable in the circumstances, to each member of the Community Board, and to the Chief Executive, at least 24 hours before the time appointed for the meeting.

LGA 2002, sch 7, cl 22A(2).

8.7. Public notice – Emergency and Extraordinary meeting

Where an emergency or extraordinary meeting of the Community Board is called but the notice of the meeting is inconsistent with these Standing Orders, due to the manner in which it was called, the Community Board must cause that meeting and the general nature of business to be transacted at that meeting:

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

LGOIMA 1987, s 46(3).

8.8. Chief Executive may make other arrangements

The Chief Executive is to make any other arrangement for the notification of meetings, including extraordinary and emergency meetings, as the Community Board may, from time to time, determine.

LGOIMA 1987, s. 46(5).

8.9. Meetings not invalid

The failure to notify a public meeting under these Standing Orders does not, in 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:

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

LGOIMA 1987, s 46(6).

8.10. Resolutions passed at an Extraordinary or Emergency Meeting

A Community Board must, as soon as practicable, publicly notify any resolution passed at an extraordinary or emergency 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 or emergency meeting was publicly notified at least five working days before the day on which the meeting was held.

LGOIMA 1987, s 51A.

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 publicly notify each meeting.

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

8.12. Non-receipt of notice to members

A meeting of the 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:

- (a) It is proved that the person responsible for giving notice of the meeting acted in bad faith or without reasonable care; and
- (b) The member concerned did not attend the meeting.

A member of the Community Board may waive the need to be given notice of a meeting.

LGA 2002, sch 7, cl 20(1) & (2).

8.13. Meeting cancellations

The Chairperson of a scheduled meeting may cancel the meeting if, in consultation with the Chief Executive, they consider this is necessary for reasons that include lack of business, lack of quorum or clash with another event.

The Chief Executive must make a reasonable effort to notify members and the public as soon as practicable of the cancellation and the reasons behind it.

9. Meeting Agenda

9.1. Preparation of the Agenda

It is the Chief Executive's responsibility (or his / her delegate) to prepare an agenda for each meeting listing and attaching information on the items of business to be brought before the meeting so far as is known, including the names of the relevant members.

When preparing business items for an agenda the Chief Executive (or his / her delegate) should consult, unless impracticable, such as in the case of the inaugural meeting, the Chairperson, or the person acting as Chairperson for the coming meeting.

9.2. Process for raising matters for a decision

Requests for reports may be made by a resolution of the Community Board, Committee, Subcommittee, and subordinate decision-making body, and, in the case of all decision-making bodies other than the Community Board, must also fall within the scope of their specific delegations.

9.3. Chief Executive may delay or refuse request

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

Where a Chief Executive refuses a member's request to prepare a report, an explanation for that refusal should be provided to the member.

9.4. Order of Business

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

9.5. Chairperson’s Recommendation

A Chairperson may, at the meeting, 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. A recommendation that differs significantly from the officer’s recommendation must comply with the decision-making requirements of Part 6 of the LGA 2002.

9.6. Chairperson’s Report

The Chairperson of a meeting has the right to prepare a report to be included in the agenda on any matter, which falls within the responsibilities of that meeting, as described in its terms of reference.

For clarity, any recommendation must comply with the decision-making requirements of Part 6 of the LGA 2002

9.7. 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.

LGOIMA 1987, ss 5 & 46A.

9.8. Public inspection of Agenda

Any member of the public may, without payment of a fee, inspect, during normal office hours and within a period of at least two working days before a meeting, all agendas and associated reports circulated to members of the Community Board relating to that meeting. The agenda:

- (a) Must be available for inspection at the public offices of the local authority (including service centres), at public libraries under the authority’s control and on the Council’s website, and:
- (b) Must be accompanied by either:
 - i. The associated reports; or
 - ii. A notice specifying the places at which the associated reports may be inspected.

LGOIMA 1987, s 46A(1).

9.9. Agenda to be made available to public who are at meetings

Additional copies of the summary 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.

LGOIMA 1987, s. 49

9.10. List of Community Board members publicly available

The members of each Community Board are to be named on the relevant agenda.

9.11. Withdrawal of Agenda items

If justified by circumstances, an agenda item may be withdrawn by the Chief Executive, or his / her delegate. In the event of an item being withdrawn, the Chief Executive should inform the Chairperson.

9.12. Distribution of the Agenda

The Chief Executive must send the agenda to every member of a meeting at least two clear working days before the day of the meeting, except in the case of an extraordinary meeting or an emergency meeting (see Standing Orders 8.4 and 8.10).

The Chief Executive may send the agenda, and other materials relating to the meeting or other Community Board business, to members by electronic means.

9.13. Status of Agenda

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

9.14. 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.

LGOIMA 1987, s 46A(7).

Items not on the agenda may be brought before the meeting through a report from either the Chief Executive or the Chairperson.

Note. *that nothing in this standing order removes the requirement to meet the provisions of Part 6 of the LGA 2002 with regard to consultation and decision-making.*

9.15. 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. All formal decisions must be supported by a staff report.

LGOIMA 1987, s 46A(7A).

9.16. Public excluded business on the Agenda

Items that are likely to be discussed under public-excluded must be indicated on each agenda, including the general subject of the item. The Chief Executive, however, may exclude public access to any reports, or parts of reports, attachments of minutes which are reasonably expected to be discussed with the public excluded based on reasons or grounds outlined in LGOIMA sections 5, 6, 7 8 and 17.

LGOIMA 1987, s 46A(9).

9.17. Qualified privilege relating to Agenda and Minutes

Where any meeting is open to the public and a member of the public is supplied with a copy of the agenda, or the Minutes of that meeting, the publication of any defamatory matter included in the agenda or in the Minutes is privileged. This does not apply if the publication is proved to have been made with ill will, or improper advantage has been taken of the publication.

LGOIMA 1987, s 52.

MEETING PROCEDURES

10. Opening and Closing

The Community Board may, at the start of a meeting, choose to recognise the civic importance of the occasion through some form of reflection. This could be an expression of community values, a reminder of the contribution of members who have gone before or a formal welcome, such as a mihi whakatau.

Options for opening a meeting could include a karakia timitanga, mihi whakatau, or powhiri as well as a karakia whakamutunga to close a meeting where appropriate.

11. Quorum

11.1. Community Board meetings

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.

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

11.2. Committees and Subcommittee meetings

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 if it is not less than two members.

In the case of Subcommittees, the quorum will be two members unless otherwise stated. In the case of Committees, at least one member of the quorum must be a member of the Community Board.

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

11.3. Joint Committees

The quorum at a meeting of a Joint Committee must be consistent with Standing Order 11.1. Community Boards participating in the Joint Committee may decide, by agreement, whether the quorum includes one or more members appointed by each Community Board or any party.

LGA 2002, sch 7, cl 30A(6)(c).

11.4. Requirement for a quorum

A meeting is constituted where a quorum of members is present, whether or not they are all voting or entitled to vote. In order to conduct any business at a meeting, a quorum of members must be present for the whole time that the business is being considered.

LGA 2002, sch 7, cl 23(1) & (2).

11.5. Meeting lapses where no quorum

A meeting must lapse, and the Chairperson vacate the chair, if a quorum is not present within 45 30 minutes of the advertised start of the meeting. ~~Where members are known to be travelling to the meeting, but are delayed due to extraordinary circumstance, the Chairperson has discretion to wait for a longer period.~~

No business may be conducted while waiting for the quorum to be reached. Minutes will record when a meeting lapses due to a lack of a quorum, along with the names of the members who attended.

11.6. Business from lapsed meetings

Where meetings lapse the remaining business will be adjourned and be placed at the beginning of the agenda of the next ordinary meeting, unless the Chairperson sets an earlier meeting, and this is notified by the Chief Executive.

11.7. 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 Community Board, which has been properly constituted as a meeting under the Local Government Act 2002 or the Local Government Official Information and Meetings Act 1987.

12. Public access and recording

12.1. Meetings open to the public

Except as otherwise provided by Part 7 of LGOIMA, every meeting of the Community Board, its Committees, and Subcommittees, must be open to the public.

LGOIMA 1987, s 47 & 49(a).

12.2. Grounds for removing the public

The Chairperson may require any member of the public whose conduct is disorderly, or who is creating a disturbance, to be removed from the meeting.

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.

LGOIMA 1987, s 50(1).

12.3. The 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.

12.4. Public may record meetings

Members of the public may make electronic or digital recordings of meetings, which are open to the public. Any recording of meetings should 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 direct the recording to stop for a period of time.

13. Attendance

13.1. Members right to attend meetings

A member of the Community Board, or of a Committee of the Community, has, unless lawfully excluded, the right to attend any meeting of the Community Board or Committee.

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

If a member of the Community Board is not an appointed member of the meeting, which they are attending, they may not vote on any matter at that meeting. However, they may, with the leave of the Chairperson, take part in the meeting's discussions.

A member attending a meeting of which they are not an appointed member is not a member of the public for the purpose of s48 of LGOIMA. Consequently, if the meeting resolves to exclude the public, then any members of the Community Board who are present may remain, unless they are lawfully excluded.

Note *this section does not confer any rights to non-elected members appointed to Committees of a local authority.*

13.2. Attendance when a Committee is performing Judicial or Quasi-judicial functions

When a Committee is performing judicial or quasi-judicial functions, members of the local authority who are not members of that Committee are not entitled to take part in the proceedings.

13.3. Leave of Absence

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

13.4. Apologies

A member who does not have leave of absence may tender an apology should they be absent from all or part of a meeting. The 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. Members may be recorded as absent on Community Board business where their absence is a result of a commitment made on behalf of the Community Board.

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

13.5. Recording Apologies

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

13.6. Absent without leave

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

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

13.7. Right to attend by Audio or Audio-visual link

Provided the conditions in Standing Orders 13.11 and 13.12 are met, members of the Community Board and its Committees (and members of the public for the purpose of a deputation approved by the Chairperson), have the right to attend meetings by means of an electronic link, unless they have been lawfully excluded.

13.8. Member attend meetings by Electronic link's status: Quorum

Members who attend meetings by electronic link will be counted as present for the purposes of a quorum, ~~with the consent of the Chairperson~~, subject to the activations of the an Endemic Preparation Order or local state of emergency.

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

13.9. Member attend meetings by Electronic link's status: Voting

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

13.10. Chairperson's duties regarding attendance by Electronic link

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

- (a) The technology for the link is available and of suitable quality; and
- (b) Procedures for using the technology in the meeting will ensure that:
 - i. Everyone participating in the meeting can hear each other.
 - ii. The member's attendance by audio or audio-visual link does not reduce their accountability or accessibility of that person in relation to the meeting.
 - iii. The requirements of Part 7 of LGOIMA are met; and
 - iv. The requirements in these Standing Orders are met.

LGA 2002, sch 7, cl 25A(3).

13.11. Conditions for attending by audio or audio-visual link

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

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

13.12. Request to attend by audio or audio-visual link

Where possible, a member will give the Chairperson and the Chief Executive at least two working days' notice when they want to attend a meeting by audio or audio-visual link. Should, due to illness or emergency, this is not possible the member may give less notice.

Where such a request is made and the technology is available, the Chief Executive must take reasonable steps to enable the member to attend by audio or audio-visual link. However, the Community Board has no obligation to make the technology for an audio or audio-visual link available.

If the member's request cannot be accommodated, or there is a technological issue with the link, this will not invalidate any acts or proceedings of the Community Board or its Committees.

13.13. Chairperson may terminate link

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

- (a) Use of the link is increasing, or may unreasonably increase, the length of the meeting.
- (b) The behaviour of the members using the link warrants termination, including the style, degree and extent of interaction between members.
- (c) It is distracting to the members who are physically present at the meeting.
- (d) The quality of the link is no longer suitable.
- (e) Information classified as confidential may be compromised (see also SO 13.16).

13.14. Giving or showing a document

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

- (a) Transmitting it electronically.
- (b) Using the audio-visual link; or
- (c) Any other manner that the Chairperson thinks fit.

LGA 2002, sch 7, cl 25(A)(6).

13.15. Link failure

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

13.16. Confidentiality

A member who is attending a meeting by audio or audio-visual link must ensure that the meeting's proceedings remain confidential during any time that the public is excluded. At such a time, the Chairperson may require the member to confirm that no unauthorised people are able to view or hear the proceedings. If the Chairperson is not satisfied by the explanation, they may terminate the link.

14. Chairperson's role in meetings

14.1. Community Board meetings

The Chairperson must preside at meetings of the Community Board 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 Chairperson must act as Chairperson. If the Deputy Chairperson is also absent the Community Board members, who are present must elect a member to be the Chairperson at that meeting. This person may exercise the meeting responsibilities, duties, and powers of the Chairperson for that meeting. This provision also applies to Committees and Subcommittees.

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

14.2. Other meetings

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

LGA 2002, sch 7, cl 26(2), (5) & (6).

14.3. Addressing the Chairperson

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

14.4. Chairperson's Rulings

The Chairperson will decide all procedural questions, including points of order, where insufficient provision is made by these Standing Orders (except in cases where a point of order questions the Chairperson's ruling). Any refusal to obey a Chairperson's ruling or direction constitutes contempt (see SO 20.5).

14.5. Chairperson standing

Whenever the Chairperson stands during a debate, members are required to sit down (if required to stand to address the meeting) and be silent so that they can hear the Chairperson without interruption.

14.6. Member's right to speak

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

14.7. Chairperson may prioritise speakers

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

- (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 Chairperson to permit the member a special request.

15. Public Forums

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

In the case of a Community Board, Committee, or Subcommittee, any issue, idea, or matter raised in a public forum, must fall within the terms of reference of that body. Any matter raised in a public forum requiring a decision must be considered at a meeting with an ~~occupying~~ accompanying report.

15.1. Time limits

A period of up to 30 minutes, or such longer time as the meeting may determine, will be available for the public forum at each scheduled Community Board meeting.

Speakers can speak for up to five 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 six in total, the Chairperson has discretion to restrict the speaking time permitted for all presenters.

15.2. Restrictions

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

- (a) A speaker is repeating views presented by an earlier speaker at the same public forum.
- (b) The speaker is criticising elected members and / or staff.
- (c) The speaker is being repetitious, disrespectful, or offensive.
- (d) The speaker has previously spoken on the same issue.

- (e) The matter is subject to legal proceedings; and

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

15.3. Questions at Public Forums

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

15.4. No resolutions

Following the public forum, no debate or decisions will be made at the meeting on issues raised during the public forum unless related to items already on the agenda.

16. Deputations

16.1. Receiving Deputations

Deputations may be received by the Community Board 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.

The purpose of a deputation is to enable a person, group or organisation to make a presentation to a meeting on a matter or matters covered by that meeting's terms of reference. Deputations should be approved by the Chairperson, or an official with delegated authority, two working days before the meeting. Deputations may be heard at the commencement of the meeting or at the time that the relevant agenda item is being considered.

16.2. 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.

16.3. Time limits

Speakers can speak for up to ten minutes, or longer at the discretion of the Chairperson. No more than two speakers can speak on behalf of an organisation's deputation.

16.4. Restrictions

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

- (a) A speaker is repeating views presented by an earlier speaker at the meeting.
- (b) The speaker is criticising elected members and / or staff.
- (c) The speaker is being repetitious, disrespectful, or offensive.

- (d) The speaker has previously spoken on the same issue.
- (e) The matter is subject to legal proceedings; and
- (f) The matter is subject to a hearing, including the hearing of submissions where the local authority or Community Board sits in a quasi-judicial capacity.

16.5. Questions of a Deputation

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

16.6. 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. Any matter raised in a deputation requiring a decision must be considered at a meeting with an ~~occupying~~ accompanying report.

17. Petitions

17.1. Form of Petitions

Petitions may be presented to the Community Board or any of its Committees.

Petitions must not be disrespectful, use offensive language or include malicious statements (see Standing Order 19.9 on qualified privilege). They may be written in English or te reo Māori. Petitioners planning to 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 to be translated and reprinted, if necessary.

Petitions must contain at least 5 signatures and consist of fewer than 150 words (not including signatories) and be of serious intent.

17.2. Petition presented by petitioner

A petitioner who presents a petition to the Community Board or any of its Committees and or Subcommittees, may speak for ten 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. They must be received by the Chief Executive at least five working days before the meeting at which they will be presented, however, this requirement may be waived by the Chairperson.

17.3. Petition presented by member

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

- (a) The petition.
- (b) The petitioners' statement; and
- (c) The number of signatures.

18. Exclusion of public

18.1. Motions and Resolutions to exclude the public

Members of a meeting may resolve to exclude the public from a meeting. The grounds for exclusion are those specified in s 48 of LGOIMA (see [Appendix 1](#)).

Every motion to exclude the public must be put while the meeting is open to the public, and copies of the motion must be available to any member of the public who is present. If the motion is passed the resolution to exclude the public must be in the form set out in schedule 2A of LGOIMA (see [Appendix 2](#)). The resolution must state:

- (a) The general subject of each matter to be excluded.
- (b) The reason for passing the resolution in relation to that matter.
- (c) The grounds on which the resolution is based.
- (d) The resolution will form part of the meeting's Minutes.

LGOIMA 1987, s 48.

18.2. Code of Conduct Committee

Should a Code of Conduct Committee be called, the Chairperson has the right to exclude elected members that are not directly involved in the Committee, based on LGOIMA reasons related to privacy of natural persons.

ie: The only persons recommended to be present at a Code of Conduct Committee is the Committee Panel (consisting of four elected members), the elected member whom any complaint has been laid against and the Chief Executive and minute taker. It is the discretion of the Committee Chairperson as to the presence of the Mayor or any other elected member for specific portions of the meeting that may directly relate to specific aspects of the hearing.

18.3. 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 Community Board for advice on the matter under consideration.

LGOIMA 1987, s 48(6).

18.4. 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.

LGOIMA 1987, s 46A(8).

18.5. Non-disclosure of information

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

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

- (a) There are no grounds under LGOIMA for withholding the information; and
- (b) The information is no longer confidential.

18.6. 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 the information no longer exist. The Chief Executive will inform the subsequent meeting of the nature of the information released.

19. Voting

19.1. Decisions by Majority Vote

Unless otherwise provided for in the LGA 2002, other legislation, or Standing Orders, the acts of, and questions before, a Community Board must be decided at a meeting through a vote exercised by the majority of the members that are present and voting.

LGA 2002, sch 7, cl 24(1).

19.2. Open voting

An act or question coming before the Community Board must be done or decided by open voting.

LGA 2002, sch 7, cl 24(3).

19.3. Chairperson **does not have a casting vote**

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

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

19.4. Method of voting

The method of voting must be as follows:

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

19.5. Calling for a division

When a division is called the Chief Executive, or delegate must record the names of the members voting for and against the motion, and abstentions, and provide the names to the Chairperson to declare the result. The result of the division must be entered into the Minutes and include members' names and the way in which they voted.

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

19.6. 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.

19.7. Request to have votes recorded

If requested by a member, immediately after a vote the Minutes must record the member's vote or abstention. Recording any other matters, such as a members' reason for their vote or abstention, is not permitted.

19.8. Members may abstain

Any member may abstain from voting.

20. Conduct

20.1. Calling to order

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

20.2. Behaviour consistent with Code of Conduct (Disrespect)

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

20.3. Retractions and apologies

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

20.4. Disorderly Conduct

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

If the disorder continues, the Chairperson may adjourn the meeting for a specified time. At the end of this time, the meeting must resume in a safe space 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 or security risk.

20.5. Contempt

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

A member, who has been found to be in contempt and continues to be cautioned by the Chairperson for disorderly conduct, may be subject to Standing Order 20.6.

20.6. Removal from meeting

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

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

20.7. Financial conflicts of interests

Every member present at a meeting must declare any direct or indirect financial interest that they hold in any matter being discussed at the meeting, other than an interest that they may 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. (noting such exemption or declaration is valid for a period no longer than 12-months at a time).

Members with a financial interest should physically withdraw ~~themselves~~ from the table ~~unless the meeting is in public excluded in which case. It is recommended that members should leave the room until the item has been concluded.~~

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.

LAMIA 1968, ss 6 & 7.

20.8. Non-financial conflicts of interests

Non-financial interests involve questions about whether the judgement of a member of a Community Board could be affected by a separate interest, or duty, which that member may have 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 should physically withdraw from the table when the matter is considered. ~~It is recommended that members should leave the room until the item has been concluded.~~

~~but does not need to leave the room.~~ The Minutes must record the declaration, **reason why** 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.

Note a Register of Interests (covering both financial and non-financial aspects) will be kept by the Chief Executive (or delegate) and reviewed at least six monthly for the Council, the Waimakariri Water Zone Committee, and all Community Boards.

20.9. 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.

LGOIMA 1987, s 53.

20.10. Qualified privilege additional to any other provisions


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

LGOIMA 1987, s 53.

20.11. 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 Chairperson 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.

A Chairperson may require that an electronic device is switched off if:

- (a) its use is likely to distract a meeting from achieving its business, or,
- (b) a member is found to be receiving information or advice from sources ~~do~~ not present at the meeting that may affect the integrity of the proceedings. 

21. General Rules of Debate

21.1. Chairperson may exercise discretion

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

21.2. Time limits on speakers

The following time limits apply to members speaking at meetings:

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

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

21.3. Questions to staff

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

21.4. Questions of clarification

At any point in 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 / or the particular stage the debate has reached.

21.5. 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.

21.6. Questions to be in writing

Questions that are not directly related to a specific matter (report) on the agenda 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.

21.7. 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 Community Board meeting.

21.8. 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. Movers of the original motion may speak once to each amendment. Members can speak more than once to a motion at a Committee or Subcommittee meeting with the Chairperson's permission.

21.9. 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.

21.10. Seconder may reserve speech

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

21.11. 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.

21.12. 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.

21.13. 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 derogatory in nature. Such matters may not be debated.

21.14. 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.

21.15. Restating motions

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

21.16. 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.

21.17. 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.

***Note** this provision does not preclude a member from making a complaint at any time during, or after, a meeting about the use of inappropriate or offensive language.*

21.18. 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 should the mover so desire.

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

21.19. 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; and
- (c) Where the mover has spoken to an amendment to the original motion and the Chairperson has indicated that he or she intends to put the motion.

21.20. Adjournment motions

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

21.21. 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.

22. General procedures for speaking and moving motions

22.1. Options for speaking and moving

- (a) The mover and seconder of a motion cannot move or second an amendment.
- (b) Only members who have not spoken to the original, or substituted, motion may move or second an amendment to it.
- (c) The mover or seconder of an amendment, whether it is carried (in which case it becomes the substantive motion) or lost, cannot move or second a subsequent amendment.
- (d) Members can speak to any amendment and, provided they have not spoken to the motion or moved or seconded an amendment, they can move or second further amendments.
- (e) The meeting, by agreement of the majority of members present, may amend a motion with the agreement of the mover and seconder.

22.2. Procedure if no resolution reached

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

23. Motions and Amendments

23.1. Proposing and seconding motions

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

Amendments and motions that are not seconded are recorded in the Minutes as lapsed.

Note *Members who move or second a motion are not required to be present for the entirety of the debate.*

23.2. Motions in writing

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

23.3. Motions expressed in parts

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

23.4. Substituted motion

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

23.5. Amendments to be relevant and not direct negatives

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

- (a) Not directly relevant
- (b) In conflict with a carried amendment
- (c) Similar to a lost amendment
- (d) Would negate a Community Board decision if made under delegated authority
- (e) In conflict with a motion referred to the governing body by that meeting
- (f) Direct negative.

***Note** that amendments that are significantly different must comply with the decision-making provisions of Part 6 of the LGA 2002.*

23.6. Foreshadowed Amendments

The meeting must dispose of an existing amendment before a new amendment can be moved. However, members may foreshadow to the Chairperson that they intend to move further amendments as well as the nature of the content of those amendments.

23.7. 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, provided that they have not moved or seconded the original motion or a previous amendment.

23.8. 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, provided that they have not moved or seconded the original motion or a previous amendment.

23.9. Where a motion is lost

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, provided that they have not moved or seconded the original motion or a previous amendment. If a motion is lost the status quo will remain.

23.10. 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.

23.11. No speakers after reply or motion have 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 started putting the motion.

23.12. Amendment once moved

When a motion has been moved and seconded, then proposed by the Chairperson for discussion, an amendment may be moved or seconded by any member who has not spoken to the motion, whether an original motion or a substituted motion, provided that they have not moved or seconded the original motion or a previous amendment. The mover or seconder of a motion for the adoption of the report of a Committee, who desires to amend any item in the report, may also propose or second an amendment.

23.13. Procedure until resolution

The procedures in Standing Orders 22.12 and 22.6 must be repeated until a resolution is adopted.

24. Revocation or Alteration of Resolutions

24.1. Member may move revocation of a decision

A member may give the Chief Executive a notice of motion for the revocation or alteration of all or part of a previous resolution of the Community Board, or subordinate body. The notice must set out:

- (a) The resolution or part of the resolution which the member proposes to revoke or alter.
- (b) The meeting date when the resolution was passed.
- (c) The motion, if any, which the member proposes to replace it with; and
- (d) Sufficient information to satisfy the decision-making provisions of sections 77-82 of Part 6, of the LGA 2002.

If the mover of the notice of motion is unable to provide this information, or the decision is likely to be deemed a significant decision, the notice of motion should provide that the proposal be referred to the Chief Executive for consideration and report.

A member must give notice to the Chief Executive at least five (5) working days before the meeting at which it is proposed to consider the motion. The notice is to be signed by not less than one third of the members of the Community Board, including vacancies. Notice can be sent via email and include the scanned electronic signatures of members.

The Chief Executive must then give members at least two clear working days' notice in writing of the intended motion and of the meeting at which it is proposed to move such motion. If the notice of motion is lost, no similar notice of motion, which is substantially the same in purpose and effect, may be accepted within the next twelve months.

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

If a resolution is made under delegated authority by a Community Board, Committee, Subcommittee or subordinate decision-making body, 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.

LGA 2002, sch 7, cl 30(6).

24.3. 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.

24.4. 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% of the members present and voting must agree to the revocation or alteration.

24.5. Revocation or alteration by recommendation in report

The Community Board, on a recommendation in a report by the Chairperson, Chief Executive, or any Committee or Subcommittee, 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.

LGA 2002, sch 7, cl 30(6).

25. Procedural motions

25.1. Procedural motions must be taken immediately

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

25.2. Procedural motions to close or adjourn a debate

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

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

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

25.3. 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.

25.4. Voting on procedural motions

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

25.5. 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.

25.6. Remaining business at adjourned meetings

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

25.7. 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.

25.8. Business referred to the Community Board, or Committee

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

25.9. Other types of procedural motions

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

26. Points of Order

26.1. Members may raise points of order

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

26.2. Subjects for points of order

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

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

26.3. Contradictions

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

26.4. Point of order during division

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

26.5. Chairperson's decision on points of order

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

Should a point of order concern the performance of the Chairperson, then the Chairperson will refer the point of order to the Deputy Chairperson or, if there is no Deputy, another member to hear arguments and make a ruling.

27. Notices of motion

27.1. Notice of intended motion to be in writing

Notice of intended motions must be in writing signed by the mover, stating the meeting at which it is proposed that the intended motion be considered, and must be delivered to the Chief Executive at least five 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 two clear working days' notice of the date of the meeting at which it will be considered.

27.2. Refusal of notice of motion

The Chairperson may direct the Chief Executive to refuse to accept any notice of motion which:

- (a) Is disrespectful or which contains offensive language or statements made with malice; or
- (b) Is not related to the role or functions of the 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; or
- (e) Fails to include sufficient information as to satisfy the decision-making provisions of the LGA 2002, ss 77-82. 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; or
- (f) Concerns a matter where decision-making authority has been delegated to a subordinate body or Community Board.

Reasons for refusing a notice of motion should be provided to the mover. Where the refusal is due to (f) the notice of motion may be referred to the appropriate Committee or Board.

27.3. Mover of notice of motion

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

27.4. Alteration of notice of motion

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

27.5. When notices of motion lapse

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

27.6. Referral of notices of motion

Any notice of motion received that refers to a matter ordinarily dealt with by a Community Board must be referred to that Board by the Chief Executive.

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

27.7. Repeat notices of motion

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

Where a notice of motion has been adopted by the 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.

When a motion has been considered and rejected by the Community Board or a Committee, no similar notice of motion 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.

27.8. Second repeat where notice of motion rejected

If such a repeat notice of motion as provided for in Standing Order 27.7 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.

28. Minutes

28.1. Minutes to be evidence of proceedings

The Community Board, its Committees, and Subcommittees, must keep Minutes of their proceedings. These Minutes must be kept in hard or electronic copy, authorised by a Chairperson's manual or electronic signature once confirmed by resolution at a subsequent meeting. Note that the Waimakariri District Council decided that Minutes will be kept electronically rather than hard copy from October 2019, onwards.

LGA 2002, sch 7, cl. 28.

28.2. Matters recorded in Minutes

The Chief Executive must keep the Minutes of meetings. The Minutes must record:

- (a) The date, time and venue of the meeting.
- (b) The names of the members present.
- (c) The Chairperson.
- (d) Any apologies or leaves of absences.
- (e) Members absent without apology or leave of absence.
- (f) Members absent on Community Board business.
- (g) The arrival and departure times of members.
- (h) Any failure of a quorum.
- (i) A list of any external speakers and the topics they addressed.
- (j) A list of the items considered.
- (k) Items tabled at the meeting.
- (l) 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.
- (m) The names of all movers, and seconders.
- (n) Any objections made to words used.
- (o) All divisions taken and, if taken, a record of each member's vote.
- (p) the names of any members requesting that their vote or abstention be recorded.
- (q) Any declarations of financial or non-financial conflicts of interest.
- (r) The contempt, censure, and removal of any members.
- (s) Any resolutions to exclude members of the public.
- (t) The time at which the meeting concludes or adjourns; and
- (u) The names of people permitted to stay in public excluded.

***Note** hearings under the RMA 1991, Dog Control Act 1996 and Sale and Supply of Alcohol Act 2012 may have special requirements for Minute taking.*

28.3. No discussion on Minutes

The only topic that may be discussed at a subsequent meeting, with respect to the Minutes, **prior to the Minutes confirmation**, is their correctness. **However, members may provide updates or request updates on matters arising from the minutes, after approval, however, no discussion may occur.**

28.4. Minutes of last meeting before election

The Chief Executive and the relevant Chairpersons must sign, or agree to have their digital signature inserted, the Minutes of the last meeting of the Community Board and Committees before the next election of members.

29. Keeping a record

29.1. Maintaining accurate records

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

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

Public Records Act 2002, s 17.

29.2. Method for maintaining records

If Minutes are stored electronically, the repository in which they are kept must meet the following requirements:

The provision of a reliable means of assuring the integrity of the information is maintained; and

- (a) The information is readily accessible to be usable for subsequent reference.
- (b) Contract and Commercial Law Act 2017, s 229(1).

29.3. Inspection

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

LGOIMA 1989, s 51.

29.4. Inspection of public excluded matters

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

REFERENCED DOCUMENTS

- Commissions of Inquiry Act 1908
- Crimes Act 1961
- Contract and Law Act 2017
- Financial Markets Conduct Act 2013
- Local Authorities (Members' Interests) Act 1968 (LAMIA)
- Local Electoral Act 2001 (LEA)
- Local Government Act 1974 and 2002 (LGA)
- Local Government Official Information and Meetings Act 1987 (LGOIMA)
- Local Government (Pecuniary Interests Register) Amendment Act 2022
- Marine Farming Act 1971
- Public Records Act 2005
- Resource Management Act 1991 (RMA)
- Sale and Supply of Alcohol Act 2012
- Secret Commissions Act 1910
- Securities Act 1978

Appendix 1: Grounds to exclude the public

A 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:

LGOIMA 1987, Section 5

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

LGOIMA 1987, Section 6

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.

LGOIMA 1987, Section 7

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,
- (ba) In the case only of an application for a resource consent, or water conservation order, or a requirement for a designation or heritage order, under the Resource Management Act 1991, to avoid serious offence to tikanga Māori, or to avoid the disclosure of the location of waahi tapu; or
- (c) Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would:
 - i. be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or
 - ii. be likely otherwise to damage the public interest; or
- (d) Avoid prejudice to measures protecting the health or safety of members of the public; or

- (e) Avoid prejudice to measures that prevent or mitigate material loss to members of the public; or
- (f)(ii) Maintain the effective conduct of public affairs through –the protection of such members, officers, employees, and persons from improper pressure or harassment; (Removal of (i) the free and frank expression of opinions by or between or to members or officers or employees) or
- (g) Maintain legal professional privilege; or
- (h) Enable any Council holding the information to carry out, without prejudice or disadvantage, commercial activities; or
- (i) Enable any Council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or
- (j) Prevent the disclosure or use of official information for improper gain or improper advantage.

LGOIMA 1989, Section 48

- (1) Provided that where the above section (Section 7) 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.
 - (b) 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:
 - (i) Be contrary to the provisions of a specified enactment; or
 - (ii) Constitute contempt of Court or of the House of Representatives.
 - (c) 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).
 - (d) That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.
- (2) 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

- (b) Proceedings of a local authority exist in relation to any application or objection under the Marine Farming Act 1971.

PROPOSED

Appendix 2: Sample resolution to exclude the public

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

1. That the public is excluded from:

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

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:

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public-
		To prevent the disclosure of information which would— <ol style="list-style-type: none"> i. be contrary to the provisions of a specified enactment; or ii. Constitute contempt of court or of the House of Representatives (s.48(1)(b)).
		To consider a recommendation made by an Ombudsman (s. 48(1)(c)).
		To deliberate in private on any proceedings where: <ol style="list-style-type: none"> i. a right of appeal lies to any Court or tribunal against the final decision of the Council/Committee in those proceedings; or ii. the local authority is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings. s. 48(1)(d).
		To deliberate on proceedings in relation to an application or objection under the Marine Farming Act 1971 (s.48(1)(d)).

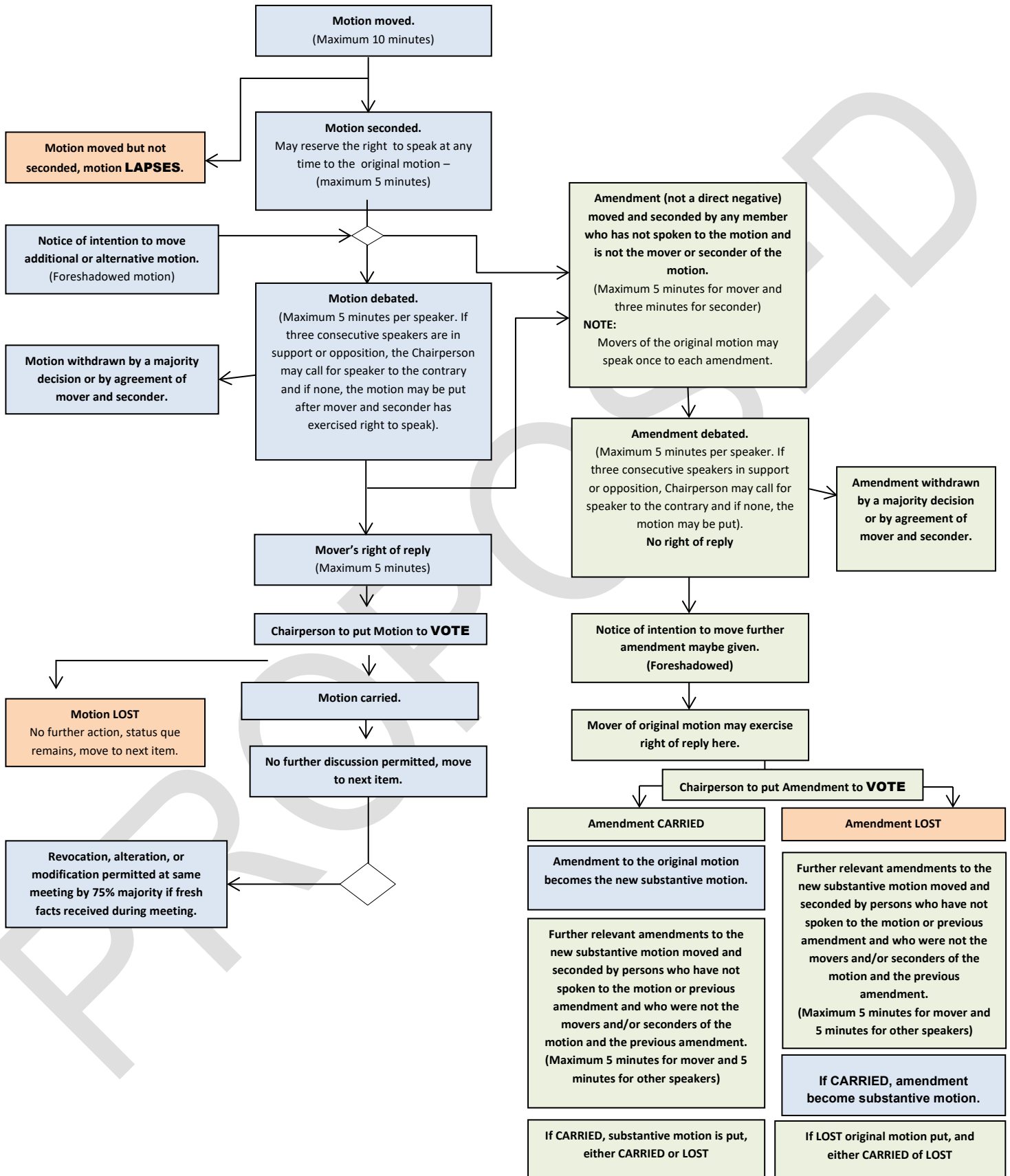
Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public-
		To protect the privacy of natural persons, including that of deceased natural persons (s 7(2)(a)).
		To protect information which if public would; <ul style="list-style-type: none"> i. disclose a trade secret; or ii. unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information (s 7(2)(b)).
		To avoid serious offence to Tikanga Māori, or the disclosure of the location of waahi tapu in relation to an application under the RMA 1991 for; <ul style="list-style-type: none"> • a resource consent, or • a water conservation order, or • a requirement for a designation or • an heritage order, (s 7(2)(ba)).
		To protect information which is subject to an obligation of confidence where the making available of the information would be likely to: <ul style="list-style-type: none"> i. prejudice the supply of similar information, or information from the same source, where it is in the public interest that such information should continue to be supplied; or would be likely otherwise to damage the public interest (s 7(2)(c)).
		To avoid prejudice to measures protecting the health or safety of members of the public (s 7(2)(d)).
		To avoid prejudice to measures that prevent or mitigate material loss to members of the public (s 7(2)(e)).
		To facilitate free and frank expression of opinions by or between or to members or officers or employees of any local authority, in the course of their duty (s 7(2)(f)(i)).
		To maintain the effective conduct of public affairs by protecting members or employees of the Council in the course of their duty, from improper pressure or harassment (s 7(2)(f)(ii)).

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public-
		To maintain legal professional privilege (s 7(2)(g)).
		To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities (s 7(2)(h)).
		To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).
		To prevent the disclosure or use of official information for improper gain or advantage (s. 7(2)(j))

2. That **(name of person(s))** is permitted to remain at this meeting after the public has been excluded because of their knowledge of **(specify topic under discussion)**. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because **(specify)**. *(Delete if not applicable.)*

Appendix 3: Motions and amendments (WDC)

Motions without amendments Motions with amendments



Appendix 4: Table of Procedural Motions

Motion	Has the Chair discretion to refuse this Motion?	Is seconder. required?	Is discussion in order?	Are amendments in order?	Is mover of procedural motion entitled	Are previous participants in debate entitled to move this	Can a speaker be interrupted by the mover of this	If lost, can motion be moved after an interval?	Position if an amendment is already before the Chair	Position if a procedural motion is already before the Chair	Remarks
(a) "That the meeting be adjourned to the next ordinary meeting, or to a stated time and place"	No	Yes	No	As to time and date only	No	No	No	Yes – 15 minutes	If carried, debate on the original motion and amendment are adjourned	If carried, debate on the original motion and procedural motion are adjourned	On resumption of debate, the mover of the adjournment speaks first. Members who have spoken in the debate may not speak again
(b) "That the motion under debate be now put (closure motion)"	No	Yes	No	No	No	No	No	Yes – 15 Minutes	If carried, only the amendment is put	If carried, only the procedural motion is put	The mover of the motion under debate is entitled to exercise a right of reply before the motion or amendment under debate is put
(c) "That the item of business being discussed be adjourned to a stated time and place"	No	Yes	No	As to time and date only	No	No	NO	Yes – 15 minutes	If carried, debate on the original motion and amendment are adjourned	If carried, debate on the original motion and procedural motion are adjourned	

Motion	Has the Chair discretion to refuse this Motion?	Is seconder required?	Is discussion in order?	Are amendments in order?	Is mover of procedural motion entitled to reply?	Are previous participants in debate entitled to move this motion?	Can a speaker be interrupted by the mover of this motion?	If lost, can motion be moved after an interval?	Position if an amendment is already before the Chair	Position if a procedural motion is already before the Chair	Remarks
(d) "That the item of business being discussed does lie on the table and not be discussed at this meeting"	No	Yes	No	No	No	No	No	Yes – 15 minutes	If carried, the original motion and amendment are both laid on the table	Motion not in order	
(e) "That the item of business being discussed be referred (or referred back) to the local authority or to the relevant committee"	No	Yes	No	As to committee, time for reporting back etc only	No	No	No	Yes – 15 minutes	If carried, the original motion and all amendments are referred to the committee	If carried, the procedural motion is deemed disposed of	
(f) "Points of order"	No – but may rule against	No	Yes – at discretion of Chairperson	No	No	Yes	Yes	No	Point of order takes precedence	Point of order takes precedence	See standing order 3.14

Appendix 5: Webcasting Protocols

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

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

Appendix 6: Powers of a Chairperson

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

Chairperson to decide all Questions

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

Chairperson to decide Points of Order

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

Items not on the Agenda

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

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

Chairperson's Report (Verbal or Written)

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

Chairperson's Recommendation

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

Chairperson's Voting

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

Motion in writing

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

Motion in parts

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

Notice of motion

The Chairperson may direct the Chief Executive to refuse to accept any notice of motion which:

- (a) Is disrespectful or which contains offensive language or statements made with malice; or
- (b) Is not within the scope of the role or functions of the local authority; or
- (c) Contains an ambiguity or statement of fact or opinion which cannot properly form part of an effective resolution, and the mover has declined to comply with such requirements as the Chief Executive may have made; or
- (d) Is concerned with matters which are already the subject of reports or recommendations from a committee to the meeting concerned.

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

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

Action on previous resolutions

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

Repeat notice of motion

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

Revocation or alteration of previous resolution

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

Chairperson may call a meeting

The Chairperson:

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

Irrelevant matter and needless repetition

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

Taking down words

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

Explanations

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

Chairperson rising

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

Members may leave places

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

Priority of speakers

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

Minutes

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

Questions of speakers

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

Withdrawal of offensive or malicious expressions

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

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

Chairperson's rulings

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

Disorderly behaviour

The Chairperson may:

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

Failure to leave meeting

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

Audio- or audio-visual attendance

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

- (a) The technology for the link is available and of suitable quality; and
- (b) Procedures for using the technology in the meeting will ensure that:
 - i. Everyone participating in the meeting can hear each other.
 - ii. The member's attendance by audio or audio-visual link does not reduce their accountability or accessibility in relation to the meeting.
 - iii. The requirements of Part 7 of LGOIMA are met; and
 - iv. The requirements in these Standing Orders are met.

If the Chairperson is attending by audio- or audio-visual link, then chairing duties will be undertaken by the Deputy Chairperson or a member who is physically present.

PROPOSED

Appendix 7: Workshops/Briefings

Definition of Briefing Session

Briefing sessions provide a valuable opportunity to enhance the understanding of matters and to sound out potential options that will assist with informing future staff reports that the Community Board will consider in their future decision-making process. The briefing sessions are a forum for the Chief Executive and Council staff to address any elected member questions and provide additional background on matters of interest to the Community Board. **No decision making or voting takes place at briefing meetings. Briefing sessions are public excluded meetings**, whereby the discussion is restricted to the parties in the Chamber/room. Briefing sessions occur with consideration given to LGOIMA and reasons for excluding the public.

Definition of Workshop Session

Workshop sessions are a process for elected members, staff and where required, external parties to collaborate and develop or advance proposals such as masterplans with the organisation on topics of strategic importance and collectively develop proposals prior to the formal decision-making process commencing. **Workshop sessions are open to the public.**

Application of standing orders to workshops and briefings

Standing orders do not apply to workshops and briefings (PX). The Chairperson or 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
- (d) by member or staff request.

Process for calling workshops/briefings

Community Board briefings and workshops shall be held on 'an as need' basis and included on formal agendas. Notification and diary commitments will be provided to elected members with the agenda.

The Chairperson or Chief Executive may call additional briefing and workshop sessions for the Community Board as deemed necessary for the discussion of emerging matters, in consultation with the General Manager of the department with expertise. The Chairperson or Senior Manager may call for additional briefing or workshop sessions if required. Scheduling of such additional meetings will be undertaken by the Governance Team.

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 or briefing (Public Excluded)
- (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.

Advertising workshops/briefings

Briefing sessions are not advertised in newspapers.

Workshops will be advised via an agenda of a formal meeting (when time permits) and listed on the Council website under the meeting schedules, however, will not be advertised in newspapers. Notification of a workshop may occur in an agenda if the workshop immediately follows the conclusion of a formal meeting.

Record of workshop

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

- (a) the name of each elected member who attended the meeting.
- (b) other persons (e.g. members of the public, Council staff) who attended the meeting,
- (c) other than elected members.
- (d) the matters discussed at the meeting.
- (e) any conflicts of interest declared.
- (f) a copy of presentation material provided during the briefing (including slide decks,
- (g) handouts etc. but not confidential documents); and
- (h) any matters arising as a result of the discussion.

Appendix 8: Sample order of business

Council: Open section

- (a) Apologies
- (b) Declarations/conflicts of interest
- (c) Acknowledgements and tributes
- (d) Confirmation of Minutes
- (e) Matters Arising
- (f) Notes of Workshops
- (g) Public Forum
- (h) Deputations and Presentations
- (i) Petitions
- (j) Adjourned Business
- (k) Reports
- (l) Correspondence
- (m) Chairpersons Reports
- (n) Matters for Information
- (o) Members' Information Exchange
- (p) Consultation Projects
- (q) Board Funding Update
- (r) Media Items
- (s) Questions Under Standing Orders
- (t) Urgent General Business Under Standing Orders
- (u) Matters to be considered with the public excluded.
- (v) Date and Venue for next meeting

Public excluded section

- (a) Apologies
- (b) Declarations/conflicts of interest
- (c) Confirmation of Minutes
- (d) Matters Arising
- (e) Reports
- (f) Resolutions of matters considered in public excluded.

Standing Committees

Same order as above

Appendix 9: Process for raising matters for a decision

Matters requiring a decision at a meeting, may be placed on the meeting's agenda by a:

- (a) Report of the Chief Executive;
- (b) Report of the Chairperson;
- (c) Report of a Committee;
- (d) 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:

- (a) Report of the Chief Executive; or
- (b) Report of the 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 Chairperson.

OXFORD-OHOKA COMMUNITY BOARD**MEMBERS INFORMATION EXCHANGE***For the month of May 2023*

Members Name: Thomas Robson

MEMBER'S DIARY		DISCUSSION POINTS
<i>Date</i>	<i>Events members have attended</i>	<i>Community Feedback/Issues Raised</i>
4/5	WDC Annual Plan Submission	Sarah and I submitted to Council which was well received
8/5	Met with residents re the Woodstock quarries resource consent Hearings	I met with 6 residents to help prepare for their consent hearings
9/5	Woodstock quarries update with Andrew	Discussed the 2 video conferences as well as the evidence briefs that Sarah and I are preparing
15/5	Woodstock quarries public meeting @ Coopers Creek Hall	I attended this and was dismayed at the disinformation presented as fact to residents We have our own meeting planned to try and correct some of the false information presented
16/5	Oxford Community Trust meeting	Recent fundraising events and upcoming projects were discussed
26/5	West Eyreton small bore shooting club	I attended a working Bee to help construct an end wall for the range The club have already concreted the floor and are working hard to get it open for the upcoming season
1/6	All boards briefing	
15/5	OPAC meeting	I attended and was interested to hear the discussion about a jungle for the township
29/5	Oxford-Ohoka Community board information evening	
5/5	Online conference re Woodstock quarries consent	This video call was to discuss where things are at and included other submitters some of whom had questions and concerns about the time line and difficulty finding information
10/5	Online conference re Woodstock quarries consent	The time extension was discussed The time line moving forward was laid out by the Commissioners

Throughout the month of May I have had a large amount of correspondence from Residents concerned about an array of issues from the state of the Waimakariri Gorge Bridge, Roading issues in the area, a pump track for children to ride BMX and bikes on, the dog park in Oxford, lighting in Pearson Park, Wolffs Road bridge, conditions of gravel roads, the dark sky proposal as well as other issues. There seems to be high levels of community interest and concern regards local issues and significant mis information about the way these issues are dealt with, so perhaps more on line information could be shared to community groups.

OXFORD-OHOKA COMMUNITY BOARD

Members Information Exchange

Members Name: Sarah Barkle For the month of May 2023

MEMBERS' DAIRY		DISCUSSION POINTS
<i>Date</i>	<i>Events members have attended</i>	<i>Community Feedback/Issues Raised</i>
4 May	Annual Plan Deputation	Spoke to our annual plan submission along with Thomas.
9 May	Woodstock Landfill Update	Teams meeting with Thomas and Andrew to discuss updates.
10 May	Woodstock Landfill Conference Call	Attended teams conference call with Commissioners and various representatives of different parties in relation to the progress of the evidence and JWS. Was decided that a new hearing date will be made to allow everyone time to get a handle on new systems and outcomes of JWS.
11 May	Transport Strategy Forum	Various stakeholders in transport involved. Went through information gathered from the last workshop and built upon this. Discussed changes we would like to see in the network and its potential impacts on district planning. Also discussed behavioural and mindset changes and how these may be addressed.
	Still to attend before next Board meeting :	
29 May	Woodstock Landfill Public Advisory Meeting	
1 June	All Boards Briefing	
2 June	Ohoka Drainage meeting	
6 June	Agenda meeting	

OXFORD-OHOKA COMMUNITY BOARD**MEMBERS INFORMATION EXCHANGE***For the month of May 2023*

Members Name: Pete Merrifield

MEMBER'S DIARY		DISCUSSION POINTS
<i>Date</i>	<i>Events members have attended</i>	<i>Community Feedback/Issues Raised</i>
25/4	ANZAC wreath laying. Oxford	
2/05	Oxford Museum AGM	
3/05	O-OCB meeting Rangiora	
25/05	New Board members catchup meeting	
29/05	Landfill Community update. Oxford	

Other:

OXFORD-OHOKA COMMUNITY BOARD**MEMBERS INFORMATION EXCHANGE***For the month of May/June 2022*

Members Name: Michelle Wilson

MEMBER'S DIARY		DISCUSSION POINTS
<i>Date</i>	<i>Events members have attended</i>	<i>Community Feedback/Issues Raised</i>
5/05/23	National Council of Women – Network of Elected Women (NEW)	Discussion included looking at ways to encourage and mentor more women to become involved in local government.
24/05/23	Careers Expo Rangiora High School	Representatives from Council, Youth Council and Wai Youth. Great opportunity for youth to find out about pathways into employment.
25/05/23	Refresher Training for new Community Board members	Covered topics: <ul style="list-style-type: none"> • Representing/advocating for community • Delegations • Decision making • Conflicts of Interest
26/05/23	Wasted Symposium: Ageing and Addiction Seminar	Collaboration is important. The questions that get asked of older people matter. Asking needs to be normalised. Silent epidemic and need to future proof so people have access to care.

Other:

Planning to attend before next Board Meeting:

29/05/23 Public meeting Woodstock Quarry resource consent application

1/06/23 All In Boards meeting

6/06/23 Waimakariri Health Advisory Group meeting

OXFORD-OHOKA COMMUNITY BOARD**MEMBERS INFORMATION EXCHANGE***For the month of May 2023*

Members Name: Mark Brown

MEMBER'S DIARY		DISCUSSION POINTS
<i>Date</i>	<i>Events members have attended</i>	<i>Community Feedback/Issues Raised</i>
15/5/23	OPAC Meeting May 23	OPAC now have a secretary.
18/5/23	West Eyreton Oak Reserve	Checked the native plantings that the board funded and found the area needed weeding- Pass feedback onto Grant Stephens Also advised Grant that the tress in the reserve needed maintenance as many had runners coming off the trunks. Grant also advised that e thought approx. \$1800 was left from the boards \$5k grant
18/5/23	West Eyreton Historical Signage	Meet with Cr T Fulton and Bernard Kingsbury and Grant Stephens regarding a new sign outside where the historic railway station was- sign like that at Bells, Stoke etc, also discussed a new plinth signage to be possibly placed in the Oak Reserve showing the historical places in West Eyreton i.e., Petrol, Station, taxi stand, local shop etc
29/5/23	Public Meeting-Landfill Oxford	

Other:

A lot of community social media exchange on

- Roads and potholes
- Gravel roading and upkeep

Noted from U&R report April 23

https://www.waimakariri.govt.nz/_data/assets/pdf_file/0021/132852/Agenda-Utilities-and-Roading-Committee-23-May-2023.pdf

Appoint WDC Water Unit to procure pipe for CON 22/42 Ashley Gorge Trunk Main Upgrade –
Rob Rankin (Project Engineer) and Tjaart van Rensburg (Reticulations Contracts Team Leader)

Oxford Water Main Renewals 2022/2023 – Park Avenue – Request to Sole Source Procure the Water Unit – Mark Henwood (Project Engineer) and Colin Roxburgh (Project Delivery Manager)

R Paul Williams-A Mandeville diversion meeting with Cullen Avenue residents would be held on 27 April 2023. -***any notes or outcomes from this meeting?***

OXFORD-OHOKA COMMUNITY BOARD

MEMBERS INFORMATION EXCHANGE

For the month of May 2023

Members Name: Tim Fulton

MEMBER'S DIARY		DISCUSSION POINTS
<i>Date</i>	<i>Events members have attended</i>	<i>Community Feedback/Issues Raised</i>
1.5	Waimakariri Water Zone Committee meeting	Confirmation of water action plan grant recipients
2.5	WDC council meeting Kaiapoi	As minuted
3.5	ECan Land and Water Committee meeting	Attended as an observer for insight into regional issues. This was the first meeting of this new Ecan all-of-council committee
4.5	WDC annual plan hearings	An array of views presented by individuals and groups.
8.5	By request, sent Swannanoa School a few school-day stories for its 150 th anniversary records.	Suggested to Sue Spark at the school that Swannanoa might consider publishing its archive on WDC's new library platform
9.5	WDC council meeting Rangiora	As minuted
10.5	WDC meeting – CE interviews	Pleased to subsequently appoint Jeff Millward CEO
11.5	Integrated Transport Strategy Stakeholder Group Workshop - Mainpower	
18.5	Oak Reserve West Eyreton meeting with Grant Stephens and Mark Brown	Discussion on possible locations for new historical signage and other amenity improvements
20 – 27th	On holiday (Australia)	

Other:

Several queries about the condition of gravel and sealed roads this month. Service requests initiated and direct contact continues with affected road-users.