

**MINUTES FOR THE INAUGURAL MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD
HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS
STREET, KAIAPOI, ON THURSDAY, 27 OCTOBER 2022 AT 1.30PM.**

PRESENT

J Watson (Chairperson), R Keetley (Deputy Chairperson), T Bartle, A Campbell, H Carroll, P Redmond, S Stewart

IN ATTENDANCE

B Cairns (Kaiapoi-Woodend Ward Councillor), S Powell (Kaiapoi-Woodend Ward Councillor),

J Millward (Chief Executive), C Brown (Manager Community and Recreation), K Rabe (Governance Advisor) and A Connor (Governance Support Officer).

There were no members of the public present.

At the commencement of the meeting, the Chief Executive, J Millward, took the Chair and welcomed the newly elected Board members and the members of the public to the inaugural meeting of the fourth term of the Kaiapoi-Tuahiwi Community Board.

1 APOLOGIES

There were no apologies

2 CONFLICTS OF INTEREST

There were no conflicts of interest

3 BOARD MEMBERS' DECLARATIONS

3.1 Local Government Act 2002 - Schedule 7 – Clause 14: Declaration by Member

The Chief Executive invited elected members to read and sign their declarations as required in terms of Schedule 7 of the Local Government Act, 2002, which was witnessed and signed by the Chief Executive.

Declaration by Community Board members:

I, (name), declare that I will faithfully and impartially, and according to the best of my skill and judgement, execute and perform, in the best interests of the Kaiapoi-Tuahiwi community, the powers, authorities, and duties vested in or imposed upon me as Member of the Kaiapoi-Tuahiwi Community Board by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at: Kaiapoi on 30 October 2025

Signature:

Signed in the presence of:

[J Millward]

The Community Board members who read the oath were Tim Bartle, Abbie Campbell, Henrietta Carroll, Russell Keetley, Philip Redmond, Sandra Stewart and Jackie Watson.

To ensure comprehensive representation and effective information sharing across the entire ward, the Chief Executive extended an invitation to the two remaining Kaiapoi-Woodend Ward Councillors, T Bartle and S Powell, to join the Kaiapoi-Tuahiwi Community Board table. The Councillors would have speaking rights at Board meetings but would not hold voting rights.

4 **REPORTS**

4.1 **Appointment of Chairperson and Deputy Chairperson – K Rabe (Governance Advisor)**

J Millward introduced the report and explained the process for the Chair and Deputy Chair election process.

The Chief Executive called for nominations for the position of Chairperson.

T Bartle believed that J Watsons and R Keetley should share the role of Chairperson and Deputy Chairperson during the 2025-28 triennial. He highlighted the advantages of allowing an experienced Chair to pass on knowledge and advice to the Deputy Chair which would provide a smooth succession and continuity moving forward especially as J Watson had indicated that she was unlikely to seek re-election during the next election period.

P Redmond endorsed T Bartles view, noting he was participating in a similar arrangement in the role of Deputy Mayor for the Council.

H Carroll appreciated the sentiment behind sharing the role however queried if there was provision within the Act to allow for to happen. J Millward replied that staff had investigated the matter during the previous term when a similar situation had occurred with the Oxford-Ohoka Community Board. It was emphasised that co-chairing was not allowed however the role could be split with distinct time periods set as to when each person was in the Chairperson and Deputy Chairperson role.

Moved: T Bartle

Seconded: P Redmond

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No: 250702119849.
- (b) **Resolves** to call for nominations of Chairperson and Deputy Chairperson and uses System (A) for voting in the event of more than one member being nominated.

AND

- (c) **Appoints** Board Member J Watson as the first Chairperson of the Kaiapoi-Tuahiwi Community Board for the first half of the 2025-28 triennial term to take immediate effect from 30 October 2025 until 30 April 2027.
- (d) **Notes** that the remuneration of the Chairperson will be appropriately adjusted as from 31 October 2025.

CARRIED

The Chief Executive then vacated the Chair in favour of the elected Chairperson, J Watson.

When considering the appointment of Deputy Chairperson, S Stewart suggested that she would like to see a further learning experience be offered and moved that once R Keetley became Chair that H Carroll become the Deputy Chair rather than it going to J Watson, as previously initiated. This could stand the Board in good stead in the future.

Moved: S Stewart

Seconded: A Campbell

- (e) **Appoints** Board Member R Keetley as Deputy Chairperson of the Kaiapoi-Tuahiwi Community Board for the first half of the 2025-28 triennial term to take immediate effect from 30 October 2025 until 30 April 2027.
- (f) **Appoints** Board Member H Carroll as Deputy Chairperson of the Kaiapoi-Tuahiwi Community Board for the second half of the 2025-28 triennial term to take immediate effect from 1 May 2027 until the end of the 2025-2028 triennial term in October 2028.

CARRIED

P Redmond abstained

S Stewart felt calling on experience and expertise already present and upskilling newer members was vital.

4.2 **Local Government Act – First Meeting Following the Triennial General Election Requirements – J Millward (Acting Chief Executive)**

K Rabe took the report as read.

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No 250805144001.
- (b) **Receives** legislative material that has been circulated.

CARRIED

4.3 **Elected Member Code of Conduct and Standing Orders – S Nichols (Governance Manager)**

K Rabe stated legislative change were expected in early 2026 which would influence the standing orders at which time the Board would undertake a review.

Moved: P Redmond

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No 250805143924.
- (b) **Receives** the 2025 Elected Members Code of Conduct (Trim 230918145779).
- (c) **Adopts** the 2025 Orders Standing Orders for Community Boards (Trim 251013193983), effective from 30 October 2025.

CARRIED

P Redmond acknowledged the importance of these operating documents for the Board.

4.4 **Meeting and Workshop Dates for 2025/2026 – T Kunkel (Governance Team Leader)**

K Rabe took the report as read.

Moved: S Stewart

Seconded: J Watson

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 250703120657.
- (b) **Resolves** to hold Board meetings at the Ruataniwha Kaiapoi Civic Centre, Williams Street, Kaiapoi, commencing at 5pm, on the following dates:
- 17 November 2025
 - 8 December 2025
 - 16 February 2026
 - 16 March 2026
 - 20 April 2026
 - 18 May 2026
 - 15 June 2026
 - 20 July 2026
 - 17 August 2026
 - 21 September 2026
 - 19 October 2026
 - 16 November 2026
 - 14 December 2026

CARRIED

5 QUESTIONS UNDER STANDING ORDERS

Nil

6 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

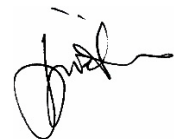
Nil.

4.1 NEXT MEETING

The first ordinary meeting of the Kaiapoi-Tuahiwi Community Board is scheduled for 5pm, Monday 17 November at the Ruataniwha Kaiapoi Civic Centre.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 9.36pm.

CONFIRMED



Chairperson

17 November 2025

Date