

Agenda

Oxford-Ohoka Community Board

Thursday 6 April 2023

7pm

West Eyreton Hall
2 Earlys Road
West Eyreton

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>
4.1	Confirmation of Minutes – 7 March 2023	8 - 18
4.3	Notes of Workshop – 7 March and 22 March 2023	19 - 22
7	Staff Reports	
7.1	Request approval for stop controls on Powells Road at McJarrows Road / Victoria Street	23 - 26
7.2	Application to the Oxford-Ohoka Community Board's Discretionary Grant Fund	27 - 39
7.3	ANZAC Day Services	40 - 42
7.4	Amendments to Standing Orders for the Oxford-Ohoka Community Board	43 - 125
8	Correspondence	126 - 138
8.1	Letter from Tash Hinds regarding road safety concerns in the Oxford area	
8.2	Letter from Ed Sard about Oxford Town signage	
8.3	Memo from Heike Downie regarding the Waimakariri Integrated Transport Strategy	
9.1	Chairpersons Report	139
11	Members Information Exchange	140 - 143
11.1	Mark Brown	
11.2	Niki Mealings	
11.3	Pete Merrifield	
11.4	Michelle Wilson	

AGENDA FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD TO BE HELD IN THE WEST EYRETON HALL, EARLYS ROAD, WEST EYRETON ON THURSDAY 6 APRIL 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 – 7 March 2023** 8 - 18
RECOMMENDATION
THAT the Oxford-Ohoka Community Board:
 - (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 7 March 2023, as a true and accurate record.
 - 4.2. **Matters Arising**
 - 4.3. **Notes of the Oxford-Ohoka Community Board Workshops – 7 March and 22 March 2023** 19 - 22
RECOMMENDATION
THAT the Oxford-Ohoka Community Board:
 - (a) **Receives** the notes of the Oxford-Ohoka Community Board Workshop held on 7 March and 22 March 2023.
5. **DEPUTATIONS AND PRESENTATIONS**

Nil.
6. **ADJOURNED BUSINESS**

Nil.

7. REPORTS

7.1. Request approval for Stop Controls on Powells Road at McJarrows Road / Victoria Street – Shane Biner (Senior Transportation Engineer)

23 - 26

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 230109001491.
- (b) **Approves** the following intersection control changes pursuant to Section 2 of the Land Transport Rule: Traffic Control Devices 2004, with effect from the date of installation of the appropriate signage:

Item	Road to be Controlled	Road to Remain Uncontrolled	Type of Control to be Imposed	Type of Control to be Revoked
1	Powells Road (south leg of intersection)	Victoria Street & McJarrows Road	Stop	Give Way
2	Powells Road (north leg of intersection)	Victoria Street & McJarrows Road	Stop	Give Way

- (c) **Circulates** this report to Utilities and Roading Committee for information.
- (d) **Notes** that staff will work with the landowner at 479 McJarrows Road to trim the hedge on the southwest corner of the intersection to improve visibility.

7.2. Application to the Oxford-Ohoka Community Board’s Discretionary Grant Fund 2022/23 – Kay Rabe (Governance Adviser)

27 - 39

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 230310033042.
 - (b) **Approves** a grant of \$..... to the Waimakariri Kennel Association Inc towards the cost of repainting its Clubrooms.
- OR**
- (c) **Declines** the application from the Waimakariri Kennel Association Inc.

7.3. ANZAC Day Services – Kay Rabe (Governance Advisor)

40 - 42

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 230310033207.
- (b) **Appoints** Board member(s)..... to attend the Ohoka Anzac Day service to be held at 11am on Monday, 24 April 2023, at the Ohoka Hall, Mill Road and to lay a wreath on behalf of the community. Noting that the wreath will be laid in conjunction with a Council representative.

- (c) **Appoints** Board member(s) to attend the Oxford Anzac Day service to be held at 9am on Tuesday, 25 April 2023, and to lay a wreath on behalf of the community.
- (d) **Appoints** Board member(s)..... to attend the West Eyreton Anzac Day service to be held at 12noon on Tuesday, 25 April 2023, and lay a wreath on behalf of the community at West Eyreton. Noting that the wreath will be laid in conjunction with a Council representative.

7.4. **Amendments to Standing Orders for the Oxford-Ohoka Community Board – Thea Kunkel (Governance Team Leader)**

43 - 125

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 230322039604.
- (b) **Adopts** the updated Community Boards Standing Orders 2023 (Trim 230314034912), effective from 7 April 2023.

8. CORRESPONDENCE

8.1. **Letter from Tash Hinds regarding road safety concerns in the Oxford area**

Trim Ref: 230308031570.

8.2. **Letter from Ed Sard about Oxford Town signage**

Trim Ref: 230329043514.

8.3. **Memo from Heike Downie regarding the Waimakariri Integrated Transport Strategy Project**

Trim Ref: 230321039242.

126 - 138

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the correspondence from Tash Hinds (Trim Ref: 230308031570).
- (b) **Receives** the correspondence from Ed Sard about Oxford Town Signage (Trim Ref: 230329043514).
- (c) **Receives** the correspondence from Heike Downie reading the Waimakariri Integrated Transport Strategy Project (Trim Ref: 230321039242).

9. CHAIRPERSON'S REPORT

9.1. Chairperson's Report for March 2023

RECOMMENDATION

139

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report (Trim. 230327042305) from the Oxford-Ohoka Community Board Chairperson.

10. MATTERS FOR INFORMATION

- 10.1. Rangiora-Ashley Community Board Meeting Minutes 8 March 2023.
- 10.2. Woodend-Sefton Community Board Meeting Minutes 13 March 2023.
- 10.3. Kaiapoi-Tuahiwi Community Board Meeting Minutes 20 March 2023.
- 10.4. Drainage and Stockwater Alternative Rating Structure – Report to Council meeting 7 March 2023 – Circulates to all Boards.
- 10.5. Submission on Proposals for the Smoked Tobacco Regulatory Regime – Report to Council meeting 7 March 2023 – Circulates to all Boards.
- 10.6. Pecuniary Interests Register – Report to Council Meeting 7 March 2023 – Circulates to all Boards.
- 10.7. Amendments to Standing Orders for Council, Committee, Sub-Committees and Hearing Panels – Report to Council meeting 7 March 2023 – Circulates to all Boards.
- 10.8. Health, Safety and Wellbeing Report February 2023 – Report to Council meeting 7 March 2023 – Circulates to all Boards.
- 10.9. Enterprise North Canterbury's Six Month progress and financial report to 31 December 2022, six month progress report on the promotion of the Waimakariri District to 31 December 2022 and Draft Statement of Intent for the Financial year beginning 1 July 2023 – Report to Audit and Risk Committee 14 March 2023 – Circulates to all Boards.
- 10.10. Waimakariri District Council Spraying and Chemical Usage – Waterways and Roding Spraying Information – Report to CWMS Waimakariri Water Zone Committee meeting 6 March 2023 – Circulates to all Boards.
- 10.11. Library Update to 9 March 2023 – Report to Community and Recreation Committee meeting 21 March 2023 – Circulates to all Boards.
- 10.12. July 2022 Flood Response Update – Report to Utilities and Roding Committee 21 March 2023 – Circulates to all Boards.

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the information in Items.10.1 to 10.12.

Note:

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

11. **MEMBERS' INFORMATION EXCHANGE**

140 - 143

- 11.1. **Mark Brown**
- 11.2. **Niki Mealings**
- 11.3. **Pete Merrifield**
- 11.4. **Michelle Wilson**

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**

12.1. **Draft Annual Plan 2023/24**

<https://letstalk.waimakariri.govt.nz/draft-annual-plan-2023-24>

Consultation closes 17 April 2023.

13. **BOARD FUNDING UPDATE**

13.1. **Board Discretionary Grant**

Balance as at 31 March 2023: \$2,039.

13.2. **General Landscaping Fund**

Balance as at 31 March 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 3 May 2023 at the Ohoka Community Hall.

Workshop

- *Members Forum*

MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD TO BE HELD IN THE MANDEVILLE SPORTS CENTRE, MANDEVILLE ROAD, MANDEVILLE ON TUESDAY 7 MARCH 2023 AT 7PM.

PRESENT

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

IN ATTENDANCE

G Cleary (General Manager Utilities and Roading), J McBride (Roading and Transport Manager), H Belworthy (Greenspace Landscape Architect), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer)

There were two members of the public present.

1. APOLOGIES

There were no apologies.

2. PUBLIC FORUM

2.1. T Gardiner - Dirt Mandeville

T Gardiner enquired on the status of the asbestos rubble and who would be paying to get it removed. G Cleary noted that the Council was in the process of removing the dirt pile, however he was unable to advise who was paying for the removal. T Gardiner noted that the pile of dirt was on his boundary and the first he had heard about the asbestos was when the fences were erected. The compound that was sprayed on the rubble was only supposed to last for two months however the pile had been there fourteen months now and there were noxious weeds and pests in the pile. G Cleary undertook to follow up and get back to T Gardiner.

T Gardiner also asked if the various sports clubs paid rent to the Council. M Brown explained that there were fourteen clubs that were located at the Mandeville Sports Centre and none of them paid any rent however they paid a yearly levy to the Mandeville Sports Club for their membership. The only rental payment was through the Mandeville Sports Centre to the Council for the use of the land.

2.2. T Samarasekara - Bins in Oxford

T Samarasekara noted that he was new to the area and had settled in Oxford. Oxford township had rubbish collection however where he lived, approximately three kilometres from Oxford, there was no collection. He asked if there was any possibility to enlarge the route and so include his road in formalised rubbish collection. G Cleary noted that it was possible depending on where he lived, Council had increased certain routes in the past and extended the recycling collection out. However, there was a cost and the number of houses, and the distance would determine whether it was a feasible option. He would pass on the request to the appropriate staff for consideration.

3. CONFLICTS OF INTEREST

There were no conflicts declared.

4. **CONFIRMATION OF MINUTES**

4.1. **Minutes of the Oxford-Ohoka Community Board – 15 February 2023**

Moved: N Mealings Seconded: M Wilson

THAT the Oxford-Ohoka Community Board:

- (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 15 February 2023, as a true and accurate record.

CARRIED

4.2. **Matters Arising**

There were no matters arising.

4.3. **Notes of the Oxford-Ohoka Community Board Workshop – 15 February 2023**

Moved: S Barkle Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the notes of the Oxford-Ohoka Community Board Workshop held on 15 February 2023.

CARRIED

5. **DEPUTATIONS AND PRESENTATIONS**

5.1. **Environment Canterbury Draft Annual Plan 2023-24 – Councillor Clair McKay**

Councillor McKay noted that Environment Canterbury Draft Annual Plan had gone out to the public for engagement with a 10% rise which was based on the decisions made in Environment Canterbury's Long Term Plan which had predicted a 4.6% rise. Staff had had recommended a 7.2% inflationary increase with making efficiencies, delaying or deferring some programmes or scaling back some programmes. She supported this going out for engagement which was the first one she had done as a Councillor representing her North Canterbury constituencies, she had believed that going out with a 24% rise for two years in a row was too high, however she did acknowledge what Environment Canterbury staff had done well to keep the rise at 10%. Valuation for Waimakariri both urban and rural went up but the percentage increase was higher for urban, and a decrease for the rural landowners.

S Barkle asked for a summary of anything in the Annual Plan that was significant. Councillor McKay noted that within the 10% they were borrowing for a significant piece of regulatory work that Central Government had decreed Environment Canterbury had to do by 2024 regarding freshwater planning. They had budgeted in their Long Term Plan that they were going to be spending in excess between \$6,000,000 and \$7,000,000 a year from year one, two and three. For the first two years they had already committed to borrowing. The other significant project was the flood recovery for the 2021 floods which primarily affected mid Canterbury however the costing on the Waimakariri flooding was around \$20,000,000. As the flooding was considered an emergency NEMA was going to fund \$8,000,000 and Environment Canterbury would have to fund the rest and had already

borrowed a tranche of \$6,000,000 in 2022 and in the 2023/24 Draft Annual Plan there would be another \$6,000,000.

N Mealings asked if the Ashley River rating zone review had progressed. Councillor McKay noted that staff had been working on this for three to four years prior to covid and they had hoped to have it finished before Christmas 2022. She undertook to follow up on the status of this work.

N Mealings enquired if the Cust / Main Drain sensor for the water level had been fixed and the status of the tree work along the Cust Drain was progressing. G Cleary noted that the Waimakariri District Council had been involved in discussions with Environment Canterbury and had done quite a lot of work in this area. A lot of river gauges had got knocked out in the 2021 flooding, and a lot of work and investment had been done to make them more resilient. Councillor McKay noted in regard to the flood work at the Eyre River there was some erosion areas upstream of Poyntz Road which had generated considerable remedial work in the area. There had been requests for gravel extraction further down near the fords however that was still to be done. She understood that the majority of flood damage on the Cust River had been done however there was still a bit of tidying up to do. There had been quite a lot of work done particularly down the Plasketts Road area and on the downstream side of Two Chain Road.

S Barkle noted that in the ward groundwater and undercurrents were significant issues and it concerned her that the rural rates for Environment Canterbury were decreasing which would potentially mean that important projects like this may not be receiving the funding and research that they required. Councillor McKay noted it was not that the rates were decreasing as the valuations had gone up. The rates decrease was due to how the equation split between urban and rural. These were general rates so it was not that residents were contributing more or less; the same amount would still be accessible for rural projects.

S Barkle asked how much of a priority the groundwater and the undercurrents in the Boards area were. Councillor McKay was unaware of undercurrents being something that was high on Environment Canterbury's priority list given that, as she understood it, most of the undercurrents were due to the Eyre and other historic channels. Environment Canterbury had invested a lot of money into water quality which was one of their regulatory functions. Also, water allocation, consents and policy around making sure they had efficient water uses were also priorities as well as any climate impacts.

T Fulton noted several years ago an Environment Canterbury hydrologist had investigated a land-based area mapping which studied waterflows. This information had later appeared to end up as a designation for an undercurrent. Staff needed to be clear and upfront on the purpose of studies or investigation. Councillor McKay noted that unfortunately whatever data was collected became public and could be used for later studies that had not been anticipated at the time. G Cleary noted that the Council had just decided to investigate rural and urban drainage rating. A number of years ago the Council did quite a big exercise to look at all the three water rating areas, which would lead up to the Long Term Plan. As part of that work staff would be engaging with Environment Canterbury staff as the Environment Canterbury rate for the Eyre River and for example the Ashley River for future river works. There were a whole lot of areas where people did not pay specified rates, and there was a very small nominal district wide flood rate that the Council charged which allowed them to do a bit however issues like undercurrents and naturally occurring waterways were excluded unless it was in a drainage area.

S Barkle asked if there was an update on the Woodstock Quarry. Councillor McKay noted that she was unable to comment as it was before the courts. Wednesday 8 March 2023 the Regulation Hearing Committee would be deciding on the hearing panel, and it would proceed through the normal Resource Management Act process.

6. **ADJOURNED BUSINESS**

Nil.

7. **REPORTS**

7.1. **Public Engagement on Wolffs Road Suspension Bridge – H Belworthy (Greenspace Landscape Architect)**

H Belworthy spoke to the report which sought approval to consult with the community on the preferred option to disestablish the superstructure of Wolffs Road suspension bridge.

T Fulton noted that the WSP report had offered two options. One to disestablish the superstructure and one to restore. He asked why staff had not considered a combination of the two options, given the heritage context of the bridge. He suggested removing the rotten timber and removing the debris around as the first step. If you considered the cost, the heritage values of the bridge and the integrity of the structure it seemed a better option. He noted that the Heritage New Zealand website stated that the Wolffs Road Suspension Bridge was an owner-built wire suspension bridge which dated back to the early 1930s and built immediately after WWII. The bridge had some defining features, it was fabricated from tram rails that had been taken from the streets of Christchurch when the transport board made the change from trams to buses, which was significant from a regional perspective. The suspension cables were purchased from the War Assets Realization Board. These materials were sourced from local farmers and local people as the Council would not support the construction of the bridge despite the fact that you could not cross the river anywhere between Oxford and No 10 Road. This bridge had unified the community and it was built by local people. It had real heritage integrity and a story behind it. He believed that the heritage fabric would not be retained if the suspension elements and removing the decking were removed and only the two towers retained. H Belworthy noted that she would need to check on what WSP had proposed but she believed that the suspension elements should be removed leaving the towers and with the budget to include signage to ensure that the history of the bridge was not lost.

T Fulton noted that he would like to preserve as much of the bridge as possible to encourage visitors and tourism to the area which would be helped to have some historic features in the rural communities. He thought that Council should investigate further to see if it was a viable option to maintain the suspension network of the bridge.

G Cleary explained that if only the timber element was removed then the bridge would not have sufficient support and the cables would swing around and could potentially hit the powerlines. There were actually three options one was to get rid of everything, the second was to leave the towers intact and remove the rest of the superstructure and the other was to fix the whole bridge up. What had not been asked was if there was a way of just prohibiting public access in a way that did not breach any health and safety regulations. He did not think there was an option to leave the bridge as it was as it was deteriorating and would become a hazard over time. There might be an option

of deferring the matter by doing minimum maintenance and work to prohibit public access.

M Brown noted that the costings in the report were from 2021 and they would have gone up since then. He noted from his experience how hard it was to get things into the Councils Long Term Plan and if the Board kept delaying a decision the minimum costs would continue to rise.

T Robson asked what option was being consulted on. H Belworthy replied that they were presenting the disestablishment of the superstructure and signage on the historic nature of the bridge and asking for the public's feedback.

Moved: M Brown Seconded: T Fulton

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 221118200953.
- (b) **Approves** public engagement to be carried out by staff on the preferred option to disestablish the superstructure of Wolffs Road Suspension Bridge.
- (c) **Notes** that engagement was proposed to be carried out in late March and April 2023.
- (d) **Notes** an evaluation report for the bridge had been undertaken by WSP on 15 April 2021 (210416061922) which included options costed out for either repair or disestablish of the bridge.
- (e) **Notes** that any cost figures in the 2021 report had likely increased. These cost figures would need to be reassessed at a later date.
- (f) **Notes** there was currently no funding for either option, funding would need to be sought via the Council Annual Plan or Long Term Plan process and/or through external funders.
- (g) **Notes** that staff would work with Heritage NZ on requirements under the Heritage New Zealand Pouhere Taonga Act 2014.

CARRIED

It was agreed that the Board meeting should adjourn at 8:07pm to enable the Board to have a workshop about on the Roading Capital Works Programme.

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 the Roading Capital Works Programme

Moved: T Robson Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

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

The Board meeting reconvened at 8:37pm.

7.2. **Appointment of a Representative to the Community Liaison Group – K Rabe (Governance Adviser)**

The report sought the appointment of a Board representative to the Community Liaison Group (Canterbury Landscapes).

There were no questions on this matter.

Moved: N Mealings Seconded: T Fulton

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 230222024028.
- (b) **Appoints** Board Member S Barkle as its representative and liaison person to the Community Liaison Group.

CARRIED

7.3. **Approval of the Oxford-Ohoka Community Board Plan 2022-25 – K Rabe (Governance Advisor)**

The report sought the adoption of the Oxford-Ohoka Community Board's Plan 2022-25. It was noted that Members had been given opportunity to make changes and amendments prior to adoption.

N Mealings queried if all her Committees should be listed on page 9 and after a brief discussion it was decided that only local groups should be reflected.

Moved: M Brown Seconded: S Barkle

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 230124008528.
- (b) **Approves** the Oxford-Ohoka Community Board Plan 2022-25 (Trim: 230222024481).
- (c) **Authorises** the Chairperson to approve the final version of the Oxford-Ohoka Community Board Plan 2022-25, if any further minor editorial corrections are required.

CARRIED

7.4. **Retrospective Ratification of the Oxford-Ohoka Community Board's submission on Woodstock Quarries Ltd Resource Consent Applications – Kay Rabe (Governance Advisor)**

The report sought the retrospective ratification of the Board's submission to the Woodstock Quarries Ltd Resource Consent Applications.

G Cleary stood back from the table and took no part in the discussion or decision on this matter.

Moved: S Barkle Seconded: M Wilson

THAT the Oxford-Ohoka Community Board:

- (d) **Receives** report No 230215020098.
- (e) **Retrospectively ratifies** its submissions on Woodstock Quarries Ltd Resource Consent Applications (Trim 221223222019).

CARRIED

8. CORRESPONDENCE

Nil.

9. CHAIRPERSON'S REPORT

9.1. Chairperson's Report for February 2023

- Attended a meeting at Ashley Gorge.
- Attended the Swannanoa Fair.
- Had a meeting with Andrew Schulte around the Woodstock quarry resource consent – Andrew was currently going through the process of trying to find some experts to amplify the Boards submission. There was still no timeline as yet.

Moved: R Harpur Seconded: M Wilson

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report (Trim. 230301027724) from the Oxford-Ohoka Community Board Chairperson.

CARRIED

10. MATTERS FOR INFORMATION

- 10.1. Woodend-Sefton Community Board Meeting Minutes 13 February 2023.
- 10.2. Kaiapoi-Tuahiwi Community Board Meeting Minutes 20 February 2023.
- 10.3. Rangiora-Ashley Community Board Meeting Minutes 15 February 2023.
- 10.4. Submission on the Review into the Future of Local Government – Report to Council meeting 7 February 2023 – Circulates to all Boards.
- 10.5. Ratification of the Council submission to variation 1 of the Proposed District Plan – Report to Council meeting 7 February 2023 – Circulates to all Boards.
- 10.6. Submission on the Water Services Legislation Bill and Water Services Economic Efficiency and Consumer protection Bill – Report to Council meeting 7 February 2023 – Circulates to all Boards.
- 10.7. Establishment of a Property Portfolio working Group – Report to Council meeting 7 February 2023 – Circulates to all Boards.
- 10.8. Review of Elected Member Conference and Training Policy – Report to Council meeting 7 February 2023 – Circulates to all Boards.
- 10.9. Health, Safety and Wellbeing Report January 2023 – Report to Council meeting 7 February 2023 – Circulates to all Boards.
- 10.10. UV Treatment Strategy and Rationale – Report to Council meeting 8 February 2023 – Circulates to all Boards.
- 10.11. Aquatics February Update – Report to Community and Recreation Committee meeting 21 February 2023 – Circulates to all Boards.
- 10.12. July 2022 Flood Response Update - Report to Utilities and Roading Committee meeting 21 February 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 10.12.

CARRIED

11. **MEMBERS' INFORMATION EXCHANGE**

S Barkle

- Canterbury Landscapes site visit – good to see they had been keeping within their boundaries and seemed to be quite innovative with what they were doing.
- Had a meeting with Andrew Schulte and T Robson about the Woodstock quarry submission.
- Attended the Ohoka Mandeville Drainage Advisory Group meeting. Very robust discussion particularly about the Ohoka Stream.
- Attended the Ashley Gorge meeting – was good to see Jean Paul, he was doing a really good job keeping the grounds as they were, and it seemed like he was a very community minded person. He was a really great asset to that location.
- Attended the Swannanoa School Fair – acknowledge the mammoth undertaking from the fair committee, it was a shame about the weather. It seemed like they were still looking to have made a third down what they usually would make.

T Fulton

- Waimakariri Water Zone Committee meeting – had a presentation from a supplier of a portable water quality analysis kit, they saw it demonstrated. Discussion on who was responsible if water from private water supply was deemed questionable. Were problems with the water supply, given that there could be more than one family affected or was there an expectation based on the sample results that Waimakariri District Council or Environment Canterbury would do something.
- Attended, with Councillor Goldsworthy, an introduction to district planning and regulation with staff and found it really useful as a new Councillor.

R Harpur

- Attended Mandeville Sports Club meeting.
 - Good to welcome the new Council representative N Mealings.
 - There was a good turnout of club representatives.
 - Summer sports were starting to wind down and winter sports were ramping up.
 - The big talking point was the asbestos, and it was getting removed.
 - The women's toilets had been painted.
- Attended Ohoka Mandeville Rural Drainage Advisory group meeting.
 - Commended Council staff's handling of a difficult meeting.
 - Meeting with people from the north side of Tram Road that had the drains going through their properties in Millfield and Sandona and they were upset about some of the maintenance that was happening in the urban areas. They were also upset about the Mandeville diversions.
- Attended Swannanoa School Fair.
- Attended North Canterbury GreyPower meeting.
 - There was a meeting with Mayor Gordon with the executives on the matter of footpaths. They were quite adamant that they were for pedestrian traffic and that scooters should be kept off.
 - Power prices were a big issue for the elderly – most of them used GreyPower electricity but the numbers of membership had decreased by more than half.
 - There was a big discussion around call centres a lot of the elderly had issues understanding some of the accents.
 - Health was the main concern and it seemed like the report was that the Rangiora Health Centre had been put on hold. S Barkle noted that there was a bit of a hold up because of a potential addition to the hub so there was a delay, but it could be for the benefit of everybody.

M Brown

- Congratulated the Chairperson on the Boards Facebook page.

P Merrifield

- Attended the Diversion Road meeting.
- Went to the Ashley Gorge – good to see how good it was looking and how well it was being maintained.
- Attended the Swannanoa Fair.

M Wilson

- Had some enquiries about Amuri Net and whether it was going to continue down Bradleys and no it was not.
- Attended the Swannanoa Fair – great to see the community showing up despite the weather.
- Worked on the submission for the smoked tobacco regulatory scheme – did quite a bit of research about what was going on because there was a lot of concern that those vape shops were popping up along routes where students were heading to school. There was a survey done in 2022 at three schools in the North Island and she found it significant was that 45% for students started vaping because someone shared their vape with them at school. In year nine 75% of students had not tried vaping but by the time they got to year thirteen there was only 40% who had not tried it. There had also been a noticeable drop in smoking as a result, but vaping was never intended for those under eighteen.

N Mealings

- Council Meeting 7 March 2023.
 - The Council had decided to establish a Drainage and Stockwater Rating Working Group to investigate options of the possibility of having a district wide drainage rate. It would only be looking at rural drainage because at this point rural drainage and stock water was not included in the Governments Three Waters. The Working Group consisted of Mayor Gordon and Councillors Fulton, Mealings and Williams and Council staff members Jeff Millward, Gerard Cleary and support from the Finance, Rating and 3 Waters teams.
- Canterbury Mayoral Forum Climate Change Action Planning Reference Group – First meeting of new regional group convened through the Canterbury Mayoral Forum to deliver a collaborative Canterbury Climate Partnership Plan.
- Council Session – Strategy / Master Plan – Interactive strategy workshop with Council and staff.
- Social Services Waimakariri Advisory Group – Bi-monthly meeting of district social service providers to network and collaborate on local issues. Includes representatives from AOD services, food banks, health, police, social work, community groups etcetera.
- Community Wellbeing North Canterbury Trust Board meeting.
- Utilities and Roading Committee meeting – Chaired the meeting. South Eyre Road next site for pavement rehabilitation starting early mid-March 2023; Vegetation trimming being undertaken in Lees Valley; due to several planned works to be done on Ashley Gorge Road in the short term, Council staff were working with the contractor to see if works can be combined and done in one closure to minimise disruption. New stainless steel water storage tank (first of its kind in Waimakariri) at Mandeville finally under construction; Contractor will be reservoir sealing throughout the district including Oxford from March 2023; Council staff working hard to wrap up flood response investigations and maintenance from 2022 events by end of June 2023.

- District Planning and Regulation Committee meeting.
- Council Workshop – Chlorination update – despite works already undertaken, Council still must have demonstrably safe reservoir repairs, UV treatment from 24 June 2023, continuous water quality monitoring stations (online from 23 June 2023) or case is different.
- Community and Recreation Committee meeting – Marshall family bequest sculpture now installed in Ohoka Domain; Next Steps 'one-stop-shop' website launching 29 March 2023 and will replace Social Services Waimakariri and Altogether Hurunui websites to direct people to help.
- Natural Environment Strategy PCG meeting – progressing NES development.
- Canterbury Landscapes Supplies site visit – met with CLS staff and EDEAI members at composting plant. Good to see improvements in the site and open dialogue between staff and residents.
- Met with chair of Waimakariri Biodiversity Trust – discussed work of the Trust and what Waimakariri District Council was doing in that space.
- Council briefing and workshop session.
- Extraordinary Council meeting – to approve Draft Annual Plan to go out for consultation. Started at 14.6%, trimmed down to 5.97% average. Open 17 March to 17 April 2023.
- Mandeville Sports Centre all clubs meeting – discussed upcoming events / issues. Painting of changing rooms / toilets underway.
- Waimakariri Youth Council meeting – Guest speaker: Lesley Ottey / EcoEducate Planning launch of activation platform and mural at Dudley Park.
- Ohoka Mandeville Rural Drainage Advisory group meeting – first meeting of new term. D Nicholl re-elected as Chairperson. Three new members in attendance.
- Portfolio catch-up with staff - Waimakariri District Council working with other Canterbury Councils to develop a Climate Action Plan through the Canterbury Mayoral Forum. Currently undertaking a Climate Resilience Stock Take with Waimakariri District Council departments to update work done in 2019.
- Swannanoa Fair – Oxford-Ohoka Community Board staff at fair. Pleased to see the return of this great community event led by Swannanoa School. Unfortunate weather, but glad to see it did not deter people from coming.

12. **CONSULTATION PROJECTS**

12.1. **Pegasus Community Centre**

<https://letstalk.waimakariri.govt.nz/pegasus-community-centre>

Consultation closes Wednesday 15 March 2023.

The Board noted the consultation project.

13. **BOARD FUNDING UPDATE**

13.1. **Board Discretionary Grant**

Balance as at 28 February 2023: \$1,539.

13.2. **General Landscaping Fund**

Balance as at 28 February 2023: \$13,090.

The Board noted the funding update.

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 6 April 2023 at the West Eyreton Hall, West Eyreton.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 9.28pm.

CONFIRMED

Chairperson

Date

NOTES OF A WORKSHOP OF THE OXFORD-OHOKA COMMUNITY BOARD HELD AT THE MANDEVILLE SPORTS CENTRE, MANDEVILLE ROAD, MANDEVILLE ON TUESDAY, 7 MARCH 2023 AT 8.07PM.

PRESENT

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

IN ATTENDANCE

G Cleary (General Manager Utilities and Roothing), J McBride (Roothing and Transport Manager), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer).

APPOLOGIES

There were no apologies.

1. ROADING CAPITAL WORKS PROGRAMME

Presenter(s): J McBride (Roothing and Transport Manager)
Trim Ref: 230306030136

Questions:

- What was entailed in the improvements at the intersection of South Eyre Road and Browns Road?
It could be a number of things, it could be upgrading signage and markings, or if in the case of an unsealed road where the meeting of seal could be uneven transition. Council staff would go through and look at the design for each intersection and come back to the Board with that when they had more detail.
- In reference to the lighting deficiencies in Oxford, were staff mindful of the dark sky status?
It was something that staff would consider going forward. The LEDs were all changed five to six years ago and at the time it was not a factor however it was certainly something that staff could look to implement going forward.
- With the minor works on Mandeville Road and village area what kind of works were they?
Staff were looking to potentially put in some curbing to formalise the parking along the front by the village because of safety concerns when vehicles tried to back out onto Mandeville Road.
- With the walking and cycling projects, what was the process for a community to put forward walking and cycling projects and the timeline to get them into this type of prioritising?
These walking and cycling projects were generally smaller items such as cut downs and pedestrian islands. There was one that was a short section of path included in the budget. The bigger walking and cycling projects sat within Council's walking and cycling plan. Council had, as part of the Transport Choices package, been successful in getting funding for some of the more major walking and cycling connections which Council had agreed were priority one, such as the Woodend to Kaiapoi link.
- Considering the dark sky initiative, would there be an option to have lit bollards instead of the current inadequate light poles and could that address the shortcomings currently experienced and possibly be more economical?
This was certainly something that Council could do some homework on to establish if there were other options or alternatives.

- Was there any update on the Mandeville roundabout?
The roundabout was in the 2023/24 budget for design work and the Council were hoping to go to construction the following year. Council did their Waka Kotahi funding bids in three-year blocks, and this was one of the projects Council would be putting forward for the next three years.
- Noting the Dixons Road bridge widening, there was a bridge going to the Ashley Gorge that was very narrow, however it did have warnings that it was a narrow bridge. Down Earlys Road there was also a narrow bridge which seemed very similar but had no warnings on it. Down Mill Road heading out of Cust there were three bridges that seemed to be the same size, but they were all one way. What was the criteria on which bridges were one way, had warnings or were left alone?
Yes, there was criteria for when warning signage should be installed or if it was classified as a one lane bridge. Staff would review Mill Road bridge to make sure that it was compliant. However, in the Dixon Road Bridge the Council were removing roadside hazards. There was a programme in place to strategically review the network focussing on the arterial roads first to remove any concrete headwalls that were often on the culvert ends as they were very unforgiving if people hit them.
- German Road was a narrow strip of seal, with no markings other than at some intersections. When using the area unmarked it was quite intimidating to meeting tractors or trucks and not have any guidance as to which side of the road was yours. Why could the white line continue down the length of the road?
It would depend on the width of the road whether there was sufficient space to mark two lanes and also the volume of traffic on the road. When there were low traffic volumes, sealed roads tended not to be marked as it was found that a centre line increased traffic speed because people were lulled into a false sense of security. Where there was that uncertainty, motorists tended to slow down.
- The shared path between Bradleys Road and Jacksons Road, particularly the new gravel bit on Mill Road needed some maintenance, as it overgrown with weeds and all but disappearing. The asphalt part between White and Bradleys Roads also could be dealt with.
- Park Avenue footpaths in Oxford was in very bad condition when it rained there were lots of puddles and tree routes popping up and people's driveways disappearing under the water.

THERE BEING NO FURTHER BUSINESS, THE WORKSHOP CONCLUDED AT 8.37PM.

NOTES OF A WORKSHOP OF THE OXFORD-OHOKA COMMUNITY BOARD HELD IN THE COUNCIL CHAMBERS, CIVIC BUILDINGS, RANGIORA ON WEDNESDAY 22 MARCH 2023 AT 5.30PM.

PRESENT

T Robson (Chairperson), S Barkle, P Merrifield and M Wilson.

IN ATTENDANCE

K Rabe (Governance Advisor).

APPOLOGIES

M Brown.

1. Waimakariri District Council Draft Annual Plan 2023/24

Presenter(s): Not Applicable

Trim Ref: Not Applicable

Items raised for inclusion in the WDC Submission:

Key Issues

Water standards

- Better information regarding what schemes already have UV and what schemes are still to be done.
- Query on responsibility of owners under water standards and is there any assistance for ECan or Council.
- Will this become a flat rate for all residents and if so by how much would this raise the income which would affect the rates.

Drainage and Stormwater

- Are these the same or is stormwater referred to natural drainage. Better communication regarding this would be good.
- Support flat rate across the district.

Inflation for Roothing (and other roading matters)

- Inadequate repairs/quality of repairs not good. Repairs need to extend to the shoulders of the road.
- Thank Council for the cycleway on Tram Road but needs to be extended to connect communities.
- North Eyre Road better option for cycleway – use old train rails and stations to create a rail trail and rest areas – encourage visitors to the area.
- Support reduction of speed limits outside schools.
- Surface Oxford Main road from Harewood to west of the Oxford Pub.
- Maintenance on shingle roads needs more priority.

Government Reform

- Supports Council's stand on opposing 3 Waters Reform.
- Concern regarding cost of the opposition with only a handful of Councils paying but all councils benefiting.

Climate Change and Sustainability

- *Add comment on riparian planting from previous submission.*
- *Need for data collection and risk assessment of groundwater and resurgence for future protection of water.*

Community Facilities

- Stop charging not for profit and community groups for hiring council facilities.

- Consider purpose built facility near Mandeville for future proofing area as community grows.
- Community Halls sufficient in the short term.

Rubbish and Recycling

- More communication and education around what can and cannot be recycled.

Environmental Health Services

- Council to consider bylaw option to control where and how many vape shops can open in the district.
- Supports Council advocacy on this for better legislation.

Community Development and Health

- Central drop off area for excess food/fruit – community pantry OK but for more volume would be better to have known area to drop off excess. Food Secure or another organisation able to pick up and redistribute.
- Council to consider encouraging medical centres and medical practitioners to the district.
- Encourage locals to support health facilities.

Property Management

- Encourage Council to review its management of its property portfolio more profitably.

Other

- Oxford sewage system – same as previous year
- Ashley Gorge water system – thank Council.
- Oxford skate park – same as previous year

2. ECan Draft Annual Plan 2023/24

Presenter(s): Not Applicable

Trim Ref: Not Applicable

- Concern that document has little detail.
- No mention of ground water and what is being done to protect it.
- No shingle extraction from rivers
- River maintenance – does not clear debris and leave it to wash down stream in heavy weather.

THERE BEING NO FURTHER BUSINESS, THE WORKSHOP CONCLUDED AT 7pm.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: RDG-30 / 230109001491

REPORT TO: OXFORD-OHOKA COMMUNITY BOARD

DATE OF MEETING: 6 April 2023

AUTHOR: Shane Binder, Senior Transportation Engineer

SUBJECT: Request approval for Stop Controls on Powells Road at McJarrows Road / Victoria Street

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



 General Manager



 Acting Chief Executive

1. SUMMARY

1.1 This report seeks approval to install stop controls on Powells Road at its intersection with McJarrows Road / Victoria Street.

1.2 The intersection of Powells Road, McJarrows Road, and Victoria Street is a 90-degree crossroads. McJarrows Road and Victoria Street is the priority route running east-west while Powells Road intersects from the side. A hedgerow on the property boundary of the southeast corner of the intersection limits visibility from the south approach to the east, making a Stop control more appropriate than a Give Way.

2. RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 230109001491;
- (b) **Approves** the following intersection control changes pursuant to Section 2 of the Land Transport Rule: Traffic Control Devices 2004, with effect from the date of installation of the appropriate signage:
- (c)

Item	Road to be Controlled	Road to Remain Uncontrolled	Type of Control to be Imposed	Type of Control to be Revoked
1	Powells Road (south leg of intersection)	Victoria Street & McJarrows Road	Stop	Give Way
2	Powells Road (north leg of intersection)	Victoria Street & McJarrows Road	Stop	Give Way

- (d) **Circulates** this report to Utilities and Roading Committee for information.
- (e) **Notes** that staff will work with the landowner at 479 McJarrows Road to trim the hedge on the southwest corner of the intersection to improve visibility.

3. **BACKGROUND**

- 3.1. The intersection of Powells Road, McJarrows Road, and Victoria Street is a 90-degree crossroads. McJarrows Road and Victoria Street is the priority route running east-west while Powells Road intersects from the side, as shown on the next page in Figure 1. A hedgerow on the property boundary of the southeast corner of the intersection limits visibility from the south approach to the east, making a Stop control more appropriate than a Give Way.
- 3.2. Figure 1: Intersection Layout – McJarrows Road / Victoria Street / Powells Road



4. **ISSUES AND OPTIONS**

- 4.1. Per the *Traffic Control Devices Manual Part 4 Section 4.1.2*, stop control should be implemented at intersections “where at a point 9 m from the limit line on a controlled approach to the intersection a lack of visibility means that, at an approach speed of more than 10 km/h, a driver could not see a vehicle on an uncontrolled approach at a distance (in metres) of 1.2 times the numeric value of the speed (in km/h) exceeded by 15% of vehicles approaching on the main road.”
- 4.2. Per the *Waka Kotahi Guidelines for the implementation of traffic control at crossroads (RTS 1)*, the use of different controls (e.g., stop control, give-way control) on opposite approaches of a crossroads should be avoided to minimise driver confusion. It is therefore considered best practice to have the same traffic control on both side streets unless other safety considerations take higher priority.
- 4.3. A service request from area residents was lodged regarding visibility at this intersection. Staff have compiled available traffic data and site visit observations to evaluate intersection visibility.
- 4.4. Traffic and speed counts were collected by Council in November 2021 on McJarrows Road east of the intersection. The 85th percentile speed was measured at 93 km/hr. It is therefore assessed that stop control should be erected if the sight distance is less than 111m. Sight distance to the east from Powells Road is approximately 24m; see Figure 1 above. It is therefore considered that stop control is appropriate for the south approach of Powells Road. As noted above, it is best practice to have consistent traffic control on both side street approaches, so it is also considered that stop control is appropriate for the north approach of Powells Road.

4.5. Figure 4: Sight distance from Powells Road (south approach) to the east



Implications for Community Wellbeing

There are not implications on community wellbeing by the issues and options that are the subject matter of this report.

4.6. 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.

5.2. Groups and Organisations

There are not groups and organisations likely to be affected by, or to 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.

The impacts of intersection control change are considered to be very localised.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

There are no financial implications of the decisions sought by this report; the cost to change signage and markings required for these changes can be accommodated within the Road Maintenance budgets.

6.2. **Sustainability and Climate Change Impacts**

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

While a change to stop control will increase emissions from vehicles coming to a complete stop and then accelerating, this increase is considered to be inconsequential.

6.3 **Risk Management**

There is currently a risk that a motorist could travel through any of these intersections without sighting conflicting traffic due to limited sight distance. There are not future risks arising from the adoption/implementation of the recommendations in this report.

6.3 **Health and Safety**

There is currently a risk that a motorist could travel through one of the three intersections without sighting conflicting traffic due to limited sight distance. There are not future health and safety risks arising from the adoption/implementation of the recommendations in this report.

Physical works will be undertaken through the Road Maintenance Contract. The Road Maintenance contractor has a Health & Safety Plan and a SiteWise score of 100.

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**

Section 2 of the Land Transport Rule: Traffic Control Devices 2004 requires a Road Controlling Authority to "authorise and, as appropriate, install or operate traffic control devices."

7.3. **Consistency with Community Outcomes**

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

7.3.1. There is a safe environment for all

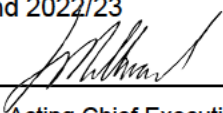
- Harm to people from natural and man-made hazards is minimised.
- Crime, injury and harm from road crashes, gambling, and alcohol abuse are minimised.

7.3.2. 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.

7.4. **Authorising Delegations**

Per Part 3 of the WDC *Delegations Manual*, the Community Board has the delegated authority to approve control signs on streets (e.g., stop, give way, etc.).

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** GOV-26-10-06 / 230310033042**REPORT TO:** OXFORD-OHOKA COMMUNITY BOARD**DATE OF MEETING:** 6 April 2023**AUTHOR(S):** Kay Rabe, Governance Advisor**SUBJECT:** Application to the Board's Discretionary Grant Fund 2022/23**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)_____
General Manager

Acting Chief Executive**1. SUMMARY**

The purpose of this report is to consider an application for funding received from:

Name of Organisation	Purpose	Amount requested
Waimakariri Kennel Association	Towards repainting its Clubrooms	\$500
Total		\$500

Attachments:

- i. An application from Waimakariri Kennel Association Inc (Trim 230309032906).
- ii. Spreadsheet showing the previous two years' grants.
- iii. Board funding criteria 2022/23 (Trim: 210603089866).

2. RECOMMENDATION**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 230310033042.
- (b) **Approves** a grant of \$..... to the Waimakariri Kennel Association Inc towards the cost of repainting its Clubrooms.

OR

- (c) **Declines** the application from the Waimakariri Kennel Association Inc.

3. BACKGROUND

- 3.1 **Waimakariri Kennel Association Inc** is seeking funding towards the cost of repainting its Clubrooms.
- 3.2 The current balance of the Oxford-Ohoka Community Board's Discretionary Grant Fund for 2022/23 is \$2,039.

4. **ISSUES AND OPTIONS**

Waimakariri Kennel Association (the WKA)

- 4.1 The WKA was initially formed in 1999 and was formally known as the Malvern Kennel Association. As most of the Committee members resided in North Canterbury, the shows were moved to the Swannanoa Domain, and in 2010 the name was the Association was changed to the Waimakariri Kennel Association. In 2013 the development of the Dog Arena at the Mandeville Sports Centre saw the WKA relocating its activities to the sports centre and, in conjunction with the North Canterbury Kennel Association, developing clubrooms. The WKA has been an active member of the Mandeville Sports Centre ever since.
- 4.2 WKA are requesting funding towards repainting its clubrooms which was recently defaced with graffiti and is also taking the opportunity to completely repaint the clubrooms, which they share with the North Canterbury Kennel Association. The quote for the work is from a qualified painter prepared to do the work at a reduced rate as he is involved in the dog show circuit.
- 4.3 Dog shows attract members from across Canterbury, the South Island and further afield. It is important when hosting events for the host Association to project a professional and credible image. It is also essential to protect and maintain its most valuable asset; the building.
- 4.4 This project will proceed if this application is unsuccessful, however, it may take longer to raise the necessary funds. Therefore, there is a risk that the clubrooms will not be painted by October 2023, when the WKA will host a benefit show. This is the first time the WKA has applied to the Board for funding.
- 4.5 The Board may approve or decline grants per the grant guidelines.
- 4.6 **Implications for Community Wellbeing:**
There are no social and cultural implications on community wellbeing by the issues and options that are the subject matter of this report.
- 4.7 The Management Team has reviewed this report.

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.

5.2 **Groups and Organisations**

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

5.3 **Wider Community**

Dog shows allow people to experience dogs in a positive light and encourage people to train their dogs, therefore, achieving responsible dog ownership.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1 **Financial Implications**

The Annual Plan for 2022/23 includes budget provision for the Oxford-Ohoka Community Board to approve grants to community groups up to \$5,990. An amount of \$549 was carried forward from the 2021/22 financial year, bringing the Discretionary Grant Fund to a total of \$6,539 for this financial year.

The application criteria specify that grants are customarily limited to a maximum of \$500 in any financial year (July to June), even though a group can apply up to twice a year, providing it is for different projects. Where applicable, GST values are calculated and added to appropriately registered groups if decided benefits exceed Board resolved values. The current available balance of the Oxford-Ohoka Community Board's Discretionary Grant Fund 2022/23 is \$2,039.

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**

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

6.4 **Health and Safety**

All health and safety related issues would fall under the auspices of the Waimakariri Kennel Association.

7. **CONTEXT**

7.1 **Consistency with Policy**

These matters are not matters of significance in terms of the Council's Significance and Engagement Policy.

7.2 **Authorising Legislation**

Not applicable.

7.3 **Consistency with Community Outcomes**

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

There are wide-ranging opportunities for people of different ages and cultures to participate in community life and recreational activities.

7.4 **Authorising Delegations**

Community Boards have delegated authority to approve Discretionary Grant Funding.

Groups applying for Board Discretionary Grants³⁰ 2022/2023

Name of Group: Waimakariri Kennel Association Inc.

Address: Mandeville Sports Centre

Contact Person within Organisation: Martin Hewitt

Position within Organisation: President

Contact phone number: [REDACTED] Email: [REDACTED]

Describe what the project is and what the grant funding be used for? (Use additional pages if needed)

We are re-painting our clubrooms at the Dog arena, Mandeville Sports Centre as it has been subject to a graffiti attack and it also it is need of a full re-paint.
The Club rooms are shared with the North Canterbury Kennel Association.
The person doing it is a qualified painter but is doing this at a reduced rate as he also attends show

What is the timeframe of the project/event date? April 2023

Overall Cost of Project: \$ 1,700 Amount Requested: \$500

How many people will directly benefit from this project? 400

Who are the range of people benefiting from this project? (You can tick more than one box)

- People with disabilities (mental or physical) Cultural/ethnic minorities District
- Preschool School/youth Older adults Whole community/ward

Provide estimated percentage of participants/people benefiting by community area:

Oxford-Ohoka 10 % Rangiora-Ashley 10 % Woodend-Sefton 10 % Kaiapoi-Tuahiwi 10 %

Other (please specify): 60% rest of South island

If this application is declined, will this event/project still occur? Yes No

If No, what are the consequences to the community/organisation?

[Empty box for consequences]

What are the direct benefit(s) to the participants?

Preserving the Clubrooms for the benfit of those attending our shows

What is the benefit(s) to your organisation?

31

Preserving our Asset

What are the benefit(s) to the Oxford-Ohoka community or wider district?

A good looking building not covered in graffiti

Is your group applying under the umbrella of another organisation (that is Charity/Trust registered?) Yes No

If yes, name of parent group: _____

What is the relationship between your group and the parent group?

What other fundraising has your group undertaken towards this project/event? List any other organisations you have applied or intend to apply to for funding this project and amount applied for this project:

We run a benefit Show each year in October

Have you applied to the Oxford-Ohoka Community Board or any other Waimakariri Community Board for other project funding in the past 18 months? Yes No

If yes, please supply details:

- Enclosed Financial Balance Sheet and Income & Expenditure Statement
(*compulsory – your application cannot be processed without financial statements*)
- Supporting costs/quotes
- Other supporting information

- I am authorised to sign on behalf of the group/organisation making this application.
- I declare that all details contained in this application form are true and correct to the best of my knowledge.
- I accept that successful applicants will be required to report back to the Community Board by completing a simple Accountability Report.
- I accept that information provided in this application may be used in an official Council report available to the public.

Please note: If submitting your application electronically, entering your name in the signature box below will be accepted as your signature:

Signed: Martin HewittDate: 7/3/23

WAIMAKARIRI KENNEL ASSOCIATION INCORPORATED

BALANCE SHEET AS AT 31ST MARCH 2022

LIABILITIES

Accumulated Funds 2021	19574.84
Less !/2 Share Write off Container 1037.29	
Less ½ Sale \$200	(837.19)
Expenditure over Income	(531.93)
	<u>18205.72</u>

ASSETS

Westpac		3139.13
Multipot	18.55	
Less Depreciation	1.85	16.70
Pooper Scoopers	30.54	
Less Depreciation	3.05	27.49
Tables & Scales	129.19	
Less Depreciation	12.91	116.28
Ring Standards	96.07	
Less Depreciation	9.60	86.47
Ramp	236.28	
Less Depreciation	23.62	212.66
½ Share Building		8613.65
½ Share Storage Shed		4478.26
7 Gazebos	1683.43	
Less Depreciation	168.34	1515.08
		<u>18205.72</u>

C Wood Reviewer

C Wood

8.5.22

WAIMAKARIRI KENNEL ASSOCIATION INCORPORATED
INCOME AND EXPENDITURE ACCOUNT FOR YEAR ENDED 31ST MARCH 2022

INCOME		EXPENDITURE	
2021		2021	
2	Interest	2.06	
457	Raffle	208.00	Conference 2022
18730	Show Entries	8907.00	Box Rental
30	Subscriptions	24.00	1948 Levies
65	Float Rebanked	11.00	Dogs NZ
	Sale of Container	400.00	Power to Shed
	Camping	140.00	808 Mandeville Sports Club
700	Gazebo Sites	350.00	700 Catering
			856 Function
			1698 Show General
			3215 Prize Money
			1026 Rosettes
			4745 Judges & Stewards
			56 Depreciation
			89 North Canterbury Insurance Building
			185 Waimakariri Bins
			149 Refunds
			½ Share sale of Container
			4548 Income over Expenditure
	Expenditure over Income	531.93	
		<u>10573.99</u>	<u>10573.99</u>

Leslie Chambers

5th March 2023

Mandeville Dog Club Rooms.

Quote for exterior work to be carried out as follows.

To prepare and apply 2 coats of Acrylic Cool Colours Roof paint [Karak Green] to all walls and Soffits of the Mandeville Dog Club Rooms.

To Hydro clean the exterior to remove all moss and dirt prior to painting.

To remove cellotape residue to the front veranda walls prior to painting.

“Windows and entry door to be left as is, also roof is not included”

Labour and paint; \$1.700.00

Note we will Hydro clean during next week ready for painting next weekend, Weather permitting.

If this is not possible due to weather we will not be able to start till after Easter, as we are away in Australia.

Kind Regards

Tony Gibson.

		Council Allocation \$6,670 + Carry forwards \$3,403 = \$10,073							\$ 10,073.00
8-Jul	No applications considered								
5-Aug	Oxford Community Night Patrol	Purchasing two sets of reflective magnetic signs.	200714087215	Patrick Campbell walkntours@xtra.co.nz	25.02.2021	\$449	\$449	\$	9,624.00
2-Sep	All Together Kaiapoi	Towards entertainment at the Waimakariri Light Party	200814104865	Linda Dunbar alltogetherkaiapoi@gmail.com	Decline	\$500	\$0	\$	9,624.00
7-Oct	Waimakariri Gorge Golf Club	Towards the replacement of the green's mower	200806100290	Jill Blatch jill.blatch@gmail.com	15/02/2021	\$500	\$500	\$	9,124.00
7-Oct	Ohoka School	Towards the cost of purchasing new high jump equipment.	200917123343	Leigh Ginnever sport@ohoka.school.nz	5/05/2021	\$488	\$488	\$	8,636.00
4-Nov	No applications considered								
2-Dec	Swannanoa Preschool	Towards the cost of purchasing new vacuum cleaner	201109150699	Lorraine McGregor swannanoapreschool@xtra.co.nz	Jul-21	\$500	\$500	\$	8,136.00
3-Feb	Oxford Community Trust	Towards the hosting of a wellbeing networking retreat.	201118155243	Ronel Stephens ronel@oxfordtrust.co.nz	17.06.2021	\$500	\$500	\$	7,636.00
3-Mar	Waimakariri Arts Trust	Towards the running costs associated with the Kaiapoi Art Expo and Schools' Art Expo.	210122010394	Theresa Smith info@kaiapoartexpo.co.nz	12.08.2021	\$500	\$500	\$	7,136.00
3-Mar	Clarkville Playcentre	Towards the cost purchasing sand for the sandpit	201204165153	Aisha Addison 02102988898 clarkvilleplaycentre@gmail.com		\$210	\$210	\$	6,926.00
3-Mar	Oxford Arts Trust	Towards costs of ceiling instalation	210120008145	Dr A Wilkinson 03 312-1639 artsinxfordgallery@gmail.com	26.05.2021	\$3,578	\$500	\$	6,426.00
7-Apr	Standardbred Stable to Stirrup Charitable Trust	Towards the cost of purchasing new equipment	201207165901	Sue Blake 0274351742 srrct@gmail.com	4.8.2021	\$562	\$500	\$	5,926.00
7-Apr	View Hill School	Towards the cost of purchasing a set of soccer goals for the school grounds	210324049125	Bu Windsor 03 3124336 principal@viewhill.school.nz	20.9.2021	\$500	\$500	\$	5,426.00
2-Jun	Oxford Badminton Club	Towards the costs of hosting a club night for local members.	210421064661	Harriet Schuster-Hill 0275073023 harrietehill@live.com	9.8.2021	\$500	\$500.00	\$	4,926.00
2-Jun	Ohoka Cricket Club	Towards the cost of purchasing two new hessian covers.	210505071318	Richard Belcher 0241287286 ohokacricketchub@gmail.com	9.08.2021	\$500	\$500.00	\$	4,426.00
2-Jun	Oxford Rugby Club (JAB)	Towards the cost of replacing old and damaged gear.	210429068141	Shara Kelsey-Rose 0276961133orfjab@gmail.com	18.8.2021	\$500	\$500.00	\$	3,926.00
2-Jun	Swannanoa Preschool	Towards the cost of purchasing native/bicultural resources.	210511075038	Lorraine McGregor swannanoapreschool@xtra.co.nz	21.9.2021	\$1,320	\$500.00	\$	3,426.00
2-Jun	Oxford Community Night Patrol	Purchasing of Hi-Visibility vests	210520080512	Patrick Campbell walkntours@xtra.co.nz		\$846	\$500.00	\$	2,926.00
								\$	2,926.00

Oxford-Ohoka
Community
Board
10.139.100.2410

Oxford-Ohoka Community Board		2021/22 \$5,820 + Carryover \$3,000 = \$8,820									\$ 8,820.00
1-Jul	Oxford Arts Trust	Shelving, furniture	210603089944	Lynley McDougall artsinxfordgallery@gmail.com	11.02.22	\$500	\$500	\$	8,320.00		
1-Jul	West Eyreton Primary School	New books and lego	210524082685	Pip Wyatt 0212946503 pip.wyatt@westeyreton.school.nz	9-Dec-21	\$456	\$456	\$	7,864.00		
1-Jul	Swannanoa Volunteer fire brigade	Junior crew uniforms	210531087083	Peter Anderson peter.anderson@fireaandemergency.nz	30.06.2022	\$722	\$500	\$	7,364.00		
1-Jul	Swannanoa Volunteer fire brigade	Cost of holding open day	210531087086	Peter Anderson peter.anderson@fireaandemergency.nz		\$539	\$500	\$	6,864.00		
4-Aug	Nil										
9-Sep	Meeting Cancelled										
6-Oct	Nil										
3-Nov	Life Education Trust	Delivery of the Healthy Harold Programme	210923153871	Andrew Gray 0211766519 andy.gray@lifeed.org.nz	4.07.2022	\$500	\$500	\$	6,364.00		
3-Nov	Mandeville Sports Club	Purchase of a Life Members Board	211005160157	Anne Prattley 0274168862 oscar.farming@xtra.co.nz		\$477	\$477	\$	5,887.00		
3-Nov	Eyreton Pony Club	Towards the building of horse yards	211013165578	Leigh Ginnever 0212299883 grants@eyretonponyclub.co.nz		\$500	\$500	\$	5,387.00		
9-Dec	Oxford Community Trust	Purchase gazebos for Christmas Wonderland	211111181221	Gorgia Harris youth@oxfordtrust.co.nz		\$600	\$500	\$	4,887.00		
2-Feb	Nil										
2-Mar	Oxford Arts Trust	Purchase an air purifier	220215019680	Areta Wilkinson artsinxfordgallery@gmail.com	21.06.22	\$500	\$500	\$	4,387.00		
6-Apr	Clarkville Playcentre	Purchase bikes and scooters	220304031326	Mishalla Bateup 0278420647 mishalla.allen1@gmail.com	31.05.22	\$376	\$376	\$	4,011.00		
1-Jun	Standardbred Stable to Stirrup Charitable Trust	Ground membership renewal	220427064083	Kerry Helm 0212010899 kerryhelm@hotmail.com		\$400	\$400.00	\$	3,611.00		
1-Jun	Cancelled Tasman Young Farmers	Community Ball	220428064584	0220813631 tasman.chair@youngfarmers.co.nz		\$500					
1-Jun	Standardbred Stable to Stirrup	uniforms	220505070547	kerryhelm@hotmail.com		\$500	\$500.00	\$	3,111.00		
1-Jun	Swannanoa Home and School	kappa haka uniforms	220516077528	kirstyford8@gmail.com 0272954459		\$500	\$500.00	\$	2,611.00		
1-Jun	Swannanoa Home and School	football tshirts	220518079421	kirstyford8@gmail.com 0272954459		\$500	\$500.00	\$	2,111.00		
1-Jun	Oxford Historical Records Soc	securing medal display cabinets	220503068157	oxmuseum@gmail.com 3124477		\$697	\$697.00	\$	1,414.00		
1-Jun	Oxford Promotions Action Com	Te Papa Matariki Activity Book	220518080191	admin@oxfordnewzealand.co.nz		\$404	\$404.00	\$	1,010.00		
1-Jun	Swannanoa Preschool	storage for nursery	220518080206	swannanoapreschool@xtra.co.nz 3126198		\$461.00	\$461.00	\$	549.00		

							\$5,990 + \$549 = 6539
2022/23 \$5,990 + Carryover \$ = \$							
Jul	Swannanoa Volunteer fire brigade	Purchase a BBQ	220427063953	Peter Anderson peter.anderson@fireandemergency.nz	\$999	\$500	\$ 6,039.00
Jul	Waimakariri Dog Training Club Inc.	Towards the cost of purchasing a new BBQ.	220519080727	Sarah Cole sarahejcole@gmail.com 023744989	\$500	\$500	\$ 5,539.00
Jul	Oxford Senior Citizens Club	Towards the cost of hiring transport during the year.	220526086291	Carol Lowrey pandmlowrey@gmail.com 033123019	\$500	\$500	\$ 5,039.00
Jul	Declined Tasman Young Farmers Region	Towards the cost of hosting a Hauora Health and Wellbeing Event	220617103349	Steph Kelly tasman.chair@youndfarmers.co.nz 0220813631	\$500	Declined	
Aug	Oxford Football Club	Towards the cost of uniforms for junior teams	220628109169	Keith Gilby 0274141629 president.oxfordfc@gmail.com	\$500	\$500	\$ 4,539.00
Sep	Oxford Arts Trust	Sensor Flood Lights for Oxford Gallery	220804133392	033121639 artsinxfordgallery@gmail.	\$500	\$500	\$ 4,039.00
Sep	Oxford IFG Adventure	towards running ICONZ for girls programme	220721124500	Iain Froud 02102262476 iain.froud@oxfordbaptist.org.nz	\$500	\$500	\$ 3,539.00
Sep	Canterbury Endurance & Trail Riding Club	Towards hosting an endurance and trail riding event	220826147270	Marga Marshall 0210750002 cetrcinvoices@gmail.com	\$500	\$500	\$ 3,039.00
Dec	West Eyreton School	Towards purchase of bark for junior play area	221114197554	Carol Broderidge 03-3125850 carol.broderidge@westeyreton.school.nz	\$500	Declined	\$ 3,039.00
Feb	Tasman Young Farmers	Towards hosting the Young Farmers Tournament	230123007671	Steph Kelly tasman.chair@youndfarmers.co.nz 0220813631	\$500	Declined as no financial info supplied	\$ 3,039.00
15-Feb	Clarkville Playcentre	First Aid Courses	230124008347	Mishalla Bateup 0278420647 mishalla.allen1@gmail.com	\$387	\$500	\$ 2,539.00
15-Feb	Waimakariri Dog Training Club Inc.	Purchase of gazebo	230124008535	Mia Beswick 0275125338 miaandpaul@xtra.co.nz	\$500	\$500	\$ 2,039.00
6-Apr	Waimakariri Kennel Association Inc	Repainting the Club rooms	230309032906	Martin Hewitt 021355058 martinhewitt@xtra.co.nz	\$500		

GOVERNANCE

Oxford-Ohoka Community Board

Discretionary Grant Application

Information to assist groups with their application

The purpose of the Board discretionary grants is to assist projects that enhance community group capacity and/or increase participation in activities.

When assessing grant applications the Board considers a number of factors in its decision making. These include, but are not limited to; type of project, time frame, benefits to the community and costs being contributed. The more information you as a group can provide on the project and benefits to participants the better informed the Board is. You are welcome to include a cover letter as part of your application. The decision to grant funds is the sole discretion of the Board.

The Board cannot accept applications from individuals. All funding is paid to non-profit community based organisations, registered charities or incorporated societies. Council funding is publicly accountable therefore the Board needs to demonstrate to the community where funding is going and what it is being spent on. This is one of the reasons the Board requires a copy of your financial profit/loss statements and balance sheet for the previous/current financial year. Staff cannot process your application without financial records.

The Board encourages applicants, where practically possible, to consider using local businesses or suppliers for any services or goods they require in their application. The Board acknowledges that this may result in a higher quote.

It would be helpful to the Board to receive an expense summary for projects that cost more than the grant being requested to show the areas where funds are being spent and a paragraph on what fund raising the group has undertaken towards the project, or other sources considered (ie voluntary labour, businesses for supplies).

Examples (but not limited to) of what the Board cannot fund:	Examples (but not limited to) of what the Board can fund:
✗ Wages	✓ New equipment
✗ Debt servicing	✓ Toys/educational aids
✗ Payment for volunteers (including arrangements in kind eg petrol vouchers)	✓ Sporting equipment
✗ Stock or capital market investment	✓ Safety equipment
✗ Gambling or prize money	✓ Costs associated with events
✗ Funding of individuals (only non-profit organisations)	✓ Community training
✗ Payment of any legal expenditure or associated costs	
✗ Purchase of land and buildings	
✗ Activities or initiatives where the primary purpose is to promote, commercial or profit-oriented interests	
✗ Payment of fines, court costs or mediation costs, IRD penalties	

Continued over page

Criteria for application

- Grant applications will be considered every month by the Oxford-Ohoka Community Board. Applications are recommended to be received three weeks prior to Board meeting dates for processing.
- Grant funding will not be allocated for events/projects that have already occurred.
- Generally funding grants will be a maximum of \$500 in any one financial year (July 2022 to June 2023) but the group can apply up to twice in that year, providing it is for different projects.
- The grant funding is limited to projects within the Board area or primarily benefiting the residents of the ward.
- Applications will only be accepted from non-profit community-based organisations, registered charities or incorporated societies.
- Priority is to be given to groups with strong links with the Oxford-Ohoka community.
- The application should clearly state the purpose for which the money is to be used.
- The applicant should submit a 1-2 page summary balance sheet and an income and expenditure statement which shows their current financial assets and liabilities. Applications cannot be processed until financial information is received.
- Where possible, or feasible, applicants must declare other sources from which funding has been applied for, or granted from, for the project being applied to the Oxford-Ohoka Community Board.
- Organisations that are predominately funded by Central Government must provide supporting evidence that the requested grant will not be spent on projects that should be funded by Central Government funding.
- The Board supports a wide range of community activities but the application will only be considered if it is deemed of the nature listed in the table of examples of what the Board can fund (see previous page).
- An Accountability Form must be provided to the Council outlining how the funds were applied, within three months after the event or completion of the project, when funds are spent. A new application will not be accepted until the Council receives the Accountability Forms for previous funding granted. The group should maintain accurate records around the grant including, but not limited to: receipts, banks statements and invoices. In the event that funds are not spent on the project or activity applied for, the recipient may be required to return the grant funding to the Council.
- If the activity/event for which funds have been granted does not take place **or** if the group does not provide the information to enable the grant to be paid within six months of approval of the grant being notified, then in both cases the application will be regarded as closed and funds released for reallocation by the Board.

What happens now?

Return your completed application form (with financial records and any supporting information which you believe is relevant to this application) to:

Post to:

Governance Team
Waimakariri District Council
Private Bag 1005
Rangiora 7440

Or hand deliver to:

- Oxford Library & Service Centre, 34 Main Street, Oxford
- Rangiora Service Centre, 215 High Street, Rangiora
- Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, Kaiapoi

Email: records@wmk.govt.nz

What happens next?

- Your application will be processed and presented to the Board at the next appropriate meeting.
- Following the meeting a letter will be sent to notify you of the Board's decision and if successful an invoice and your organisation's bank account details will be requested.
- On receipt of this information payment will be processed to your organisation's bank account.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** GOV-26-10-06 / 230310033207**REPORT TO:** Oxford-Ohoka Community Board**DATE OF MEETING:** 6 April 2023**FROM:** Kay Rabe (Governance Advisor)**SUBJECT:** ANZAC Day Services 2023**SIGNED BY:**
(for Reports to Council,
Committees or Boards)_____
Department Manager

Acting Chief Executive**1 SUMMARY**

The purpose of this report is to appoint the Oxford-Ohoka Community Board (the Board) representation to attend the 2023 Anzac Day services around the Oxford-Ohoka Ward and for the representative(s) to lay wreaths on behalf of the community.

2 RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 230310033207.
- (b) **Appoints** Board member(s)..... to attend the Ohoka Anzac Day service to be held at 11am on Monday, 24 April 2023, at the Ohoka Hall, Mill Road and to lay a wreath on behalf of the community. Noting that the wreath will be laid in conjunction with a Council representative.
- (c) **Appoints** Board member(s) to attend the Oxford Anzac Day service to be held at 9am on Tuesday, 25 April 2023, and to lay a wreath on behalf of the community.
- (d) **Appoints** Board member(s)..... to attend the West Eyreton Anzac Day service to be held at 12noon on Tuesday, 25 April 2023, and lay a wreath on behalf of the community at West Eyreton. Noting that the wreath will be laid in conjunction with a Council representative.

3 BACKGROUND

3.1 Anzac Day will be commemorated on Tuesday, 25 April 2023, and it is normal for a representative of the Community Boards to attend the services and lay wreaths on behalf of the community.

3.2 Representatives from the Community Boards will be laying wreaths at the Woodend, Kaiapoi Citizens, Oxford and the Rangiora services. The Community Boards representative will also lay wreaths in conjunction with the Council representatives at the other Anzac Day services.

4 ISSUES AND OPTIONS

- 4.1 Three services will be held in the Waimakariri District on Monday, 24 April 2023, starting with a service at the Ohoka Hall (Mill Road), followed by services at the Sefton Domain and the Woodend War Memorial.
- 4.2 All other services will be held on Tuesday, 25 April 2023, with the service in Rangiora taking place at the Rangiora Cenotaph. However, the Council and the Rangiora-Ashley Community Board will also be laying a wreath at the Wall of Remembrance at the Rangiora High School.
- 4.3 The Kaiapoi Citizens' Service will be held at 10am at the Kaiapoi Cenotaph (Trousselot Park). However, members are also invited to the dawn service being held at 6.30am at the War Memorial at Raven Quay. Community participation will be welcomed at this service. A breakfast for 100 people will follow the dawn service at the Kaiapoi Club. This is a pre-ticketed event.
- 4.4 The primary service in Oxford will be held at the Oxford Cenotaph. A more intimate service will be held at the Cust Cenotaph, proceeding to the West Eyreton Memorial Gates for a wreath blessing and a community cuppa in the West Eyreton Hall.

- 4.5 The times of the services are:

Monday 24 April 2023:	Ohoka Hall	11am
	Woodend War Memorial	6pm
	Sefton Domain Service	6pm
Tuesday 25 April 2023:	Pegasus Dawn Service	6am
	Kaiapoi War Memorial Service	6.30am
	Oxford Cenotaph Service	9am
	Rangiora High School Service	9.30am
	Kaiapoi Citizens' Service	10am
	Cust Cenotaph Service	10am
	Rangiora Cenotaph Service	11.30am
	West Eyreton Service	12pm
Tuahiwi (Urupa)	2pm	

4.6 Implications for Community Wellbeing

The commemoration of Anzac Day has been ingrained in New Zealand culture since 1916. Many community members attend parades and/or commemorative ceremonies to acknowledge the sacrifices made by New Zealand's armed forces.

- 4.7 The Management Team have 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. Many Ngāi Tūāhuriri ancestors fought in both World Wars, and their legacy should be honoured. Hence, Council and the Kaiapoi-Tuahiwi Community Board representatives will attend the Anzac Day Service at the Tuahiwi Urupa.

5.2 **Groups and Organisations**

Staff are assisting the local RSA representatives with Traffic Management Plans, advertising of services and service sheets.

5.3 **Wider Community**

The events will be advertised before the day, outlining the time and place of ceremonies in the Waimakariri District and inviting all community members to attend one or more services.

The community expect Anzac services to be held in the district. These are public events, and everyone is welcome to attend.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1 **Financial Implications**

The costs for wreaths, advertising, traffic management and service sheets are met from the Governance budget.

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**

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

6.4 **Health and Safety**

All health and safety related issues would fall under the auspices of the local RSA, which will host the various services.

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**

Not applicable.

7.3 **Consistency with Community Outcomes**

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

There are wide-ranging opportunities for people of different ages and cultures to participate in community life.

7.4 **Authorising Delegations**

Not applicable.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: GOV-26-10-06 / 230322039604

REPORT TO: OXFORD-OHOKA COMMUNITY BOARD

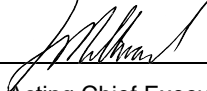
DATE OF MEETING: 6 April 2023

AUTHOR(S): Thea Kunkel, Governance Team Leader

SUBJECT: Amendments to Standing Orders for the Oxford-Ohoka Community Board.

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

_____ General Manager

_____  Acting Chief Executive

1 SUMMARY

- 1.1 The purpose of this report is to request the Oxford-Ohoka Community Board (the Board) to adopt the updated Standing Orders.
- 1.2 All proposed changes are printed in red of the attached document. There were no deletions except for the detail captured for reasons for Public Excluded matters that appears in the agendas.

Attachments:

- i. Proposed Updated Standing Orders for Community Boards – April 2023 (Trim 230314034912).

2 RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 230322039604.
- (b) **Adopts** the updated Community Boards Standing Orders 2023 (Trim 230314034912), effective from 7 April 2023.

3 BACKGROUND

- 3.1 Community Boards are required to operate with Standing Orders when conducting its meetings and the meetings of its Committees, Sub-Committees and Joint Committees. The Standing Orders must not contravene any Act.
- 3.2 Although it is mandatory for Community Boards to 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 current (2020) Standing Orders were adopted by the Board at its Inaugural meeting on 27 October 2022, noting that the Standing Orders would be reviewed in early 2023, with a report to be presented to the Board for consideration.

- 3.4 LGNZ produces a template and guide to Standing Orders just prior to each new term. It is a guide based on industry practice and legislation, however, the Board can make adaptations where it deems appropriate. Just before the 2022 Local Government elections, LGNZ reviewed its September 2020 template for both Councils and Community Boards. An assessment has been undertaken of the amendments proposed by LGNZ to ensure consistency and relevance as well as to identify any areas of significant difference.

4 **ISSUES AND OPTIONS**

- 4.1 The existing Standing Orders were based on LGNZ's September 2020 template, which clarified that the Waimakariri Water Zone Committee (a joint committee with Environment Canterbury) is subject to the Waimakariri District Council's Standing Orders, along with minor edits. The existing version of Standing Orders also acknowledges the Covid-19 legislative change in relation to the Local Government Act, 2002 and the Local Government Official Information and Meetings Act, 1987 (LGOIMA).
- 4.2 The proposed amendments to the Standing Orders were discussed at the All Boards Workshop Session held on 9 March 2023. Overall, there were no substantive changes, and the amendments or additions were primarily administrative for clarity and legislation alignment. All proposed changes are printed in red of the attached proposed document. There were no deletions except for the detail captured for reasons for Public Excluded matters that appears in the agendas. These are highlighted on pages 61 to 65 of the attachment.
- 4.3 Although the proposed changes and/or additions to the Board's current Standing Orders are highlighted in **Attachment 1**, we wish to emphasize the following:
- 4.3.1 **Definitions** – a number of these were enhanced (Pages 10 to 12 of Attachment 1)
- 4.3.2 **Definition of Pecuniary Interest** - The Local Government (Pecuniary Interests Register) Amendment Act 2022 came into effect on 20 November 2022. It inserted new requirements and obligations into the LGA, all of which relate to members' pecuniary interests, hence the need for the proposed amendment. (Page 12 of Attachment 1)
- 4.3.3 **Members attend meetings by Electronic link** – Now that the Endemic Order has been cancelled by legislation, the current Standing Orders do not clearly outline the rules regarding conducting a meeting with a member attending virtually, as a meeting quorum is determined by the number of members physically present. However, it is suggested that provisions be made for meetings to be held virtually, with the consent of the Chairperson, in case of emergencies. Also, currently, the Standing Orders do not allow for a Chairperson attending via audio or audio-visual link to chair a meeting. It is suggested that this be left to the discretion of the Chairperson. (Pages 33 to 35 of Attachment 1)
- 4.3.4 **Financial conflicts of interest** – Currently elected members with a financial interest in a public excluded item are required to leave the meeting room. The Board must consider if they would be comfortable with the members physically withdrawing themselves from the table but remaining in the meeting room. (Page 43 of Attachment 1)

- 4.3.5 **Right of reply** – Currently, the mover of an original motion has a right of reply, however, a mover of an amendment to the original motion does not. It may not be clear that the mover’s right 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. It is therefore suggested that the following be included for clarity - *“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”*. It should be noted that no new information may be introduced during the right of replay and seconder does not have a right of reply. (Page 47 of Attachment 1).
- 4.3.6 **Where a motion is lost** – It is suggested that the Standing Orders be amended to reflect the current practice that the status quo is retained when a motion is lost. (Page 49 of Attachment 1).
- 4.3.7 **A motion to suspend Standing Orders** – It should be noted that a motion to suspend the Standing Orders does not allow for the suspension of the Standing Orders as a whole. The elected members bringing the motion must identify the specific section of the Standing Orders to be suspended. Also, in the event of a suspension, those sections prescribed in statute will continue to apply. (Page 15 of Attachment 1).
- 4.3.8 **Chairperson’s Recommendation** – It is recommended that the Chairperson’s right to include a recommendation prior to the start of a meeting be removed, as it may be considered predetermination, because the matter is yet to be discussed and debated. (Page 27 of Attachment 1)
- 4.4 Adoption or amendment of the Board’s Standing Orders requires a resolution supported by 75% or more of the members present.
- 4.5 The Council adopted the amended Standing Orders on 7 March 2023. For consistency of meeting process and assisting Councillors attending the variety of meetings from Community Board and Committee level through to Council it is of assistance if the Standing Orders are consistent.
- 4.6 **Implications for Community Wellbeing**
There are no implications on community wellbeing by the issues and options that are the subject matter of this report.
- 4.7 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. A copy of this report and adopted Standing Orders will be advised to our Te Ngāi Tūāhuriri membership.

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 Board 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 Board is required by legislation to have Standing Orders.

6.4 Health and Safety

The Standing Orders raises awareness of unacceptable behaviour. Standing Orders develops a culture of mutual trust, respect and tolerance between the members of the Board.

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 Board is required, by legislation, to always have Standing Orders operable.



Proposed Standing Orders

For Community Boards

As at April 2023



PREFACE

Standing Orders contain rules for the conduct of the proceedings of local authorities, Committees, Subcommittees, subordinate decision-making bodies, and Community Boards. 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, subordinate decision-making bodies, and Community Boards. 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 Deputy Mayors and Committee Chairpersons	18
6 Delegations	19
6.1 Limits on Delegations	19
6.2 Committees 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 local authority	21
7.5	Elected members on Committees and Subcommittees	22
7.6	Local authority may replace members if Committee not discharged	22
7.7	Minimum numbers on Committees and Subcommittees	22
7.8	Decision not invalid despite irregularity in membership	22
7.9	Appointment of Joint Committees	22
7.10	Status of Joint Committees	23
7.11	Power to appoint or discharge individual members of a Joint Committee	23
PRE-MEETING		23
8	Giving notice	23
8.1	Public notice – Ordinary Meetings	23
8.2	Notice to members - Ordinary Meetings	23
8.3	Extraordinary meeting may be called	24
8.4	Notice to members - Extraordinary Meetings	24
8.5	Emergency meetings may be called	24
8.6	Process for calling an Emergency Meeting	24
8.7	Public notice – Emergency and Extraordinary meeting	25
8.8	Chief Executive may make other arrangements	25
8.9	Meetings not invalid	25
8.10	Resolutions passed at an Extraordinary or Emergency Meeting	25
8.11	Meeting schedules	26
8.12	Non-receipt of notice to members	26
8.13	Meeting cancellations	26
9	Meeting Agenda	26
9.1	Preparation of the Agenda	26
9.2	Process for raising matters for a decision	26
9.3	Chief Executive may delay or refuse request	27
9.4	Order of Business	27
9.5	Chairperson's Recommendation	27
9.6	Chairperson may prepare report	27
9.7	Public availability of the Agenda	27
9.8	Public inspection of Agenda	27
9.9	Agenda to be made available to public who are at meetings	28
9.10	List of Committee members publicly available	28
9.11	Withdrawal of Agenda items	28
9.12	Distribution of the Agenda	28
9.13	Status of Agenda	28
9.14	Items of business not on the Agenda which cannot be delayed	28
9.15	Discussion of minor matters not on the Agenda	29
9.16	Public excluded business on the Agenda	29
9.17	Qualified privilege relating to Agenda and Minutes	29

MEETING PROCEDURES	29
10 Opening and Closing	29
11 Quorum	30
11.1 Council meetings	30
11.2 Committees and Subcommittee meetings	30
11.3 Joint Committees	30
11.4 Requirement for a quorum	30
11.5 Meeting lapses where no quorum	30
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	31
12.1 Meetings open to the public	31
12.2 Grounds for removing the public	31
12.3 Local authority may record meetings	31
12.4 Public may record meetings	31
13 Attendance	32
13.1 Members right to attend meetings	32
13.2 Attendance when a Committee is performing Judicial or Quasi-judicial functions	32
13.3 Leave of Absence	32
13.4 Apologies	32
13.5 Recording Apologies	33
13.6 Absent without leave	33
13.7 Right to attend by Audio or Audiovisual link	33
13.8 Member attend meetings by Electronic link's status: Quorum	33
13.9 Member attend meetings by Electronic link's status: Voting	33
13.10 Chairperson's duties regarding attendance by Electronic link	33
13.11 Conditions for attending by audio or audiovisual link	34
13.12 Request to attend by audio or audiovisual link	34
13.13 Chairperson may terminate link	34
13.14 Giving or showing a document	35
13.15 Link failure	35
13.16 Confidentiality	35
14 Chairperson's role in meetings	35
14.1 Council meetings	35
14.2 Other meetings	35
14.3 Addressing the Chairperson	36
14.4 Chairperson's Rulings	36
14.5 Chairperson standing	36
14.6 Member's right to speak	36
14.7 Chairperson may prioritise speakers	36
15 Public Forums	36
15.1 Time limits	37
15.2 Restrictions	37
15.3 Questions at Public Forums	37
15.4 No resolutions	37

16	Deputations	37
16.1	Deputations were heard	37
16.2	Urgency or major public interest	38
16.3	Time limits	38
16.4	Restrictions	38
16.5	Questions of a Deputation	38
16.6	Resolutions	38
17	Petitions	38
17.1	Form of Petitions	38
17.2	Petition presented by petitioner	39
17.3	Petition presented by member	39
18	Exclusion of public	39
18.1	Motions and Resolutions to exclude the public	39
18.2	Code of Conduct Committee	39
18.3	Specified people may remain	40
18.4	Public Excluded items	40
18.5	Non-disclosure of information	40
18.6	Release of information from public excluded session	40
19	Voting	41
19.1	Decisions by Majority Vote	41
19.2	Open voting	41
19.3	Chairperson has a casting vote	41
19.4	Method of voting	41
19.5	Calling for a division	41
19.6	Restating the motion	41
19.7	Request to have votes recorded	42
19.8	Members may abstain	42
20	Conduct	43
20.1	Calling to order	42
20.2	Behaviour consistent with Code of Conduct (Disrespect)	42
20.3	Retractions and apologies	42
20.4	Disorderly Conduct	42
20.5	Contempt	42
20.6	Removal from meeting	43
20.7	Financial conflicts of interests	43
20.8	Non-financial conflicts of interests	43
20.9	Qualified privilege for meeting proceedings	44
20.10	Qualified privilege additional to any other provisions	44
20.11	Electronic devices at meetings	44
21	General Rules of Debate	44
21.1	Chairperson may exercise discretion	44
21.2	Time limits on speakers	44
21.3	Questions to staff	45
21.4	Questions to be in writing	45
21.5	Questions may be deferred	45
21.6	Questions to be concise	45
21.7	Questions of clarification	45
21.8	Members may speak only once	45

21.9	Limits on number of speakers	45
21.10	Secunder may reserve speech	45
21.11	Speaking only to relevant matters	46
21.12	Reading of speeches	46
21.13	Personal explanation	46
21.14	Explanation of previous speech	46
21.15	Restating motions	46
21.16	Criticism of Resolutions	46
21.17	Objecting to Words	46
21.18	Right of reply	47
21.19	No other member may speak	47
21.20	Adjournment motions	47
21.21	Chairperson's acceptance of closure motions	47
22	General procedures for speaking and moving motions	48
22.1	Options for speaking and moving	48
22.2	Procedure if no resolution reached	48
23	Motions and Amendments	48
23.1	Proposing and seconding motions	48
23.2	Motions in writing	48
23.3	Motions expressed in parts	48
23.4	Substituted motion	48
23.5	Amendments to be relevant and not direct negatives	49
23.6	Foreshadowed Amendments	49
23.7	Lost amendments	49
23.8	Carried amendments	49
23.9	Where a motion is lost	49
23.10	Withdrawal of motions and amendments	50
23.11	No speakers after reply or motion has been put	50
23.12	Amendment once moved	50
23.13	Procedure until resolution	50
24	Revocation or Alteration of Resolutions	50
24.1	Member may move revocation of a decision	51
24.2	Revocation must be made by the body responsible for the decision	51
24.3	Restrictions on actions under the affected resolution	51
24.4	Revocation or alteration by resolution at same meeting	51
24.5	Revocation or alteration by recommendation in report	50
25	Procedural motions	52
25.1	Procedural motions must be taken immediately	52
25.2	Procedural motions to close or adjourn a debate	52
25.3	Closure motion on amendment	52
25.4	Voting on procedural motions	52
25.5	Debate on adjourned items	52
25.6	Remaining business at adjourned meetings	52
25.7	Other business not superseded	53
25.8	Other types of procedural motions	53

26	Points of order	53
26.1	Members may raise points of order	53
26.2	Subjects for points of order	53
26.3	Contradictions	53
26.4	Point of order during division	53
26.5	Chairperson's decision on points of order	54
27	Notices of motion	54
27.1	Notice of intended motion to be in writing	54
27.2	Refusal of notice of motion	54
27.3	Mover of notice of motion	55
27.4	Alteration of notice of motion	55
27.5	When notices of motion lapse	55
27.6	Referral of notices of motion	55
27.7	Repeat notices of motion	55
27.8	Second repeat where notice of motion rejected	55
28	Minutes	56
28.1	Minutes to be evidence of proceedings	56
28.2	Matters recorded in Minutes	56
28.3	No discussion on Minutes	57
28.4	Minutes of last meeting before election	57
29	Keeping a record	57
29.1	Maintaining accurate records	57
29.2	Method for maintaining records	57
29.3	Inspection	57
29.4	Inspection of public excluded matters	57
Appendix 1:	Grounds to exclude the public	59
Appendix 2:	Sample resolution to exclude the public	61
Appendix 3:	Motions and amendments (WDC)	66
Appendix 4:	Table of procedural motions	67
Appendix 5:	Webcasting protocols	69
Appendix 6:	Powers of a Chairperson	70
Appendix 7:	Workshops/Briefings	75
Appendix 8:	Sample order of business	77
Appendix 9:	Process for raising matters for a decision	81

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 local authority should:

- Conduct its business in an open, transparent, and democratically accountable manner.
- Give effect to its identified priorities and desired outcomes in an efficient and effective manner.
- Make itself aware of, and have regard to, the views of all 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 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. [ADDED]

Commented [TK1]: Definition Added

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.

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. [ADDED]

Commented [TK2]: Definition Added

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. [ADDED]

Commented [TK3]: Definition Added

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.

Division means a formal vote at a Community Board meeting whereby the names of those members present, including the Chairperson, are formally recorded as voting either for or against. This includes a vote where the names and votes are recorded electronically. [ADDED]

Commented [TK4]: Definition Added

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. [ADDED]

Commented [TK5]: Definition Added

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

Commented [TK6]: Definition Added

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 decision-making bodies and any community or local board of the local authority convened under the provisions of LGOIMA.

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

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

Commented [TK7]: Definition Added

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. [ADDED]

Commented [TK8]: Definition Added

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. [ADDED]

Commented [TK9]: The Local Government (Pecuniary Interests Register) Amendment Act 2022 came into effect on 20 November 2022. It inserted new requirements and obligations into the LGA, all of which relate to members' pecuniary interests, hence the need for the proposed amendment.

Petition means a request to a local authority, which contains at least 20 signatures.

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

Present at the meeting to constitute quorum means the member is to be physically present in the room.

Presiding member means the 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 a 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, or Community Board. See definition of "Committee".

Working day means a day of the week other than:

- (a) Saturday, Sunday, Good Friday, Easter Monday, Anzac Day, Labour Day, the Sovereign's birthday, 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. Workshops may also be described as briefings.

GENERAL MATTERS

3. Standing Orders

3.1. Obligation to adopt Standing Orders

The Community Board is required to operate in accordance with Standing Orders for the conduct of its meetings and the meetings of its Committees and Subcommittees. Standing Orders must not contravene any Act.

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 the 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 any 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 Committees, Subcommittees, and subordinate decision-making bodies 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. [ADDED]

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.

Commented [TK10]: A motion to suspend Standing Orders may be taken before or during a debate ADDED

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 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 Community Board 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 local authority 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.

4. Meetings

4.1. Legal requirement to hold meetings

The local authority must hold meetings for the good government of its district. The same requirement applies to Community Boards in respect of their communities. Meetings must be called and conducted in accordance with:

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

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

4.2. Meeting Duration

A meeting cannot continue more than 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 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.
- (b) The election of the Deputy Chairperson in accordance with the LGA 2002, sch7, cl 17.
- (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

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 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
- 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 and 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 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, 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, may delegate any of its responsibilities, duties, or powers to a Committee, 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, to which any responsibilities, powers, duties are delegated may, without confirmation by the Council, Committee or body or person that made the delegation, exercise or perform them in the like manner and with the same effect as the local authority could itself have exercised or performed them. *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 Community Board 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 Community Board and must carry out all general and special directions of the Community Board 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 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 local authority may discharge or reconstitute a Committee or Subcommittee, or other subordinate decision-making body; and
- (b) A Committee may discharge or reconstitute a Subcommittee.

A Committee, Subcommittee, or other subordinate decision-making body is, unless the local authority 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 local authority may appoint or discharge any member of a Committee or Subcommittee. A Committee may appoint or discharge any member of a Subcommittee appointed by the Committee unless directed otherwise by the local authority.

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

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

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.

At least one member of a Committee must be an elected member of the Community Board. A staff member of the local authority, in the course of their employment, can be a member of a Subcommittee but not a Committee.

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

7.6. Local authority may replace members if Committee not discharged

If the Local authority 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. Decision not invalid despite irregularity in membership

For the purpose of these Standing Orders, a decision of the Community Board or Committee 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 Committee at the time is found to have been ineligible.

LGA 2002, sch 7, cl 29.

7.9. 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).

7.10. 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).

7.11. 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. (See the LGNZ Guide to Standing Orders for more information).

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 local authority must cause that meeting and the general nature of business to be transacted at that meeting:

- (a) To be publicly notified as soon as practicable before the meeting is to be held; or
- (b) If it is not practicable to publish a notice in newspapers before the meeting, to be notified as soon as practicable on the local authority's 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 local authority 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 local authority 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 local authority 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 and 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 Community Board's request to prepare a report, an explanation for that refusal should be provided to the Community Board.

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 8](#).

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

9.5. Chairperson's Recommendation

A Chairperson, ~~either prior to the start of the meeting and / or~~ **[AMENDED]** at the meeting ~~itself~~, may include a recommendation regarding any item on the agenda brought before the meeting. Where a Chairperson's recommendation varies significantly from an officer's recommendation the reason for the variation must be explained. **A recommendation that differs significantly from the officer's recommendation must comply with the decision-making requirements of Part 6 of the LGA 2002. [ADDED]**

Commented [TK11]: It is recommended that the Chairperson's right to include a recommendation prior to the start of a meeting be removed, as it may be considered predetermination, because the matter is yet to be discussed and debated

Commented [TK12]: ADDED: 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. [ADDED]

Commented [TK13]: ADDED: 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 Community Board meetings 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 Community Boards relating to that meeting. The agenda:

- (a) Must be available for inspection at the public offices of the local authority (including service centres), at public libraries under the authority's control and on the Council's website, and:
- (b) Must be accompanied by either:
 - i. The associated reports; or
 - ii. A notice specifying the places at which the associated reports may be inspected.

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 the Community Board 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 Community Board 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 Community Board 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 Community Board 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 bases on reasons or grounds outlined in LGOIMA sections 5, 6, 7 8 and 17**. [ADDED]

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.

Commented [TK14]: ADDED FOR CLARITY : public excluded bases on reasons or grounds outlined in LGOIMA sections 5, 6, 7 8 and 17

MEETING PROCEDURES

10. Opening and Closing

The Community Boards may, at the start of a meeting, choose to recognise the civic importance of the occasion through some form of reflection. This could be an expression of community values, a reminder of the contribution of members who have gone before or a formal welcome, such as a mihi whakatau.

Options for opening a meeting could include a karakia timitanga, mihi whakatau, or powhiri as well as a karakia whakamutunga to close a meeting where appropriate.

11. Quorum

11.1. 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 or not the quorum includes one or more members appointed by each local authority 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 15 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. Local authority may record meetings

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

12.4. Public may record meetings

Members of the public may make electronic or digital recordings of meetings, which are open to the public. Any recording of meetings 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 has, unless lawfully excluded, the right to attend any meeting of the Community Board.

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 Community Board.*

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 Community Board 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 or Council business where their absence is a result of a commitment made on behalf of the Community Board or Council.

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

13.5. Recording Apologies

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

13.6. Absent without leave

Where a member is absent from four consecutive meetings of the 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 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 Endemic Preparation Order or local state of emergency. [ADDED]

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 physically 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).

Commented [TK15]: ADDED TO DEAL WITH COVID: Subject to the activations of the Endemic Preparation Order or local state of emergency.

Commented [TK16]: Now that the Endemic Order has been cancelled by legislation, the current Standing Orders do not clearly outline the rules regarding conducting a meeting with a member attending virtually, as a meeting quorum is determined by the number of members physically present. However, it is suggested that provisions be made for meetings to be held virtually, with the consent of the Chairperson, in case of emergencies. Also, currently, the Standing Orders do not allow for a Chairperson attending via audio or audio-visual link to chair a meeting. It is suggested that this be left to the discretion of the Chairperson

~~If the Chairperson is attending by audio or audiovisual link, then chairing duties will be undertaken by the Deputy Chairperson, or a member who is physically present.~~
[AMENDED]

Commented [TK17]: It is suggested that the option of chairing via Audiovisual link should be left to the discretion of the Chair

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.

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). [ADDED]

Commented [TK18]: ADDED: Information classified as confidential may be compromised.

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. [ADDED]**

Commented [TK19]: ADDED: 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 appointment 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 local authority.

In the case of a Community Board, 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 report. [ADDED]**

Commented [TK20]: ADDED: Any matter raised in a public forum requiring a decision must be considered at a meeting with an occupying 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 Community Board or Committee sits in a quasi-judicial capacity.

15.3. Questions at Public Forums

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

15.4. No resolutions

Following the public forum, no debate or decisions will be made at the meeting on issues raised during the public forum unless related to items already on the agenda.

16. Deputations

16.1. Receiving Deputations

Deputations may be received by the Community Board 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 Community Board or Committee 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 report. [ADDED]**

Commented [TK21]: ADDED: Any matter raised in a deputation requiring a decision must be considered at a meeting with an occupying report.

17. Petitions

17.1. Form of Petitions

Petitions may be presented to the Community Board.

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 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.** [ADDED]

Commented [TK22]: ADDED: 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 local authority or 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 local authority may provide for the release to the public of information, which has been considered during the public excluded part of a Community Board 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 has 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 a 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 [ADDED]**, 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.

Commented [TK23]: ADDED: or delegate

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**. **[ADDED]**

Commented [TK24]: ADDED: 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. [ADDED]

Commented [TK25]: ADDED: 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, they should leave the room. **[AMENDED]**

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 must leave the table when the matter is considered but does not need to leave the room. The Minutes must record the declaration and member's subsequent abstention from discussion and voting.

Neither the Chairperson, nor the meeting, may rule on whether a member has a non-financial interest in the matter being discussed.

Notes 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 Community Boards.

Commented [TK26]: Currently elected members with a financial interest in a public excluded item are required to leave the meeting room. The Council must consider if they would be comfortable with the members physically withdrawing themselves from the table but remaining in the meeting room.

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. [ADDED]

Commented [TK27]: Extra conditions added.

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 local authority 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. [ADDED] This order does not apply to meetings of committees or subcommittees where a member may be permitted to speak twice. [AMENDED].~~ 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. [ADDED]

Commented [TK28]: Only elected members who have not spoken to a motion may move or second an amendment. Also, members can only speak to an amendment, provided they have not spoken to the motion or a previous amendment. These provisions may be onerous on smaller Committees and may also not allow for free and robust debate. Thus, the Council should decide if they wish to retain these provisions.

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. [ADDED]*

Commented [TK29]: ADDED: 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.** [ADDED]

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 or reply until the closure motion.

Commented [TK30]: Currently, the mover of an original motion has a right of reply, however, a mover of an amendment to the original motion does not. The Council needs to consider if it wishes to also grant a mover of an amendment the right of reply. It has been suggested that the definition be expanded to all *"the mover of a motion the right of reply to an amendment rather than the original motion, should the mover so desire"*.

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 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 [ADDED]
- (b) In conflict with a carried amendment [ADDED]
- (c) Similar to a lost amendment [ADDED]
- (d) Would negate a Community Board decision if made under delegated authority [ADDED]
- (e) In conflict with a motion referred to the governing body by that meeting [ADDED]
- (f) Direct negative. [ADDED]

Commented [TK31]: Conditions (a) to (f) added

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.** [ADDED]

Commented [TK32]: ADDED: 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 has been put

A member may not speak to any motion once:

- (a) The mover has started their right of reply in relation to the motion; and
- (b) The Chairperson 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. 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.** [ADDED]

Commented [TK33]: ADDED: 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 Committee, Subcommittee or subordinate decision-making body, or Community Board, only that body may revoke or amend the resolution, assuming the resolution is legally made.

This provision does not prevent the body that made the delegation from removing or amending a delegation given to a subordinate body or 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 were, 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 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 Community Board 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 Committee or Community Board.

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

Where an item of business is referred (or referred back) to a Community Board, the Board 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 local authority or meeting concerned; or
- (c) Contains an ambiguity or a statement of fact or opinion which cannot properly form part of an effective resolution, and where the mover has declined to comply with such requirements as the Chief Executive officer may make; or
- (d) Is concerned with matters which are already the subject of reports or recommendations from a Committee to the meeting concerned; or
- (e) Fails to include sufficient information as to satisfy the decision-making provisions of 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.

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 subordinate body.

27.3. Mover of notice of motion

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

27.4. Alteration of notice of motion

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

27.5. When notices of motion lapse

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

27.6. Referral of notices of motion

Any notice of motion received that refers to a matter ordinarily dealt with by a Committee of the local authority or Community Board must be referred to that Committee or Board by the Chief Executive.

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

27.7. Repeat notices of motion

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

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

When a motion has been considered and rejected by the Community Board, 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 Boards must keep Minutes of their proceedings. These Minutes must be kept in hard or electronic copy, authorised by a Chairperson's manual or electronic signature once confirmed by resolution at a subsequent meeting. 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. [ADDED]
- (f) Members absent on Community Board / Council business. [ADDED]
- (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. [ADDED]
- (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.

Commented [TK34]: Conditions (e), (f) and (k) added

28.3. No discussion on Minutes

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

28.4. Minutes of last meeting before election

The Chief Executive and the relevant Chairpersons must sign, or agree to have their digital signature inserted, the Minutes of the last meeting of the Community Board and before the next election of members.

29. Keeping a record

29.1. Maintaining accurate records [ADDED]

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.

Commented [TK35]: ADDED: Maintaining accurate records

29.2. Method for maintaining records [ADDED]

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).

Commented [TK36]: ADDED: Method for maintaining records

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)
- Marine Farming Act 1971
- Public Records Act 2005
- Resource Management Act 1991 (RMA)
- Sale and Supply of Alcohol Act 2012
- Secret Commissions Act 1910
- Securities Act 1978

Appendix 1: Grounds to exclude the public

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

- A1** That good reason exists for excluding the public from the whole or any part of the proceedings of any meeting as the public disclosure of information would be likely:
- (a) to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; or
 - (b) to endanger the safety of any person.
- A2** That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:
- (a) Protect the privacy of natural persons, including that of deceased natural persons; or
 - (b) Protect information where the making available of the information would:
 - i. disclose a trade secret; or
 - ii. be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information; or,
 - (c) In the case only of an application for a resource consent, or water conservation order, or a requirement for a designation or heritage order, under the Resource Management Act 1991, to avoid serious offence to tikanga Māori, or to avoid the disclosure of the location of waahi tapu; or
 - (d) Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would:
 - i. be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or
 - ii. be likely otherwise to damage the public interest; or
 - (e) Avoid prejudice to measures protecting the health or safety of members of the public; or
 - (f) Avoid prejudice to measures that prevent or mitigate material loss to members of the public; or
 - (g) Maintain the effective conduct of public affairs through –the protection of such members, officers, employees, and persons from improper pressure or harassment; or
 - (h) Maintain legal professional privilege; or
 - (i) Enable any Council holding the information to carry out, without prejudice or disadvantage, commercial activities; or
 - (j) Enable any Council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or

- (k) Prevent the disclosure or use of official information for improper gain or improper advantage.

LGOIMA 1989, s 7.

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

- A3** That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information, the public disclosure of which would:
 - (a) Be contrary to the provisions of a specified enactment; or
 - (b) Constitute contempt of Court or of the House of Representatives.
- A4** That the purpose of the whole or the relevant part of the proceedings of the meeting is to consider a recommendation made to that Council by an Ombudsman under section 30(1) or section 38(3) of this Act (in the case of a Council named or specified in Schedule 1 to this Act).
- A5** That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the Council to deliberate in private on its decision or recommendation in:
 - (a) Any proceedings before a Council where
 - i. A right of appeal lies to any Court or tribunal against the final decision of the Council in those proceedings; or
 - ii. The Council is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings; and
 - (b) Proceedings of a local authority exist in relation to any application or objection under the Marine Farming Act 1971.

LGOIMA 1989, s 48.

Appendix 2: Sample resolution to exclude the public

Commented [TK37]: AMENDED EXTESIVLY: Sample resolution to exclude the public

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

1 that the public is excluded from:

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

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

- ~~Name of report(s)~~
[AMENDED]

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:

General subject of each matter to be considered Meeting Item No. and subject	Reason for passing this resolution in relation to each matter Reason for excluding the public	Ground(s) under section 48(1) for the passing of this resolution Grounds for excluding the public.
Put in name of repor [DELETED]	Good reason to withhold exists under Section 7, [DELETED]	To prevent the disclosure of information which would— <ul style="list-style-type: none"> i. be contrary to the provisions of a specified enactment; or ii. Constitute contempt of court or of the House of Representatives (s.48(1)(b)). [ADDED] That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a) [AMENDED]
		To consider a recommendation made by an Ombudsman (s. 48(1)(c)). [ADDED] That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a) [AMENDED]

General subject of each matter to be considered Meeting Item No. and subject	Reason for passing this resolution in relation to each matter Reason for excluding the public	Ground(s) under section 48(1) for the passing of this resolution Grounds for excluding the public.
Hearings Committee [DELETED]	To enable the Committee to consider the application and submissions. OR To enable the Committee to consider the objection to fees and charges. OR To enable the Committee to [DELETED]	That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the Council/Committee to deliberate in private on its decision or recommendation in [AMENDED] any proceedings where: 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. Use (i) for the RMA hearings and (ii) for hearings under LGA such as objections to Development Contributions or hearings under the Dog Control Act [AMENDED] 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)). [ADDED]
		To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)). [ADDED]
		To protect the privacy of natural persons, including that of deceased natural persons (s 7(2)(a)). [ADDED]
		To maintain legal professional privilege (s 7(2)(g)). [ADDED]
		To prevent the disclosure or use of official information for improper gain or advantage (s. 7(2)(j)). [ADDED]

General subject of each matter to be considered Meeting Item No. and subject	Reason for passing this resolution in relation to each matter Reason for excluding the public	Ground(s) under section 48(1) for the passing of this resolution Grounds for excluding the public.
		To protect information which if public would; 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)). [ADDED]
		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; • a resource consent, or • a water conservation order, or • a requirement for a designation or • an heritage order, (s 7(2)(ba)). [ADDED]
		To protect information which is subject to an obligation of confidence where the making available of the information would be likely to: i. prejudice the supply of similar information, or information from the same source, where it is in the public interest that such information should continue to be supplied; or ii. would be likely otherwise to damage the public interest (s 7(2)(c)). [ADDED]
		To avoid prejudice to measures protecting the health or safety of members of the public (s 7(2)(d)). [ADDED]
		To avoid prejudice to measures that prevent or mitigate material loss to members of the public (s 7(2)(e)). [ADDED]
		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)). [ADDED]
		To enable the council to carry out, without prejudice or disadvantage, commercial activities (s 7(2)(h)). [ADDED]

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

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

Item No	Interest
	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (Schedule 7(2)(i)) [DELETED]
	Protect the privacy of natural persons, including that of deceased natural persons (Schedule 7(2)(a)) [DELETED]
	Maintain legal professional privilege (Schedule 7(2)(g)) [DELETED]
	Prevent the disclosure or use of official information for improper gain or improper advantage (Schedule 7(2)(j)) [DELETED]
	Protect information where the making available of the information (i) would disclose a trade secret; or (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information (Schedule 7(2)(b)) [DELETED]
	In the case only of an application for a resource consent, or water conservation order, or a requirement for a designation or heritage order, under the Resource Management Act 1991, to avoid serious offence to Tikanga Māori, or to avoid the disclosure of the location of waahi tapu (Schedule 7(2)(ba)) [DELETED]
	Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information— (i) would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or (ii) would be likely otherwise to damage the public interest (Schedule 7(2)(c)) [DELETED]
	Avoid prejudice to measures protecting the health or safety of members of the public (Schedule 7(2)(d)) [DELETED]

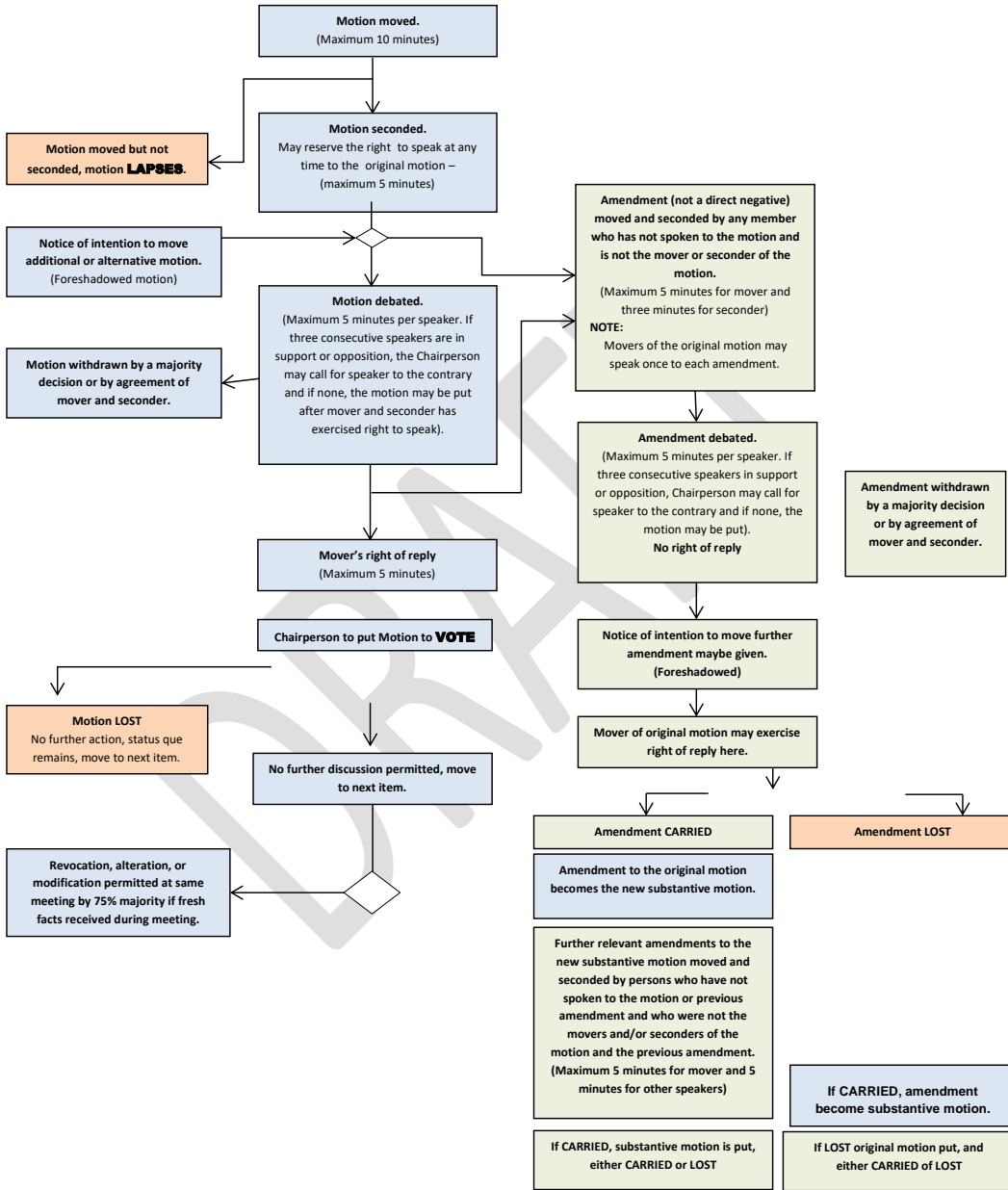
Item No	Interest
	Avoid prejudice to measures that prevent or mitigate material loss to members of the public (Schedule 7(2)(e)) [DELETED]
	Maintain the effective conduct of public affairs through the protection of members or officers or employees of the Council, and persons to whom Section 2(5) of the Local Government Official Information and Meetings Act 1987 applies in the course of their duty, from improper pressure or harassment (Schedule 7(2)(f)(ii)). [DELETED]
	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities (Schedule 7(2)(h)) [DELETED]

~~THAT XXXX be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of XXXX. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because XXXX. [DELETED]~~

DRAFT

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 to reply?	Are previous participants in debate entitled to move this motion?	Can a speaker be interrupted by the mover of this motion?	If lost, can motion be moved after an interval?	Position if an amendment is already before the Chair	Position if a procedural motion is already before the Chair	Remarks
(a) "That the meeting be adjourned to the next ordinary meeting, or to a stated time and place"	No	Yes	No	As to time and date only	No	No	No	Yes – 15 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.

DRAFT

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

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

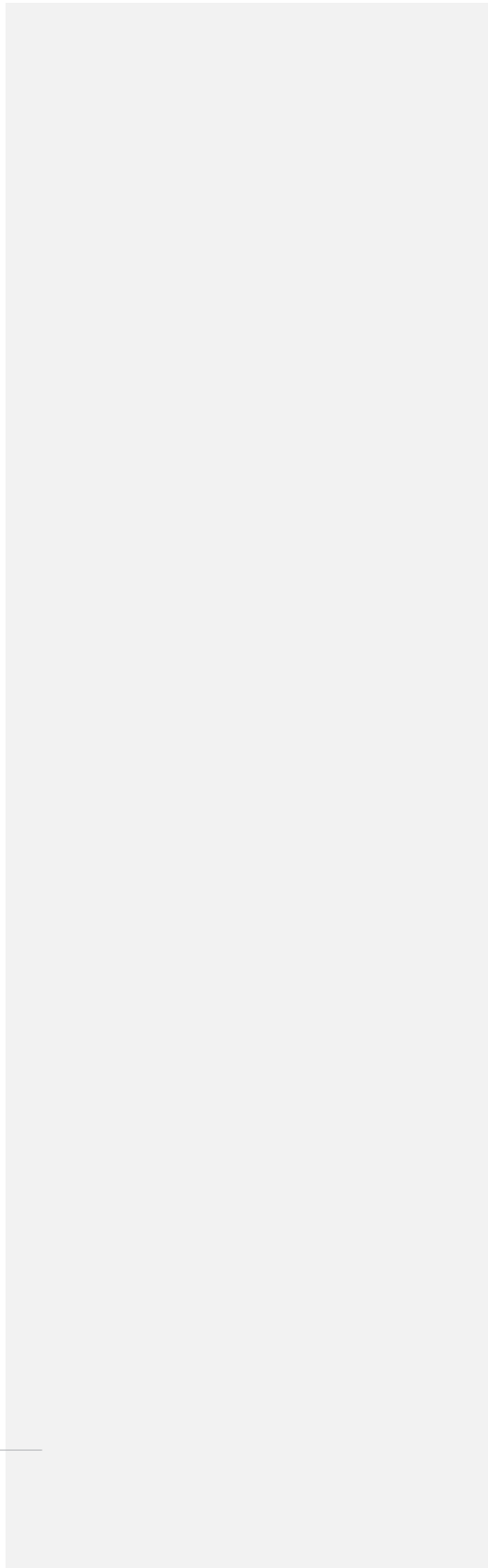
Where the technology is available and a member is attending a meeting by audio or audio-visual link, the Chairperson must ensure that:

- (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.

Commented [TK38]: ADDED: Audio- or audio-visual attendance

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. **[ADDED]**

DRAFT



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 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 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 may call additional briefing and workshop sessions for the Community Boards 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

Community Board: Open section

- (a) Apologies
- (b) Declarations/conflicts of interest
- (c) Acknowledgements and tributes [ADDED]
- (d) Confirmation of Minutes
- (e) Matters Arising
- (f) Public Forum [ADDED]
- (g) Deputations and Presentations
- (h) Petitions [ADDED]
- (i) Adjourned Business
- (j) Reports
- (k) Matters referred for Information
- (l) Correspondence
- (m) Chairperson's Report
- (n) Members Information Exchange
- (o) Questions Under Standing Orders
- (p) Urgent General Business Under Standing Orders
- (q) Matters to be considered with the public excluded
- (r) Date and Venue for next meeting

Commented [TK39]: Headings (c), (f) and (h) to be added to Agendas is required.

Public excluded section

- (a) Apologies
- (b) Declarations/conflicts of interest
- (c) Confirmation of Minutes
- (d) Matters Arising [ADDED]
- (e) Reports [ADDED]
- (f) Reports referred from Committees and/or Community Boards
- (g) Resolutions of matters considered in public excluded

Commented [TK40]: Headings: (d) and (e) added

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) Report of a Community Board; or
- (e) 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.

Hi,

Please find latest correspondence on this concern about road safety in the Oxford area.

There is also a request to speak at the next community board meeting.

I will reply to Tash, confirming that I spoke to this issue at the February meeting.

Regards, Tim

Subject: Re: WDC response to Powells/McJarrow/Victoria intersection concern

Hi Shane

As you will see from the emails below I was in contact with Tim Fulton late last year to ask for support about the intersection McJarrows Road/Powells rd/Victoria street in Oxford. Tim contacted you on my behalf.

Well tonight ... it has finally happened ... a t-bone collision at our intersection just after 6pm. Police were called, 3 arrived. Thankfully nobody was killed this time! See attached photos, the driver of the black hatchback went straight through on Powells road heading south to north without stopping at all and hitting the white 4wd at the rear, a decided earlier and it would have been fatal. The driver of the hatchback said she saw no road markings. Two of the police commented to me that the road needs better markings.

Tim did you note my concerns at the Oxford/Ohoka community board meeting in early February? I am requesting the opportunity to present and speak along with my neighbour at the next meeting. I have almost completed a signed written petition by residents in support of having this intersection changed to stop signs and reducing speed limits on these roads. This petition will be with you and other council shortly.

One of the police officers I spoke with said that his report to NZTA will be recommending that this intersection is addressed.

I welcome the opportunity to discuss this further, after tonight's events this intersection needs urgent attention and is a top priority for us residents. I hope you understand the severity and can work with us before someone loses their life.

I look forward to your response soon

Regards

Tash



Hi Tash,

I've received the following update from Shane on the council roading team, which I hope gives you a sense of where the situation is at.

I will note your concern at the Oxford/Ohoka community board when we meet again early in February.

Regards, Tim

Subject: RE: concern

Hi Tim. I have a number of intersections with proposed changes to intersection control (i.e., give-way or stop control) to go out to the community boards, but these reports were held up by the elections time-out. My hope is to proceed with them en masse early next year. It may be worth mentioning that while I agree that the Powells / McJarrows / Victoria intersection merits stop control, this change only reflects the limited visibility from the limit line on Powells Road. Motorists that do not appreciate the presence of an upcoming intersection are an entirely different matter, which is one that we have commonly throughout the district. We have been working with Waka Kotahi to understand the magnitude of the problem and prioritise intersections for treatment, but this may be upwards of a hundred or more intersections, so mitigations may take some time to program.

Regarding antisocial behaviour at the intersection, boy racers are a particularly transient problem so installing traffic calming infrastructure at one location would simply push them somewhere else. Thus we find infrastructure interventions to be relatively ineffective and with limited resources, generally only consider them when there are widespread speeding and / or safety concerns on a roadway or intersection. I would encourage the residents to liaise with the Police when they observe poor driving behaviour, as this is better treated as an enforcement matter.

Regards,
Shane

Subject: concern

Hi Shane,

I've been contacted with residents' concern (below) about a Give Way sign and more recently, boy-racing nearby.

Can you please let me know where council is at with a response to these concerns.

Thanks, Tim

18 December 2022

Dear Tim

I am writing to you in response to a post you made on Facebook on 10 October following being elected and inviting people to get in contact if there is anything you can do for residents.

Early this year we moved to Oxford (Corner of McJarrows and Powells Road) to what we believed was a quiet country road. Since then we have discovered just how dangerous the intersection is. We have already brought our concerns to the attention of Waka Kotahi who referred us to the WDC. We have now spoken with WDC on two occasions (7/10 Fiona initially and then Shane Binder) regarding our primary concern which is people driving through the intersection and not stopping at the Give Way. Visibility is very limited due to the hedges on corner properties. Following conversations with WDC we were told that they plan to reduce the speed limit approaching the intersection on Powells Road and that they are

looking at changing the Give Ways to Stop signs. Shane Binder said that the Ohoka/Oxford community board is aware of this intersection and it was on the agenda to be discussed once the elections were finished. Shane did indicate that there is also a potential speed reduction on Powells Road that would be likely to happen. Also of concern is that 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.

Now we have another concern regarding boy racers who over the last week have on three occasions have done burnouts at the intersection, one resulting in the car going off the road at our front gate. We believe we know the vehicle from at least one occasion but have not yet managed to get a number plate. We have recorded dates and times and will also be raising this matter with the police. I would appreciate you making contact to discuss what can be done to support this concern and I am happy to meet in person if need be. It is important to note that these burnouts have occurred between 3.30pm and 12.30am which given we are approaching the holiday period with more people on the road including young children, we feel it is only a matter of time before an accident occurs. It should also be noted that this intersection is the main route people travel from Rangiora or Christchurch when travelling to Ashley Gorge, just the other week our neighbour witnessed 3 cars travelling in convoy go straight through the intersection and almost wipe out a lady walking her dog.

As I am sure you can appreciate that both issues regarding this intersection are unnerving and extremely disruptive to our day to day lives. We live in constant worry that we may one day soon have to be first to attend a car accident that could very likely be fatal or that one of the boy racers hits someone or ploughs through our fence or gate. It is also important to know that 5 of our neighbours share concerns about this intersection and burnouts.

Regards

--

Kind Regards
Tash Hinds and Dean Witt

From: [REDACTED]
Sent: Tuesday, 28 March 2023 10:23 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: Re: Oxford Town Entrance signs

Hi Jenny

The initial service request came to Greenspace. The signage was scoped and found to be in good condition but only needing a clean.

However, I have a note in my to do list to check the signs at both entrances to determine as to whether the cleaning has been done satisfactorily and/or whether the signs need to be removed for more thorough refurbishment.

That will be happening this Autumn/Winter. Can you please update interested parties with this info.

Thanks
Ed

From: [REDACTED] on behalf of Chris Brown <chris.brown@wmk.govt.nz>
Sent: Tuesday, 28 March 2023, 10:17 am
To: [REDACTED] >
Subject: FW: Oxford Town Entrance signs

Hey Ed 😊

When I caught up with Chris re some of his email yesterday, he asked if I could follow up with you on whether this is resolved please?

Kindest regards

**Jenny Wilkinson | Executive Assistant to the Chief Executive
Management**

From: Simon Hart <simon.hart@wmk.govt.nz>
Sent: Monday, 20 March 2023 8:16 PM
To: Grant MacLeod <grant.macleod@wmk.govt.nz>; Chris Brown <chris.brown@wmk.govt.nz>
Cc: [REDACTED] Gerard Cleary <gerard.cleary@wmk.govt.nz>
Subject: Oxford Town Entrance signs

Hi Grant,

Im just at the OPAC meeting. The item of maintenance of the Oxford entrance signs was brought up by Shirley Farrell. Thomas Robinson (OOCB) suggested he had submitted a service request sometime ago that has not been actioned or responded to. Can you have someone in your team look into this and touch base with him.

Gerard, just copied you in case it comes up at the board meeting.

Cheers

**Simon Hart | General Manager, Strategy, Engagement & Economic Development
Management
Phone: 0800 965 468 (0800 WMK GOV)**

WAIMAKARIRI DISTRICT COUNCIL**MEMO**

FILE NO AND TRIM NO: BAC-03-115 / 230321039242

DATE: 27 March 2023

MEMO TO: Community Boards

FROM: Heike Downie, Senior Advisor – Strategy & Programme

SUBJECT: Waimakariri Integrated Transport Strategy Project

Purpose and Background

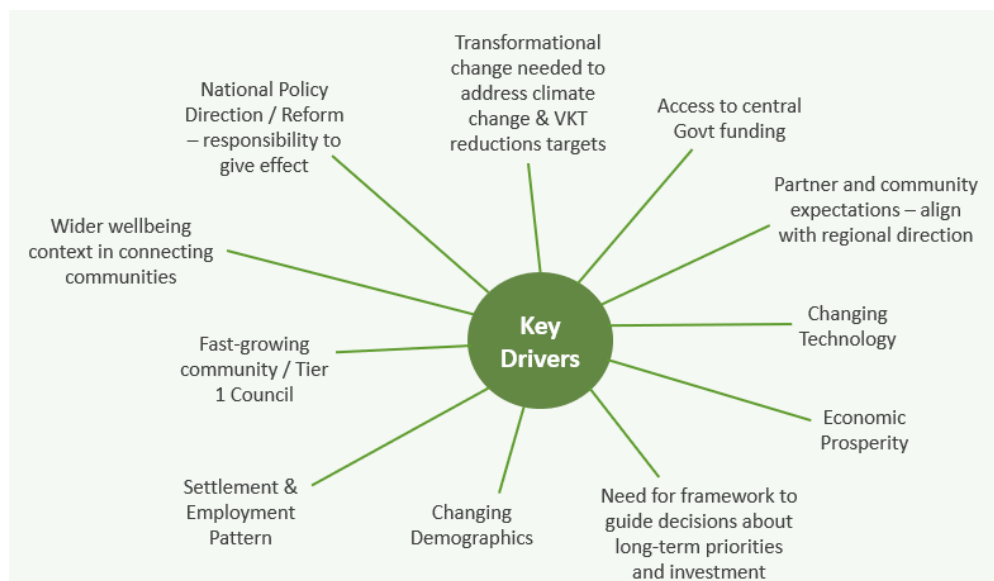
1. The purpose of the memo is to introduce to the Community Boards the Waimakariri Integrated Transport Strategy project and, on its basis, provide the opportunity for the Community Boards to discuss the project at their next meeting and offer feedback/input via the Community Board Chairs. This memo covers the project background, drivers, indicative scope, policy context and summary of project mechanism approach to the development of a Waimakariri Integrated Transport Strategy. It also highlights some of the key issues and challenges as have been presented by the transport consultants (Abley) assisting Council with this project. We are seeking from the Community Boards their thoughts about the key issues and opportunities, whether there are any potential gaps, and the Boards' thoughts about priorities at District and local level. Community Board Chairs are members of the Integrated Transport Strategy Stakeholder Working Group, and have a role to represent the Community Boards and their local community via this channel.
2. At the 2022/23 Annual Plan discussions, Council committed a portion of the deferred funding signalled against parking improvements to this current financial year to develop an Integrated Transport Strategy (ITS), which would consider transport related activity in a holistic, integrated manner, as opposed to addressing carparking, for example, in isolation.
3. The need for this has become particularly pronounced by increasingly frequently released central Government policy direction in recent time that seeks to address and slow the effects of climate change and commit sub-regions to achieving emissions reductions, by way of 'vehicle kilometres travelled' (VKT) reductions and other mechanisms. There is concern that without a strategic, integrated approach to transport activities, challenges and opportunities in the District, the Council will fall short of being in a position to appropriately respond to and achieve targets, in addition to risking continuously missing out on securing central Government funding for key transport related projects.
4. Meanwhile, colleagues within the Greater Christchurch Partnership are also developing a Greater Christchurch Transport Plan, accompanied by a Greater Christchurch Transport Investment Programme, alongside a Greater Christchurch Spatial Plan and Mass Rapid Transport (MRT) Business Case. It is considered critical that Waimakariri District Council considers its localised (in the context of the (sub)region) transport related issues and opportunities in an integrated manner in order to position itself to appropriately respond to national and regional strategic directions in this space. A Waimakariri ITS provides a 'step down' localised, targeted approach to integrated transport planning, in the context of national and (sub)regional policy drivers.

What is an ITS and what would it cover?

5. An ITS outlines an integrated approach to delivering transport planning and investment in response to land use planning, and encourages behaviour change within Waimakariri District. An ITS gives effect to strategic directions contained in key transport and other related national policy documents, while aligning with key (sub)regional transport policy and future strategies. An ITS guides decision-making about changes to the transport system by addressing challenges communities are facing and leveraging off available opportunities.
6. An ITS for Waimakariri District would address three spatial contexts: rural areas, towns and links to Greater Christchurch. To be truly integrated in nature, it could cover all relevant transport related activities:
 - a. The road network including maintenance, operations and renewals
 - b. Public transport and rideshare including existing and future services and related infrastructure (intra and inter-District network including consideration of MRT)
 - c. Active modes including walking, cycling and micro-mobility, and first/last km connections
 - d. Freight including consideration of sources, origins/destinations, designated corridors and urban bypasses, additional infrastructure
 - e. Car parking
 - f. Special transport infrastructure such as Rangiora Airfield and rail corridor
 - g. Travel demand management including behaviour change opportunities
 - h. Safety / speed management

Key Drivers

7. There are numerous reasons why it is necessary and appropriate to develop an ITS for the Waimakariri District. Alongside the need for a framework to guide decisions about long-term priorities and investment, key drivers – many of which are interlinked – are summarised in the following diagram and discussed in more detail below.



- i. Transformation change is needed to address and attempt to slow climate change and meet VKT reduction targets. Draft VKT reduction targets for Greater Christchurch are 23% by 2035. Note, Council intends to develop an emissions profile in due course as part of its climate change / adaptation work stream. Transport is a primary source of greenhouse gas emissions and future developments have a crucial role in responding to climate change challenges. A challenge for Waimakariri District in this space is our relatively high employment

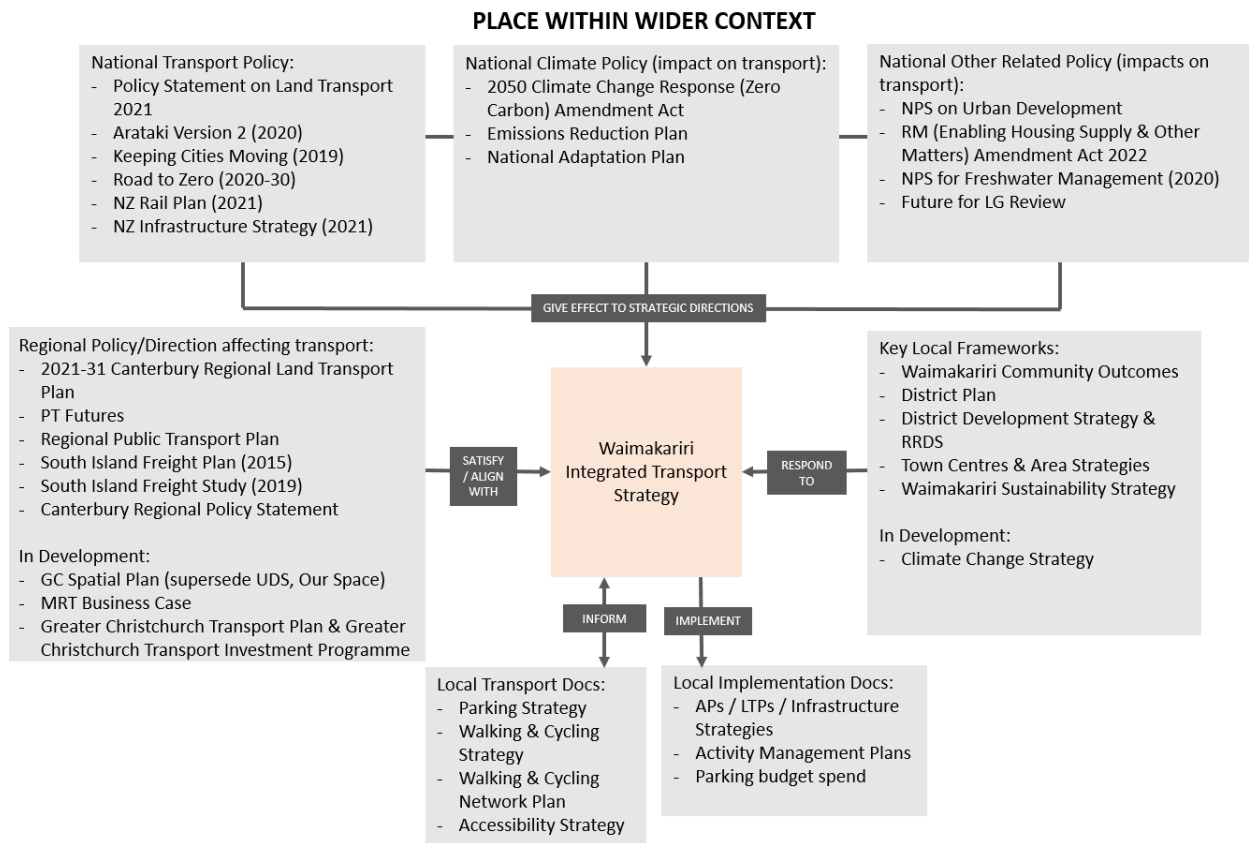
leakage, historic low investment in alternative transport modes, and relatively high car-dependency, coupled with the fact that a large proportion of District residents are rurally, or semi-rurally based and have a greater reliance of private motor vehicles.

- j. As referenced earlier, an increasing amount of central Government policy direction addressing climate change and emissions reduction (such as the Emissions Reduction Plan), together with sector reform, is quickly changing the landscape for transport and land use planning, regionally and locally. Continuing business as usual practices and forward planning without wider considerations that span across all transport related fields is arguably no longer appropriate, as Councils have responsibilities to give effect to central Government policy directions in this space. This includes ensuring communities are connected in the wider wellbeing context signalled in current Local Government Reform. The wider strategic context is pictured in 9.
- k. The Council needs a well-considered and robust plan and information base to respond to central Government policy and reform, in order to also put itself in the best position possible to access future funding streams that will assist in implementing key moves to be identified in the ITS.
- l. There is a need to consider the local context in aligning with regional transport and land use related planning exercises undertaken by the Greater Christchurch Partnership. It is considered likely that the Greater Christchurch Transport Plan will have a relatively urban/city focus, and translating what it means for the District will be important.
- m. Increasingly, there are partner and community expectations on Council to responsibly and responsively reconsider and pivot its activities and 'ways of doing things' in a way that addresses climate change.
- n. Waimakariri District is one of the fastest growing Districts in the country. Under the National Policy Statement on Urban Development, Waimakariri District is a 'Tier 1 Council' (alongside Councils in the areas of Auckland, Tauranga, Hamilton, Wellington and Christchurch). Waimakariri District is projected to increase from 66,160 people in 2021 to 99,860 people in 2051, an increase of 32,700 people or 49%. The Council's District Development Strategy signals a need for approximately 15,000 new houses to accommodate this population growth. This growth will increase the number of journeys made across the District and into Christchurch City, putting increased pressure on the transport system. The transport network, in its widest sense, will need to respond to (and inform) the urban growth pattern planned, as well as respond to unexpected or out-of-sequence development. The District has a significant rural and semi-rural population base, where traditional mode-shift initiatives are more problematic than in urban settings. The Council also needs to turn its mind to how best to respond to enabled increased residential density through intensification (MDRS) on a network basis.
- o. Transport developments need to appropriately consider important changes in the factors that make up Waimakariri's resident population. An aging population, made up of more single and couple-only households in the future, puts added pressure on providing a better, safer transport system with more travel choices. Location specific developments, such as retirement villages, also play a key role in local network planning.
- p. Appropriate infrastructure is required to accommodate changing technology in the transport space, such as EVs, e-bikes, micro-mobility, automated, and connected

vehicles. The vehicles of the future are not only likely to be fuelled from renewable sources but also self-driving, with implications for future design and delivery of transport networks. The transport system needs to become adaptable and responsive to meet the changing needs of our communities.

Wider Policy Context

8. The following diagram provides the wider policy context and framework that informs the development and implementation of an ITS. It lists the key central Government documents that provide transport, climate change and other related strategic directions the Council must give effect to, which impact in one way or another the local transport system. A number of (sub)regional strategies and plans – existing and in development –, with which an ITS needs to align, provide context for an ITS. Spatial growth related strategies and those addressing sustainability / climate change provide locally specific context, to which an ITS would respond. Existing transport related strategies would inform the content of an ITS, and in turn, an ITS would inform the review of those documents. Implementation of an ITS would largely occur through budgets committed in Long Term Plans (LTP) and Annual Plans (AP), as well as through external funding sources sought out.



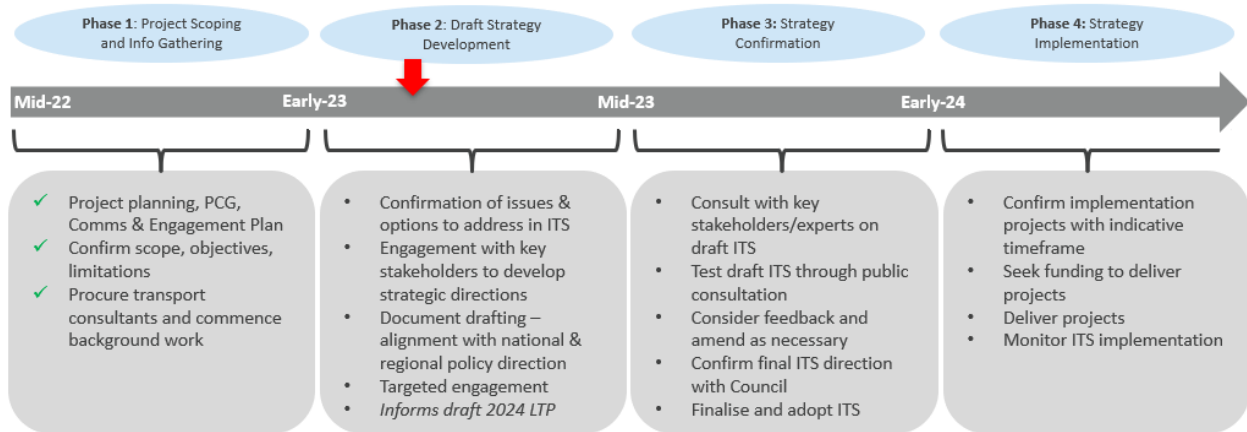
9. Key policy objectives at national, regional and local levels are currently as follows:

National policy objectives	Regional policy objectives	Local policy objectives
<ul style="list-style-type: none"> • Mode shift – increasing alternative modes (reduce reliance on private motor vehicle) • Achieve climate change objectives (reduce emissions and VKT) • Shaping urban form – 	<ul style="list-style-type: none"> • Safety • Sustainably manage demand • Prioritise a sustainable and integrated transport and land use network • Increase uptake of alternative modes 	<ul style="list-style-type: none"> • Managing private vehicle demand • Town centre congestion • Increased parking demand • Pressure on transport facilities (NPS-UD) • Provide modal choice

integrated land and transport planning <ul style="list-style-type: none"> • Safety – Road to Zero • Efficient freight network (encourage rail usage) 	<ul style="list-style-type: none"> • Effectively manage increasing freight volumes 	<ul style="list-style-type: none"> • Emissions recording • Natural disasters and climate change • Aging population
--	---	---

Project Delivery and Engagement

10. The following diagram depicts the intended project delivery within four key phases:



11. The project scoping and preparation phase is complete and we are now in the draft Strategy development phase. It is important that outputs at the end of phase 2 inform the development of the draft 2024-34 LTP, alongside the Rooding Activity Management Plan (AMP).

12. It is appropriate that progressing the ITS project precedes the drafting of the Rooding AMP and the LTP, in order to provide key context and draft strategic directions as they develop. With this in mind, key strategic directions that will underpin the formulation of a draft ITS will be developed in Q2 of 2023, by the end of phase 2. AMP drafting will occur in parallel (underway and to be completed in Q3 of this year); however the development of the draft ITS will be able to provide some key strategic context and messages. Mid-2023 will see a draft ITS document completed, with consultation, confirmation and document finalisation occurring over the second half of 2023. It is anticipated that a final Strategy is presented to Council for adoption in December 2023 / January 2024.

13. It is important that the ITS evolves in collaboration with critical stakeholders and partners. As such, a Stakeholder Working Group has been established representing key sector and community views, and critical input is being sought through two half-day workshops with this group. The Stakeholder Working Group includes representation from:

- Waka Kotahi
- Environment Canterbury
- Christchurch City Council
- Greater Christchurch Partnership
- Waimakariri Access Group
- Promotions Associations
- Freight organisations / associations
- Spokes
- Youth Council
- Federated Farmers
- Community Board Chairs

14. This group is supported by key staff and selected elected members including the Portfolio Holders for Climate Change and Sustainability; District Planning; Roading; Transport; and Business, Promotions and Town Centres.
15. The first workshop was held with the Stakeholder Working Group on 8 March, during which staff and consultants outlined the scope, purpose, drivers and strategic context for the ITS. The session then allowed for focused discussion of key issues and challenges facing the District's transport system, as well as opportunities and priorities. Another workshop is scheduled for 11 May, during which draft strategic directions, that will ultimately underpin a draft ITS document, will be shared and discussed as a measure of 'sense-check'. We will also be discussing implementation, timeframes, roles, what success looks like, and next steps. The Community Board Chairs represent the Community Boards and the local community in their role on the Stakeholder Working Group. Engagement with the full Community Boards will occur again during the public consultation phase of the project, in order to seek the Boards' feedback on a draft ITS, in July/August 2023.
16. Staff are seeking engagement with Ngāi Tūāhuriri on the project, and discussions about how best to partner with, integrate and consider mana whenua interests are progressing.
17. Separate engagement (as opposed to membership on the Stakeholder Working Group) with other stakeholders is also occurring during the formulation of a draft Strategy, as well as seeking feedback on a draft document, as the project progresses. Certainly, engagement will also be proactively sought (either through early engagement or with a draft ITS during public consultation) with organisations and interests such as Residents Associations, Metro, KiwiRail, Bus and Coach Association, Canterbury Employment Chamber of Commerce, local developers, Living Streets, Low Vision NZ, Age Concern, Age-Friendly Advisory Group, schools, emergency respondents and utilities groups, Rangiora Airfield Advisory Group and others, as appropriate. Through 'Bang the Table' (Council's engagement platform), Council also has ready access to some 2000 registered residents, over 1000 of whom have indicated an interest in transport related matters.

Existing Community Feedback

18. Existing community feedback from a variety of sources that have previously garnered the wider community's views on transport and growth/change related matters tells us that key transport related concerns:
 - for the District's rural areas are a lack of modal choice;
 - for Oxford that the Main Street is dominated by cars and a desire for more walking and cycling routes;
 - for Rangiora parking issues, limited public transport services and cycling infrastructure, speed reductions and congestions (noting the for the purpose of this projects, it is assumed that the Eastern Link Rd will be implemented);
 - for Woodend/Pegasus that there is a desire for the Eastern bypass to reduce local Woodend traffic (noting this is subject to central Government decision-making), and the desire for more public transport options; and
 - for Kaiapoi traffic congestion, parking as well as safety and connectivity.
19. Community feedback collected through the Greater Christchurch 2050 consultation reveals that public transport, walking and cycling being easy and affordable is the most highly ranked aspiration in terms of importance, followed by it being easy to get around and a reduction in carbon emissions. The top concern is that traffic congestion is getting worse, pollution and waste management issues, and that we are not doing enough to offset the impacts of climate change.

20. Other engagement feedback tells us that the Waimakariri Walking and Cycling Network Plan received solid community support, and that there are multiple barriers to using public transport, including that cars are still more convenient, public transport services are unsuitable or limited, and that there is a preference for a train service.

Potential Issues and Challenges

21. Intercepting with many of the key drivers discussed above, the following is a list of key issues identified by staff at the project inception phase:

- Historically low investment to alternative travel modes in the Waimakariri District has made driving a vehicle 'too easy'. Limited intra-District public transport connections has resulted in high private car dependency. Coupled with relatively high inter-District employment leakage means the District generates relatively high VKTs. It is of note though, for balance, that the proportion of Greater Christchurch employment in Waimakariri has been consistently increasing over the last 20 years; Rangiora in particular is an exemplar in terms of self-sufficiency, where Kaiapoi is more of a 'commuter town'. The percentage of people living and working in the District has increased from 41% in 2006 to 57% in 2018 (and percentage living in the District and working in Christchurch has correspondingly dropped from 40.5% in 2006 to 28% in 2018). The majority of the District's labour force travels to work by car, van or truck (79%) and less than 1% use public transport to travel to work.
- Linked to above, environmental impact and effect on climate change of car-dependent travel, coupled with needing to reducing VKT and vehicle related emissions
- Ongoing effects of the Canterbury earthquakes continue to impact how people choose to travel (there is a perceived 'comfort and safety' in driving)
- Dispersed employment is an ongoing consequence of the Canterbury earthquakes, which makes commuting via public transport less efficient and hence, attractive
- Road safety
- The costs of vehicle ownership and operation is high
- The need to be able to respond to new and emerging transportation technologies
- Rural based communities have limited travel choices alternative to private vehicles
- Natural hazards impact on infrastructure / network resilience. Increasing impacts of climate change disrupt a vulnerable transport network, essential services, critical supplies and commerce
- 'The changing ways we do things'; rise in online shopping and work from home practices (accelerated by the global health pandemic) impact our town centres, access and parking requirements. (The percentage of people working from home is higher in Waimakariri District than in the Canterbury Region, noting this was measured at the 2018 Census before the pandemic). The future of these trends and their effect on the transport network are somewhat difficult to predict.

22. Earlier this year, transportation consultants Abley undertook for Council an assessment of likely issues and challenges that the District's transport system faces, in the context of its rural/urban setting, together with its place within the (sub)region. These have been

discussed and further evolved with the Stakeholder Working Group at its first session, and can be summarised in the following five key themes:

- Land use integration / intensification:
 - i. Greenfield development requires an integrated approach
 - ii. National Policy Statement (NPS) on Urban Development
 - iii. Resource Management (RM) Amendment Act – Medium Density Residential Standards (MDRS) Provisions
 - iv. Can infrastructure cope with higher densities?
 - v. Removal of parking requirements
 - vi. Impact on on-street parking
- Road safety:
 - i. The Safe System approach (post-crash care, safe roads, safe speeds, safe vehicles, safe roads users)
 - ii. Road to Zero policy
 - iii. Speed Management Framework
 - iv. Network Operating Framework – what is the purpose of each road?
- Congestion and parking:
 - i. Local congestion: Woodend, Rangiora, Southbrook Road, Williams Street
 - ii. Congestion in northern and western Christchurch; managing cross-boundary traffic demand with Christchurch
 - iii. Community wants more parking and ‘direct’ access
 - iv. Conflicts with mode shift aspirations
 - v. Shift from ‘predict and provide’ to active management?
- Modal priorities:
 - i. National focus – mode shift, climate change / emissions reduction
 - ii. Challenges for local policy to invest in all modes
 - iii. Waimakariri currently does not have a density for Mass Rapid Transit (MRT)
 - iv. Need for public transport between towns not just a connection to Christchurch; providing travel choice outside of the Greater Christchurch Partnership (GCP) area
- Freight network:
 - i. Priority to shift from road to rail
 - ii. District freight demand is diverse
 - iii. Challenge to better manage freight safety and efficiently
 - iv. Provide for intra-district freight movements

Key Next Steps

23. The relevant, critical next steps over the coming three months are:

- Community Boards discuss the project at their next meeting and their feedback / input is shared with staff (April)
- Early engagement with a number of other key stakeholders not represented on the Stakeholder Working Group (March/April)
- Formulation of draft strategic directions that will underpin a draft strategy (April)
- Briefings with Management Team and Council (April/May)
- Second Stakeholder Working Group session to share and ‘sense-check’ strategic directions (May)
- Formulation of a draft ITS for public consultation (June)

CHAIRPERSON'S REPORT

*For the month of **March 2023***

CHAIRPERSON'S DIARY		DISCUSSION POINTS
<i>Date</i>	<i>Events</i>	<i>Community Feedback/Issues Raised</i>
9/3/2023	Meeting with Board and Deputy Chairs and the Mayor	We discussed all of the topical issues around the district, and I thanked Mayor Gordon for his support with issues in our Ward such as the Oxford Landfill and Plan Change 31
9/3/2023	All Boards Briefing	We were updated by Enterprise North Canterbury about the work they were doing in the district. There was also an update on the 2023/24 Draft Annual Plan and an overview of the Waimakariri Economic Development Strategy. We were also given an overview of the amended Standing Orders for Community Boards, and the new requirements for the declaration of pecuniary interests.
15/3/2023	Woodstock Quarry update with Andrew Schulte	We discussed the just released section 42a reports and whether we need to source independent experts – a verbal update will be given at the meeting
20/3/2023	OPAC AGM	I attended this as a member of the OPAC Committee and the group is looking for new members to take on roles such as Treasurer and Secretary.
21/3/2023	Oxford Community Trust meeting	Recent fundraising events and upcoming projects were discussed.
22/3/2023	Submission workshop for WDC and ECAN	Thanks to those who attended the workshop we had good discussions and hopefully the submission will cover all the issues the Community have raised with us
29/3/2023	Youth Development Grant Committee meeting	

OXFORD-OHOKA COMMUNITY BOARD
MEMBERS INFORMATION EXCHANGE
For March 2023

Mark Brown

MEMBER'S DIARY		DISCUSSION POINTS
<i>Date</i>	<i>Events members have attended</i>	<i>Community Feedback/Issues Raised</i>
22/3/2023	OPAC-AGM	Chair and Vicechair and Sec and treasurer did not seek re-election, A Chair was elected but others remained vacant group resolved that outgoing people retain roles for 30-day extension so group could find new people to fill vacant roles.
22/3/2023	OPAC-Monthly meeting	I recommended that the group look at making submissions like the OOCB does
Other:	Relaying S42A Woodstock Quarry info to several interested people/ratepayers.	

Niki Mealings

MEMBER'S DIARY		DISCUSSION POINTS
<i>Date</i>	<i>Events members have attended</i>	<i>Community Feedback/Issues Raised</i>
8 Mar 23	Integrated Transport Strategy Workshop	Stakeholders workshop to identify gaps and opportunities in district
9 Mar 23	Waimakariri Access Group Accessibility Training	WAG training event chiefly attended by WDC staff and a few elected members. Heard from 3 speakers @ accessibility issues for them, and then went out and experienced life from a disabled person's perspective using wheelchairs, goggles and other mobility aids.
9 Mar 23	Oxford Community Networking meeting	Monthly meeting of community service providers.
9 Mar 23	All Boards Meeting	
13 Mar 23	Transwaste Kate Valley site visit	Toured Kate Valley landfill and Tiramoana Bush.
14 Mar 23	Extraordinary Council Meeting	

14 Mar 23	Council Briefing & Workshop Session	
14 Mar 23	Attended Huihui Mai Workshop	GCP engagement event to gather district thinking from the public about future growth.
16 Mar 23	Natural Environment Strategy PCG meeting	
16 Mar 23	Relay For Life Quiz Night	WDC fundraiser for the Cancer Society
17 Mar 23	GCP Briefing	
18 Mar 23	HMNZS Manawanui event	Attended fundraising event for Canterbury Coastguard aboard the Manawanui.
21 Mar 23	Utilities and Roading Committee meeting	*Of interest to OOCB: Butchers Rd bridge reinstatement almost complete (@time of writing);WDC is a top 5 performer in least waste per capita; Cust Community Recycling bins will be emptied pre-Easter to ensure capacity over the Easter period.
21 Mar 23	District Planning & Regulation Committee meeting	
21 Mar 23	Community & Recreation Committee meeting	Of interest: New 'Recollect' page under Heritage Collections on Waimakariri libraries website where people can contribute accounts of local history launching w/in the next month.
21 Mar 23	Council Briefing	
22 Mar 23	MSC Board meeting	Of interest: Women's changing rooms now painted & new lights installed. Men's Changing room & Hall next for painting.
23 Mar 23	Property Portfolio Working Group meeting	First meeting of newly created group amalgamating the previous Housing WG and the Property Acquisitions & Disposals WGs.
23 Mar 23	Ohoka Stream site visit	The Ohoka-Mandeville Rural Drainage Advisory Group and pertinent staff/ managers undertook a site visit to the Ohoka Stream loop and Three Streams to view work done and to better understand river capacity issues.
27 Mar 23	Community Wellbeing Nth Canty Trust board meeting	
28 Mar 23	Waimakariri Youth Council meeting	9 new members inducted to WYC
29 Mar 23	Next Steps website official launch*	After 2 years in development through C19 local welfare group, a 'one stop shop' website that enables people to discreetly seek any help they think they might need has been brought to fruition.
30 Mar 23	Climate Change Action Planning Reference Group meeting*	Canterbury Mayoral Forum group comprised of representatives from all 10 Canterbury councils to work together and share resources to further work on CC related workstreams.
30 Mar 23	Natural Environment Strat PCG meeting*	
30 Mar 23	Portfolio catch up*	
1 April 23	Oxford A & P Show *	OOCB stall present at show

31 Mar 23	MSC catchup with Greenspace Manager*	
4 Apr 23	Continuation of LTP Roading Capital & Maintenance programmes workshop*	
5 Apr 23	Sutton Tools Thank You morning tea*	Formal thank you from Community Wellbeing Nth Canty Trust to Sutton Tools for their generous support of the trust.
6 Apr 23	Drainage & Stockwater Alt. Rating Structure meeting *	First meeting of newly convened group.

NB: items marked with * indicate event occurring after Member's Exchange report was submitted, but not yet attended at time of writing

Pete Merrifield

MEMBER'S DIARY		DISCUSSION POINTS
<i>Date</i>	<i>Events members have attended</i>	<i>Community Feedback/Issues Raised</i>
6/03/2023	Mandeville O-OCB Meeting	
9/03/2023	Oxford Museum	Wrong date
9/03/2023	Council Chambers	All Boards meeting
16/03/2023	Oxford Museum	Actual meeting
22/03/2023	Council Chambers	O-OCB Meeting re WDC plan and ECAN plan
Other:	Relaying S42A Woodstock Quarry info to several interested people/ratepayers.	

Michelle Wilson

MEMBER'S DIARY		DISCUSSION POINTS
<i>Date</i>	<i>Events members have attended</i>	<i>Community Feedback/Issues Raised</i>
8, 9 and 21/03/2023	Education Kahui Ako meetings	Discussions regarding resources, community needs.
9/03/2023	Oxford Community Networking Forum	As Minuted. Sharing of information helpful. Financial pressures having growing impact. Lack of access to GP for people new to area.
13/03/2023	Smoked Tobacco Submission	
16/03/2023	WHAG Working Group	New Terms of Reference
20/03/2023	Met with Wendy Howe re Drug & Alcohol Harm Prevention Steering Group	Reframing focus and strategy
22/03/2023	Submission Workshop for Draft Annual Plans	As Minuted
27/03/2023	Huihui Mai Webinar	Joint Spatial Plan and Mass Rapid Transit System. Strong Youth, Community voice key so we can accommodate growth for future, including decisions on transport. Shaping Christchurch City will have impact on what happens for Waimakariri so need to encourage people to submit.
Other:	Attending next week: March 29 th - Next Steps Launch, April 4 th WHAG meeting, April 6 th Te Koromiko Swannanoa School 150 th Public meeting regarding Vape Stores - 13 April, Pegasus Community Centre	