

Agenda

Woodend-Sefton Community Board

Tuesday 11 April 2023

5.30pm

Waikuku Beach Hall
1 Bridge Street
Waikuku Beach

Members:

Shona Powell (Chairperson)

Mark Paterson (Deputy Chairperson)

Brent Cairns

Ian Fong

Rhonda Mather

Philip Redmond

Andrew Thompson



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AGENDA FOR THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD TO BE HELD IN WAIKUKU BEACH HALL, 1 BRIDGE STREET, WAIKUKU BEACH ON TUESDAY 11 APRIL 2023 AT 5.30PM.

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

	<u>BUSINESS</u>	PAGES
1	<u>APOLOGIES</u>	
2	<u>CONFLICTS OF INTEREST</u>	
3	<u>CONFIRMATION MINUTES</u>	
3.1	<u>Minutes of the Woodend-Sefton Community Board – 13 March 2023</u>	
	<i>RECOMMENDATION</i>	9 - 20
	THAT the Woodend-Sefton Community Board:	
	(a) Confirms , as a true and accurate record, the circulated Minutes of the Woodend-Sefton Community Board meeting, held on 13 March 2023.	
3.2	<u>Matters Arising</u>	
3.3	<u>Notes of the Woodend-Sefton Community Board Workshop – 13 and 21 March 2023</u>	
	<i>RECOMMENDATION</i>	21 - 23
	THAT the Woodend-Sefton Community Board:	
	(a) Receives the notes of the Woodend-Sefton Community Board Workshops, held on 13 and 23 March 2023.	
4	<u>DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY</u>	
4.1	<u>Estuary – Grant Davey</u>	
	G Davey will be addressing the Board about the Ashley River Estuary.	
5	<u>ADJOURNED BUSINESS</u>	
	Nil.	

6 REPORTS

6.1 Endorsement for proposed upcoming works at Norton Place, Woodend - Teifion Matthews (Project Engineer) and Jason Recker (Stormwater and Waterways Manger)

RECOMMENDATION

24 - 111

THAT the Woodend-Sefton Community Board:

- (b) **Receives** Report No. 230224025812
- (c) **Note** following the recommendation from the Community Board, staff will proceed to Utilities and Roading Committee for approval of the Upgrading existing sump option. Following the decision from the Utilities and Roading Committee, Council staff will complete design and proceed to construct.

AND

THAT the Utilities and Roading Committee:

- (d) **Approves** the recommendation to proceed with design and construction of the upgrading existing sump option in 2023/24.
- (e) **Notes** that there will still be an issue of lack of secondary flow path out of Norton Place for extreme events. However, the 50 year level of service is maintained to prevent flooding of private property, by routine sump maintenance. It is likely Council will continue receiving complaints due to ponding in road reserve and the time it takes for the water to drain away.
- (f) **Notes** that this is a reduced scope of work from the previously accepted design of overland flow path through Norton Reserve and Hewitts Road and has come about due to the practical challenges and constraints of the current localised topography and construction estimate for this upgrade being beyond the available budget.
- (g) **Notes** that in events great than 1 in 100 years, overland flow path will continue to follow the natural low point towards the property.
- (h) **Notes** that this option can be integrated into any future stormwater upgrades along Hewitts Road.

6.2 Woodend Sefton General Landscaping Budget - Hannah-Rose Belworthy (Intermediate Landscape Architect)

RECOMMENDATION

112 - 117

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 230324041274
- (b) **Notes** the Board currently has \$13,090 available to allocate to general landscape projects within the Woodend Sefton Ward.
- (c) **Approves** the allocation of \$8,800 towards the Sefton Domain Entrance Beautification - Vaughn Street and approves the Sefton Domain Advisory Group working with Greenspace Staff to approve the final design.

- (d) **Notes** that if approved, staff with consult with the Sefton Domain Advisory Group on the proposed concept design for Sefton Domain Entrance.
- (e) **Approves** the allocation of \$4,290 towards biodiversity planting at Waikuku Beach Pond as seed funding to support staff applying to the Green Philanthropy fund for this project.
- (f) **Notes** should the application to the Green Philanthropy fund be unsuccessful, staff will utilise the budget on a smaller scale to remove exotic weeds and infill native plants where possible.

6.3 **Amendments to Standing Orders for the Woodend-Sefton Community Board – Thea Kunkel (Governance Team Leader)**

RECOMMENDATION

118 - 200

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No. 230322039615.
- (b) **Adopts** the updated Community Boards Standing Orders 2023 (Trim 230314034912), effective from 12 April 2023.

6.4 **ANZAC Day Services 2023 – Kay Rabe (Governance Advisor)**

RECOMMENDATION

201 - 203

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No. 230320037803.
- (b) **Appoints** Board member(s)..... to attend the Woodend War Memorial service to be held at 6pm on Monday 24 April 2023 at the Woodend War Memorial site, School Road, Woodend and to lay a wreath on behalf of the community.
- (c) **Appoints** Board member(s) to attend the Sefton Domain service to be held at 6pm on Monday 24 April 2023 and to lay a wreath on behalf of the community. Noting that the wreath will be laid in conjunction with a Council representative.
- (d) **Appoints** Board member(s)..... to attend the Pegasus dawn service at the lake to be held at 6am on Tuesday 25 April 2023.

7 CORRESPONDENCE

7.1 **Memo from Heike Downie (Senior Advisor – Strategy & Programme) regarding Waimakariri Integrated Transport Strategy Project**

204 - 211

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the correspondence regarding the Waimakariri Integrated Transport Strategy Project (Trim Ref: 230321039242).

8 CHAIRPERSON'S REPORT

8.1 Chairperson's Report for March 2023

RECOMMENDATION

212 - 213

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the report from the Woodend-Sefton Community Board Chairperson (TRIM: 230405047724).

9 MATTERS FOR INFORMATION

- 9.1 Oxford-Ohoka Community Board Meeting Minutes 7 March 2023.
- 9.2 Rangiora-Ashley Community Board Meeting Minutes 8 March 2023.
- 9.3 Kaiapoi-Tuahiwi Community Board Meeting Minutes 20 March 2023.
- 9.4 Drainage and Stockwater Alternative Rating Structure – Report to Council meeting 7 March 2023 – Circulates to all Boards.
- 9.5 Submission on Proposals for the Smoked Tobacco Regulatory Regime – Report to Council meeting 7 March 2023 – Circulates to all Boards.
- 9.6 Pecuniary Interests Register – Report to Council Meeting 7 March 2023 – Circulates to all Boards.
- 9.7 Amendments to Standing Orders for Council, Committee, Sub-Committees and Hearing Panels – Report to Council meeting 7 March 2023 – Circulates to all Boards.
- 9.8 Health, Safety and Wellbeing Report February 2023 – Report to Council meeting 7 March 2023 – Circulates to all Boards.
- 9.9 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.
- 9.10 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.
- 9.11 Library Update to 9 March 2023 – Report to Community and Recreation Committee meeting 21 March 2023 – Circulates to all Boards.
- 9.12 July 2022 Flood Response Update – Report to Utilities and Roding Committee 21 March 2023 – Circulates to all Boards.

RECOMMENDATION

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the information in Items 9.1 to 9.12.

Note:

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

10 **MEMBERS' INFORMATION EXCHANGE**

214 - 216

See report Trim Ref: 230405047787.

10.1 **Brent Cairns**

10.2 **Ian Fong**

10.3 **Rhonda Mather**

10.4 **Philip Redmond**

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.

11 **CONSULTATION PROJECTS**

11.1 **Waimakariri District Council Draft Annual Plan 2023/24**

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

Consultation closes Monday 17 April 2023.

11.2 **Wolffs Road Suspension Bridge**

<https://letstalk.waimakariri.govt.nz/wolffs-road-suspension-bridge>

Consultation closes Monday 17 April 2023.

11.3 **Kaiapoi Historic Railway Station Building Relocation**

<https://letstalk.waimakariri.govt.nz/kaiapoi-historic-railway-station>

Consultation closes Thursday 6 April 2023.

12 **BOARD FUNDING UPDATE**

12.1 **Board Discretionary Grant**

Balance as at 31 March 2023: \$4,710.

12.2 **General Landscaping Fund**

Balance as at 31 March 2023: \$13,090.

13 **MEDIA ITEMS**

14 **QUESTIONS UNDER STANDING ORDERS**

15 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

NEXT MEETING

The next meeting of the Woodend-Sefton Community Board is scheduled for 5.30pm, Monday 8 May 2023 at the Woodend Community Centre, School Road, Woodend.

Workshop

- *Speed Management Plan – full plan speed limit workshop – Shane Binder (Senior Transportation Engineer) and Allie Mace Cochrane (Transportation Engineer) - 30 mins*
- *Woodend Pegasus Area Strategy Update/ Review – Heike Downie (Senior Advisor Strategy and Programme) and Mark Maxwell (Strategy and Business Manager) – 45mins*
- *Members Forum*

4 DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY

4.1 Environment Canterbury Draft Annual Plan – Councillor C McKay

Councillor McKay noted that Environment Canterbury's Draft Annual Plan had gone out to the public for engagement with a 10% rate rise which was based on the decisions made in Environment Canterbury's Long Term Plan, which had predicted a 4.6% rise. Staff had recommended a 7.2% inflationary increase by making efficiencies, delaying, or deferring some programmes or scaling back some programmes. C McKay acknowledged the work done by Environment Canterbury staff to keep the rate rise at 10%. Valuation for Waimakariri both urban and rural properties went up but the percentage increase was higher for urban, with a slight decrease for the rural landowners.

P Redmond noted that he was a member of the Ashley River Rating Committee. The rate increase for this area was around 2%, which was minimal, and the Environment Canterbury River Engineer had said that the assets were in good condition. P Redmond was hoping that the rest of the district may have had a similar percentage increase. Councillor McKay stated that she would have liked the rate rise to be lower however you had to be realistic about the world and the environment. Wages were going up and with inflation and the cost of living increases seen in recent times it was inevitable that rates would also rise. The shortage of bus drivers was impacting on public transport and the service that Environment Canterbury was able to provide.

P Redmond noted that the Government had made an announcement of approximately \$50 million to assist bus drivers and public transport in Canterbury. He asked if that was going to have any impact on Environment Canterbury's budgets. Councillor McKay understood that the funding was mainly related to infrastructure rather than wages and attracting new drivers.

B Cairns noted that Councillor McKay had said she was not happy with the 10% increase. He asked if there was anything that she would suggest to Environment Canterbury staff or Councillors that could reduce the increase of 10% or was there anything that could be cut to limit the increase. Councillor McKay said that previously she had been vocal regarding wise investment, prioritizing and delaying or deferring projects. Environment Canterbury staff had come back to the Council with efficiencies where staff thought they could reduce the rate increase by three or four percent and they were also looking at which projects could be delayed or deferred by reworking their current programmes to provide the level of service and the outcomes the community expected.

A Thompson commented on the lack of usage of the buses from Waikuku Beach and between Woodend/Pegasus and Rangiora, which the Board had encouraged Environment Canterbury to provide and enquired if Councillor McKay had any ideas on how to encourage residents to use the buses. Councillor McKay noted in the 2022/23 Environment Canterbury Annual Plan they introduced a fare trial which proposed a flat rate across Selwyn, Waimakariri and Christchurch City and also some discounted or targeted fees for under 25s, tertiary students and children. Government had then provided the 50% reduction to all fares. Therefore Environment Canterbury had delayed its fare trial until such time when the Government's subsidy was finished. This funding was still available for the trial when it was needed. Timaru had introduced the 'My way' service which was like an Uber which was going very well.

S Powell asked if there were any savings from the government subsidy being extended which meant the fare trial had not started as proposed included in the rates for this Annual Plan. Councillor McKay noted that people were rated in 2022 to enable the trial to be run which amounted to approximately \$5.7 million of public transport funds. These funds were now set aside in the

reserve budget and had not been spent. It would be carried forward and used for its intended purpose when the Governments subsidy had been stopped.

S Powell noted that the Environment Canterbury Draft Annual Plan 2023/24 had a lot of targets listed and asked if there was anywhere that people could see if and how the targets had been met. Councilor McKay noted that results were released in the Annual Report which came out in December of every year.

S Powell noted that over the last six years taking into account the proposed increases for the 2023/24 year, the passenger transport rates for urban areas in Waimakariri had risen by 295%. There had been an increase in service with the Park and Ride express buses for Kaiapoi and Rangiora. However, when discussing the new 97 Route between Woodend/Pegasus and Rangiora the Board was told that it had to be kept within the service level of the 95 Route cost with no increase in budget. She acknowledged a lack of uptake in public transport but believed that this would be improved if the 97 bus could detour into the Ravenswood commercial area and the route was extended within Pegasus. The last time she asked for this improved service she was told that it would cost a further \$1 million. Councillor McKay noted that there would be a review of schedules and routes in the near future.

4.2 **Woodend War Memorial Proposed Planting Plan – John Archer**

J Archer noted that before he became involved with the Lions, he was watching the war memorial being installed and thought it looked like it was sitting in the middle of a paddock. He believed the memorial needed to have a backdrop of plantings. He had developed a planting plan which he had presented to the Council's Greenspace Unit with a request for the planting plan to be implemented. The Lions Club had agreed to purchase the plants on condition that the Council planted and maintained them. He noted that he had received a response from staff informing him that there were some issues regarding visibility and watering for the number of plants involved. He pointed out that the plants around the base of the memorial, in his plan were trees that were more likely to conserve water. He requested the Board's support of his planting plan.

The Chair of the Woodend/Pegasus Lions Club, I Lennie noted that the Lions believed that this project would finish off what they had achieved with the memorial site, and it was another contribution by the Lions to beautify a community area. They were happy to fund the purchase of the plants.

K Rabe noted that this matter had been brought to the Board previously and advice received from the Council's Greenspace team was that a resource consent would need to be obtained for the planting to go ahead. This would generate a cost which the Board could not fund.

P Redmond suggested that there could be an opportunity to apply to the Council for a fee waiver for the resource consent. T Tierney confirmed that a sub-committee had recently been set up however, there was an application process to follow.

S Powell noted that she believed that this area should be kept as clear as possible to enable the holding of relevant memorial services at the site.

A Thompson thanked J Archer and the Lions for their work and generous offer and requested that staff provide a report on the matter prior to making any decision.

5 **ADJOURNED BUSINESS**

Nil.

6 REPORTS

6.1 Approval of Scheme Design for Consultation – Transport Choices Project 3 – Woodend to Pegasus Footpath – K Straw (Civil Projects Team Leader), A Mace-Cochrane (Project Engineer) and J McBride (Roading and Transportation Manager)

D Young spoke to the report noting that the Council had undertaken a lot of work over the last two years in relation to establishing a link between Woodend and Pegasus. This culminated in the adoption of the cycleway network plan in 2022 which identified a number of routes around the district which were prioritised for construction. Since that time the Council had made a successful application for Waka Kotahi funding to enable a start to be made on cycleways that met its criteria. This meant that some of the priority one cycleways would be able to be advanced. D Young noted two separate routes could now be designed and constructed with the funding received. The Woodend to Ravenswood cycleway would be on the western side of SH1 and if there was sufficient funding a separate walkway from Woodend to Pegasus could be considered on the eastern side of SH1.

K Straw explained the details of the cycle lane through the entire route using the scheme design drawings to provide a comprehensive overview for the Board through each section of the route. As part of his explanation, he highlighted refuges, parking changes, lane width, green slurry delineations and on-road painted cycle lanes, installation of separation devices, curve realignment and intersections.

P Redmond asked if there was insufficient width on the eastern side of the Highway in Woodend due to the drain for the cycleway to be built. K Straw noted that the Council would need to pipe the drain and potentially underground the overhead powerlines to ensure sufficient width and there would still be pinch points along the path. D Young noted that staff preferred the western side so as to avoid crossing State Highway One.

P Redmond then enquired if the powerlines were undergrounded would that be a solution as opposed to having the drain piped. K Straw believed that both piping the drain and undergrounding the powerlines would need to be done to ensure enough width. The current proposal utilised existing seal which gave a good 2.5 metres of unobstructed pathway.

K Straw noted that people had been parking up against the hedge and reversing out onto the highway outside St Barnabas Church which was not ideal. The proposed plan extended the path against the hedge and converted the current parking to parallel parking. S Powell noted that this parking was utilised by the Church during funerals and they should be consulted. D Young noted that staff saw the Church as a significant stakeholder and would be speaking with them about their needs.

A Thompson asked, if the land on the north side of the Church closest to the Ravenswood Development, was owned by the Council or was it going to be utilised by the Council as a stormwater pond. If not then there may be an opportunity for land swap with the church by giving them the land for overflow parking while utilising the land in the front of the church for the cycleway. D Young noted the Ravenswood Development owned the land.

Moved: A Thompson

Seconded: P Redmond

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 230131011989
- (b) **Recommends** to the Utilities and Roading Committee that it:
 - i. **Approves** the Scheme Design as per Attachment i of this report for the purposes of consultation.
 - ii. **Notes** that staff will present the approved Scheme Design to directly impacted residents and stakeholders for feedback.
 - iii. **Notes** that feedback from the consultation will be fed into the Detailed Design and that the Detailed Design will be reported back to the Community Boards and the Utilities and Roading Committee in May 2023 for their approval before procurement begins.
 - iv. **Notes** that the Scheme Design will be distributed to Greenspace's Landscape Architect for comment around amenity options, which will be fed into the Detailed Design and reported back to the Community Board, and Utilities and Roading Committee.
 - v. **Notes** that the Scheme Design requires the removal of 40 on-street car parking spaces at the locations detailed within the draft parking removal schedule included as attachment iii. of this report, and that the final approval of any parking spaces to be removed will be included within the detailed design report in May 2023.
 - vi. **Notes** that any parking to be removed as a result of the Scheme Design will be consulted directly with the immediately adjacent residents.
 - vii. **Notes** that staff have designed two links; one as a connection to Pegasus and one as a connection to Ravenswood. Both of these are on the approved Network Plan, however the Transport Choices Funding application only allowed for the Ravenswood connection.
 - viii. **Notes** that the Pegasus footpath connection will only proceed if there is adequate budget to do so.
 - ix. **Notes** that staff are working closely with Waka Kotahi to co-ordinate this cycleway project with the planned Woodend Safety Improvement project that is currently being designed.
 - x. **Notes** that this project is funded through the "Transport Choices" funding stream (which is still subject to final signing and confirmation), and this requires that all works is complete by June 2024.
 - xi. **Notes** that the funding agreement between Waka Kotahi and the Waimakariri District Council is dependent on the site having been through an independent Road Safety Audit process, which will proceed upon acceptance of this report, and that the safety audit may result in further minor design changes.

- xii. **Notes** a small corner snipe of land may be required for the purposes of constructing the cycleway, and that staff upon approval of this report will enter negotiations with the relevant land owners to purchase the required land, noting that a report approving purchase will be brought back to Council.

CARRIED

P Redmond commented that linkages between communities was something the Board had been advocating for and it was good to see progress. It was not the perfect plan in some respects, and he did not like cycleways too close to main roads nor the loss of forty car parks either however on the other hand, the benefit of connectivity outweighed the negatives.

S Powell noted linking communities was something the Board had pushed for a long time, so it was fantastic that staff were in a position to obtain funding. She acknowledged there were compromises which were disappointing like the link through Ravenswood to Pegasus and the delay in a path between Pegasus and Woodend alongside SH1.

B Cairns believed that with the growth of Ravenswood, the expansion of business that it was wonderful that the pathway was acknowledged as a high priority. This plan was a pragmatic way of solving the problems of moving residents and school children round the district safely.

6.2 **Approval of Scheme Design for Consultation – Transport Choices Project 1 – Woodend to Kaiapoi Cycleway - K Straw (Civil Projects Team Leader), A Mace-Cochrane (Project Engineer) and J McBride (Roading and Transportation Manager)**

D Young noted that staff had considered the gap in the cycleway between Project 3 and Project 1. Project 3 culminated at the new traffic lights proposed at Woodend Road. Existing cycleways ran down both sides of SH1 between Woodend Road and School Road where there were also traffic lights. Staff felt that the connection in the middle was well catered for in terms of people who were coming up in either direction had the opportunity to cross the road at both ends of that stretch.

K Straw explained the details of the cycle lane through the entire route using the scheme design drawing set to provide a comprehensive overview for the Board through each section of the cycle lane. As part of his explanation, he highlighted refuges, parking changes, lane width, green slurry delineations and on-road painted cycle lanes, installation of separation devices, curve realignment and intersections.

S Powell enquired where the speed review of Smith Street was at as a speed limit of 50 km/h would be safer for the crossing point at Smith Street. At present some vehicles could still be travelling quite fast at that point as the speed limit change was reasonably close to there. It was noted that the review was to come to the Kaiapoi-Tuahiwi Community Board the following week.

P Redmond asked if staff had considered the vehicles that used the Mill in Kaiapoi which stored approximately 500 caravans. There were also trucks that were required to use the entrance ways and enquired if the refuge in Ranfurly Street would allow for the current vehicle movement. There was also a raised platform on Dale Street, which could have implications for large trucks and towing vehicles. K Straw noted that staff would check that the refuge opposite Dale Street would not obstruct turning vehicles.

P Redmond enquired if there were any properties that had land on both sides of the Old North Road paper road. K Straw noted that Waka Kotahi owned all

the property on the corner of Williams Street and would be purchasing a portion of the neighbouring property.

P Redmond asked where access to the Pineacres Holiday Park would occur. K Straw noted that access to the camp would be off Williams Street.

S Powell asked if there would still be parking for trucks that currently parked along State Highway One just north of Pineacres. K Straw replied that the parking would still be available.

P Redmond asked for clarification on where the Woodend Bypass was proposed to start at its southern end. K Straw noted that it would run through the land parcel owned by Waka Kotahi on the corner of State Highway One and Williams Street and into the back of the Ready Mix property.

S Powell observed that on some other paths where they crossed rural driveways there could loose gravel and shingle e brought onto the cycleway. She asked what could be done at Ready Mix to mitigate and lessen the impact as this was even more likely and could cause damage both to the cycleway and to tyres of bicycles. K Straw noted that normally, if there was an unsealed vehicle entrance, Council would seal it a few metres either side of the cycleway, however with this particular scenario the Council may have to look at sealing part of the internal road system.

P Redmond asked if there would be security fences beside the cycleway for Ready Mix. K Straw noted both Ready Mix and properties along State Highway One expressed concern regarding privacy and safety concerns with opening up the road reserve to the public therefore security fencing and privacy planting was included as part of the project.

S Powell asked if there had been any thought given to formalising the link between the Jill Creamer Trail through Copper Beech to connect with Petries Road and then the Gladstone Road path as this would provide a safe path between the new cycleway and Pegasus and also Waikuku Beach. J McBride noted that it would have to be a separate project.

Moved: S Powell Seconded: R Mather

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 230131011994.
- (b) **Recommends** to the Utilities and Roding Committee that it:
 - i. **Approves** the Scheme Design as per Attachment i of this report for the purposes of consultation.
 - ii. **Approves** the implementation of a "Give Way" priority control at the Sandhills Road / Fullers Road intersection, giving the Sandhills Road traffic priority.
 - iii. **Notes** that the Scheme Design is based on an Off-Road shared Path for the full length of Old North Road.
 - iv. **Notes** that staff will present the approved Scheme Design to directly impacted residents and stakeholders for feedback.
 - v. **Notes** that district wide consultation completed mid 2022 included two options to get this cycleway from Smith Street to Pineacres, and that "Option B" is the option preferred by staff and recommended within this report.

- vi. **Notes** that feedback from the consultation will be fed into the Detailed Design, and that the Detailed Design will be reported back to the Community Boards and the Utilities and Roading Committee in May 2023 for their approval before procurement begins.
- vii. **Notes** that any parking removal as result of the Scheme Design will be consulted with the immediate adjacent residents.
- viii. **Notes** that upon acceptance of this report, the Council's Property Team will commence work with various stakeholders to create new easements as required to allow the route to progress, and that the relevant stakeholders are willing to support the project.
- ix. **Notes** that staff are working closely with Waka Kotahi to co-ordinate this cycleway project with the planned Woodend Safety Improvement project that is currently being designed.
- x. **Notes** that this project is funded through the "Transport Choices" funding stream (which is still subject to final signing and confirmation), and this requires that all works is complete by June 2024.
- xi. **Notes** that the funding agreement between Waka Kotahi and the Waimakariri District Council is dependent on the site having been through an independent Road Safety Audit process, which will proceed upon acceptance of this report, and that the safety audit may result in further minor design changes.
- xii. **Notes** a small piece of land will be required for the purposes of constructing the cycleway, and that staff upon approval of this report will enter negotiations with the relevant landowners to purchase the required land, noting that a report approving purchase will be brought back to Council.

CARRIED

S Powell thanked the staff, for the detailed report and acknowledged that this had been a huge amount of work and thanked staff for accessing the required funding to progress this work.

6.3 Application to the Woodend-Sefton Community Board's Discretionary Grant Fun 2022/23 – Kay Rabe (Governance Advisor)

K Rabe spoke to the report noting that the funding was for a very good cause.

P Redmond noted the discrepancy between the funding application request for \$250 and the report which noted the amount as \$500. The Board agreed that as this project was a good cause and would benefit many in the district it was pleased to allocate the full \$500 shown in the report.

Moved: P Redmond

Seconded: B Cairns

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 230302028655.
- (b) **Approves** a grant of \$500 to the Relay for Life Fundraising Committee towards the costs of hosting the Relay for Life event.

CARRIED

P Redmond commented that it was a good cause. He was sure the applicant would be pleased with the extra \$250.

6.4 **Approval of the Woodend-Sefton Community Board Plan 2022-25 – K Rabe (Governance Advisor)**

K Rabe spoke to the report noting that she had received one change from the Council's Management Team, on page eight to add a paragraph about Councillors Atkinson and Blackie being a part of the Ward but the Board had opted to have them be non-speaking members.

R Mather advised of some typos within the plan.

Moved: S Powell Seconded: R Mather

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No. 230124008518.
- (b) **Approves** the Woodend-Sefton Community Board Plan 2022-25 (Trim: 230301028039).
- (c) **Authorises** the Chairperson to approve the final version of the Woodend-Sefton Community Board Plan 2022-25, if any further minor editorial corrections are required.

CARRIED

7 **CORRESPONDENCE**

Nil.

8 **CHAIRPERSON'S REPORT**

8.1 **Chairperson's Report for February 2023**

- Attended the first workshop of the Integrated Transport Strategy – talked about Vision 2035 and having choices on how we travelled. They looked at earlier community feedback from the Boards area and the need for the Woodend Bypass and more frequent public transport. For the rural areas it was about modal choices. The workshops also dealt with the challenges and opportunities for the future, priorities for land use, integration and housing intensification, road safety, congestion, and parking management. Modal priority and public transport and the freight network was also discussed.

Moved: S Powell Seconded: P Redmond

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the report from the Woodend-Sefton Community Board Chairperson (TRIM: 230307031085).

CARRIED

9 **MATTERS FOR INFORMATION**

- 9.1. Oxford-Ohoka Community Board Meeting Minutes 15 February 2023.
- 9.2. Rangiora-Ashley Community Board Meeting Minutes 15 February 2023.
- 9.3. Kaiapoi-Tuahiwi Community Board Meeting Minutes 20 February 2023.

- 9.4. Submission on the Review into the Future of Local Government – Report to Council meeting 7 February 2023 – Circulates to all Boards.
- 9.5. Ratification of the Council submission to variation 1 of the Proposed District Plan – Report to Council meeting 7 February 2023 – Circulates to all Boards.
- 9.6. 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.
- 9.7. Establishment of a Property Portfolio working Group – Report to Council meeting 7 February 2023 – Circulates to all Boards.
- 9.8. Review of Elected Member Conference and Training Policy – Report to Council meeting 7 February 2023 – Circulates to all Boards.
- 9.9. Health, Safety and Wellbeing Report January 2023 – Report to Council meeting 7 February 2023 – Circulates to all Boards.
- 9.10. UV Treatment Strategy and Rationale – Report to Council meeting 8 February 2023 – Circulates to all Boards.
- 9.11. Aquatics February Update – Report to Community and Recreation Committee meeting 21 February 2023 – Circulates to all Boards.
- 9.12. July 2022 Flood Response Update - Report to Utilities and Roading Committee meeting 21 February 2023 – Circulates to all Boards.

Moved: P Redmond

Seconded: B Cairns

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the information in Items 9.1 to 9.12.

CARRIED

10 MEMBERS' INFORMATION EXCHANGE

R Mather

- Attended Grey Power meeting where concerns were expressed about footpath use and that they were for feet not wheels.
- Ronels Community Cuppa –Chris Brown (General Manager Community and Recreation) attended as a speaker to allow people an opportunity to ask questions before they submitted on the location of the Pegasus Community Centre.
- Waimakariri Access Group – very pleased to take part in the training day. It was very worthwhile and increased awareness of obstacles for disabled people.
- Went to the Woodend Methodist Church opening of their refurbished facilities – this was a good facility and available to everybody to hire.
- She asked what the next steps were for the Board in relation to Waka Kotahi and the request for a second entrance to Pegasus.

B Cairns asked if the idea was to have access to Gladstone Road. J McBride noted that the Council had made a decision regarding the opening of the 'emergency' entrance to Gladstone Road and it would require a decision from Council to reverse that now.

P Redmond

- Attended a site visit at Kate Valley.

B Cairns

- Attended a site visit at Kate Valley – enjoyed the visit. He was surprised by the methane and the generators that ran off it which powered around 4,000 homes. There was a proposal to put in more generators as the catchment of methane increased. Once the land fill was filled, they would keep generating electricity for another 25 years.
- Rangiora Promotions requested additional \$20,000 funding to keep the organisation running.
- Attended the Rural and Provincial Conference in Wellington – he felt that the quality of the staff was next level at the Waimakariri District Council.

11 **CONSULTATION PROJECTS**

11.1 **Pegasus Community Centre**

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

Consultation closes Wednesday 15 March 2023.

11.2 **Environment Canterbury Draft Annual Plan 2023/24**

<https://www.ecan.govt.nz/your-region/plans-strategies-and-bylaws/annual-plans/>

Consultation closes Monday 3 April 2023.

11.3 **Huihui Mai – Greater Christchurch Partnership**

<https://www.greaterchristchurch.org.nz/>

Consultation closes Sunday 26 March 2023.

The Board noted the consultation projects.

12 **BOARD FUNDING UPDATE**

12.1 **Board Discretionary Grant**

Balance as at 28 February 2023: \$5,210.

12.2 **General Landscaping Fund**

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

The Board noted the funding update.

13 **MEDIA ITEMS**

14 **QUESTIONS UNDER STANDING ORDERS**

Nil.

15 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

S Powell acknowledged T Tierney; this was her last meeting with the Board. She thanked her for her contribution to the Board.

NEXT MEETING

The next meeting of the Woodend-Sefton Community Board is scheduled for 5.30pm, Tuesday 11 April 2023 at the Waikuku Beach Hall, 1 Bridge Street, Waikuku.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 8.13pm.

CONFIRMED

Chairperson

Date

Workshop (8:13pm to 8:30pm)

- *Roading Capital Works Programme – J McBride (30 minutes)*
- *Members Forum*

NOTES OF A WORKSHOP OF THE WOODEND-SEFTON COMMUNITY BOARD HELD AT THE WOODEND COMMUNITY SCENTRE, SCHOOL ROAD, WOODEND ON MONDAY 13 MARCH 2023 AT 8.13PM.

PRESENT

S Powell (Chairperson), B Cairns, R Mather, P Redmond, and A Thompson.

IN ATTENDANCE

T Tierney (General Manager Planning, Regulation and Environment), J McBride (Roading and Transport Manager), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer).

APPOLOGIES

I Fong and M Paterson.

1. ROADING CAPITAL WORKS PROGRAMME

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

Questions:

- Where would Woodend Road sit in the scale which prioritizes work as it was very narrow footpath with power poles in the middle of it.

Staff would check the condition of the footpath and follow up with the Board. The fact that the footpath was narrow or had power poles in it would not flag the condition as poor. In the minor safety programme, there was \$40,000 allocated in the 2024/25 programme to Woodend footpath improvements and widening.

- In terms of reviewing the footpaths, did staff get feedback from residents?

Staff got a combination of feedback such as staff inspections, contractors inspections and Council received service requests. Staff also undertook the condition rating which were all used to help with formulating programmes.

- Minor lighting upgrades – submitted a Snap, Send, Solve a few weeks ago as a light that had fallen on the grass swale in Kawakawa Street, Pegasus. This had been fixed however there was concern that this may happen to the other lights in the area.

There had been a similar occurrence in Wellington City Council and staff had contacted them understand what type of lights they had and what was causing the lights to fail. Wellington City had obtained some lights which had a special spigot adaptor fitted to the lights that failed, and was something bespoke to them which did not normally occur with streetlights. Staff would follow up with the light in Pegasus to see why that had occurred and if this indicated a failure with the type of lights used.

- A request by residents, the Kaiapoi High School and St Patrick's School pupils who waited for the bus in Pegasus, for larger bus shelters. ECan had changed the bus route within Pegasus which now only had three bus stops. This meant there were lots of patrons waiting for the bus and the current shelter was insufficient for the numbers. There was urgency in providing further bus shelters at the other two stops.

- Query regarding the cost of cattle underpasses and if this funding could be put towards an underpass for pedestrians at Pegasus roundabout.

It could vary dramatically depending on the cattle stock, how long the underpass would need to be and the approach and exit to the underpass. Waka Kotahi had rules around funding and how much they would contribute towards one. The cattle pass under Gressons Road had steps which the cattle had learnt to negotiate.

THERE BEING NO FURTHER BUSINESS, THE WORKSHOP CONCLUDED AT 8.30PM.

NOTES OF A WORKSHOP OF THE WOODEND-SEFTON COMMUNITY BOARD HELD IN THE TODD ROOM, PEGASUS COMMUNITY SCENTRE, PEGASUS ON TUESDAY 21MARCH 2023 AT 5PM.

PRESENT

S Powell (Chairperson), R Mather and M Paterson.

IN ATTENDANCE

K Rabe (Governance Advisor).

APPOLOGIES

A Thompson.

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:

Already funded in previous LTP and Annual Plans

- Community Facilities – Pegasus, Ravenswood and Sefton Hall. Include request for replacement of septic tank for Sefton Hall. Important to press on with the provision of Pegasus community facilities.
- Interim Youth Facility for Pegasus.
- Woodend Beach toilets and playground. Been delayed for too long needs to be completed and stop waiting for decisions from the Trust prior to moving forward.
- Completion of viewing platforms at Pegasus and Waikuku Beaches as well as the Surf Lifesaving tower.
- Woodend Pegasus Area Strategy – urgent and must be completed by July 2023.

New Requests

- Walking path from Jill Kramer trail through Beech Grove to meet up with Petries Road. This already started but path finishes at a fence line.
- Better maintenance of the footpath connection Jill Kramer trail to SH1 – very overgrown.
- Extension of path on western side of Gladstone Park to Infinity Drive in Pegasus. Unofficial path needs to be formalised.
- Funding for promotion of Woodend/Pegasus/Ravenswood similar as the Town Centres funding and the Promotion Association funding received by other Boards.
- Remove Service Fee paid by Pegasus residents as trees now mature and getting similar maintenance as trees in other areas.

Signals for LTP

- Drainage for Gladstone Park
- Waikuku Public Toilet renewal – urgent
- Park and Ride facility at Ravenswood

2. ECan Draft Annual Plan 2023/24

Presenter(s): Not Applicable

Trim Ref: Not Applicable

- Extend bus service to include Ravenswood – allow people from Pegasus to get to shops/commercial areas.
- Better bus coverage in Pegasus so that people can access the bus route with ease.
- Consider implementing My Way trail in district to connect communities.
- Support Council submission.

THERE BEING NO FURTHER BUSINESS, THE WORKSHOP CONCLUDED AT 6.20pm.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: CON202137-02 / 230224025812

REPORT TO: WOODEND- SEFTON COMMUNITY BOARD

DATE OF MEETING: 11 April 2023

AUTHOR(S): Teifion Matthews, Project Engineer
Jason Recker, Stormwater and Waterways Manger

SUBJECT: Recommendation for proposed upcoming works at Norton Place, Woodend

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 seek the recommendation of the Woodend-Sefton Community Board to proceed to detail design with the preferred option of upgrading the existing sumps to double back entry sumps as selected from attachment I.
- 1.2. There has only been one recorded property flooding in June 2019, which was during a 1 in 100 year event.
- 1.3. The design intent is to capture the surface water before it flows towards Norton Place. The stormwater network has been modelled (attachment IV) and shown for a 20% AEP event the flooding would be restricted to the roadway and would not be expected to affect private properties.
- 1.4. A letter was delivered to the locally effected residents (attachment II) proposing the new design. There have been no questions/ queries from the residents.
- 1.5. Upgrading the existing sumps and installing new sumps with back entry sumps along Hewitts Road at a cost of \$165,000.00 will not increase the capacity of the current stormwater system, however it will reduce the risk of blockages.
- 1.6. A budget of \$310,000.00 has been included in the draft 23/24 Annual Plan for the Norton Place stormwater upgrade.
- 1.7. The previous option to re-shape Hewitts Road would require 240m of kerb and channel will need to be replaced along with a complex tie-in detail at the intersection of Woodglen Drive and Hewitts Road

Attachments:

- I. Norton Place concept design memo for client decision (TRIM No. 220927166032)
- II. Letter to residents regarding stormwater upgrade - Feb 2023 (TRIM No. 230215019821)
- III. Letter to residents regarding Norton Reserve following Street Meeting - Jan 2022 (TRIM No. 220201012537)
- IV. Hewitts Road Stormwater Investigation (TRIM 140117004083)
- V. 3 Norton Place Surface Water Flooding - Options Memo (TRIM 191202168675)

2. **RECOMMENDATION**

THAT the Woodend- Sefton Community Committee

- (a) **Receives** Report No. 230224025812
- (b) **Note** following the recommendation from the community board, staff will proceed to Utilities and Roading Committee for approval of the Upgrading existing sump option. Following the decision from the Utilities and Roading Committee, Council staff will complete design and proceed to construct.

AND

THAT the Utilities & Roading Committee:

- (a) **Approves** the recommendation to proceed with design and construction of the upgrading existing sump option in 2023/24.
- (b) **Notes** that there will still be an issue of lack of secondary flow path out of Norton Place for extreme events. However the 50 year level of service is maintained to prevent flooding of private property, by routine sump maintenance. It is likely Council will continue receiving complaints due to ponding in road reserve and the time it takes for the water to drain away.
- (c) **Notes** that this is a reduced scope of work from the previously accepted design of overland flow path through Norton Reserve and Hewitts Road and has come about due to the practical challenges and constraints of the current localised topography and construction estimate for this upgrade being beyond the available budget.
- (d) **Notes** that in events great than 1 in 100 years, overland flow path will continue to follow the natural low point towards the property.
- (e) **Notes** that this option can be integrated into any future stormwater upgrades along Hewitts Road.

3. **BACKGROUND**

- 3.1. An investigation and options memo was completed in 2019 (attachment V) following the May/June 2019 storm event which flooded the Norton Place cul-de-sac and a property.
- 3.2. The memo also highlights during a 20% AEP event the flooding would be restricted to the roadway and would not be expected to affect private properties. The rainfall which occurred on 1 June 2019 was more severe than a 20% AEP event and resulted in overtopping into private property. The cause of the flooding during 2019 was due to a lack of secondary flow path.
- 3.3. Following the memo, it was decided to proceed with the basin design with an original budget of \$305,000 for design, tendering and construction.
- 3.4. Following a street meeting held on the 19 January 2022 (attachment III), the basin design concept has a negative response from the local community. It was agreed to work through a new concept design and cost estimate to re-shape Hewitts Road adjacent to the reserve.
- 3.5. The intent of the re-shape Hewitts Road was to create a consistent fall from the Woodglen Drive intersection, so that overland flows will be conveyed down Hewitts Road towards Main North Road instead of toward Norton Place. This option had a cost estimate of \$585,000.00.

4. ISSUES AND OPTIONS

4.1. Recommended option – Upgrading the existing sumps

The sump upgrade option consists of installing additional double sumps upstream of Hewitts Road and a new double sump at the low point in Norton Place. There will also be a non-return valve installed to prevent back flow from Hewitts Road to Norton Place. As seen in Figure 1.

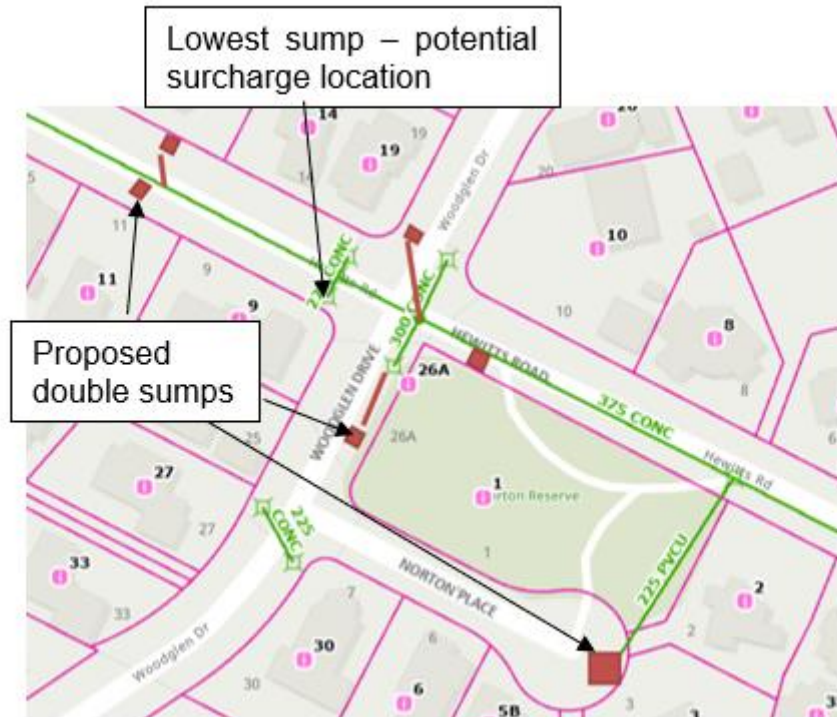


Figure 1 Approx. locations of new double sumps and non-return valve.

The design intent is to capture the flow before it reaches Woodglen Dr and then down to Norton Place. This option will meet Waimakariri District Council’s Engineering Code of Practice section 5.6.5 of a 20% AEP level of services for primary reticulation system.

The advantages and disadvantages associated with this option are shown below in table 1.

Advantage	Disadvantage
Significantly lower cost than the overland flow path option	Potential for further flooding in events greater than 10% AEP.
Complies with Waimakariri District Council’s Engineering Code of Practice section 5. 5	Stormwater network running at full capacity during 20% AEP.

Least disruptive to local residents during construction.	
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Table 1 – Proposed Option Advantages and disadvantages

4.2. Stormwater basin option

The stormwater basin option consists of excavating the dome shaped reserve into a basin, approx. 2000m³ of earthworks and civil works required along Hewitt Road. As seen in figure 2 below.

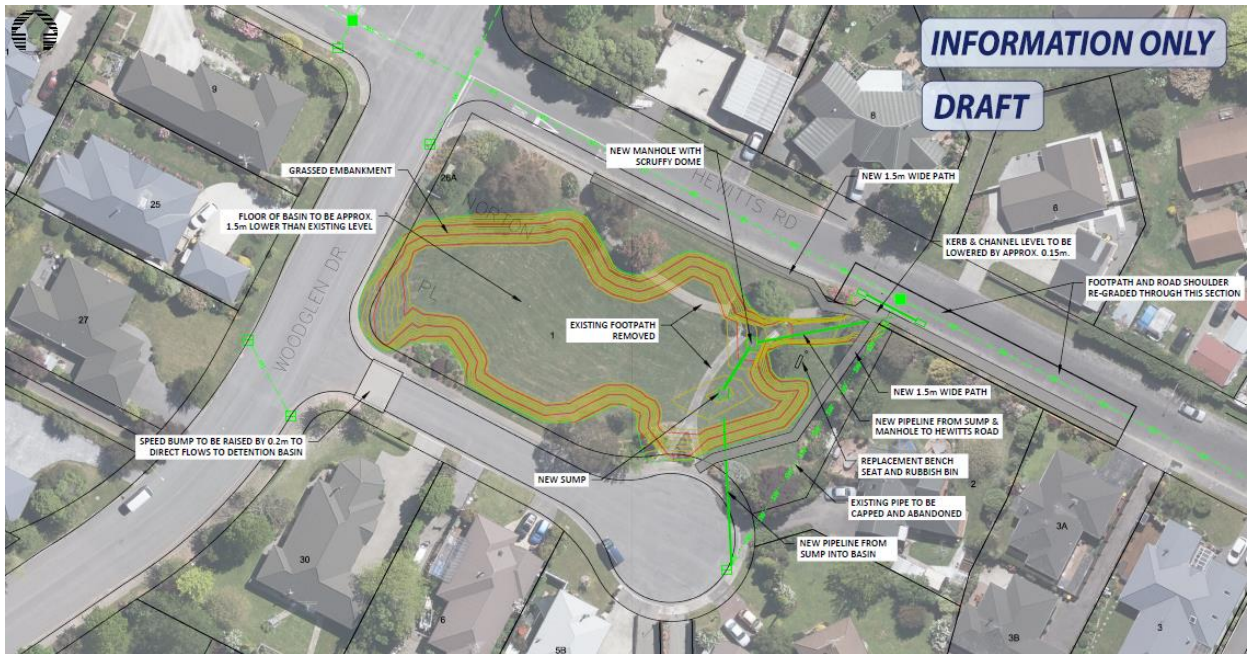


Figure 2 Option 2 scope of works

A ground investigation was carried out and completed by Aecom in October 2021, which identified the ground water was 1.9m below current ground level. The concept design is to excavate the basin up to 1.65m deep from the existing ground level with 1V:3H side slopes, which is approx. 300mm above the ground water level. As part of the investigation, Aecom have installed a piezometer for Council to carry on monitoring the ground water level. Follow up site inspection of the piezometer found the ground water to range from 1.7 to 1.9m below ground level.

This option was presented to the residents and then discussed during the street meeting on 19 January 2022 and was not well received due to a number of reasons. Some of the reasons were the current green space being a source of local pride for the residents, the effect on house prices and the main source of the problem wasn't being resolved.

The engineers cost estimate for the work is \$450,000, including professional fees and contingency. This has been revised from the 2019 estimate based on recently tendered and more conservative rates.

The advantages and disadvantages associated with this option are shown below in table 2.

Advantage	Disadvantage
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Create a basin with enough volume to receive and store all floodwaters from a 1% AEP event.	Very high risk of the basin becoming a wetland due to the high water table.
	Estimated total project spend is \$145,000 over the current budget for 2022/23
	Least favourable with the residents

Table 2 Advantages and disadvantages for option 2

4.3. **Hewitts Road Re-shape option**

This option was reconsidered for concept design following the street meeting, which was held on the 19 January 2022.

This option consist of lowering 140m of Hewitts Road surface level up to depths of 420mm (potentially 620mm depending of the subgrade) to allow the overland surface water to flow straight across the intersection and towards Main North Road, refer to figure 4 below for new surface level. This option will also include installing a new speed ramp along the intersection with Woodglen Drive and Hewitts Road. To achieve the new design levels of Hewitts Road, 240m of kerb and channel will need to be replaced along with a complex tie-in detail at the intersection of Woodglen Drive and Hewitts Road.

An alternative variant to this option was to create a deep channel on the footpath to convey the surface flow from the speed ramp to the existing sump. However, this variant was rejected due to the size of the channel required (0.4m deep, 3m wide) and the constructability of the design.



Figure 3 – Option 3 Proposed extent of works

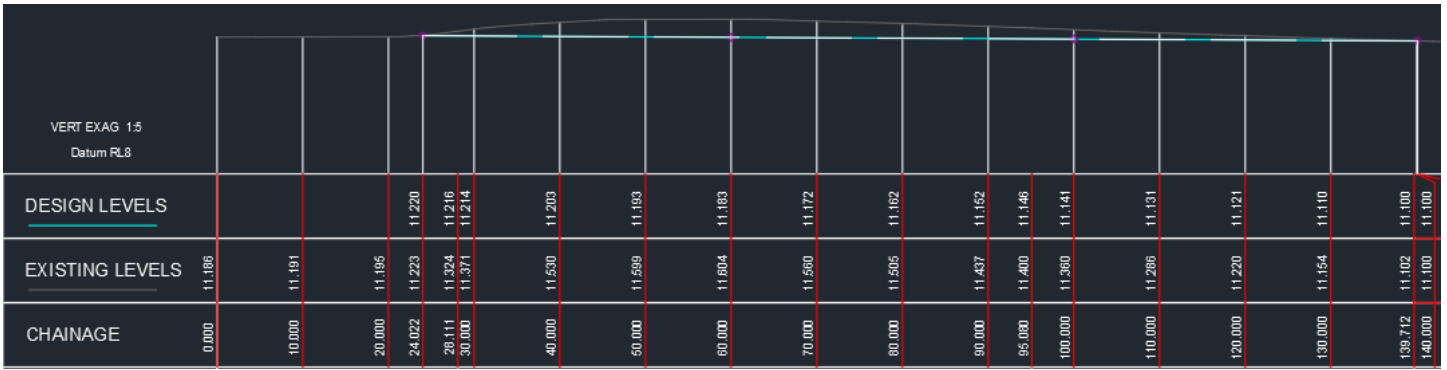


Figure 4 Proposed new surface level for Option 3

The engineers cost estimate for the work is \$590,000

The advantages and disadvantages associated with this option are shown below in table 3.

Advantage	Disadvantage
Resolves the overland surface water flooding along Norton Place by removing the slope in Hewitts Road.	Complex roading design required in the tie-in between the junction of Woodglen Drive and Hewitts Road.
Most favourable with the residents.	Construction estimate is \$285,000 over the initial budget.
	Cost vs reward – only one recorded property flooding. Where the rain event was a 1 in 100 year.
	Most disruptive to local residents during construction

Table 3 Advantages and disadvantages for Option 3

Implications for Community Wellbeing

Having a functioning stormwater system and reducing the risk of flooding is important to the community wellbeing of the local residents in this area..

4.4. 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. However, they do have an interest in the appropriate management and treatment of stormwater.

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. However, the project can be integrated with any future stormwater upgrades within the wider community. The project will have immediate benefits in the local neighbourhood of the works.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

This budget is included in the Annual Plan/Long Term Plan.

The new option has an estimated construction cost of \$165,000.00. Currently the 23/24 budget has is \$310,000.00. The project will be debt funded. The project can therefore be completed within budget.

6.2. **Sustainability and Climate Change Impacts**

The recommendations in this report do not have sustainability and/or climate change impacts. However, the catchment flow calculation are based on future rainfall predictions and the new sumps will accommodate increased rain fall volume from climate change.

6.3 **Risk Management**

There are risks arising from the adoption/implementation of the recommendations in this report. As the council may still receive complaints from the members of the public for standing water and the proposed option does not address the overland flood path issue.

This risk is mitigated by the ability for the current upgrade being compatible with any future improvements should they prove necessary.

6.3 **Health and Safety**

There are not health and safety risks arising from the adoption/implementation of the recommendations in this report. However, there will always be an element of risk in each adoption that council will mitigate as much as possible through safety in design work shops. The contract works will be managed under an approved site specific health and safety plan.

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

The Local Government Act is relevant in this matter.

7.3. **Consistency with Community Outcomes**

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

Core utility services are sustainable, low emissions, resilient, affordable; and provided in a timely manner

7.4. **Authorising Delegations**

The Community Board has delegation to make recommendations to the Utilities and Roading Committee.

Utilities & Roading community have the delegated authority to approve this recommendation.

WAIMAKARIRI DISTRICT COUNCIL**MEMO**

FILE NO AND TRIM NO: PD001721/ 220927166032

DATE: 17 October 2022

MEMO TO: Kalley Simpson (WDC), 3 Waters Manager

FROM: Teifion Matthews, Project Engineer

SUBJECT: Norton Place Detailed Design Option

1. Purpose

The purpose of this memo is to seek guidance from the 3 Waters Manager on which option to proceed to detailed design.

2. Background

An investigation and option memo was completed in 2019 (TRIM [191202168675](#)) following the May/June 2019 storm event which flooded the Norton Place cul-de-sac and a property. Following this memo, it was decided to proceed with the basin design with an original budget of \$305,000 for design, tendering and construction.

Following a street meeting held on the 19 January 2022 (TRIM [220202013171](#)), it was agreed to work through a new concept design and cost estimate to re-shape Hewitts Road adjacent to the reserve. The intent of the concept design was to create a consistent fall from the Woodglen Drive intersection, so that overland flows will be conveyed down Hewitts Road towards Main North Road instead of toward Norton Place.

3. Concept Options Considered

There are 3 concept design options currently being considered to carry through to detail design.

Option 1 – Sump upgrade

The 2019 option memo (TRIM [191202168675](#)) refers to only one recorded property that was affected by flooding (DR1900314 & DR1900449) during the 1 in 100 year event. The memo also highlights during a 20% AEP event the flooding would be restricted to the roadway and would not be expected to affect private properties. The rainfall which occurred on 1 June 2019 was more severe than a 20% AEP event and resulted in overtopping into private property. The cause of the flooding during 2019 was due to a lack of secondary flow path.

The do minimum option consist of installing additional double sumps upstream of Hewitts Road and a new double sump at the low point in Norton Place. There will also be a non-return valve installed to prevent back flow from Hewitts Road to Norton Place. As seen in figure 1 below.

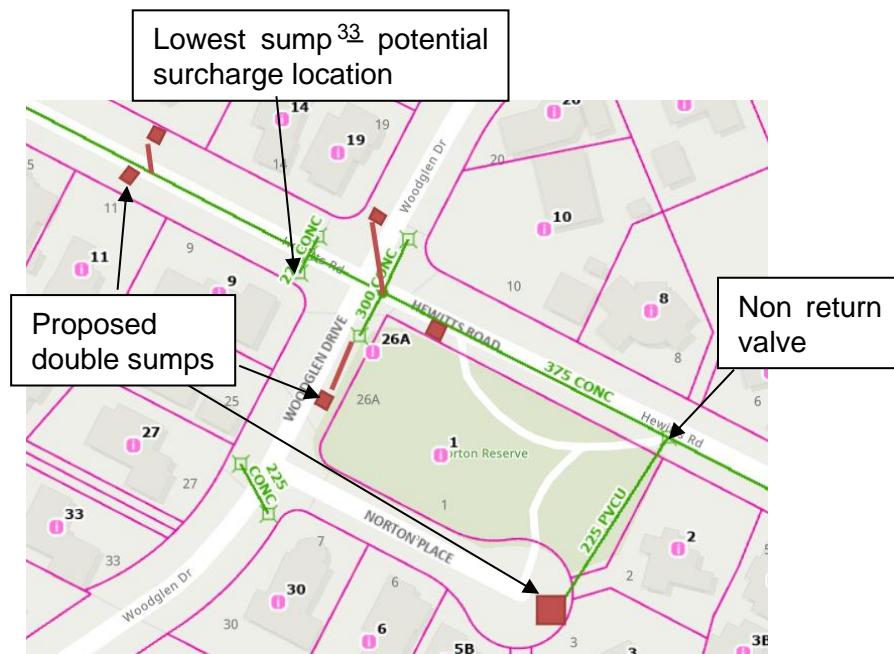


Figure 1 Approx. locations of new double sumps and non-return valve.

The design intent is to capture the flow before it reaches Woodglen Dr and then down to Norton Place. This option will still meet Waimakariri District Council’s Engineering Code of Practice section 5.6.5 of a 20% AEP level of services for primary reticulation system.

The engineers cost estimate for the work is \$165,000

The advantages and disadvantages associated with this option are shown below in table 1.

Advantage	Disadvantage
Significantly cheaper than option 2 and 3.	Potential back lash from residents & Woodend-Sefton Community Board as Council have advised that option 2 or 3 will proceed.
Complies with Waimakariri District Council’s Engineering Code of Practice section 5.6.5	Potential for further flooding in events greater than 10% AEP.
Least disruptive to local residents during construction.	Stormwater network running at full capacity during 20% AEP.

Table 1 Advantages and disadvantages for option 1

Option 2 – Stormwater basin

The stormwater basin option consists of excavating the dome shaped reserve into a basin, approx. 2000m³ of earthworks and civil works required along Hewitt Road. As seen in figure 2 below.



Figure 2 Option 2 scope of works

A ground investigation was carried out and completed by Aecom in October 2021 (TRIM [220106000618](#)), which identified the ground water was 1.9m below current ground level. The concept design is to excavate the basin up to 1.65m deep from the existing ground level with 1V:3H side slopes, which is approx. 300mm above the ground water level. As part of the investigation, Aecom have installed a piezometer for Council to carry on monitoring the ground water level. Follow up site inspection of the piezometer found the ground water to range from 1.7 to 1.9m below ground level.

This option was presented to the residents and then discussed during the street meeting on 19 January 2022 and was not well received due to a number of reasons. Some of the reason were the current green space being a source of local pride for the residents, the effect on house prices and the main source of the problem wasn't being resolved.

The engineers cost estimate for the work is \$450,000, including professional fees and contingency. This has been revised from the 2019 estimate based on recently tendered and more conservative rates.

The advantages and disadvantages associated with this option are shown below in table 2.

Advantage	Disadvantage
Create a basin with enough volume to receive and store all floodwaters from a 1% AEP event.	Very high risk of the basin becoming a wetland due to the high water table.

	Estimated total project spend is \$145,000 over the current budget for 2022/23
	Least favourable with the residents

Table 2 Advantages and disadvantages for option 2

Option 3 – Hewitts Road Re-shape

This option was reconsidered for concept design following the street meeting, which was held on the 19 January 2022.

This option consist of lowering 140m of Hewitts Road surface level up to depths of 420mm (potentially 620mm depending of the subgrade) to allow the overland surface water to flow straight across the intersection and towards Main North Road, refer to figure 4 below for new surface level. This option will also include installing a new speed ramp along the intersection with Woodglen Drive and Hewitts Road. To achieve the new design levels of Hewitts Road, 240m of kerb and channel will need to be replaced along with a complex tie-in detail at the intersection of Woodglen Drive and Hewitts Road.

An alternative variant to this option was to create a deep channel on the footpath to convey the surface flow from the speed ramp to the existing sump. However, this variant was rejected due to the size of the channel required (0.4m deep, 3m wide) and the constructability of the design.



Figure 3 Proposed extent of works

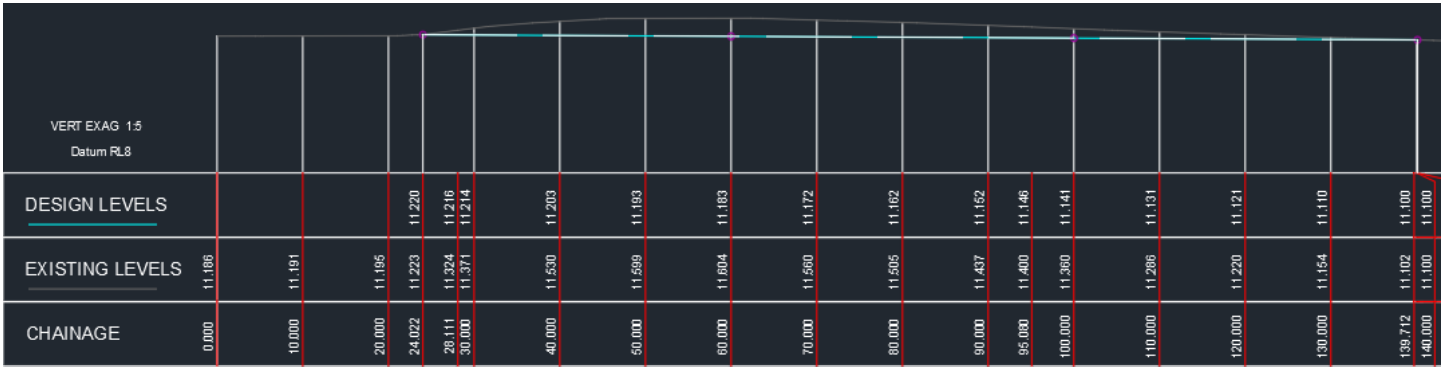


Figure 4 Proposed new surface level

The engineers cost estimate for the work is \$590,000

The advantages and disadvantages associated with this option are shown below in table 3.

Advantage	Disadvantage
Resolves the overland surface water flooding along Norton Place by removing the slope in Hewitts Road.	Complex roading design required in the tie-in between the junction of Woodglen Drive and Hewitts Road.
Most favourable with the residents.	Construction estimate is \$285,000 over the initial budget.
	Cost vs reward – only one recorded property flooding. Where the rain event was a 1 in 100 year.
	Most disruptive to local residents during construction

Table 3 Advantages and disadvantages for option 3

4. Conclusion

Due to only one recorded property flooding in June 2019, which was during a 1 in 100 year event. It is recommended to proceed with Option 1 to detail design.

The design intent of option 1 is to capture the surface water before it flows towards Norton Place. The stormwater network has been modelled (TRIM [140117004083](#)) and shown for a 20% AEP event the flooding would be restricted to the roadway and would not be expected to affect private properties. The risk can be reduced further with a non-return valve installed in the manhole connecting Norton Place stormwater to Hewitts Road.

A strategic response/ communication plan will be required to inform the residents and community board of the change in Council response to the June 2019 flooding and ongoing road ponding during rain events greater than 20% AEP.

Our Reference: 230215019821

1 March 2023

Dear Resident,

Proposed Stormwater Improvement Works around Norton Place – Update

In June of last year, we wrote to you outlining an alternate option to re-grade Hewitts Road and compare to the originally proposed Stormwater detention basin in Norton Reserve. I'm happy to provide another copy of this previous letter if you no longer have it.

In the space of this time Allie Mace-Cochrane has been assigned to another project and I (Teifion Matthews) have now picked up the project.

We have developed the re-grading of Hewitts Road option to a point, where we have carried out an assessment and determined this option would not be cost effective. The other option of the stormwater detention basin has been ruled out due to the high ground water table and resident's feedback.

The intent of the new concept design is to capture the flow of water before it reaches Woodglen Drive and then down to Norton Place. We would do this by installing new double sumps along Woodglen Drive & Hewitts Road.

This solution is an upgrade to the primary (piped) network that includes additional sumps and a non-return valve. This solution does not provide a secondary overland flow path during heavy storm events which was part of the original design intent but has proved very difficult to achieve without significant cost. Therefore, in large events it is expected that there will still be localised ponding within the Norton Place Road corridor. However, the proposed upgrades will help reduce the magnitude of this, and the risk of floodwater entering private property. We will continue to monitor the impact of large rain events in the area.

The construction timeframe for the new double sumps is late 2023.

Apologies for the delay with this,

Regards



Teifion Matthews | Project Engineer

Project Delivery Unit

Phone: 0800 965 468 (0800 WMK GOV)

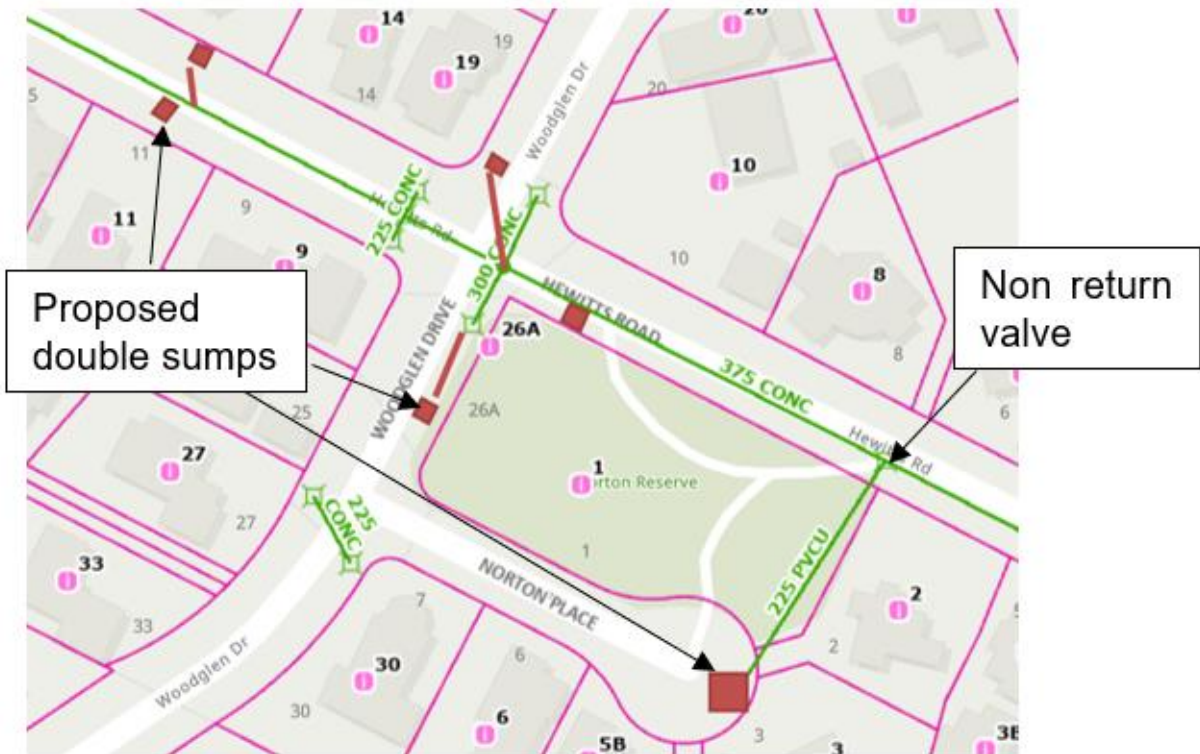


Figure 1 Approx. locations of new double sumps and non-return valve.

Our Reference: 220201012537

1 February 2022

Dear

Proposed Works at Norton Reserve – Update Following Street Meeting

Thank you for your attendance at the Street Meeting held at Norton Reserve on January 19 2022. It was very heartening to see a large turnout of people who clearly have a strong connection with the reserve, as well as enjoyment and pride in their neighbourhood. If you did not attend the meeting, this letter should serve as a summary of what was discussed.

The intent of this letter is to summarise:

- The proposal to create a Stormwater basin within Norton Reserve
- The background work which got us to this point, and other options considered, which I did not cover this in detail at the meeting. On reflection, I should have begun the meeting by going through this background for you rather than jumping straight into discussing the proposed reserve modifications. Apologies for missing this.
- My understanding of the main points and concerns raised at the meeting
- Where to from here

The Proposal

I believe the letter previously sent prior to the meeting covered the basin proposal reasonably well, and this should be referred to. Perhaps what wasn't emphasised, was that the intent of the basin is only to manage those flows which occur in storm events which are beyond the capacity of the pipelines. The pipelines are designed to a level of service to convey moderate level flows. Severe storm events, such as the May/June 2019 storm event, exceed the capacity of the pipelines in and around Hewitts Road and Norton Place as they typically do throughout the majority of the stormwater network in the district. However in most other areas there are secondary flow paths to convey flows from larger scale events when the pipes are overwhelmed. There is currently no such secondary flow path out of Norton Place.

The lack of a secondary flow path is a legacy issue from when Hewitts Road, Norton Place and surrounding roads were developed, which I am not fully aware of the history of. My scope of work is only to identify and mitigate the current flooding issues.

The intent of the basin is for it to operate during storm events in which the pipe network is overwhelmed, to hold the excess water until flows subside. In the most extreme events, the basin is designed so that any overflow once the capacity is reached will outfall into Hewitts Road, where the height at the north east corner of the reserve will be lower than the height at the basin entry points off Norton Place.

During dry weather or light to moderate level rain/storm events the basin will not hold water. The intent of the basin concept is to maintain the amenity of the reserve by way of preserving the mature trees, reinstating the grassed surface, and replacing the existing paths with new paths on different alignments. The main difference under normal conditions is the shape of the reserve being bowl shaped rather than the current dome profile.

There is also a proposed upgrade to the pipework crossing the reserve, to provide a larger diameter pipe, and to prevent backflows from reaching the Norton Place sump.

The Background

An investigation and report was completed in 2020 following the May/June 2019 storm event which flooded the Norton Place cul-de-sac and several properties. This report was presented to the Three Waters Manager (Kalley Simpson). This report looked at options to improve the primary (piped) network capacity and to provide a secondary flow path away from Norton Place. The options for a secondary flow path were modelled by Council staff using our flood modelling software. The results of some of these model runs are shown in the maps on the pages attached. The maps are explained as follows:

1. This shows the flooding as modelled based on the rainfall data over May 31 – June 1 2019 collected at a rainfall gauge on nearby Chinnery's Road. This is a representation of what happened on that day, however it will not exactly reflect the water levels that actually were experienced, as these weren't measured by us. As can be seen, the model shows approximately 0.1 to 0.2m depth of water within the properties off the end of the Norton Place cul-de-sac. This model is considered to be a fairly close representation to the reality of what occurred. All further model runs were based on this same level of rainfall, with various additional theoretical measures in place.
2. This is a model run of the same event, with a non-return valve placed on the pipe running from Norton Place to Hewitts road. The intent of which is to prevent backflow from the Hewitts Road pipework surcharging out of the Norton Place sump. As can be seen, this would have little effect on flood levels in the cul-de-sac.
3. This model run has a theoretical wall of 2m height placed across the Norton Place entry, to show what would happen if flows were prevented from entering the street. This would prevent the private properties being flooded, but is obviously not a buildable option. Preventing the flows from entering Norton Place, while not providing an alternative flow path would push flow to the north along Woodglen Road, causing downstream issues to that network.
4. This model run has a 0.2m high speedbump across the Norton Place entry, which is a buildable option. This would not be sufficient to prevent flows from entering, as the top of the speed bump would still be lower than other surrounding points. It would not be feasible to build a hump any higher than this.
5. This model run has the basin as per the proposal you have been shown. This shows that waters will pool in the road reserve to the height of the footpath, and then top into the basin. The basin would then fill up and discharge into Hewitts Road at the north-east corner of the reserve. This option means that while the road reserve would still hold water, once it gets to a critical point it will overflow into the basin rather than into private properties off the end of the cul-de-sac. The flows which discharge from the

basin down Hewitts Road are not expected to lead to any further flooding issues downstream.

6. This model run shows a swale drain across the reserve. This shows that while such a swale would likely have some impact, it would not have sufficient gradient or capacity to prevent flooding of private properties in this event.

Various other scenarios were modelled, which did not have any impact on the Norton Place flooding.

The option to re-grade Hewitts Road was not modelled as this was discarded early in the process due to the minimal difference in elevation on each side of the existing rise as well as expected costs of re-grading the road being much higher than modifying the reserve (although this was not quantified). This option is discussed further in the “Where to from here” section of this letter.

After receiving this report, the Three Waters Manager presented a report to the Utilities and Roading Committee (which is a collection of elected members) who approved a budget of \$305,000 for the project, to cover design, tendering and construction costs. The proposed basin solution was approved in principle as the preferred solution, subject to successful consultation with the Council Greenspace Team and endorsement by the Woodend-Sefton Community Board (WSCB). The WSCB is an elected group of community members who meet monthly and provide a voice for the Woodend-Sefton area on pertinent matters which impact on the community. The Greenspace Team are Council staff who manage the operation and maintenance of our park & reserves, and include Ed Sard, who was present at the street meeting.

The Greenspace Team was consulted by myself, by way of a briefing of the proposal and site visit to the reserve explaining the proposed work. They were in favour of the proposal. They also confirmed that it would not require a change to the parks status as a Recreation Reserve under the Local Government Act.

In order to obtain endorsement by the WSCB, the recent letter was sent and street meeting was conducted with the households surrounding the reserve, with the intent to take feedback received to the WSBC February meeting. My expectation was that there would not be as strong a representation or feeling as there turned out to be on the day. Therefore, following this meeting, I am delaying my submission to the WSCB to their March or April meeting, while I undertake some more work on the Hewitts Road option and go back to residents for your feedback.

Points and Concerns Raised at the Street Meeting

The below is my understanding of the main points and concerns raised at the Street Meeting, as well as in following correspondence, in relation to the proposal. Note, not all are covered. If you feel there is anything major I have missed, please let me know. I've provided some answers in italics:

- **How will this affect the amenity of the reserve, which is a source of pride for the local residents?** *We are endeavouring to preserve the character of the reserve as much as possible by maintaining or replacing trees, grass and pathways. There will of course be some changes, with the main one being the shape of the park. However the*

intent is to provide a solution to the flooding problem while still providing a quality recreation reserve in order to give a better outcome to the community.

- **Will this affect property values?** *While private property values and the property market are outside of our control, as described above we will be working to ensure the amenity of the reserve and surrounding roadways is not worsened.*
- **This will not fix the problem of the sumps and pipework not being able to convey high flows.** *This is a correct statement. The intent of the basin is to cater for those flows beyond the capacity of the pipework by,*
 - *Temporarily storing water until flows subside and it can drain away*
 - *In the event of continuous or severe rainfall, the basin will overflow to Hewitts Road.*
- **What construction impacts will there be? This is large scale work which will involve considerable noise, truck movements, dust, mud and impacts on traffic.** *This is correct that there will be an impact on you during the work. While we attempt to limit the impact of construction-related disruptions during works, there is of course still some un-avoidable effect. We are governed by District Plan requirements as well as a Land Use Resource Consent for this specific job, which have rules and limits around aspects such as dust generation, noise etc. As an example, dust will likely need to be suppressed using water sprayed over exposed soil surfaces or stockpiles. Noise will be measured periodically at the reserve boundary to ensure it is kept within District Plan limits. The contractor will be required to submit a Site Specific Safety Plan, an Erosion & Sediment Control Plan and a Traffic Management Plan, for Council approval prior to works commencing. These plans will also be monitored during the works to ensure they are being followed.*
- **How will the reserve be maintained once this is completed?** *There will be very little change to the current maintenance regime which the Greenspace contractor, Delta, currently undertakes in terms of mowing the grass, weed spraying, clearing debris etc. If there are any concerns you have about the current maintenance regime of the park or surrounding roads, this is a matter you may take up through visiting or contacting the Council Service desk or by using the “Snap, Send, Solve” phone app.*
- **The problem is that water bypasses Hewitts Road, due to a rise in the road alongside the reserve, and instead makes its way down Woodglen Road and into Norton Reserve. Why can't Hewitts Road be re-graded instead?** *This is indeed a significant factor in what happens during flood events. This option was looked at in brief detail during the earlier options assessment, but was discarded due to likely cost implications and difficulties in design. This is now being looked into in further detail in response to the concerns raised.*

I note there were some points raised around historical flood events and previous dealings with Council around the flooding issues in this area, as well as the maintenance of the sumps etc. I haven't addressed these in this letter as I am more focussed on my role and the way forward from here. If you wish to follow up any of these further please let me know.

Where to From Here?

We are now working through a concept design and cost estimate to re-grade Hewitts Road

adjacent to the reserve in order to create consistent fall from the Woodglen Drive intersection, so that overland flows will be conveyed down Hewitts Road instead of toward Norton Place as they do at present. This may also include placing a 0.2m high speed bump across the Norton Place entry, as well as other infrastructure upgrades/changes.

The results of this investigation will be presented to you in a future update and another street meeting may be held. I will confirm this nearer to the time. We will then endeavour to take a proposal to the Woodend-Sefton Community Board at either their March or April meeting for endorsement.

Whichever of the Basin or Hewitts Road concepts are ultimately confirmed will be subject to the Community Boards endorsement, which your feedback will help to inform. Construction of the chosen option is still planned for late 2022.

I will be in touch in due course with the next update.

Regards



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Hewitts Road Stormwater Investigation

Prepared by the Project Delivery Unit

January 2014

DRAFT

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1. SUMMARY

1.1. INTRODUCTION

The purpose of this investigation was to re-evaluate the proposed upgrades outlined in the 2001 Woodend Stormwater Management Plan (SMP) for the Woodend stormwater network, along Hewitts Road and Main North Road. These upgrades were recommended in the 2001 Woodend SMP and involved upsizing of pipes to pass peak flows during a 5 return period rain event.

This investigation involved:

- A site visit to confirm the location of sumps and manholes, and also confirm the pipe sizes within the Hewitts Road catchment.
- Updating the Mike Urban, 2013 Woodend–North Kaiapoi stormwater model with the findings from the site visit.
- Applying a 5 year level of service, critical rainfall event to the updated model and analysing the results.
- Determine upgrade solutions to meet the 5 year level of service.
- Recommending a way forward

It is noted that during the site visit there was water entering the stormwater network during dry weather conditions. This was traced upstream to two cracks in the walls of sumps 0108D00512 and 0108D00564.

1.2. BACKGROUND

Currently there is a 375mm diameter concrete pipe along Hewitts and Main North Road, which collects stormwater from the northern part of the study area. The southern branch of the network extends along Manahi Place and The Stables cul-de-sacs. Both of these sub-catchments contribute to a 675 mm diameter concrete pipe which conveys stormwater past the Littles Lane subdivision to Parsonage Road. The current network is presented in Figure 1 below.

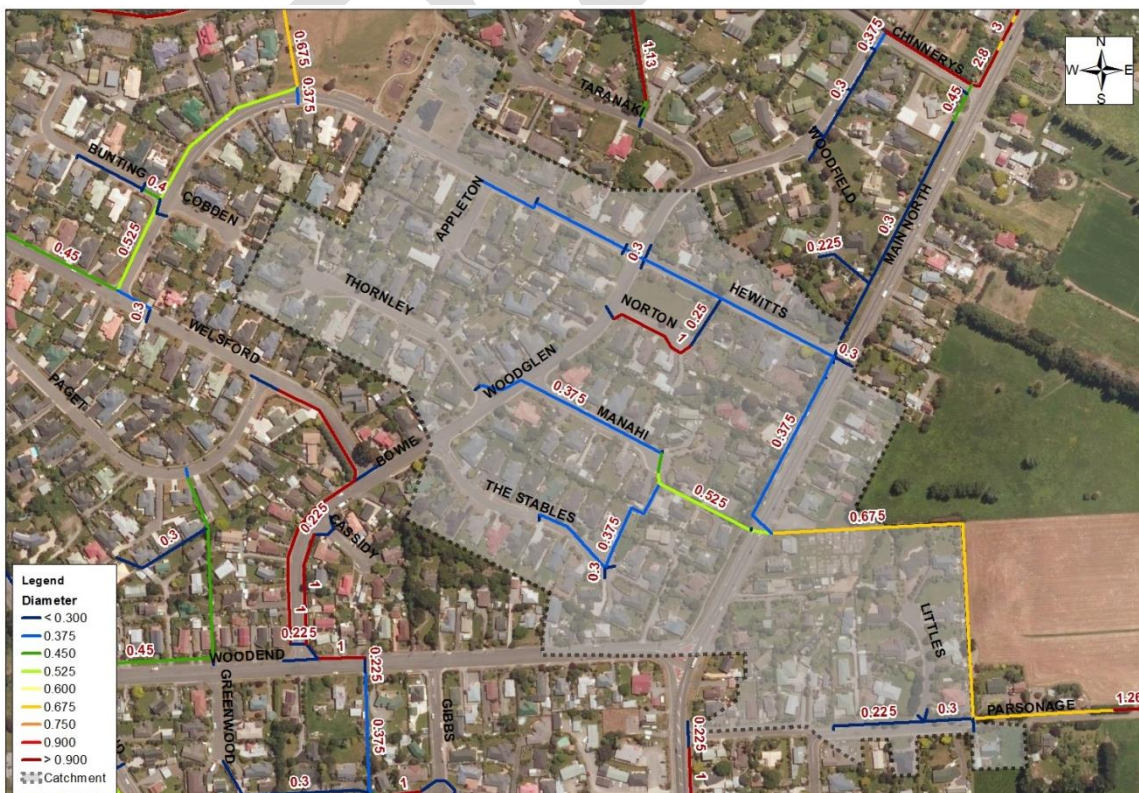


Figure 1: Hewitts Road Network and Study area

Most of the network was constructed in 1994; the exception being the 675mm diameter section which runs along the boundary of the Methodist Church and Littles Lane subdivision, which was constructed in 2003.

1.3. CURRENT PREDICTED NETWORK ISSUES

The model predicted that the current network has significant flooding in Norton Place, where water levels are exceeding 0.3m. Norton Place is relatively low lying and any surcharging within the network will be more evident at this location. The flooding is largely the product of backflow from the downstream sections of pipework. This level of flooding does not meet the Council's desired level of service for a 5 year storm event.

By analysing the pipe long-sections there were notable areas of interest. There is significant headloss along all sections of pipe displayed in Figure 6, the sumps surcharge in many locations and there are backwater effects caused by the capacity of the downstream network.

Therefore it was decided to focus on the following problem areas:

- The 375mm diameter along Hewitts Road
- The 375mm diameter along Main North Road
- The 675 mm diameter pipe from Main North to Parsonage Road.

It was predicted that upgrading these sections of the network would relieve the majority of the flooding within the study area catchment as these are the sections with high levels of headloss indicating the pipes are undersized. These sections are also similar to the sections identified in the 2001 SMP as requiring upgrades. The southern upstream branch of the study area network (Manahi Place) does not have a notable capacity issue, and was also not identified as a problem in the 2001 SMP.

It is noted that the slope of the pipe across Main North Road is quite steep, approximately 1:83, which compounds the backwater effects upstream. Therefore a more consistent slope between A and C was modelled for the upgrade solutions.

1.4. UPGRADE SOLUTIONS

Sections of the network were upgraded in the model to find the full upgrade solution and the recommended upgrade solution. See Table 1 and Figure 2 for a summary of the upgrade solutions.

Table 1: Hewitts Road Upgrade Solution Summary

Solution	Upgrade Description	General Result Comment
Full Upgrade Solution	Combination upgrade, upgrade to a 525mm diameter pipe along parts of Hewitts Road and along Main North Road; and upgrade to a 900mm diameter pipe from Main North Road to Parsonage Road.	<p>This solution has all pipes operating efficiently to convey the stormwater.</p> <p>This is the full upgrade solution, which resulted in the majority of the flooding being less than 0.1m.</p> <p>The Main North to Parsonage Road upgrade was outside the original scope of the project; however it significantly alleviates the backwater effects along Main North and Hewitts Road, and has therefore been included.</p>

<p>Recommended Upgrade Solution</p>	<p>Combination upgrade, upgrade to a 525mm diameter pipe along parts of Hewitts Road and along Main North Road.</p>	<p>This is the recommended upgrade solution, which resulted in the same level and extent of flooding as the full upgrade solution; however due to downstream backwater effects the network is predicted to be operating at full capacity.</p> <p>It is recommended that this solution is constructed in stages, starting with the Main North Road section; where monitoring can be undertaken before upgrading Hewitts Road.</p> <p>This solution can be further developed in the future to the full upgrade solution by simply upgrading the pipe section between C and E (see Figure 2)</p>
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Note that additional simulations were completed in addition to these presented in Table 1. These upgrade solutions are similar to the upgrades presented in the 2001 SMP.

Figure 2 presents the staged approach to the full upgrade solution. The recommended upgrade solution is to only undertake stages 1 and 2.

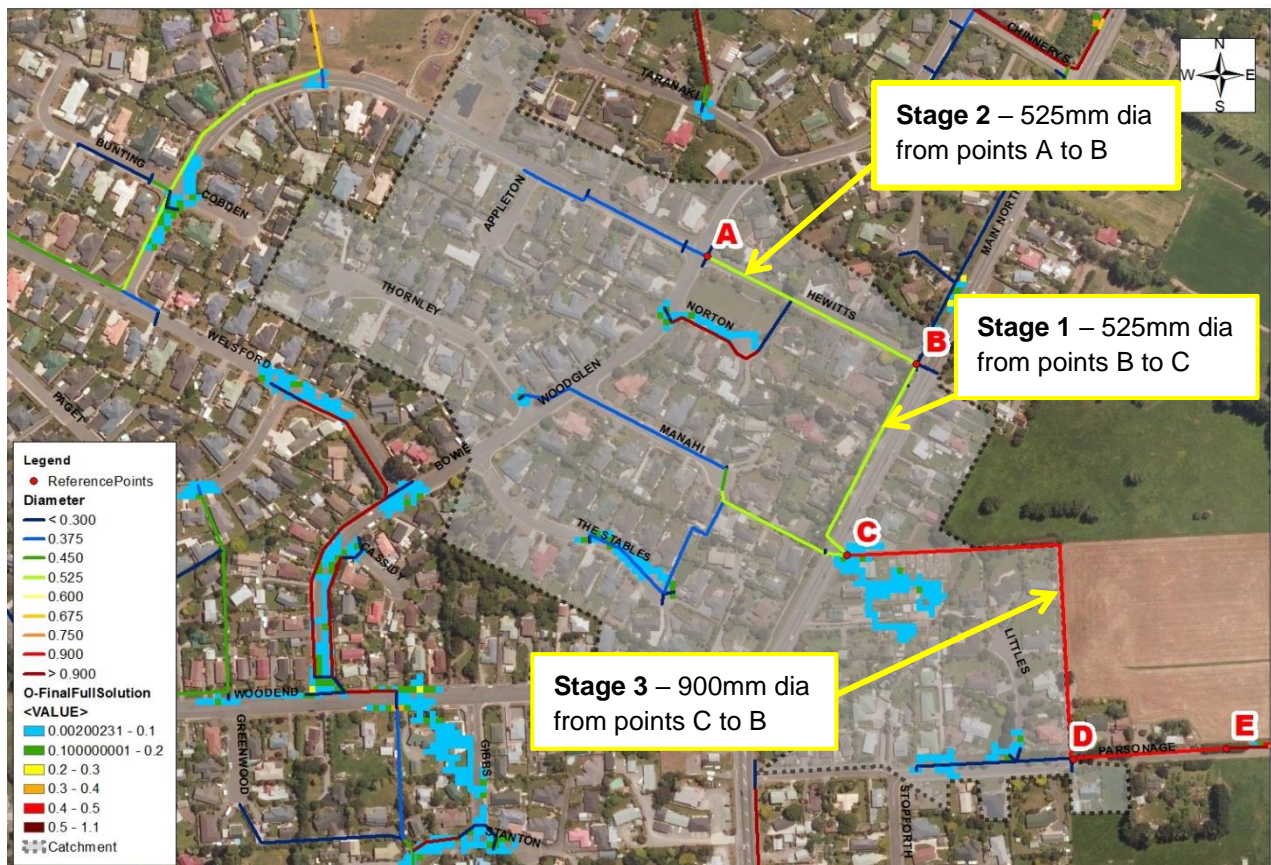


Figure 2: Full Upgrade Solution for the Hewitts Road Catchment, recommended Stages shown

A rough order budget estimate was undertaken for the full upgrade solution and the recommended upgrade solution. Table 2 presents a summary of the budget estimate to complete the upgrade solutions.

Table 2: Budget Estimate for the Hewitts Road Stormwater Upgrade

Full Upgrade Solution	Total Upgrade	\$ 2,880,000.00
Recommended Upgrade Solution	Stage 1	\$ 630,000.00
	Stage 2	\$ 340,000.00
	Total Upgrade	\$ 970,000.00

1.5. RECOMMENDED ACTION

It is not recommended that any work is undertaken in the short term and instead monitoring is undertaken on Norton Place, The Stables and at the Methodist Church on Main North Road prior to undertaking detailed design and construction. This is based on the following reasons:

1. There is no record of significant flooding in this area.
2. Flooding is mostly on the road; there predicted to be is no flooding risk to households in the 5 year return period rainfall event.
3. The main upgrade recommended is to the 375mm diameter pipe along a state highway, which is controlled by NZTA. This will complicate the construction and increase the cost to install the pipe.
4. The Woodend by-pass is forecast in the next 10 to 20 years by the NZTA. When this occurs, the crossing of Main North Road will be easier and be less costly, as thrusting may not be required.

If the flooding is to the same extent as predicted in the model, then it is recommended that a staged construction approach of the recommended upgrade solution is undertaken; otherwise it is recommended that the network remains as Status Quo.

1.6. CONCLUSION

In conclusion, the Woodend-Kaiapoi North Stormwater Model was updated after a site visit. The model was run using Mike Urban software to find the full upgrade solution and the recommended solution.

The recommended upgrade solution details an upgrade on a section of Hewitts and Main North Roads from a 375 mm diameter to a 525 mm diameter pipe. The full upgrade solution includes both the recommended upgrades plus a upgrade to the 675 mm diameter around Littles Lane subdivision; however this upgrade is outside of the scope of this project.

The full upgrade solution is estimated to cost \$2,880,000 and the recommended upgrade solution is estimated to cost \$970,000. Staging the upgrades beginning with the Main North Road section is recommended.

However due to the location and timing of this upgrade it is recommended that the project is delayed and monitoring is undertaken, before commencing any work.

2. RECOMMENDATIONS

From the findings of this report, it is recommended:

1. That the 3 Waters Manager receives this report.
2. That no work is undertaken in the short term and instead that monitoring is undertaken on Norton Place, The Stables and at the Methodist Church on Main North Road, prior to undertaking the detailed design and construction.
3. That if significant flooding is present as predicted in the model, then a staged construction approach of the recommended upgrade solution is undertaken, which is predicted to cost approximately \$ 970,000.00.
4. That cracks in manholes 0108D00512 and 0108D00564 should be patched, these cracks were noticed in dry weather conditions during the site visit. significant inflows were noticed within manholes.

DRAFT

3. INTRODUCTION

The purpose of this investigation was to re-evaluate the proposed upgrades outlined in the 2001 Woodend Stormwater Management Plan (SMP) for the Woodend stormwater network, along Hewitts Road and Main North Road. These upgrades were recommended in the 2001 Woodend SMP and involved upsizing of pipes to pass peak flows during a 5 year return period rain event.

This report outlines the full upgrade solution, a recommended upgrade solution and the recommended action, to address the capacity issues in the Hewitts Road stormwater catchment.

This investigation involved:

- A site visit to confirm the location of sumps and manholes, and also confirm the pipe sizes within the Hewitts Road catchment.
- Updating the Mike Urban, 2013 Woodend–North Kaiapoi stormwater model with the findings from the site visit.
- Applying a 5 year level of service, critical rainfall event to the updated model and analysing the results.
- Determine upgrade solutions to meet the 5 year level of service.
- Recommending a way forward

4. **BACKGROUND**

The Hewitts Road pipeline upgrade was recommended in the 2001 Woodend SMP (MC6), as a medium priority upgrade. The 2001 project description proposes that the following upgrades are to be undertaken, see Figure 3 below.

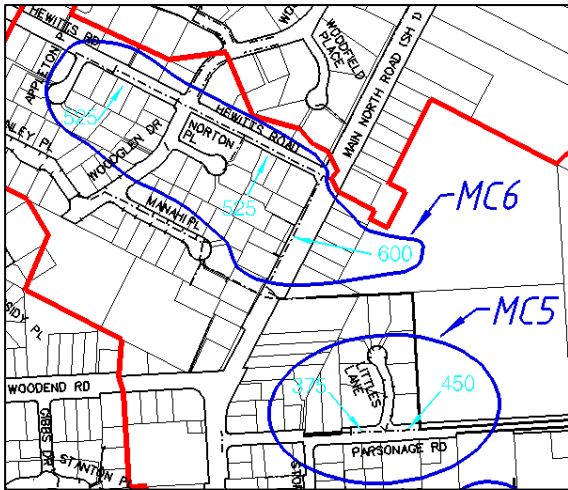


Figure 3: 2001 Woodend Stormwater Management plan, Hewitts Road

The scope of MC6 in Figure 3 is the same as the scope of this project, focusing on Hewitts and Main North Roads. The 2001 SMP project description recommends an upgrade to the pipes along Hewitts and Main North Roads, to a 525mm and 600mm diameter respectively.

In order to get a better understanding of the catchment, the area circled as MC5 in Figure 3 was also analysed as any capacity issues in the pipe around the Little's Lane subdivision may contribute to flooding in both MC5 and MC6.

This investigation therefore focused on the Hewitts Road wider catchment, upstream of Parsonage Road; this will be referred to as the study area throughout this report. See Figure 4 for the study area.

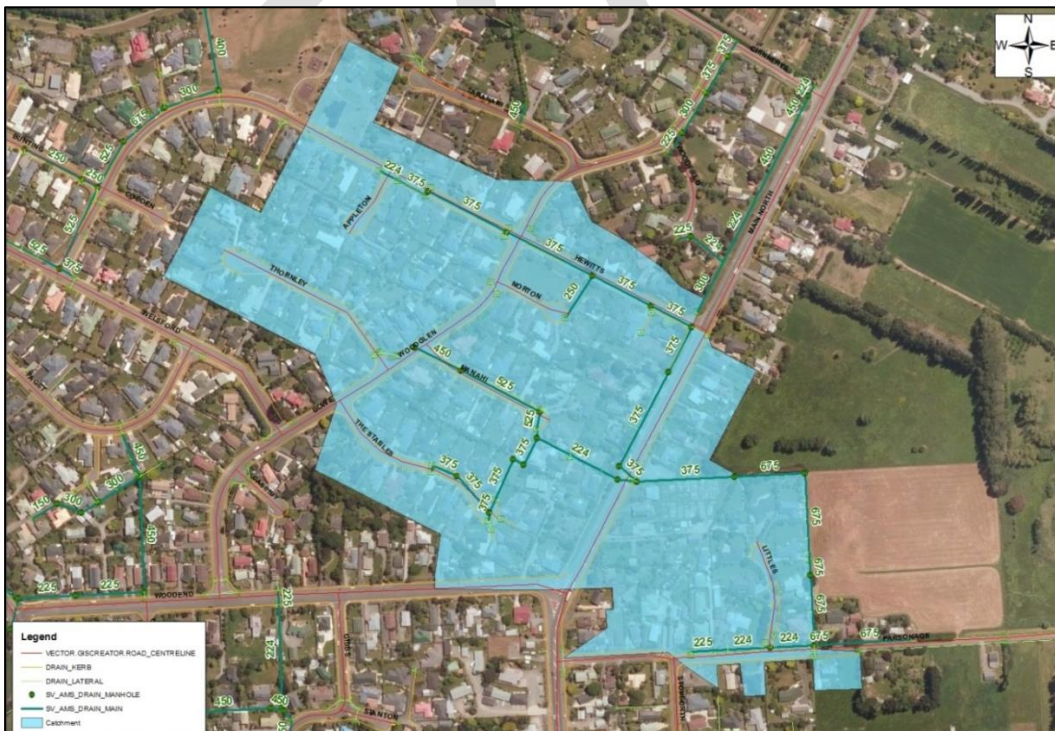


Figure 4: Study area (extended Hewitts Road stormwater catchment)

Currently there is a 375mm diameter concrete pipe along Hewitts and Main North Road, which collects stormwater from the northern part of the study area. The southern branch of the network extends along

Manahi Place and The Stables cul-de-sacs. Both of these sub-catchments contribute to a 675 mm diameter concrete pipe which conveys stormwater past the Littles Lane subdivision to Parsonage Road.

Most of the network was constructed in 1994; the exception being the 675mm diameter section which runs along the boundary of the Methodist Church and Littles Lane subdivision, which was constructed in 2003.

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5. METHODOLOGY

5.1. SITE VISIT

A site investigation was undertaken to confirm the location of sumps and manholes, also confirm the pipe sizes within the catchment. The model was updated with the observations from the site visit and as-built information where available.

It is noted that during the site visit there was water entering the stormwater network during dry weather conditions. This was traced upstream to two cracks in the walls of sumps 0108D00512 and 0108D00564. The owner from 21 Hewitts Road said that there was often a bad smell coming from these sumps. It is recommended that this is investigated further and the sumps repaired.

5.2. MODEL UPDATES

The Woodend-North Kaiapoi 2013 stormwater model was used to model peak flows from the Hewitts Road catchment. This model was updated after the site visit; the following updates were made to the model:

1. A single sump was placed on Main North Road, behind 9 Manahi Place, which contributes stormwater to manhole 0107D00019.
2. A single sump was placed on Main North Road, with a direct connection from the kerb and channel into the 375 mm pipe, near 1 Hewitts Road.
3. Two single sumps were placed on Main North Road, at the intersection of Hewitts and Main North Road, contributing stormwater to manhole 0108D00212.
4. Two single sumps and a manhole were placed on Hewitts Road, at the intersection of Woodglen Drive and Hewitts Road.
5. A single sump was placed at the end of The Stables cul-de-sac, contributing stormwater to manhole 0898D00098.

In addition there were some minor changes made to the stormwater catchments in the model; however the total catchment size contributing to the study area did not change significantly.

There are design drawings for sections of the Hewitts and Main North Road stormwater network. These were compared with the model data, and it was the model was accurate.

5.3. MODELLING PROCEDURE

The WDC uses a hydraulic model to determine areas of the network which are not meeting the service levels in the ECOP. The 2013 Woodend-North Kaiapoi model, with model updates, was run using Mike Urban 2012 software. The Woodend-North Kaiapoi stormwater model models piped network flows and secondary flow paths during a rainfall event.

To evaluate the performance of the Hewitts Road stormwater network and identify the critical storm duration, a range of 5 year annual recurrence interval (ARI) rainfall events were applied to the model, as this is the WDC level of service for the primary pipe network.

The rainfall hyetograph was obtained from NIWA records, using the High Intensity Rainfall Design System (HIRDS), version 3 software and with a 16% climate change factor. The model runoff simulation incorporates calibrated ground infiltration parameters and measured impervious values. The runoff method used is the kinematic wave equation within the Mike Urban modelling software, which incorporates infiltration losses using Horton's equation. There were no changes made to the runoff parameters or rainfall hyetograph from the Woodend-North Kaiapoi model.

Within the model, the stormwater network and secondary flow paths are connected at the sumps. The stormwater from the sub-catchments enter the network, if the network reaches capacity the stormwater

overflows at the sumps and enters the secondary flow paths. This is modelled in a coupled Mike 21 2D simulation which predicts areas of flooding.

The network and secondary flow path results from the existing network were analysed and key upgrade areas were identified. Within the model, pipe capacities were increased iteratively and the results were analysed to determine the recommended upgrade solutions.

5.3.1. Notable Stormwater Model Limitations

The slope and flow paths for each sub-catchment were calculated using LiDAR data and ArcGIS software. These programmes interpolate and average values, which limits the degree of accuracy.

The 2D model simulation (secondary flow path simulation) has been run using a 5m grid. This is where the model averages the LiDAR elevations across a 5m by 5m area, and based on this assumption as stormwater surcharges from sumps it predicts the flooding extent, direction and depth.

The model's DEM (Digital Elevation Model) is based on 2005 LiDAR data. Changes to the ground elevation may have occurred since 2005 such as

- The 2010 Canterbury earthquakes may have altered the ground levels. Although it is also noted that the manhole lid levels were surveyed after the earthquakes and little change was evident in Woodend.
- Development since 2005 will have altered the ground levels in some areas although the Hewitts Road catchment has experienced very little development since this time.

6. RESULTS ANALYSIS

The 5 year return period rainfall event which produced the peak network flows in the study area was the 5 year, 1 hour ARI rainfall event. This is the critical rainfall event used during this investigation.

6.1. EXISTING NETWORK ANALYSIS

The existing stormwater network capacity, within the study area was assessed using DHI Mike Urban software.

The following map (Figure 5) presents the existing pipe sizes within the study area catchment. In Figure 5, points A, B, C, D and E will be used as reference points throughout this report.

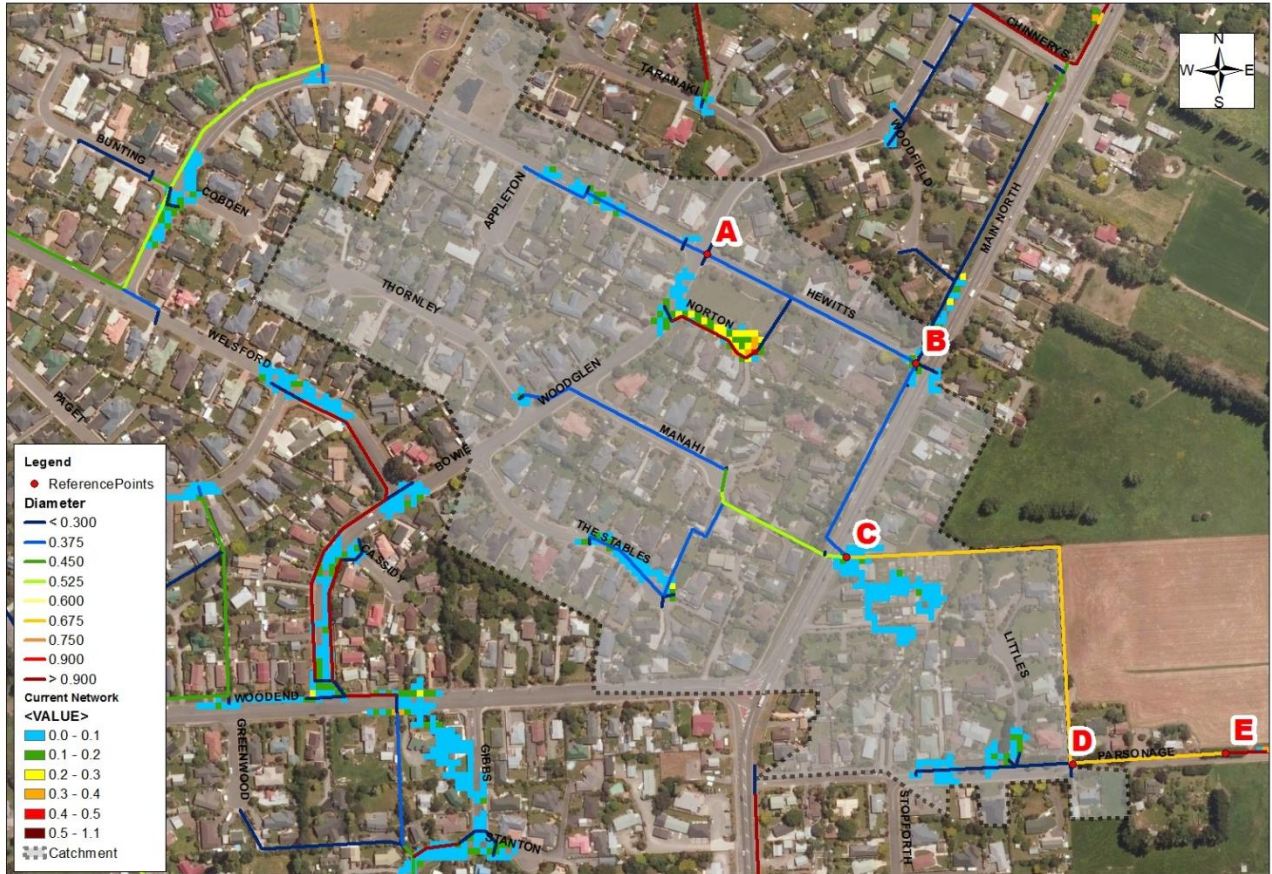


Figure 5: Hewitts Road catchment, current network and flooding during the critical 5 year return period event.

For the current network the model predicted that the peak flows during a 5 year, 1 hour ARI rainfall event ranged from 30 L/s upstream (upstream of point A) to 500 L/s downstream (point D).

It is noted that the section of pipe from points C to E is outside of the scope of this project, however the model predicted that this 675 mm diameter pipe is causing backwater effects along Hewitts and Main North Roads.

The model predicted there to be significant flooding in Norton Place, where water levels are exceeding 0.3m. Norton Place is relatively low lying and any surcharging within the network will be more evident at this location. The flooding is largely the product of backflow from the downstream sections of pipework. This level of flooding does not meet the Council's desired level of service for a 5 year storm event.

There is also lesser flooding predicted along The Stables, Hewitts Road, Main North Road and at the Methodist Church Cemetery, however most of this flooding is less than 0.2m and is considered minor in nature.

The long-section in Figure 6 is of the upstream end of Hewitts Road, along Main North Road, to Parsonage Road. This model long-section simulation period is half way through the hour simulation (32 minutes) and before flooding is predicted to occur. The simulation's Hydraulic Grade Line (HGL) is displayed in dark blue and the red dashed line is the maximum HGL.

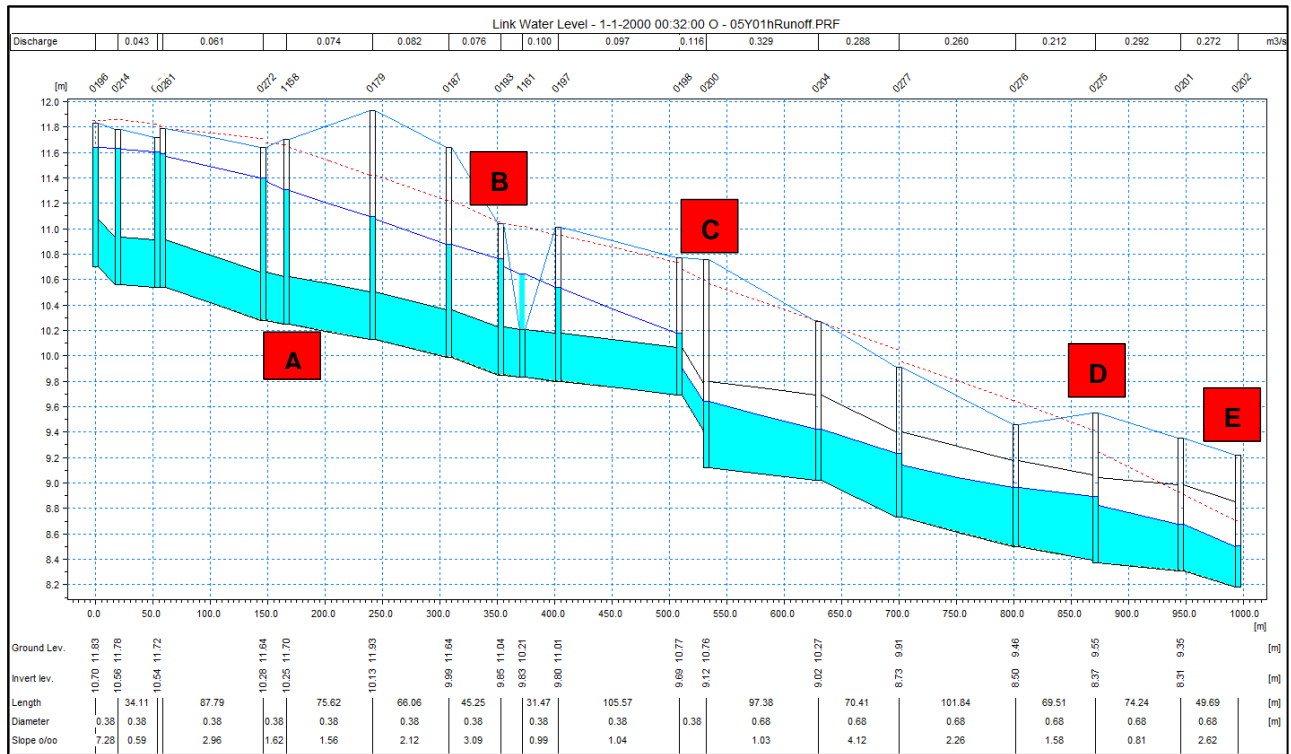


Figure 6: Long-section from upstream Hewitts Road, along Main North Road to Parsonage Road.

It is noted that as this simulation is a secondary flow path simulation, where when the water level reaches ground level the model predicts that the water will spread out across the ground, and producing flooding. The red dashed line shows the areas prone to flooding.

By analysing the flooding and headloss in the long-section there were notable areas of interest. There is significant headloss along all sections of pipe displayed in Figure 6, the sumps surcharge in many locations and there are backwater effects caused by the capacity of the downstream network.

Therefore it was decided to focus on the following areas of the network for upgrading opportunities:

- The 375mm diameter along Hewitts Road
- The 375mm diameter along Main North Road
- The 675 mm diameter pipe from Main North to Parsonage Road.

It was predicted that upgrading these sections of the network would relieve the majority of the flooding within the study area catchment as these are the sections with high levels of headloss indicating the pipes are undersized. These sections are also similar to the sections identified in the 2001 SMP as requiring upgrades. The southern upstream branch of the study area network (Manahi Place) does not have any notable capacity issues, and was also not identified as a problem in the 2001 SMP.

It is noted that the slope of the pipe across Main North Road is quite steep, approximately 1:83, which compounds the backwater effects upstream. Therefore a more consistent slope between A and C was modelled for the upgrade solutions.

The ECOP states that all new primary drainage systems are required to cope with a 5 year return period critical storm event. Therefore the network should not surcharge in the 5 year return period critical rainfall event. However in some cases the pipe may be correctly sized, but flooding is predicted due to backwater effects from the downstream network or due to the area being prone to flooding. Therefore if the HGL forms a similar slope to the pipe, this indicates that there is negligible headloss in this section of pipe, and the pipe size is considered acceptable.

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6.2. UPGRADE OPTION RESULTS

Sections of the network were iteratively upgraded to find the full upgrade solution. Based on this full upgrade solution a recommended upgrade solution was also identified along with the recommended actions.

The following model simulations were completed; refer to Figure 5 for reference points. See Appendix A for graphical simulation results.

Table 3: Model simulation completed as part of the Hewitts Road investigation

Simulation	Simulation Upgrade Description	General Result Comment
1	Status Quo	Significant flooding predicted and key upgrade areas were Hewitts, Main North and Parsonage Roads.
2	Upgrade the pipe between points D and E to a 900 mm diameter pipe.	This simulation was run to test if relieving the downstream network would elevate the flooding upstream in the study area; It did not relieve the flooding within the study area.
3	Upgrade the pipe between points B and C to a 525 mm diameter pipe.	Significant headloss was noted in this section of the network, however upgrading this section alone was not predicted to significantly elevate the predicted flooding in Norton Place.
4	Combination upgrade, upgrade between points B and C to a 525 mm diameter pipe and upgrade to a 900mm diameter pipe between points C and E.	This simulation was targeted at relieving the flooding in the all parts of the study are (e.g. The Stables and the Methodist Church Cemetery), however flooding was still predicted.
5	Combination upgrade, upgrade to a 525mm diameter pipe between points A and C.	This is the recommended upgrade solution ; see section 6.4 for more details.
6	Combination upgrade, upgrade to a 525mm diameter pipe between points A and C and upgrade to a 900mm diameter pipe between points C and E.	This is the full upgrade solution ; see section 6.3 for more details.

Note that additional simulations were completed in addition to these presented in Table 3. These additional simulations did not achieve the desired outcomes or the pipes were undersized, and were therefore left out of this report.

6.3. FULL UPGRADE SOLUTION

In this full upgrade solution, the slope of the pipes from points A to C have been averaged to from a consistent slope and maximise the available head.

The full upgrade solution involves upsizing the following pipe sections:

- Upsize the Hewitts Road 375 mm diameter pipe, from Woodglen Road to Main North Road, to a 525 mm diameter pipe (points A to B).
- Upsize the Main North Road 525 mm diameter pipe to a 525 mm diameter pipe (points B to C).
- Upsize the 675 mm diameter pipe along Main North Road to the Parsonage Road open channel, to a 900 mm diameter pipe (points C to E).

Figure 7 presents the full upgrade solution for the Hewitts Road catchment; pipe sizes and model flooding results.

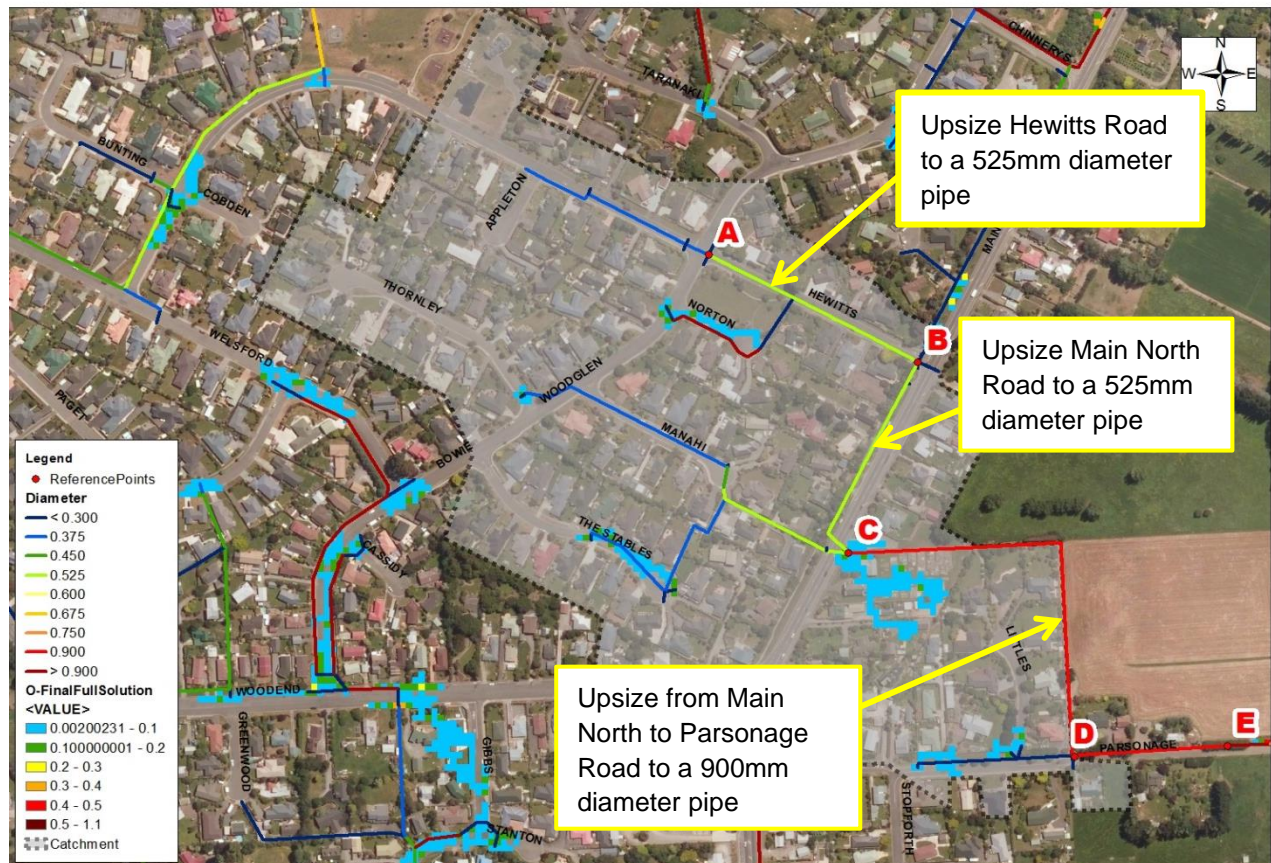


Figure 7: Full Upgrade Solution for the Hewitts Road Catchment with flooding predictions

The majority of the flooding is less than 0.1m in the full upgrade solution.

Figure 8 presents a long-section from Hewitts to Parsonage Road with predicted water levels. The red dotted line is the predicted maximum HGL.

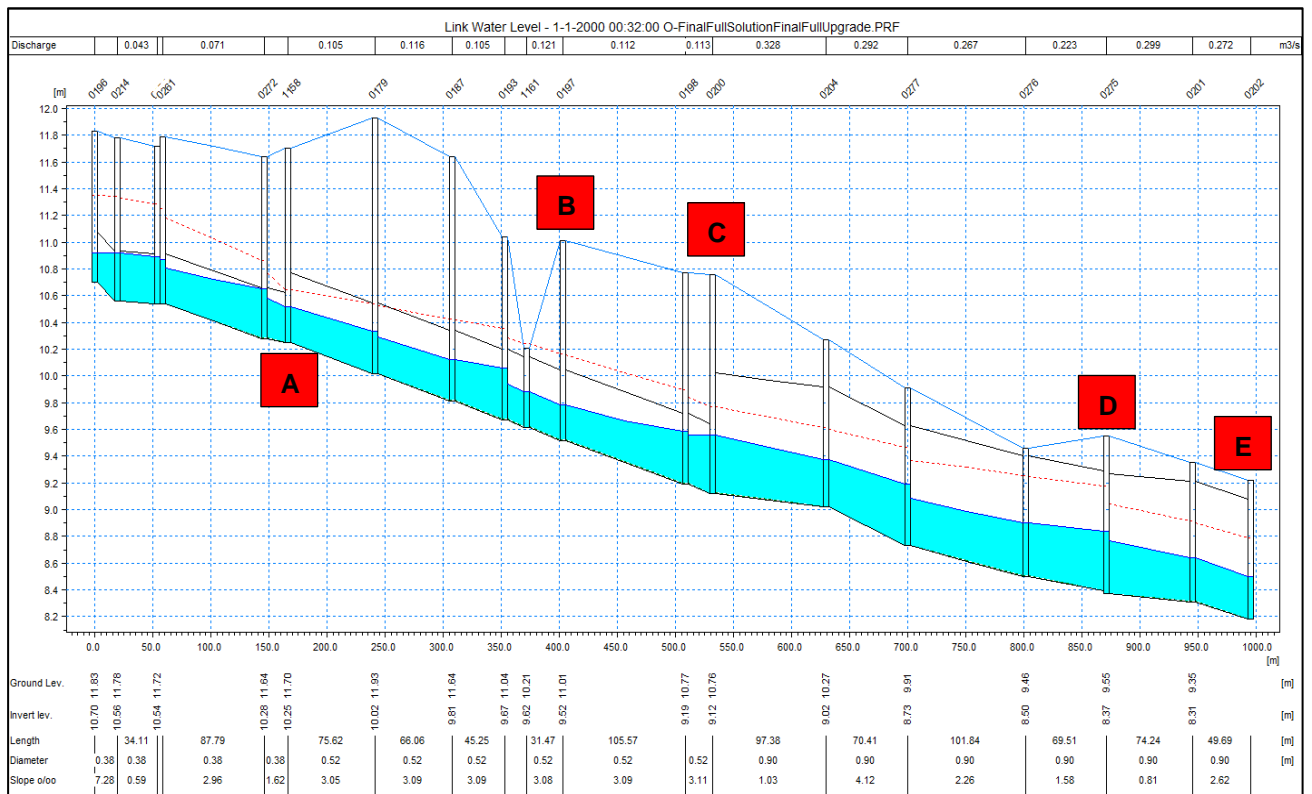


Figure 8: Full upgrade solution, long-section of the Hewitts Road Catchment

For the Hewitts to Parsonage Road long-section, the maximum HGL shows that all pipes are adequately sized for the 5 year level of service.

For the section from points C to D, the present 675mm diameter is undersized, causing backwater effects. A 750mm diameter pipe was modelled as an upgrade to this pipe but it was marginally undersized, so the next standard pipe size up was selected, which is a 900 mm diameter.

6.3.1. Full Upgrade Solution Discussion

Although the upgrade to the 675mm diameter pipe from Main North to Parsonage Road is outside of the scope of the initial Hewitts Road project (2001 SMP, MC6), upgrading this pipe alleviates some flooding on The Stables, Parsonage Road and Methodist Church Cemetery.

The ECOP states that all new primary drainage systems are required to achieve a 5 year level of service. Therefore the network should not surcharge in a 5 year return period critical rainfall event. The model predicted that low levels of flooding are still evident in parts of the catchment; however these ponding depths are considered minor. The majority of the flooding is less than 0.1m in the full upgrade solution. The flooding on Norton Place is considered to be shallow enough to be diverted by the kerb and channel. Although the pipes are appropriately sized, there is still some surcharging of the network in the full upgrade solution, indicating that this area of the network may be prone to low level flooding.

The HGL was analysed through stages of the simulation to find the appropriate upgrade pipe sizes. This predicted that there will be negligible headloss and there are no indicators of backwater effects from the downstream network.

6.4. RECCOMENDED UPGRADE SOLUTION

The recommended upgrade solution in this study is similar to the full upgrade solution in the 2001 Woodend SMP (MC6), in the sense that the upgrades were predicted to be required in similar location and a similar size.

Figure 9 presents the recommended solution for the Hewitts Road catchment, notably upgrading pipes along Hewitts and Main North Roads.

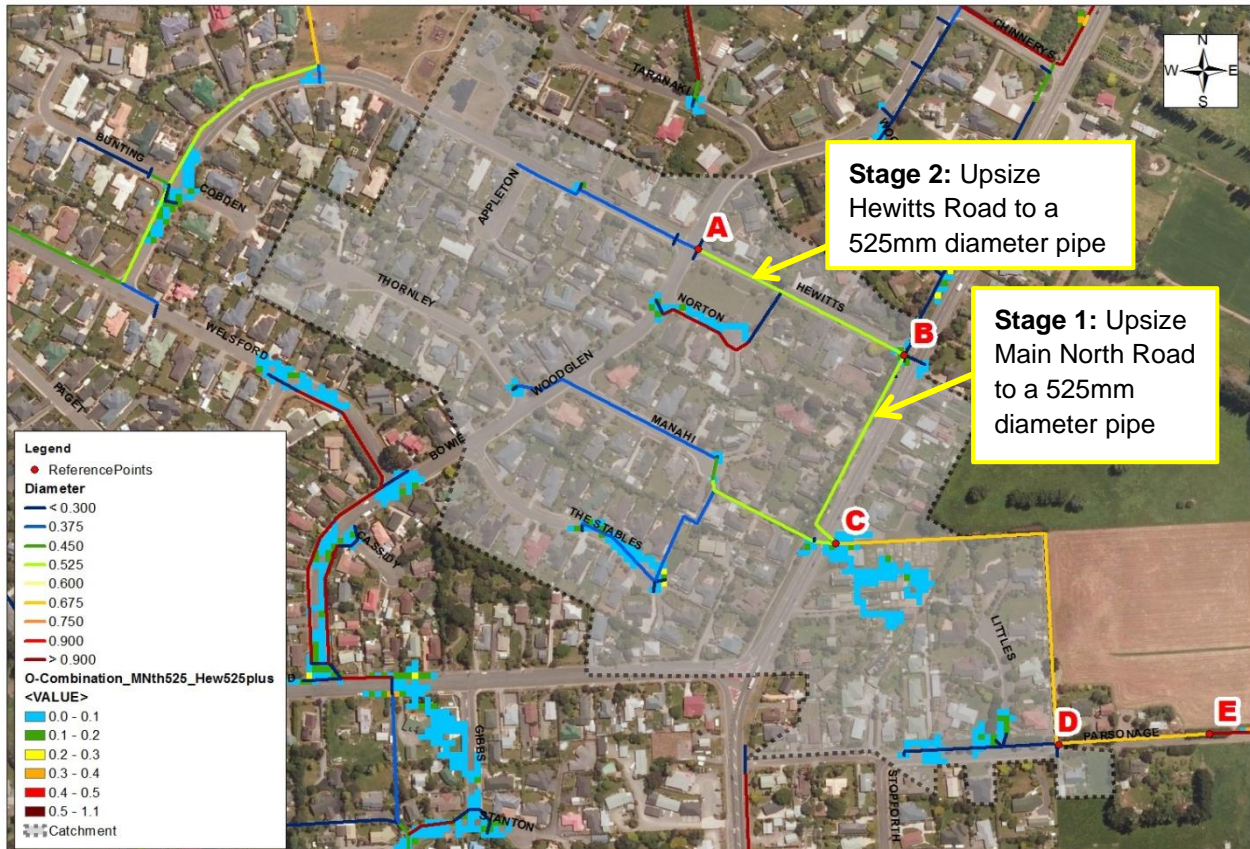


Figure 9: Recommended solution, for the Hewitts Road Catchment with flooding predictions.

It is noted that the level of flooding is very similar to the full upgrade solution, as the system has sufficient capacity for the 5 year return period rainfall event.

A 600mm diameter pipe was recommended along Main North Road in the 2001 Woodend SMP; however the 525mm diameter pipe modelled in this study has sufficient capacity.

It is recommended that the pipes are upgraded in stages, beginning with Main North Road, as this will alleviate the majority of the flooding. It is recommended that the network is monitored before Hewitts Road (stage 2) is constructed.

Figure 10 presents a long-section from Hewitts to Parsonage Road with predicted water levels. The red dotted line is the model predicted maximum HGL.

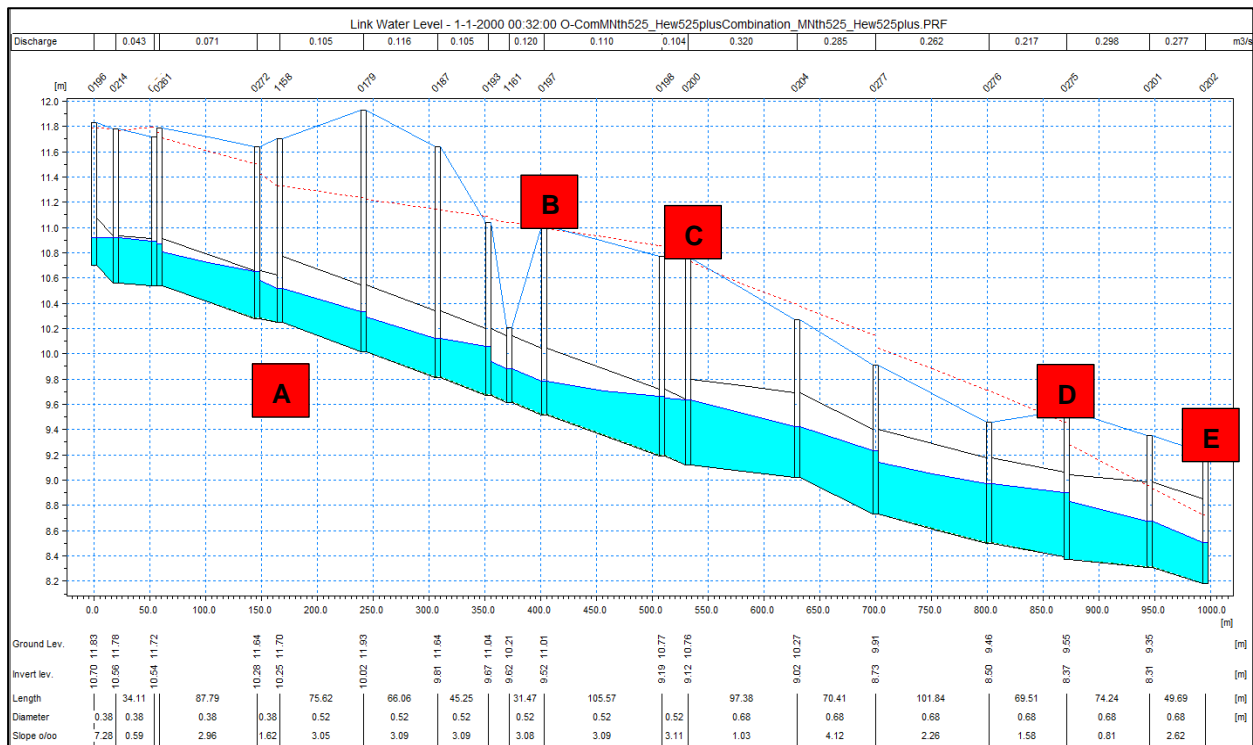


Figure 10: Recommended upgrade solution, long-section from Hewitts to Parsonage Road

For the Hewitts to Parsonage Road long-section, the maximum HGL predicts that the pipes upstream of point C are adequately sized. In many areas the network is at full capacity during this 5 year return period event.

However it is noted that the maximum HGL is much higher in the recommended solution relative to the full upgrade solution. This is the product of backwater effects, produced from the 675 mm diameter pipe from Main North to Parsonage Road.

6.4.1. Recommended Upgrade Solution Discussion

The model predicted that low levels of flooding are still evident in parts of the catchment; however these ponding depths are considered minor. The majority of the flooding is less than 0.1m in the recommended upgrade solution. The flooding on Norton Place is considered to be shallow enough to be diverted by the kerb and channel.

The recommended and full upgrade solutions have similar levels of flooding, however the predicted water level in this section of the network is greater in the recommended solution, due to downstream backwater effects.

This solution is a lower cost option compared to the full solution and it produces a similar 5 year level of service, fully utilising the available capacity of the network. This option was therefore recommended.

If the construction of the upgrade is undertaken in stages, Main North Road followed by Hewitts Road, this will allow flooding observations to be made during actual rain events, which could result in only upgrading Main North Road. See Appendix A for the model predictions where only Main North Road is upgraded.

It is also noted that solely upgrading the Hewitts Road section of the network is not predicted to alleviate the flooding in the area, as the downstream Main North Road pipes will still be undersized.

6.5. ADDITIONAL CONSIDERATIONS

There are several considerations to note about upgrading these sections of the network:

1. The section of pipe between C to E, around the back of the Littles Lane subdivision and through the Methodist Church Cemetery was upgraded in 2003 to a 675mm pipe and is under private property. Therefore any work to upgrade and replace this section of pipeline will be very costly and may be politically unpalatable.
2. Main North Road is a State Highway and therefore under the control of the New Zealand Transport Agency (NZTA). Any work on this road will require consultation with the NZTA. It is also likely that the NZTA may require the WDC to thrust the proposed 900mm pipe upgrade under the road. This will further complicate and add expense to this work.

Therefore these complications will need to be considered when undertaking this work.

6.6. RECOMMENDED ACTIONS

It is not recommended that any work is undertaken in the short term and instead monitoring is undertaken on Norton Place, The Stables and at the Methodist Church on Main North Road prior to undertaking detailed design and construction. This is based on the following reasons:

1. There is no record of significant flooding in this area.
2. Flooding is mostly on the road; there predicted to be is no flooding risk to households in the 5 year return period rainfall event.
3. The main upgrade recommended is to the 375 mm diameter pipe along a state highway, which is controlled by NZTA. This will complicate the construction and increase the cost to install the pipe.
4. The Woodend by-pass is forecast in the next 10 to 20 years by the NZTA. When this occurs, the crossing of Main North Road will be easier and be less costly, as thrusting may not be required.

If the flooding is to the same extent as predicted in the model, then it is recommended that a staged construction approach of the recommended upgrade solution is undertaken; otherwise it is recommended that the network remains as Status Quo.

7. BUDGET ESTIMATE

A rough order costing has been undertaken for the Hewitts Road Stormwater Upgrade. The following assumptions were made to calculate this budget:

1. The pipes along Hewitts and Main North Road will be re-graded, and therefore all manholes and connections to sumps will need to be replaced.
2. Pipe alignment will remain the same, therefore excavation and cut to waste of existing infrastructure is required.
3. Inflation estimates based on older tender records were calculated, to find an annual 10% inflation in rates.
4. Dewatering is not included in this estimate as it is expected to be constructed in summer.
5. Easement costs were considered for upgrading the 675mm pipe from Main North to Parsonage Road, as well as Liaison with owner, difficulties accessing the property and general easement costs, although this is not the recommended option.
6. The 375mm diameter pipe under the State Highway is at a nominal pipe depth of 1.6m.
7. Preliminary and General has been assumed at 20% as there is expected to be high Temporary Traffic Management Costs along the State Highway.
8. 10% Construction Contingency, 10% Professional Fees and a 20% Funding Contingency.

Table 4 presents the estimated Budget required to undertake the Hewitts Road stormwater upgrade. It is noted that the costing are separated into three stages, a summary of the full upgrade solution (combination of stages 1 and 2) and recommended upgrade solution (combination of stages 1, 2 and 3) can be found in Table 5.

Table 4: Budget estimate for the Hewitts Road Stormwater upgrade solutions

		Revised Rate	Unit	Stage 1 (Main North Road)		Stage 2 (Hewitts Road)		Stage 3 (Parsonage Road)	
				Qty	Amount	Qty	Amount	Qty	Amount
1.0	PRELIMINARY AND GENERAL	20%	LS	1	\$72,137	1	\$38,917	1	\$219,321
2.0	STORMWATER RETICULATION								
2.1	Supply and installation of DN 225 RRJ Class 4 Spun Reinforced Concrete pipe connecting sumps to new main	\$440	m	3	\$1,320				
2.2	Supply and installation of DN 300 RRJ Class 4 Spun Reinforced Concrete pipe connecting sumps to new main	\$500	m	34	\$17,000				
2.3	Supply and installation of DN 525 RRJ Class 4 Spun Reinforced Concrete pipe	\$760	m	179	\$136,040	187	\$142,120		
2.4	Supply and installation of DN 900 RRJ Class 4 Spun Reinforced Concrete pipe	\$1,060	m					460	\$487,600
2.5	Supply and installation 1050 mm dia precast manhole with standard lid and benching. 0.6m to 1.9m depth.	\$5,000	ea.	4	\$20,000	2	\$10,000		
2.6	Supply and installation 1500 mm dia precast manhole with standard lid and benching. 1.0m to 1.7m depth.	\$9,500	ea.	1	\$9,500			5	\$47,500
3.0	STRUCTURES								
3.1	Break into existing manhole and make good per side.	\$1,200	ea.	2	\$2,400	2	\$2,400	2	\$2,400
3.3	Remove and dispose of existing pipes	\$60	m	216	\$12,960	187	\$11,220	460	\$27,600
3.4	Remove and dispose of existing manholes	\$2,300	ea.	5	\$11,500	2	\$4,600	5	\$11,500
4.0	RESTORATION								
	Surface reinstatement of trenches (includes mains and manholes)								

4.1	Grass Berm	\$50	m	155	\$7,750			460	\$23,000
4.2	Road	\$70	m	23	\$1,610	187	\$13,090		
4.3	Footpath	\$330	m	50	\$16,500				
4.4	Driveway	\$170	m	16	\$2,720			12	\$2,040
4.5	Kerb and channel	\$400	m	2	\$800				
5.0	THRUSTING								
5.1	Extra over rate to Pipe Thrust 525mm dia Class Z Pipe under State Highway 1.6 m depth.	\$4,400	m	23	\$101,200				
6.0	MISCELLANEOUS								
6.1	Complete CCTV Inspection	\$10	m	221	\$2,210	189	\$1,890	465	\$4,650
6.2	Easement Costs - Liaison with owner, difficulties accessing the property and general easement costs	\$1,000	m					460	\$460,000
7.0	EXISTING SERVICE CROSSING								
7.1	Relocate services (power, water, sewer, telecom)	5%	LS	1	\$17,176	1	\$9,266	1	\$30,315
8.0	CONSTRUCTION CONTINGENCY	10%	LS	1	\$43,282	1	\$23,350	1	\$131,593
9.0	CONSTRUCTION TOTAL				\$476,105		\$256,854		\$1,447,518
10.0	PROFESSIONAL FEES	10%	LS	1	\$47,610	1	\$25,685	1	\$144,752
11.0	FUNDING CONTINGENCY	20%	LS	1	\$104,743	1	\$56,508	1	\$318,454
12.0	BUDGET REQUIRED		LS	1	\$628,458	1	\$339,047	1	\$1,910,724

See Appendix B for notes explaining tender records of which the item rates were sourced.

Table 5 is a summary of the total estimated costs for the Hewitts Road upgrades solutions.

Table 5: Summary of the estimated costs for the Hewitts Road Stormwater upgrade solutions

Full Upgrade Solution	Total Upgrade	\$ 2,880,000.00
Recommended Upgrade Solution	Stage 1	\$ 630,000.00
	Stage 2	\$ 340,000.00
	Total Upgrade	\$ 970,000.00

It is recommended that monitoring is undertaken prior to undertaking detailed design. If flooding is evident it is recommended that the Main North Road upgrade (stage 1) is undertaken first, with an estimated budget cost of \$628,000; then further flood monitoring be undertaken before progressing to Hewitts Road (stage 2), \$339,000.

8. CONCLUSION

In conclusion, the Woodend-Kaiapoi North Stormwater Model was updated after a site visit. The model was run using Mike Urban software to find the full upgrade solution and the recommended solution.

The recommended upgrade solution details an upgrade on a section of Hewitts and Main North Roads from a 375 mm diameter to a 525 mm diameter pipe. The full upgrade solution includes both the recommended upgrades plus a upgrade to the 675 mm diameter around Littles Lane subdivision; however this upgrade is outside of the scope of this project.

The full upgrade solution is estimated to cost \$2,880,000 and the recommended upgrade solution is estimated to cost \$970,000. Staging the upgrades beginning with the Main North Road section is recommended.

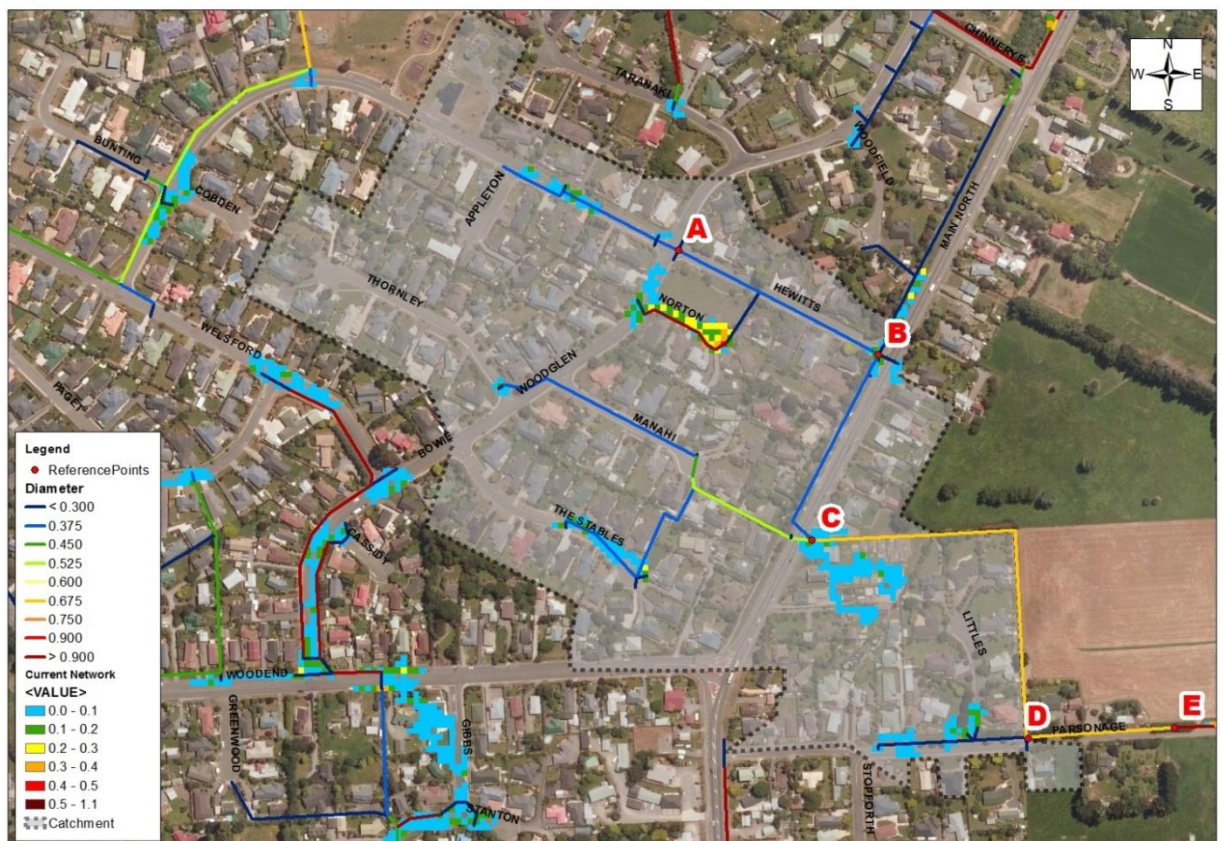
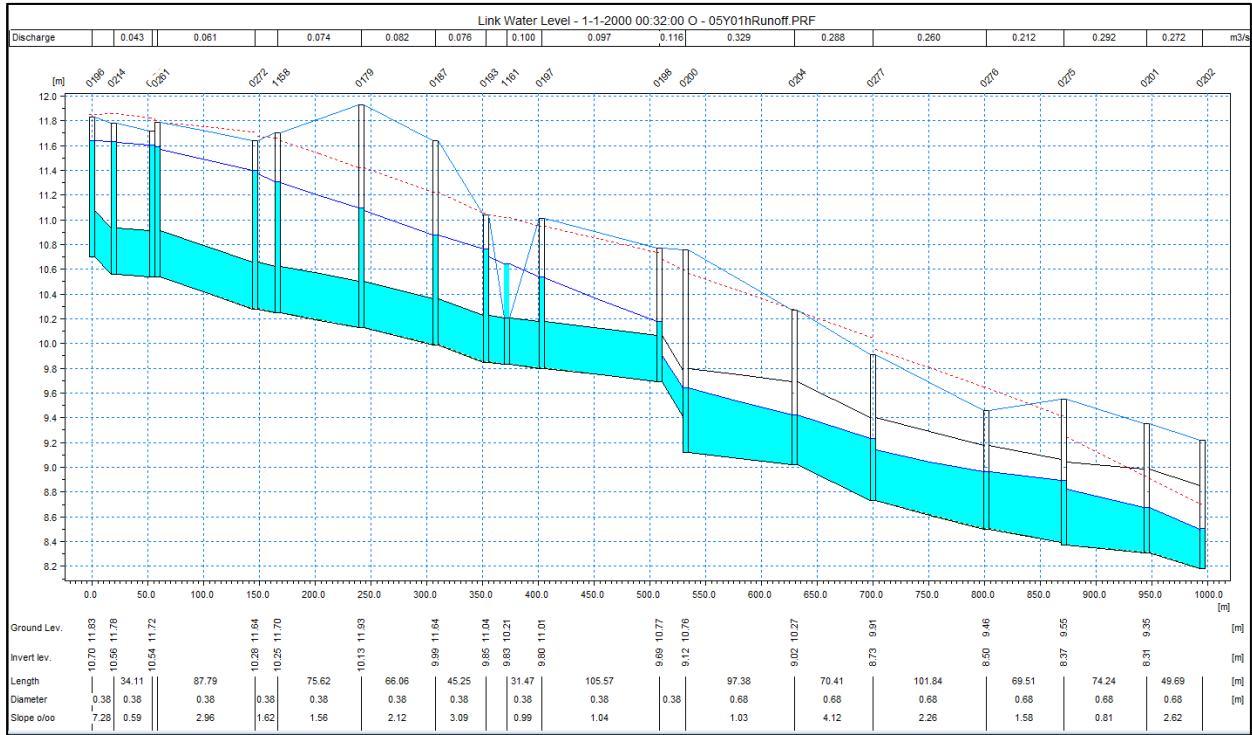
However due to the location and timing of this upgrade it is recommended that the project is delayed and monitoring is undertaken, before commencing any work.

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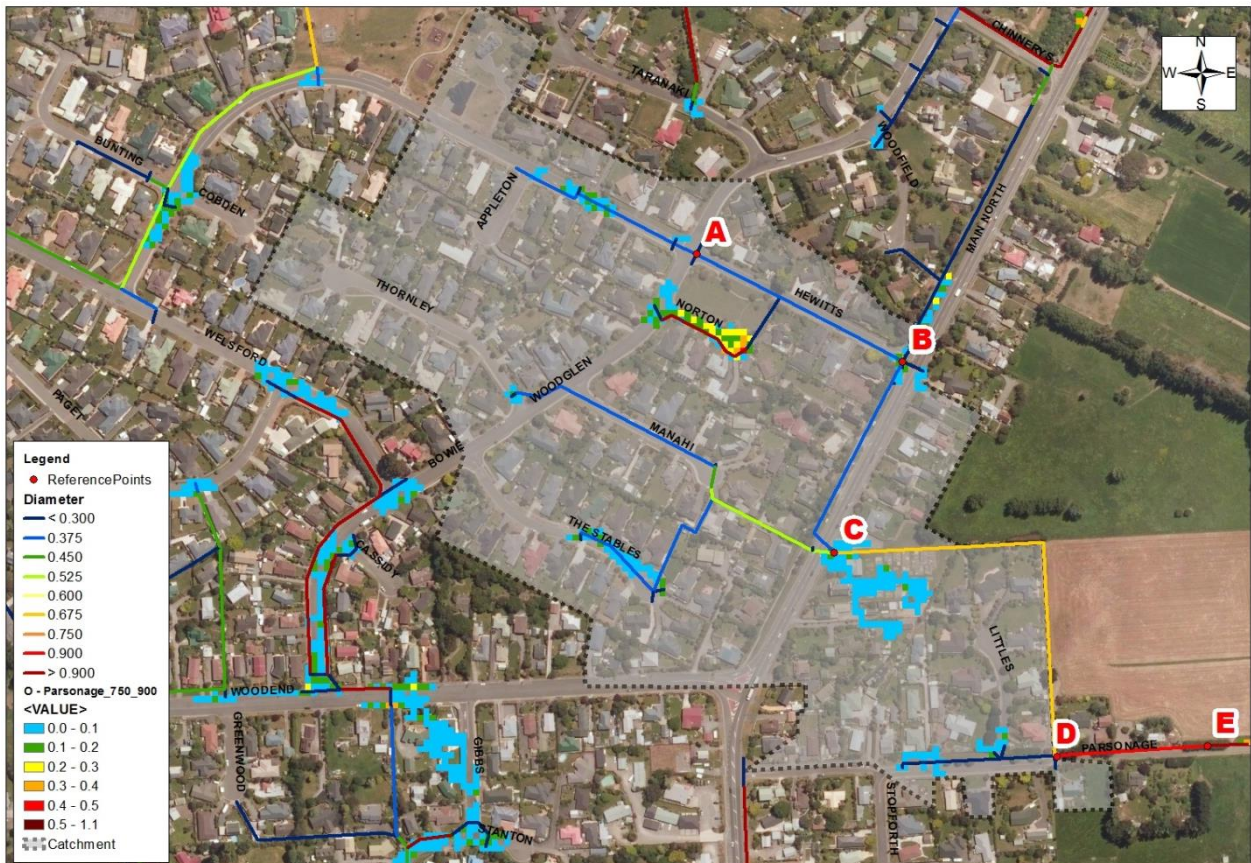
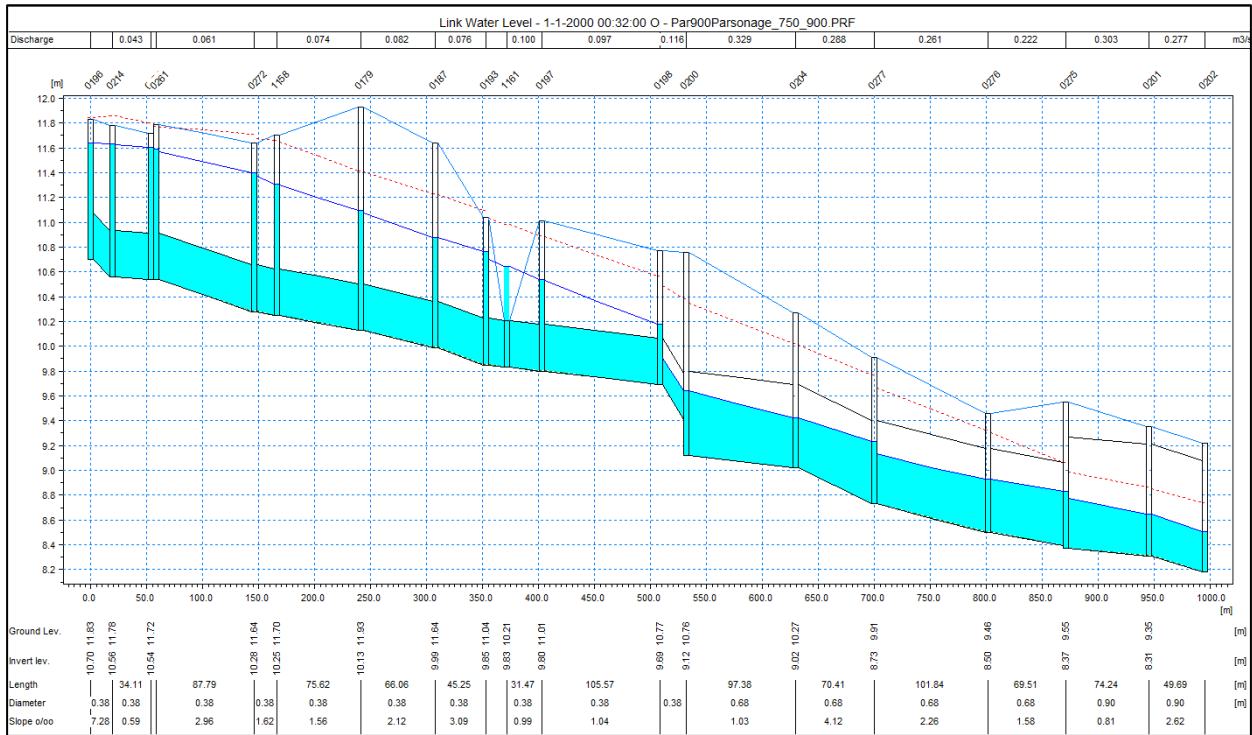
9. APPENDIX

APPENDIX A: SIMULATION RESULTS

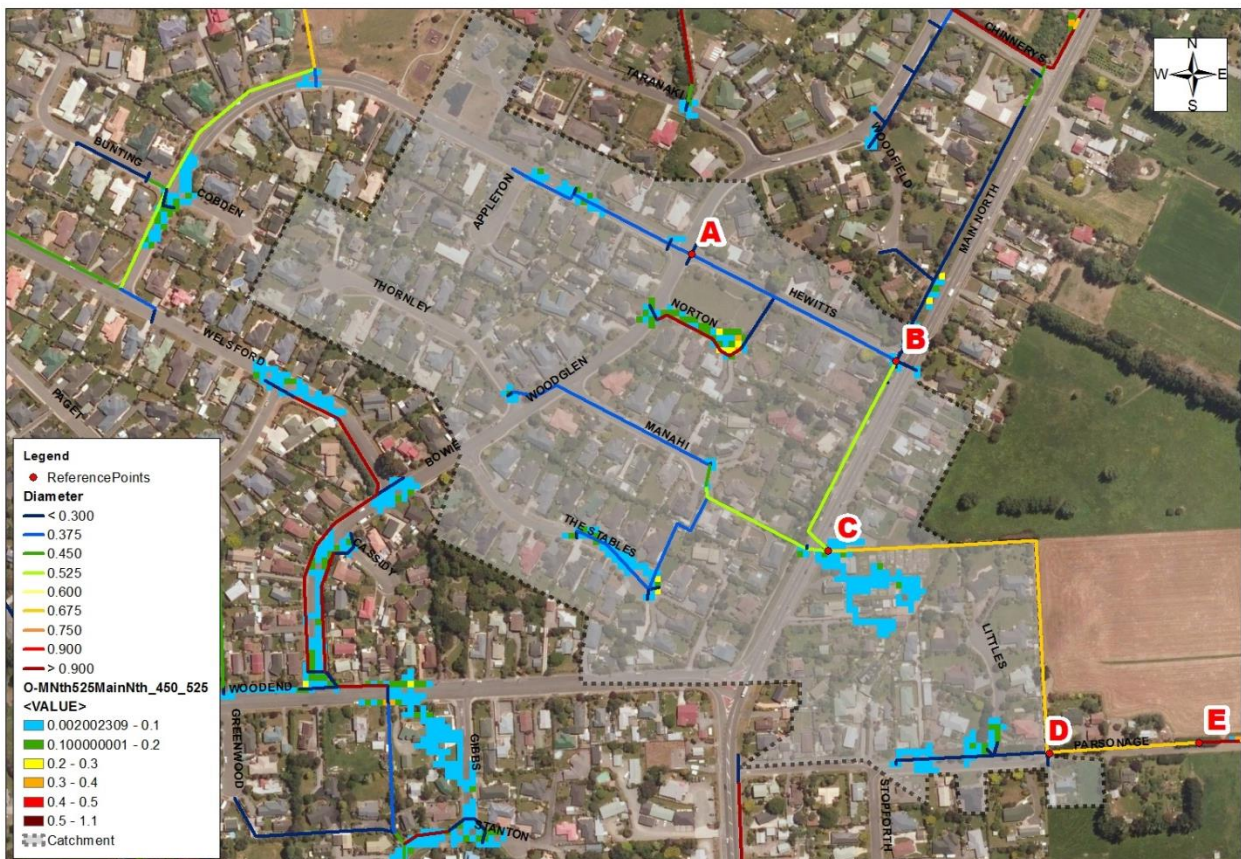
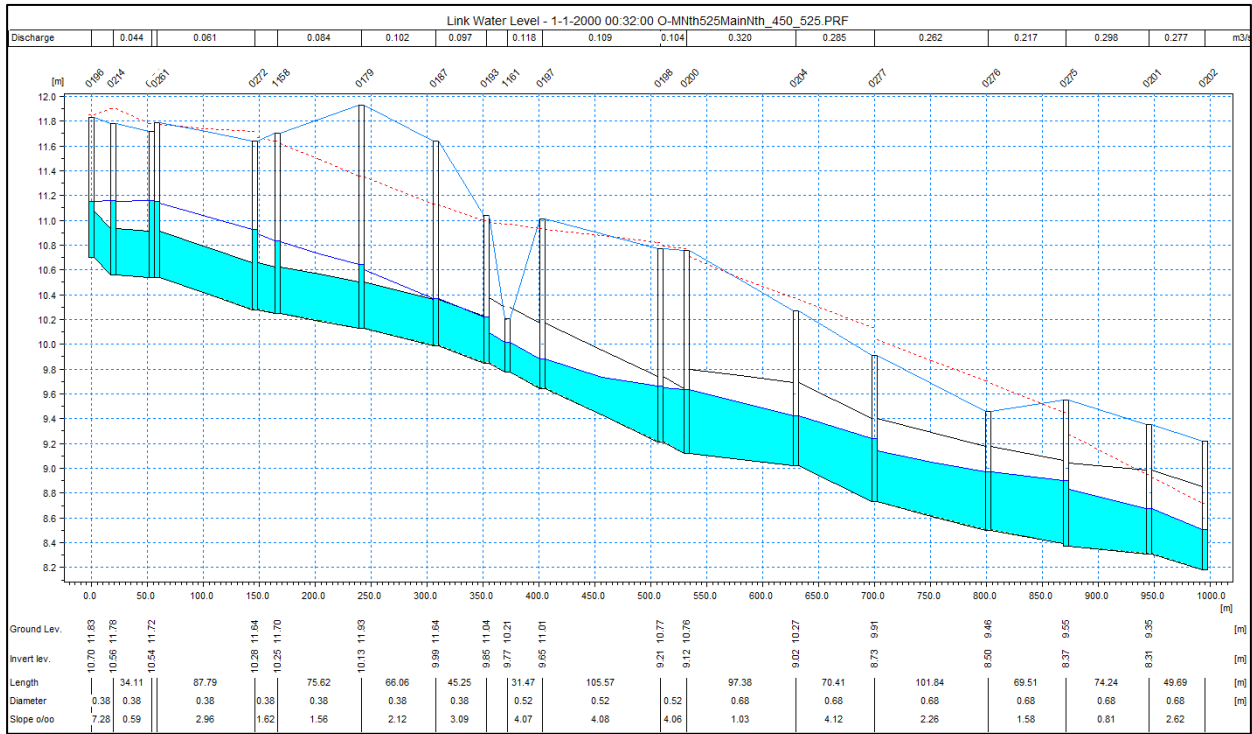
1. The current network



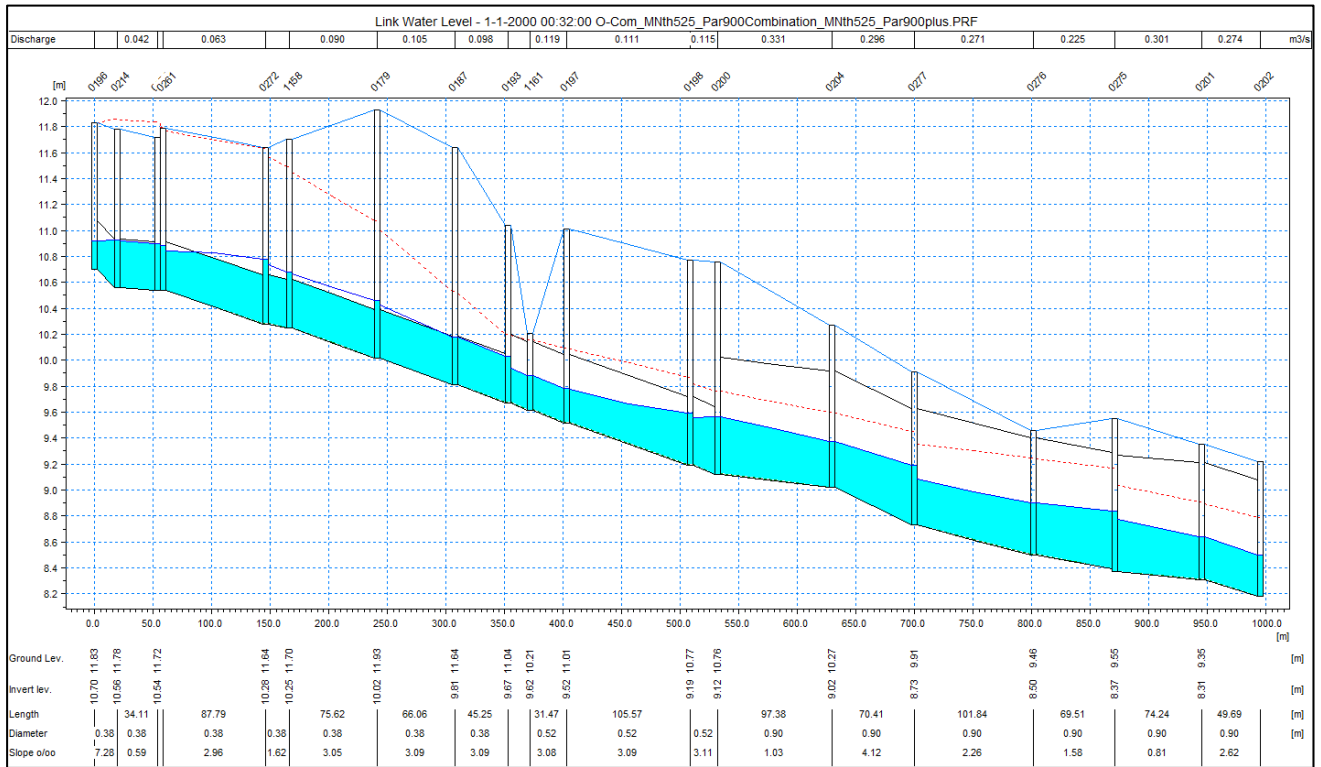
2. Upgrade the pipe on Parsonage Road 675 mm diameter pipe to a 900 mm diameter pipe from manhole 0002D09258 to the open channel



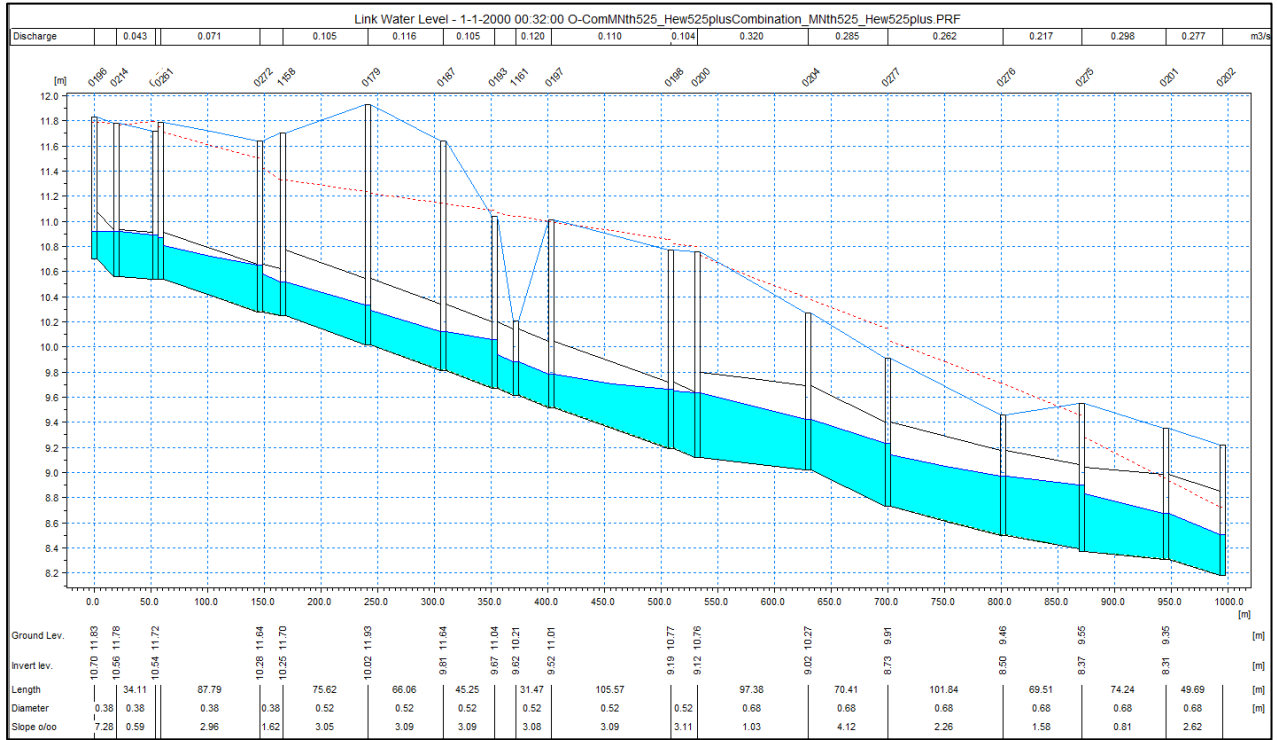
3. Upgrade the pipe along Main North Road from 375 mm diameter pipe to a 525 mm diameter pipe (points B to C).
 *Slope adjusted along Main North Road.



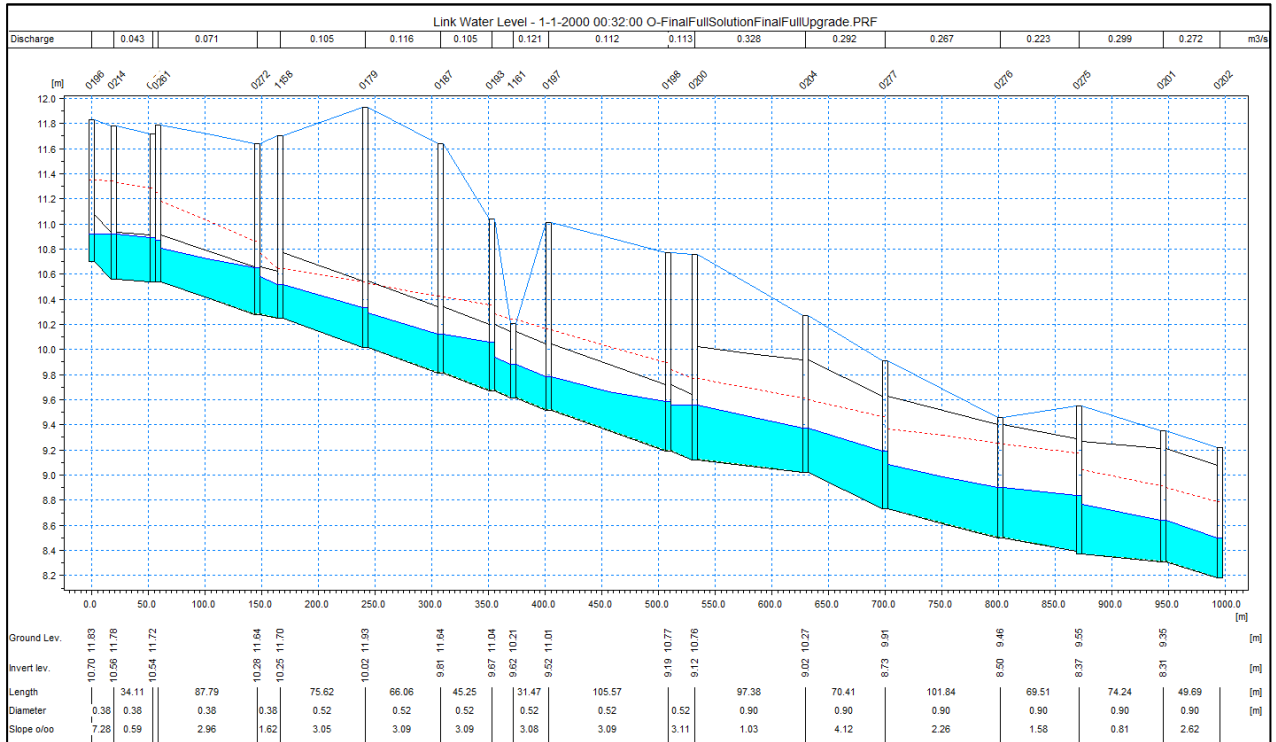
- Combination upgrade, upgrade the pipe along Main North Road to a 525 mm diameter pipe (points B to C) and upgrade to a 900 mm diameter pipe from the Methodist Church to the open channel on Parsonage Road (points C to E).
**Slope adjusted along Main North Road.*



- Recommended Solution:** Combination upgrade, upgrade to a 525 mm diameter pipe along Hewitts Road from Woodglen Road to Main North Road (point A to B) and upgrade to a 525 mm diameter pipe along Main North Road (point B to C).
**Slope adjusted along Hewitts and Main North Road.*



6. **Full Upgrade Solution:** Combination upgrade, upgrade to a 525mm diameter pipe along Hewitts Road from Woodglen Road to Main North Road (point A to B), upgrade to a 525 mm diameter pipe along Main North Road (point B to C) and upgrade to a 900mm diameter pipe from Main North Road to the open channel on Parsonage Road (point C to E).
 *Slope adjusted along Hewitts and Main North Road.



APPENDIX B: ESTIMATED BUDGET

		Revised Rate	Unit	Stage 1 (Main North)		Stage 2 (Hewitts)		Stage 3 (Parsonage)		Notes
				Qty	Amount	Qty	Amount	Qty	Amount	
1.0	PRELIMINARY AND GENERAL	20%	LS	1	\$72,137	1	\$38,917	1	\$219,321	20% to reflect high levels of Temporary Traffic Management
2.0	STORMWATER RETICULATION									
2.1	Supply and installation of DN 225 RRJ Class 4 Spun Reinforced Concrete pipe connecting sumps to new main	\$440	m	3	\$1,320					13-09 & 12-40D (small sections of pipe with connections to pipes and sumps)
2.2	Supply and installation of DN 300 RRJ Class 4 Spun Reinforced Concrete pipe connecting sumps to new main	\$500	m	34	\$17,000					12-59 & 12-37 (small sections of pipe with connections to pipes and sumps)
2.3	Supply and installation of DN 525 RRJ Class 4 Spun Reinforced Concrete pipe	\$760	m	179	\$136,040	187	\$142,120			11-60 (17m) and 12-40 (138m), both \$690
2.4	Supply and installation of DN 900 RRJ Class 4 Spun Reinforced Concrete pipe	\$1,060	m					460	\$487,600	10-11 (30m @ \$925) & 10-19 (88m @ \$749) & 09-26 (21m @ \$980)
2.5	Supply and installation 1050 mm dia precast manhole with standard lid and benching. 0.6m to 1.9m depth.	\$5,000	ea.	4	\$20,000	2	\$10,000			12-37
2.6	Supply and installation 1500 mm dia precast manhole with standard lid and benching. 1.0m to 1.7m depth.	\$9,500	ea.	1	\$9,500			5	\$47,500	12-40 average of 1200mm and 1800mm, and adjusted by the price based on 1237 Contract
3.0	STRUCTURES									
3.1	Break into existing manhole and make good per side.	\$1,200	ea.	2	\$2,400	2	\$2,400	2	\$2,400	12-40 AS
3.3	Remove and dispose of existing pipes	\$60	m	216	\$12,960	187	\$11,220	460	\$27,600	12-45 W
3.4	Remove and dispose of existing manholes	\$2,300	ea.	5	\$11,500	2	\$4,600	5	\$11,500	12-40 AS
4.0	RESTORATION									
	Surface reinstatement of trenches (includes mains and manholes)									
4.1	Grass Berm	\$50	m	155	\$7,750			460	\$23,000	Based on 12-40F difference between Berm and Road restoration cost of \$20
4.2	Road	\$70	m	23	\$1,610	187	\$13,090			12-40 (120m @ \$65) & sewer 12-40E (171m @ \$35) & sewer 12-40F (784m @ \$57)
4.3	Footpath	\$330	m	50	\$16,500					12-40 (10m @ \$ 251) & sewer 12-40F (21m @ \$322)

4.4	Driveway	\$170	m	16	\$2,720			12	\$2,040	sewer 12-40E (9m @ \$ 90) & sewer 12-40F (27m @ \$275) --- 4 and 7 driveways
4.5	Kerb and channel	\$400	m	2	\$800					11-60
5.0	THRUSTING									
5.1	Extra over rate to Pipe Thrust 525mm dia Class Z Pipe under State Highway 1.6 m depth.	\$4,400	m	23	\$101,200					07-29 based on ratio of trusting to regular pipe installation (07-29 total cost \$65,000), Engineering estimate of \$100,000 total cost.
6.0	MISCELLANEOUS									
6.1	Complete CCTV Inspection	\$10	m	221	\$2,210	189	\$1,890	465	\$4,650	12-14
6.2	Easement Costs - Liaison with owner, difficulties accessing the property and general easement costs	\$1,000	m					460	\$460,000	Engineering Judgement (CB)
7.0	EXISTING SERVICE CROSSING									
7.1	Relocate services (power, water, sewer, telecom)	5%	LS	1	\$17,176	1	\$9,266	1	\$30,315	Engineering Judgement based on 12-37, 5% of total costs
8.0	CONSTRUCTION CONTINGENCY	10%	LS	1	\$43,282	1	\$23,350	1	\$131,593	
9.0	CONSTRUCTION TOTAL				\$476,105		\$256,854		\$1,447,518	
10.0	PROFESSIONAL FEES	10%	LS	1	\$47,610	1	\$25,685	1	\$144,752	
11.0	FUNDING CONTINGENCY	20%	LS	1	\$104,743	1	\$56,508	1	\$318,454	Site visit = 20%
12.0	BUDGET REQUIRED		LS	1	\$628,458	1	\$339,047	1	\$1,910,724	

WAIMAKARIRI DISTRICT COUNCIL

MEMO

FILE: DRA-16 / TRIM 191202168675

DATE: 2 December 2019 2 December 2019

MEMO TO: Owen Davies, Drainage Asset Manager

FROM: Shaun Fauth, Project Engineer (Reviewed MA 27/11/19)

SUBJECT: 3 Norton Place - Stormwater Flooding Options Memo

1. **SUMMARY**

The purpose of this memo is to determine the mechanism of flooding and summarise the design options considered to reduce the risk of surface water flooding at and around the property of 3 Norton Place, Woodend. The options consider improvements to the existing primary flow system and provision of a secondary overland flow path, which is not currently provided at Norton Place. Of the options considered, it is recommended that the most crucial improvement is to create a secondary flow path. Primary network upgrades would also offer reduced likelihood of stormwater flooding, however any such solution would incur significant cost due to works within the State Highway 1 Road corridor.

2. **BACKGROUND**

- 2.1. The property of 3 Norton Place experienced surface water flooding during a short duration, high intensity storm event on 1st June 2019. The stormwater run-off from the wider Hewitts Road catchment appears to have exceeded the primary network capacity (downstream pipework) resulting in overland flow in the vicinity of Norton Place. There is no secondary flow path provided on Norton Place within the road reserve or via council owned land and as such, the water eventually overtopped the driveway entry at 3 Norton Place and entered this house. It is estimated that flood levels reached a height of up to 11.8m Lyttelton Vertical Datum, within the area shown on Figure 1.

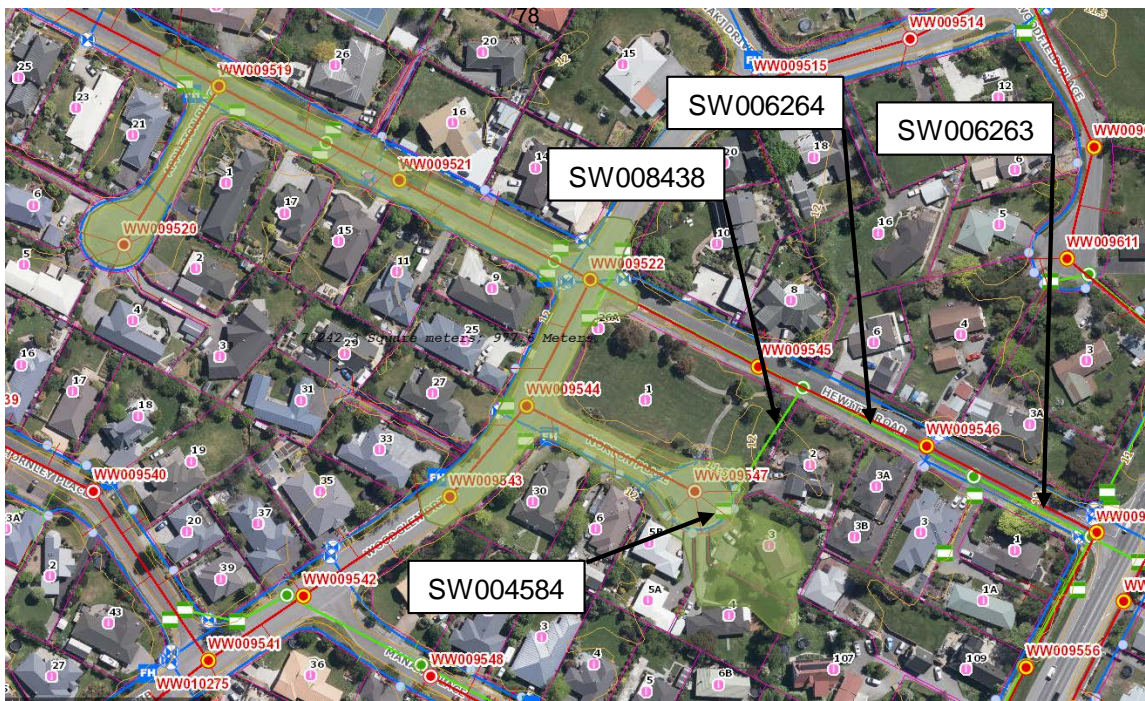


Figure 1: Inferred extent of flooding in the vicinity of Norton Place from June 1 2019 event

2.2. There are a number of factors that are considered to have potentially contributed to the flooding, comprising:

- Blockage of either of stormwater pipes SW006264 or SW006263 on Hewitts Road, leading to water backing up to the low point at sump SW004584 on Norton Place. This is considered unlikely, as CCTV footage from 21 August 2019 showed the pipework to be in reasonable condition and free of blockages.
- Insufficient capacity in the Hewitts Road primary network to convey the 20% AEP primary flow, leading to water backing up to the low point at sump SW004584 on Norton Place. This insufficient capacity was previously identified in a 2014 draft report by PDU “Hewitts Road Stormwater Investigation”.
- Insufficient capacity of stormwater pipe SW008438, running from Norton Place to Hewitts Road, to convey the 20% AEP flow.
- No secondary overland flow path within the road reserve or within Council owned land available prior to spilling into private property.

2.3. A site walkover was undertaken on 15th August 2019 with Owen Davies, Drainage Asset Manager. During this visit, the owner of 3 Norton Place (Malcolm Sutton) gave the following information:

- Water levels reached up to the second course of bricks of the house cladding. Later GPS survey picked up this level as 11.83m Lyttelton Vertical Datum.
- The next door property, 4 Norton Place, also reportedly had water enter the house.
- Around the peak storm time (between midnight and 1am on the 1st of June) a very significant volume of water was seen gushing out of Sump SW004584, outside of the property. The significant flow of water gave the impression of being pumped up through the sump grate.
- The property has no reported history of stormwater reaching house floor level.

The property is contoured in such a way that there is a highpoint at the driveway, between the end of the cul-de-sac and the house. As such, once the pooled water reached the crest of the driveway it was able to over-top into the property. This crest height was found by GPS survey to be 11.72m Lyttelton Vertical Datum. The spill point of a secondary overland flow path would need to take into account this critical level.

There is a park reserve at 1 Norton⁷⁹ Place (Norton Reserve) which could potentially be useful for conveyance of secondary overland flows, however it is elevated at a higher ground level than Norton Place and the properties at the end of the cul-de-sac, thus preventing Norton Place surface flows from reaching Hewitts Road in the current configuration.

- 2.4. Given the observations made, it is considered that the flows from the Norton Place road reserve area alone would not be enough to create this level of flooding. As such, the bulk of the water is likely to have come from the wider Hewitts Road catchment.

Desktop studies have identified that the stormwater pipe trending northeast to Hewitt Road consists of a 225mm PVC pipe acquired in 1994 (Note: this pipe is incorrectly identified as 250mm spun reinforced concrete in Waimap). This pipe has one contributing road sump directly outside of 3 Norton Place. The receiving manhole is located downstream, at Hewitts Road. However, this manhole has a higher lid level than the contributing sump

- 2.5. A CCTV survey of the stormwater pipes from Norton Place to Main North Road (SH1) was performed by Hydrotech on 21 August 2019. No obstructions or pipe damage was observed in this footage. This survey is discussed further in section 5.

- 2.6. Indicated in Figure 2 are SCADA records of cumulative rainfall in Woodend (Chinnerys Road) and Kaiapoi (Peraki Street) on 1st June 2019. This shows a very rapid increase in rainfall around midnight of 31st May in the time leading up to the event and a levelling-off afterwards. Note that the gauge at Chinnerys Road was damaged during the most intense storm period, the Woodend rainfall is thus an estimate only, based on the trend prior to this. This estimated rainfall data was verified by a model run to re-create the 1 June event (see Section 9) and resulted in a reasonably accurate reflection of the reported flooding that occurred. The extrapolated rainfall intensity in Woodend is equivalent to a short duration (approx. 20 minute) 500 year storm event.

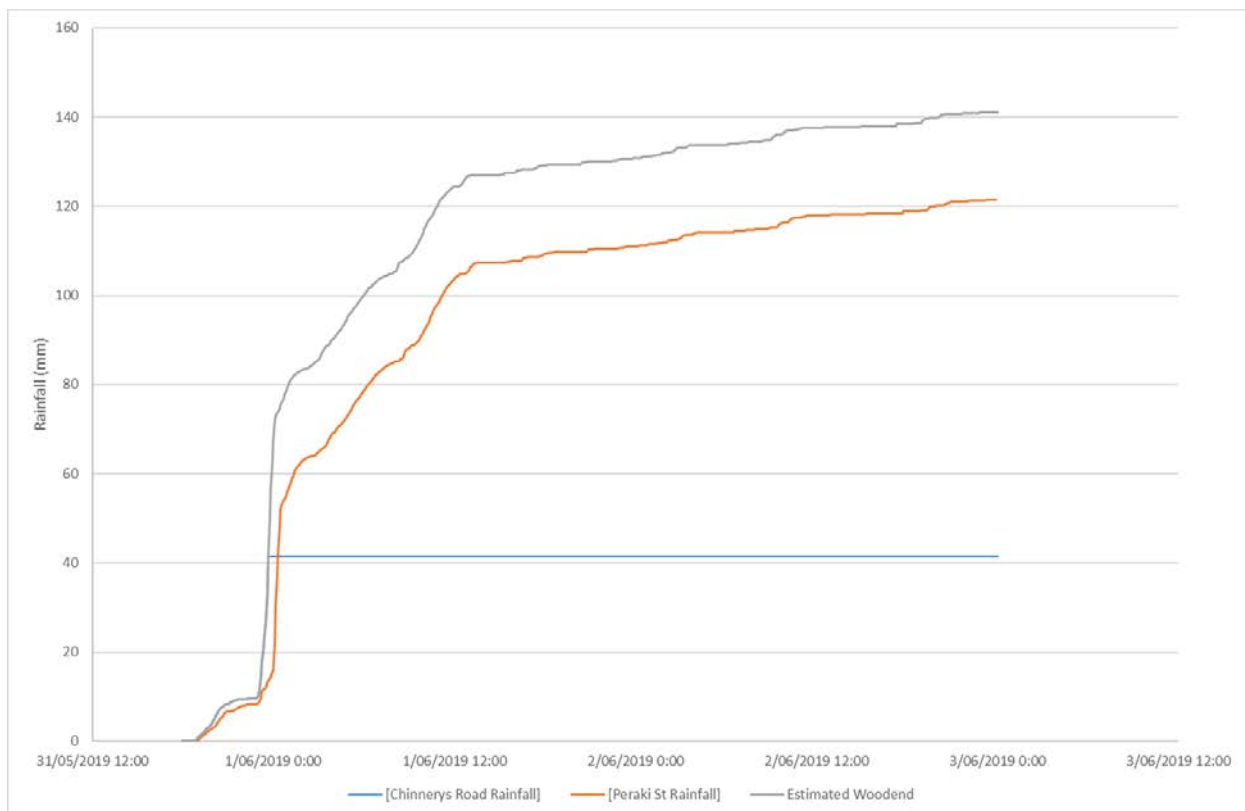


Figure 2: SCADA Cumulative Rainfall in Kaiapoi & Woodend 31 May to 3 June 2019

- 2.7. A high level topographical survey of the site⁸⁰ was undertaken using the Trimble GPS system on 16 August 2019. Some select levels from those obtained are indicated in Table 1.

Feature	Level (m)
Flood tide mark against house at 3 Norton Place	11.830
Crest of driveway where overtopping is inferred to have occurred	11.718
Lid level of sump on Norton Place	11.192
Top of 225mm pipe at Norton Place sump	10.489
Edge of grass on Norton Reserve (south east corner)	11.678
Top of kerb on Hewitts Road at north east corner of Norton Reserve	11.700
Invert of channel on Hewitts Road at north east corner of Norton Reserve	11.500

Table 1: Select Site Survey Levels (note: these levels are of those features at or nearest to 3 Norton Place, unless stated otherwise; where multiple levels were obtained for the feature given, the level stated is that which presents the most conservative value for this exercise)

3. UPSTREAM CATCHMENT AND FLOW ANALYSIS

- 3.1. The flooding experienced on Norton Place was similar to that modelled and described in the 2014 PDU report “Hewitts Road Stormwater Investigation” (TRIM [140117004083](#)). This modelling predicted surcharging at Norton Place, with water levels exceeding 0.3m for a 5 year (20% AEP) event.
- 3.2. The primary flow path solution recommended in the abovementioned report was to upgrade the Hewitts Road pipe network as shown in Figure 3 to alleviate this problem.



Figure 3: Primary system upgrade options from 2014 “Hewitts Road Stormwater Investigation” report

- 3.3. The catchment area discharging to⁸¹ the manhole at the intersection of Hewitts Road and Main North road is estimated to comprise a 63.8Ha area as indicated in Figure 4. The peak surface water runoff of the catchment is calculated using the Rational Method as 421 l/s for 20% AEP, 815 l/s for 2% AEP and 954 l/s for 1% AEP. Further information on these calculations can be found in APPENDIX A.

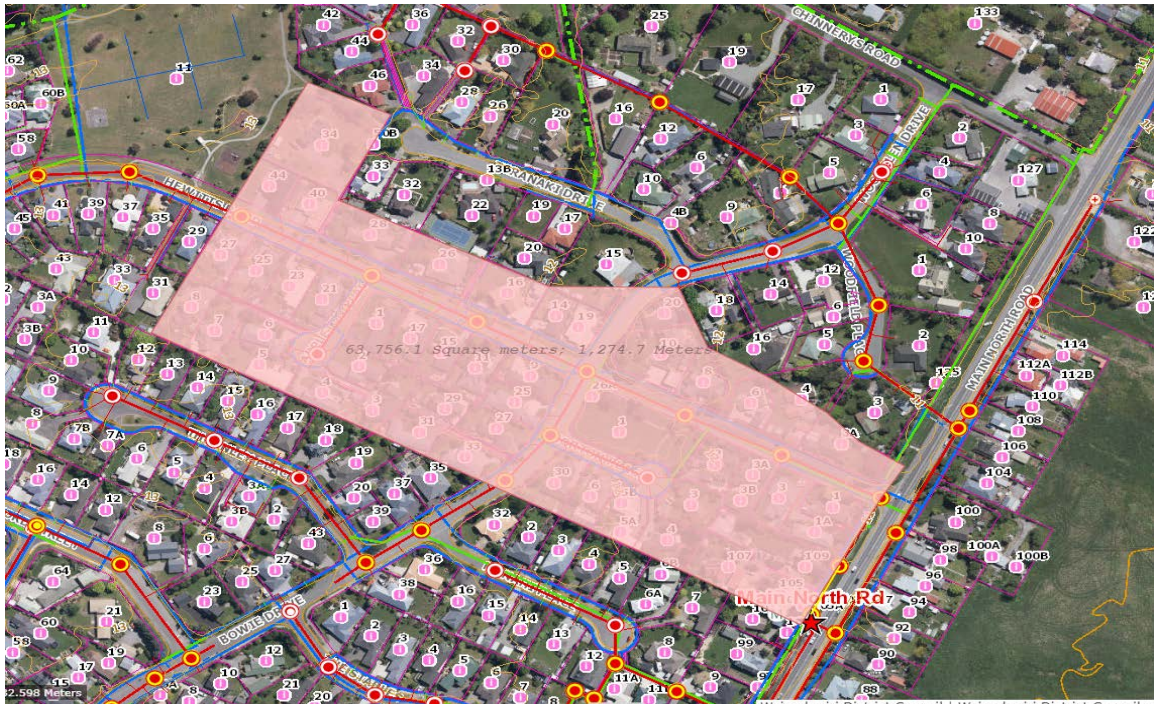


Figure 4: Approximate Hewitts Road stormwater catchment area

- 3.4. Review of level information and the modelling conducted for the 2014 report indicates that the existing 375mm concrete pipework along Hewitts Road does not have sufficient capacity to convey the peak flow associated with a short duration high intensity 20% AEP rainfall event. There is also no secondary overland flow path within the Norton Place road reserve available prior to spilling into private property.
- 3.5. The recommended primary upgrade option from the report was that Stage 1 and 2 (i.e. upgrade of part of Hewitts Road and Main North Road) be undertaken to increase flow capacity to above the 20% AEP level. However the report recommended that no work is undertaken in the short term and instead that monitoring of real flood events is undertaken prior to detailed design and construction.

4. 1 JUNE 2019 RAINFALL EVENT ANALYSIS

- 4.1. An initial desktop analysis of Kaiapoi rainfall data from the 1st June 2019 event was undertaken. This showed that at between approximately 11:50pm on 31 May and 12:30am on 1 June, the rainfall reached levels of near 1% AEP (100 year return period) 10 minute duration intensity. Peak 10 minute duration intensity reached 89.4mm/hr at midnight. This correlates to 899 l/s catchment flow. Note that as the rainfall data is from Kaiapoi, the actual Woodend rainfall is expected to vary from this as discussed elsewhere in this memo.

Time (rough 10min intervals)	Cummulative time of storm	rainfall in period (mm)	10min duration intensity (mm/hr)	Storm return period (years)	Inferred Catchment flow rate Q (m ³ /s)
31/05/2019 23:09:12	0				
31/05/2019 23:20:16	11.1	2.6	14.1		
31/05/2019 23:29:51	20.7	0.2	1.3		
31/05/2019 23:40:43	31.5	1.8	9.9		
31/05/2019 23:49:43	40.5	0.6	4		
31/05/2019 23:57:53	48.7	4.2	30.9	5	0.311
1/06/2019 0:07:49	58.6	14.8	89.4	100	0.899
1/06/2019 0:17:48	68.6	13.8	82.9	50	0.834
1/06/2019 0:28:01	78.8	10.4	61.1	5	0.615
1/06/2019 0:38:59	89.8	3	16.4		
1/06/2019 0:48:46	99.6	1	6.1		
1/06/2019 0:58:13	109	1.4	8.9		
1/06/2019 1:08:00	118.8	1.6	9.8		
1/06/2019 1:19:18	130.1	1.6	8.5		
Weighted average flow (m³/s):					0.680

Table 2: Summary of rainfall data and inferred catchment flow during most intense storm period on 31/05/2019 & 01/06/2019

- 4.2. During this time an estimated 7,250m² area in the vicinity of Norton Place was inferred to be flooded to an average depth of 0.22m. This equates to around 1,600m³ of water. Assuming that the entire northern portion of the Hewitts Road catchment was over capacity and surcharging into the vicinity of Norton Place during this time, flow rates during the most intense portion of the storm (31/05/2019 23:49 to 01/06/2019 0:28) would have averaged around 0.68m³/s (see Table 2 above). This average flow would take around 40 minutes to fill the 1,600m³ flooded volume. This analysis correlates very well with the timing of the storm and the time that the owner of 3 Norton Place stated that water entry into the property occurred.

Inferred area flooded (m ²)	7,250
Average ground level (m)	11.50
Height of crest at 3 Norton Place (m)	11.72
Average flood depth (m)	0.22
Total volume of water (m ³)	1,600
Average Q (m ³ /s)	0.68
Time taken to flood (minutes)	39

Table 3: Summary of flood analysis calculations for area in vicinity of 3 Norton Place during most intense storm period on 31/05/2019 & 01/06/2019

- 4.3. It was therefore inferred that the greater part of the flows from the northern portion of the Hewitts Road catchment were discharging into Norton Place and immediate vicinity during this time. Surcharges at the sump at Norton Place would have created a localised high head, resulting in overtopping into 3 Norton Place.
- 4.4. The outcome of this flood event correlates with the modelling work presented in the 2014 report (TRIM [140117004083](#)). This report stated that the downstream Hewitts Road primary network was under capacity for a 20% AEP (5 year) event and that flooding of Norton Place would result. For a 20% AEP event the flooding would be restricted to the roadway and would not be expected to affect private properties. The rainfall which occurred on 1 June 2019 was more severe than a 20% AEP event and resulted in overtopping into private property.

- 4.5. The root cause of flooding into 3 Norton Place is deemed to be the lack of a secondary flow path.

5. CCTV INSPECTION

- 5.1. CCTV was conducted on 21 August 2019 on the following pipes:
- SW008438 - 225mm diameter pipe between Norton Place and Hewitts Road
 - SW006263 and SW006264 – 375mm diameter pipes on Hewitts Road



Figure 5: Pipework surveyed by CCTV on 21 August 2019

- 5.2. No obstructions were found to be present within the surveyed pipes and the condition of the pipe work appeared reasonable, in line with their age.
- 5.3. The following noteworthy aspects were observed from the CCTV footage:
- The pipe between Norton Place and Hewitts Road is 225mm diameter PVC, not 250mm diameter spun reinforced concrete as shown in Waimap.
 - There was a consistent flow of water within the Hewitts Road pipes - to a depth in the pipe of approximately 20 to 50mm. The CCTV was undertaken in dry weather, following three consecutive days with no rainfall.
 - Staining observed in the 225mm PVC pipe between Norton Place and Hewitts Road suggests that it might have had sediment sitting in the bottom third of the pipe prior to the CCTV survey.

Given the smaller pipe size between Norton Place and Hewitts Road than that previously assumed, it would be beneficial to incorporate this information into the flood model. However this is expected to have minimal impact on the resultant flooding and the scope and recommendations of this report.

6. DESCRIPTION OF OPTIONS – PRIMARY FLOW PATH

The following options were considered for conveying the primary flow path to reduce the risk of flooding at 3 Norton Place:

1. Upgrade of existing stormwater pipe between Norton Place and Hewitts Road.
2. Upgrade part of Main North Road pipe to 525mm diameter (Stage 1 of 2014 report upgrade recommendation)
3. Combination upgrade part of Main North Road and Hewitts Road pipes to 525mm diameter (Stage 1 & 2 of 2014 report upgrade recommendation)

Upgrading the primary flow path in isolation will not reduce the risk of flooding during storm events exceeding the current level of service. Only provision of a secondary overland flow path will reduce the risk of flooding beyond the primary flow path level of service.

6.1. Option 1

It is not considered necessary to upgrade the size of the existing stormwater pipe between Norton Place and Hewitts Road, as conveyance of flows away from the Norton Place sub-catchment is not the issue. The small pipe size did result in surcharge under pressure coming up through the Norton Place sump on the 1 June event and by upgrading the pipe size this backflow pressure would be reduced. However it would allow a greater volume of water to backflow up the pipe, potentially exacerbating the issue.

6.2. Option 2

Upgrading part of the Main North Road pipe to 525mm diameter would potentially prevent flooding of Norton Place. This would however be dependent on the ability of the 375mm pipe on Hewitts Road to convey peak flows. It is anticipated that in a 20% AEP or greater event, the Hewitts Road pipe capacity would still be exceeded and surcharge into Norton Place would occur.

6.3. Option 3

Undergoing a combination upgrade of the Hewitt Road and Main North Road pipework (Stage 1 & 2 of 2014 report upgrade recommendation) would improve the capacity of the primary network to convey the 20% AEP flow as per the Councils level of service. The depth of flooding for a 20% AEP event on Norton Place is reduced from 0.3m (status quo) to 0.1m.

A budget estimate for this combination upgrade was completed in the 2014 report and totalled \$970,000. It has been considered that costs may be higher than this estimate due to the period of time which has lapsed since this estimate was conducted and new circumstances. Therefore the estimate was reviewed.

Overall the 2014 estimate is considered appropriate, however minor adjustments to some of the rates used have been made based on tendered prices for recent projects. More notably, the project contingency has been increased from 20% to 30%. This is to reflect the more difficult conditions along Main North Road, with an extremely limited pipe corridor available following recent sewer and water main installations. If the existing stormwater pipe is not able to be removed and the new pipe laid in its place, then the alignment would need to be along the carriageway, potentially blocking a land of traffic.

The project estimate has increased by an overall amount of \$111,000 to the expected costs for Stage 1 & 2, bringing the estimate to slightly under \$1.1m. A project budget of \$1.1M is therefore considered to be suitable for these primary flow path upgrade works.

Recommended Upgrade Solution 2019 Revised Estimate	Stage 1 (Main North Road)	\$ 717,000
	Stage 2 (Hewitts Road)	\$ 364,000
	Total Upgrade	\$ 1,081,000

Table 4: Updated Cost estimate of recommended primary network upgrades from 2014 report

If this option is proceeded with, the 2014 report suggested conducting the work in stages, with the Main North Road upgrade completed first, followed by monitoring of actual flood

events on Norton Place to determine⁸⁵ the effect of the upgrade. Should flooding of Norton place prove to be a continued issue, the second stage (Hewitt Road upgrade) would then be required.

Any residual flooding concerns for the wider Woodend network could be further mitigated by the full upgrade option of the 2014 report (Stage 3), which included upgrading the pipe from Main North road to Parsonage road to 900mm diameter. This is considered to be outside of the scope of this report.

- 6.4. No service locating work has been undertaken as part of this study. This would be recommended at detailed design stage if this option is proceeded with. It should be noted that this is a key component of the Stage 1 (Main North Road) portion of the works due to the intensive number of services present along this roadway.

7. DESCRIPTION OF OPTIONS – SECONDARY FLOW PATH

- 7.1. Five options were considered to provide secondary overland flow paths to divert secondary flow away from Norton Place and the surrounding area where it is currently able to pool. These options were as follows:

1. Re-contouring Norton Reserve (1 Norton Place) to create a swale drain from the Norton Place cul-de-sac, parallel with the eastern boundary, through to Hewitt Road.
2. Re-contouring Norton Reserve (1 Norton Place) to create a stormwater detention basin to store flood waters and provide a spillway into Hewitts Road.
3. Releveling of the pavement & channel along Woodglen Drive from No.20 to No.14 Woodglen Drive to create a consistent downward slope to the north east and allow floodwaters to flow into Woodfield Place.
4. Running a swale or drainage channel through private property at 3 Norton Place and 109 Main North Road, to discharge to Main North Road.
5. Installing a stormwater pump chamber to pump surface flows from Norton Road across the reserve to Hewitts Road.

- 7.2. The surface water runoff of 954 l/s for a predicted 1% AEP was taken to be the minimum discharge rate required by a system designed to convey the secondary flow. However this would reduce if an upgraded primary flow path were provided as described in section 6 (Option 3).

7.3. Option 1

A swale drain across Norton Reserve may help to direct flows into Hewitts Road, however due to the very small difference in levels across the reserve, a suitable gradient, channel size and therefore flow rate would not be able to be achieved. It would be practically impossible to design a drain with sufficient capacity to convey flows from at or above 20% AEP rainfall. The only way to achieve this would be to lower the road level on Hewitts Road around the north east corner of the reserve and heading east toward Main North Road so as to generate sufficient elevation difference for the drain to achieve a suitable depth and gradient.

7.4. Option 2

By creating a stormwater detention basin within Norton Reserve this would provide an area for flood waters to overtop into rather than private property. It would be difficult to create a basin with enough volume to receive and store all floodwaters from a 1% AEP event, however enough storage should be able to be provided to attenuate flows during a 20% AEP event. A spillway can be created at the north east corner of the reserve to allow

overflows to discharge into Hewitts⁸⁶ Road rather than private property during peak (i.e. 1% AEP) storms. The basin would be excavated to a base level of around 10.5m (ensuring minimum 0.5m height above groundwater), with a spillway at maximum 11.6m, or ideally 11.5m if existing levels at Hewitts Road allow.

A sump and new pipe will be provided at the base of the basin. As this sump will be at a lower level than the existing sump on Norton Place, the backflows from the Hewitts Road catchment will surcharge into the basin rather than Norton Place. It would be considered prudent to hydraulically separate the sump on Norton Place from the new sump, to ensure that there is no surcharge into Norton Place.

If the existing speed bump at the start of Norton Place is raised by 0.2m, this will divert flows from Norton place into the detention basin. In this way the risk of overland flow from catchment upstream of Norton Place can be reduced.

It is recommended to retain the 225mm pipe size as this will help to restrict the flow rate of backflows entering the basin, with a portion of the flow instead overflowing at other sumps upstream on Hewitts road. The basin will therefore allow for a longer attenuation time before overtopping.

The overflow spillway into Hewitts Road will need to be carefully designed as there is very little difference in elevation between the overtopping point at 3 Norton Place and the existing channel depth at the north east corner of Norton Reserve. Hydraulic design for this spillway / weir has not been conducted at this stage and would be more appropriate at detailed design following approval of this option. Should this option be pursued, it is recommended that an additional topographical survey be undertaken of the site to capture all the levels required to ensure the effective design of this solution. Also, the greenspaces team would need to be consulted as to the re-purposing of this reserve.

Approximate basin capacity (m ³)	1250.0
Base level (m)	10.5
Average existing ground level (m)	12.0
Average cut depth (m)	1.5
Approximate volume of earthworks required (m ³)	2000.0
Spillway level (m)	11.5

Table 5: Proposed basin key parameters

A concept drawing for this proposed detention basin is given in Appendix C, which gives more detail around the proposed option. **This is the recommended secondary flow path option.**

7.5. Option 3

It would potentially be possible to lower the level of the footpath along Woodglen Drive in order to direct these flows to the north toward Woodfield place. There is a drainage easement at the end of the Woodfield place leading to Main North Road. However it is not considered sensible to direct flows from the Hewitt Road catchment into another catchment which is already close to or at full capacity. This would create system complexities where modelling work would need to consider these flows to be active within different catchments dependent on the flow volumes. Additionally, there are existing capacity issues with the Woodfield place easement which would be exacerbated. It would therefore be more prudent to keep the Hewitt Road flows within the same catchment.

7.6. Option 4

A drainage channel through private property at 3 Norton Place and 109 Main North Road, discharging to Main North Road would be very achievable due to a favourable gradient

through these properties (approx. 1⁸⁷h 170). However there would be a multitude of issues involved with securing easements and / or purchasing private land. Construction access would be difficult and there would likely be affects to permanent features (e.g. driveways, outbuildings) on the properties which the owners would require compensation for.

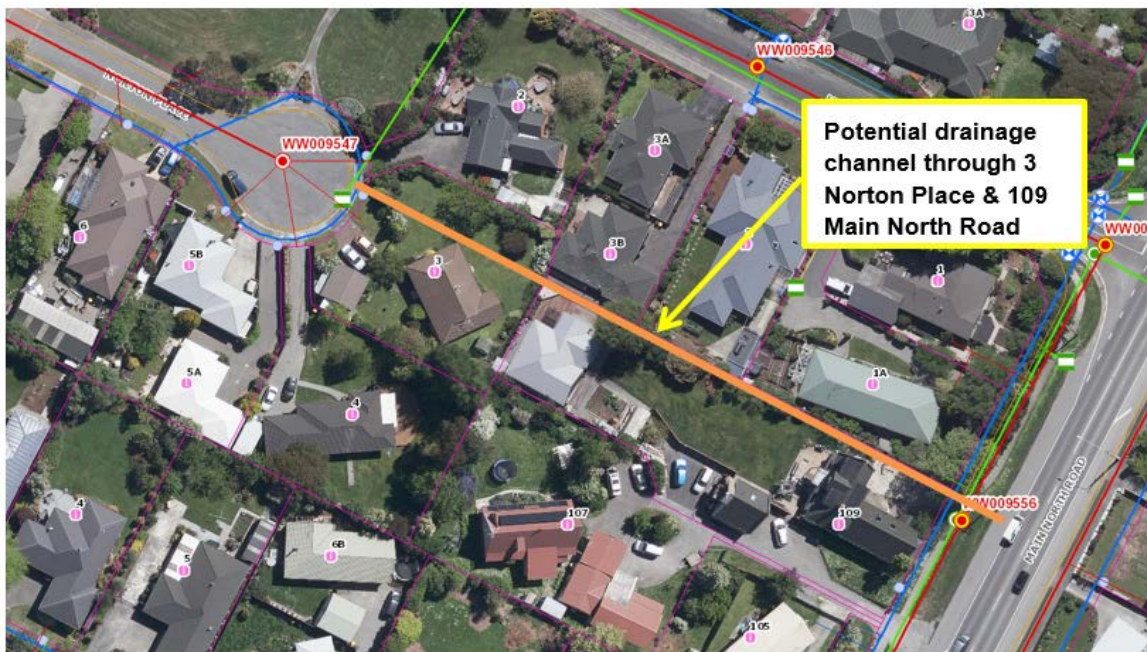


Figure 6: Secondary Flow Path Option 4

7.7. Option 5

Given the significant size of the flow required to be discharged, the construction of a pump was considered. However, it is not recommended on the basis of an alternative viable option being available and due to the significant cost and reliability concerns of such an option.

7.8. A desktop study of those services mapped within the footprint identified the following, the service maps of which can be viewed in APPENDIX D:

- Optical fibre duct;
- Wastewater laterals
- 150mm PVC sewer gravity main
- 50mm water supply
- Telecom cable
- 4 core 120 AL low voltage electrical cable.

Particular care should be taken during any work around the electrical cable due to the risk of electrocution. This risk is increased as the age of the cable may be the same as or older than the property of 3 Norton Place, which was built in the early 1990s. This implies that the cable may be particularly fragile and prone to damage if disturbed. Lowering of this cable and a number of other services may be required or other mitigation measures implemented in order to achieve the minimum cover requirements.

8. OPTION 2 ESTIMATE

8.1. Costs were estimated for option 2 only as this is considered the preferred secondary overland flow path option. The cost is summarised in Table 6, with a detailed breakdown provided in APPENDIX B. A 30% construction contingency has been applied due to design uncertainties, which won't be known until detailed design stage.

Description	Amount
Preliminary and General – 15% of physical works	\$21,086
Installation of new 225mm PVC	\$33,208
Excavation & Civil works at Norton Reserve	\$107,365
Construction Contingency – 30%	\$48,498
Physical Works Subtotal	\$210,157
Professional Fees – 12%	\$25,219
Project Contingency – 10%	\$28,246
Project Total (rounded to nearest \$5k)	\$265,000

Table 6: Estimated Costs for Secondary Flow Path Option 2

9. **MODELLING WORK**

- 9.1. In order to test the assumptions of the options assessment for a secondary flow path, stormwater modelling work was undertaken by the network planning team using MIKE FLOOD software to first establish the correct rainfall intensity for Woodend to reflect the June 1 event, and then test a range of scenarios based on Secondary Flow Path Options 1 & 2. Each scenario was tested in isolation in order to properly assess its affect.
- 9.2. The following sequence of model runs were undertaken (plans of surface flooding extents for each model run are shown in Appendix E):
1. The model was run based on the status quo stormwater system using the measured Kaiapoi (Peraki Street) Rainfall to try and re-create the event experienced on 1 June. The Kaiapoi Rainfall levels did not result in any surface flooding beyond minor pooling (0.2-0.4m depth) on the roadway at Norton Place.
 2. An extrapolation of the Woodend (Chinnerys Road) rainfall data was made from the time the sensor dropped out in order to estimate the rainfall intensity through the peak storm time (refer Section 2.6 & Figure 2). The model was again run based on the status quo in order to re-create the event experienced on 1 June. This produced a result which closely reflected the evidence of the flooding extent which occurred, including over 0.6m depth of flooding in the cul-de-sac which was sufficient to overtop into Nos.3 & 4 Norton Place.
 3. The model was run using the same rainfall data with a non-return valve placed in the pipeline running from Norton Place to Hewitts Road in order to prevent surcharge into the Norton Place sump. There was very little discernible change from model run 2, and flooding again occurred through Nos.3 & 4 Norton Place.
 4. The model was run without the non-return valve but with a large artificial wall placed across the top end of Norton place to block surface flows entering from Woodglen Drive. Under this scenario up to 0.5m depth of flooding occurred on Norton Place which was less than the critical height to overtop into Nos.3 & 4 Norton Place. There were slightly higher flood levels upstream along Hewitts Road and Woodglen Drive as a result of this, but no resultant ingress into private properties.

5. A similar run to model run 4 was⁸⁹ undertaken but with a 0.2m high speedbump across the entry to Norton Place in order to simulate a constructible solution. This was found to be inadequate to prevent surface flows from entering Norton Place and as such an almost identical result to model runs 2 & 3 occurred.
 6. At this stage it was considered that surface flows from the western end of Hewitts Road may be contributing to the Norton Place flooding and as such the model was run with a 0.2m high speed bump placed at Hewitts Road adjacent to Grange View Park in an attempt to redirect flows. This made no discernible change to the result as per model runs 2, 3 & 5.
 7. The model was run with a speedbump as per model run 6 as well as a swale drain across Grange View Park to the drain on the northern side of the park. This resulted in a slightly reduced extent of flooding through the Norton Place vicinity although overtopping into Nos.3 & 4 Norton place still occurred. The maximum depth of flooding within 3 Norton Place was approximately 0.16m compared to 0.24m for model runs 2, 3 & 5.
 8. The model was run with a stormwater basin constructed in Norton Reserve as per the concept design (Appendix C). This resulted in maximum flooding depths of 0.5m in Norton Place which was less than the critical height to overtop into Nos.3 & 4 Norton Place. Flows instead were redirected via the basin into Hewitts Road. As a result, up to 0.2m depth of flooding occurred along the eastern portion of Hewitts Road between Norton Reserve and SH1, but no resultant ingress into private properties.
 9. Lastly, the model was run with a swale across Norton Reserve. This had a similar outcome to model run 7, with a reduction in the extent of flooding but overtopping into Nos.3 & 4 Norton Place still occurring.
- 9.3. The results of model runs 3 and 4 showed that the flooding extent through Norton Place is primarily impacted by surface flows entering from Woodglen Drive rather than direct surcharging through the Norton Place sump. Unfortunately due to the ground levels of the surrounding roadways it is not possible to provide a constructible solution to redirect these flows away from Norton place (as shown in model run 5) without major changes to surrounding roadway profiles.
 - 9.4. It was found that works upstream on Hewitts Road (model runs 6 & 7) did little to prevent flooding of the Norton Place properties.
 - 9.5. In terms of possible works in Norton Reserve, the model shows that the recommended basin option (Secondary Flow Path Option 2) would work to prevent ingress into the Norton Place properties in an event similar to June 1, while a swale drain would have insufficient capacity and gradient to convey sufficient flow volume across the park.

10. CONCLUSION

- 10.1. In terms of options for improving the primary flow, a combination upgrade of part of Main North Road and Hewitts Road pipes to 525mm diameter (Stage 1 & 2 of 2014 report upgrade recommendation) would improve the primary network capacity to service the 20% AEP (5 year) event. It would be sensible to conduct this in stages, with the Main North Road upgrade completed first, followed by monitoring of actual flood events on Norton Place to determine the effect of the upgrade. Should flooding of Norton Place prove to be a continued issue, the second stage (Hewitt Road upgrade) would then be required. This option however would require a total project budget of around \$1.1M.

- 10.2. In terms of options for providing a secondary flow path, the recommended option is to excavate a stormwater detention basin within Norton Reserve (1 Norton Place) as per Option 2 of Section 7. The impact of this option would be three-fold as it would create a basin for floodwaters to enter instead of private property, allow for attenuation of 20% AEP stormwater flows during which time the downstream pipework is over capacity, and provide a secondary flow path for overflows to discharge onto Hewitt Road during peak rainfall events (i.e. 1% AEP). It is recommended that an additional topographical survey be undertaken of the site to capture all the levels required to ensure the effective detailed design of this as a solution.
- 10.3. It is important to note that the recommended option provides greater protection than the Council adopted 50 year (2% AEP) level of service. In a longer duration 500 year event this basin solution may not provide sufficient protection from flooding, however this has not been confirmed by modelling. It is important to note that the modelling and basin design reflects a short duration high intensity event as experienced on 1 June 2019.
- 10.4. Given the intensity of the 1 June storm, it is considered that the primary network upgrades may not sufficiently reduce the risk of property flooding during such an event. Provision of the recommended detention basin as discussed above would reduce the risk of future flooding of the affected properties in a similar event (i.e. 500 year short duration or 100 year long duration) at a significantly lower cost than the primary network upgrade option.
- 10.5. Primary network upgrades would be more appropriate to conduct once a motorway bypass or similar is provided by NZTA for Woodend and Main North Road is downgraded from a Level 1 road.
- 10.6. The recommended secondary flow path options are estimated to cost in the order of \$265,000 (exc GST).
- 10.7. The Council Greenspaces team would need to be consulted as to the re-purposing of Norton Reserve.

Inferred area flooded (m ²)	7242.00
Average ground level (m)	11.50
Height of crest at 3 Norton Place (m)	11.72
Average flood depth (m)	0.22
Total volume of water (m ³)	1593.24
Average Q (m ³ /s)	0.68
Time taken to flood (minutes)	39.02



KAIAPOI (PERAKI STREET) RAINFALL DATA

Time (rough 10min intervals)	Cummulative time of storm (min)	rainfall in period (mm)	10min duration intensity (mm/hr)	Storm return period (years)	Catchment flow rate Q (m ³ /s)	Time of this intensity (min)	Portion of total time	Weighted portion of average flow
31/05/2019 23:09:12	0							
31/05/2019 23:20:16	11.1	2.6	14.1					
31/05/2019 23:29:51	20.7	0.2	1.3					
31/05/2019 23:40:43	31.5	1.8	9.9					
31/05/2019 23:49:43	40.5	0.6	4					
31/05/2019 23:57:53	48.7	4.2	30.9	5	0.311	8.2	0.214	0.067
1/06/2019 0:07:49	58.6	14.8	89.4	100	0.899	9.9	0.258	0.232
1/06/2019 0:17:48	68.6	13.8	82.9	50	0.834	10	0.261	0.218
1/06/2019 0:28:01	78.8	10.4	61.1	5	0.615	10.2	0.266	0.164
1/06/2019 0:38:59	89.8	3	16.4					
1/06/2019 0:48:46	99.6	1	6.1					
1/06/2019 0:58:13	109	1.4	8.9					
1/06/2019 1:08:00	118.8	1.6	9.8					
1/06/2019 1:19:18	130.1	1.6	8.5					

Weighted average flow (m³/s): 0.680

Time	31/05/2019 23:57		1/06/2019 0:07		1/06/2019 0:17		1/06/2019 0:28	
	Greenspace	Hardstanding	Greenspace	Hardstanding	Greenspace	Hardstanding	Greenspace	Hardstanding
0-5% slope runoff coefficient, C	0.25	0.8	0.25	0.8	0.25	0.8	0.25	0.8
Rainfall Intensity, I (mm/hr)	30.9		89.4		82.9		61.1	
I (m/s)	8.58333E-06		2.48333E-05		2.30278E-05		1.69722E-05	
A (m2)	26892	36864	26892	36864	26892	36864	26892	36864
Subcatchment Q (m3/s)	0.058	0.253	0.167	0.732	0.155	0.679	0.114	0.501
Q (m3/s)	0.311		0.899		0.834		0.615	

1	PRELIMINARY & GENERAL				
1.1	Site Establishment & Setting Out				
1.2	Pre-commencement Deliverables				92
1.3	Traffic Management				
1.4	As Built Information				
1.5	Location & Protection of Existing Services, including Pot-holing				
1.6	Health and Safety Provision				
	SUB TOTAL				\$ 21,086.00

15% of physical works

2	SUPPLY & INSTALL NEW 225mm PVC ACROSS NORTON RESERVE				
2.1	Supply, and install DN225 SN 16 PVC pipe in ground including connections to new and existing manholes.	56	m	\$ 350.00	\$ 19,600.00
2.2	Install new 450mm sump at 1 Norton Place	100%	LS	\$ 2,500.00	\$ 2,500.00
2.3	Install new DN1050 precast manhole with scruffy dome at 1 Norton Place	100%	LS	\$ 6,760.00	\$ 6,760.00
2.4	Surface restoration of trenches in footpaths	12	m	\$ 95.00	\$ 1,140.00
2.5	Surface restoration of trenches in grass	44	m	\$ 50.00	\$ 2,200.00
2.6	CCTV inspection of new stormwater mains	56	m	\$ 18.00	\$ 1,008.00
	SUB TOTAL				\$ 33,208.00

Used rates from 16/19 & 18/53 as guide

18/53 eng estimate

16/66 average rate

16/66 average rate

16/66 average rate

16/66 average rate

3	EXCAVATION & CIVIL WORKS AT NORTON RESERVE (assumes 2000m²)				
3.1	Excavator Hire	80	hours	\$ 150.00	\$ 12,000.00
3.2	Truck Hire	80	hours	\$ 110.00	\$ 8,800.00
3.3	Construct new footpath	110	m ²	\$ 141.00	\$ 15,510.00
3.4	Topsolling, grassing and tree planting	1465	m ²	\$ 32.00	\$ 46,880.00
3.5	Labour	160	hours	\$ 60.00	\$ 9,600.00
3.6	Relocate park bench	100%	LS	\$ 1,000.00	\$ 1,000.00
3.7	Raise speed bump on Norton Place by 0.2m	100%	LS	\$ 2,500.00	\$ 2,500.00
3.8	New kerb and channel at north east corner of Norton Reserve	100%	LS	\$ 1,625.00	\$ 1,625.00
3.9	supply and install 2 x sumps and 10m long DN225 SN 16 PVC at Hewitts Road	100%	LS	\$ 9,450.00	\$ 9,450.00
	SUB TOTAL				\$ 107,365.00
	Construction contingency 30%				\$ 48,498.00
	TOTAL				\$210,157.00
	Professional fees 12%				\$ 25,219.00
	Project contingency 10%				\$ 28,246.00
	PROJECT COST				\$263,622.00

16/66 average rate was \$141/m²

18/53 average rate was \$68/m²

16/66 average rate was \$66/m² (only 6m² total)

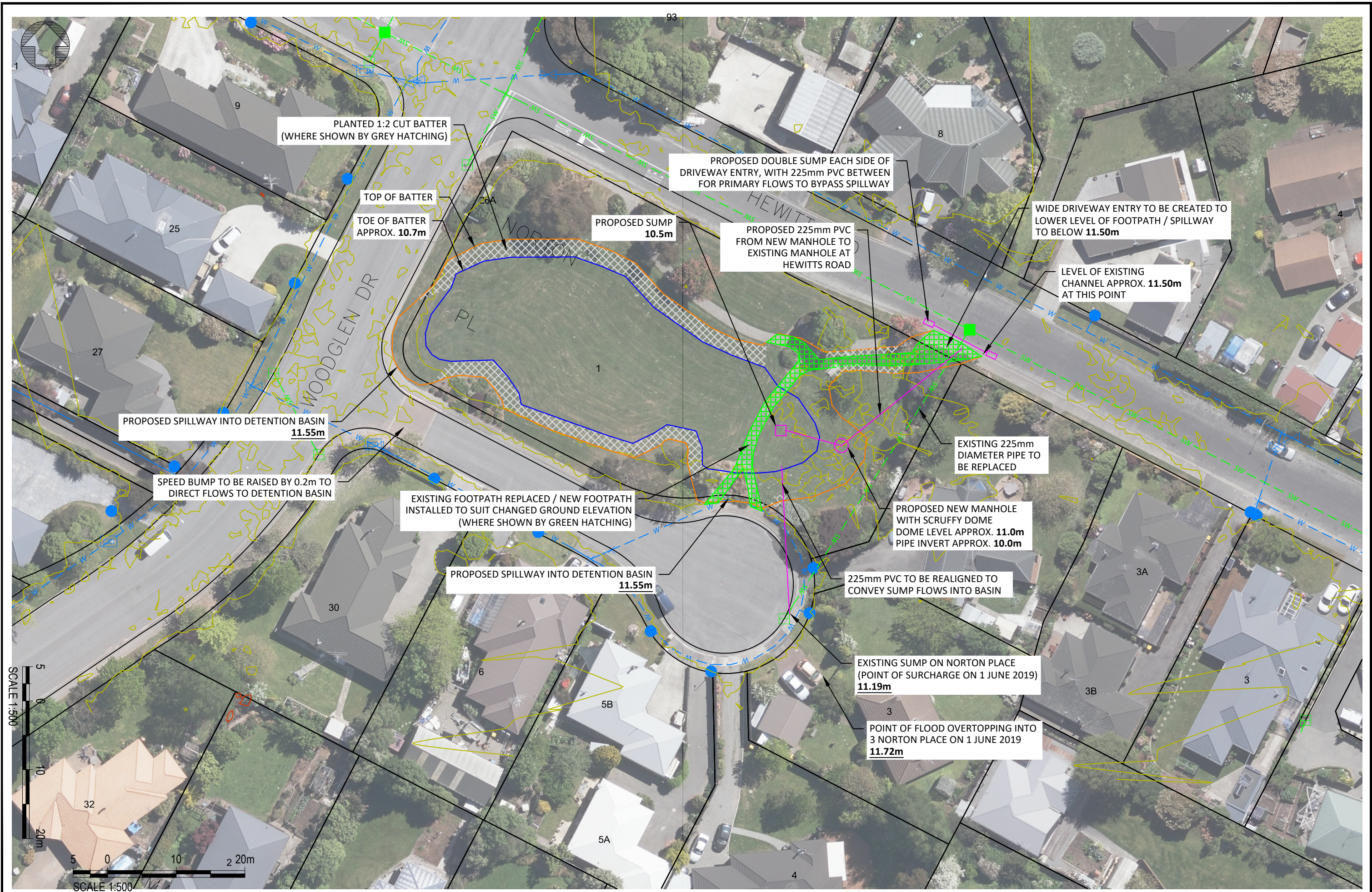
18/67 average tender \$212/m² - averaged to 0.15m depth = \$32/m²

17/21 average tender for placing topsoil and reinstating grass = \$16/m²

Assumes 2 x skilled labourers for 10 days

16/66 average rate

used rates from items 2.1, 2.2 & 2.4



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A					11/09/2019

SURVEYED	SF	16/08/2019	PROJECT No	PD001606
DRAWN	SF	30/08/2019	CON No	N/A
DRAWING CHKD	MA	10/09/2019	SCALE (A3)	1:500
DESIGNED	SF	28/08/2019	DATE ISSUED	
DESIGNED CHKD	MA	10/09/2019		
APPROVED		11/09/2019		11/09/2019



PROJECT
**3 NORTON PLACE
 SURFACE WATER FLOODING**

SHEET TITLE
**CONCEPT DESIGN FOR
 STORMWATER DETENTION BASIN
 WITHIN NORTON RESERVE**

**FOR INFORMATION
 NOT FOR CONSTRUCTION**
 DRAWING **4045**
 SHEET 1 REVISION -

WND

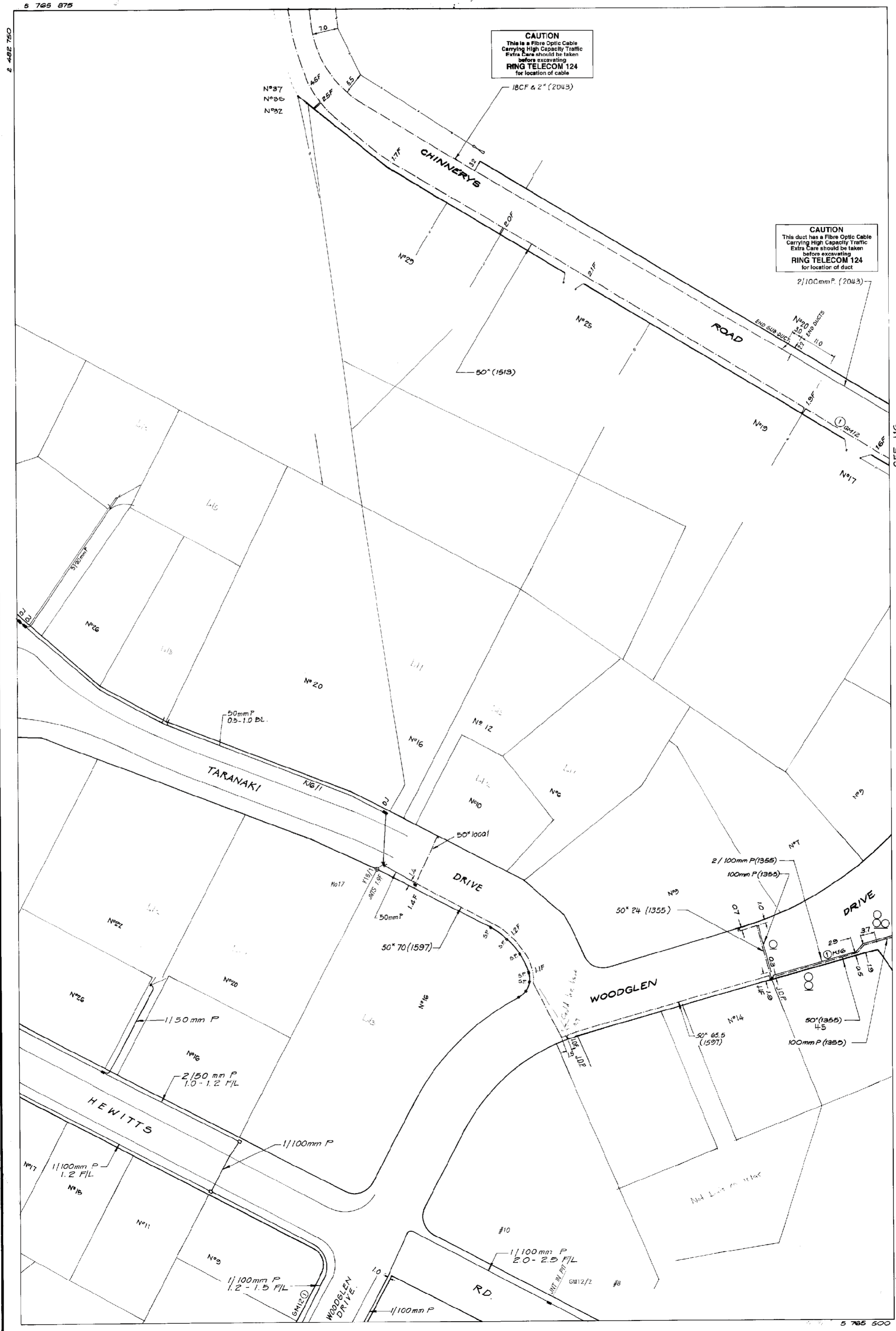
GM12

Re-Order Filemaster

Parent Number 137841



EE	CHKD	DATE	ISS	CHANGE	DEL	CHKD	DATE	ISS	CHANGE	DRAWN: 8 PF	WOODEND UNDERGROUND TELEPHONE CABLE SYSTEM	NZPD III	NZNG REF: M35-500/132.12	NZTD DRG. NO: CH. 14 000
1	1	11.3.09	1	100% PROPOSED HOPOLOAN DR						CHKD:	CAUTION	REGIONAL ENGINEER CHRISTCHURCH	NZPC SIT. REF:	GM12
2	2	11.3.09	2	100% (2015) ASSES PER M16/7 ADDED 15/17 TARANAKI PL AREA INC455 UNIT IN PT ADDED HEWITTS RD (8068 02618)						APPD:	POSITIONAL MEASUREMENTS ARE SUBJECT TO REASONABLE TOLERANCE. COVER AT INSTALLATION WAS ROADWAY 0.50m. FOOTWAY 0.35m. UN'FS SHOWN UT-FRWISE. NOTE COVER MAY HAVE CHANGED AND MUST BE CHECKED ON SITE.			
3	3	11.3.09	3							DATE: 27.2.2019	ORIGINAL SCALE 1:500			



M35	M36
GL11	GM11
GL12	GM12
GL13	GM13

SEE J16

SEE K16

SCALE 1:500

2 463 000

1:1000

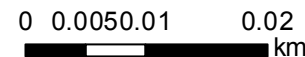


ENABLE NETWORKS FIBRE OPTIC DUCT AND CABLE AS BUILT PLAN: Service Plan ID - 7385818

IMPORTANT: Whilst all due care has been taken the indicated offsets are nominal only. Contractors must use traditional service location methods prior to digging. Enable Networks shall not be liable for any damage arising out of the use of these plans (through inaccuracy or other means)

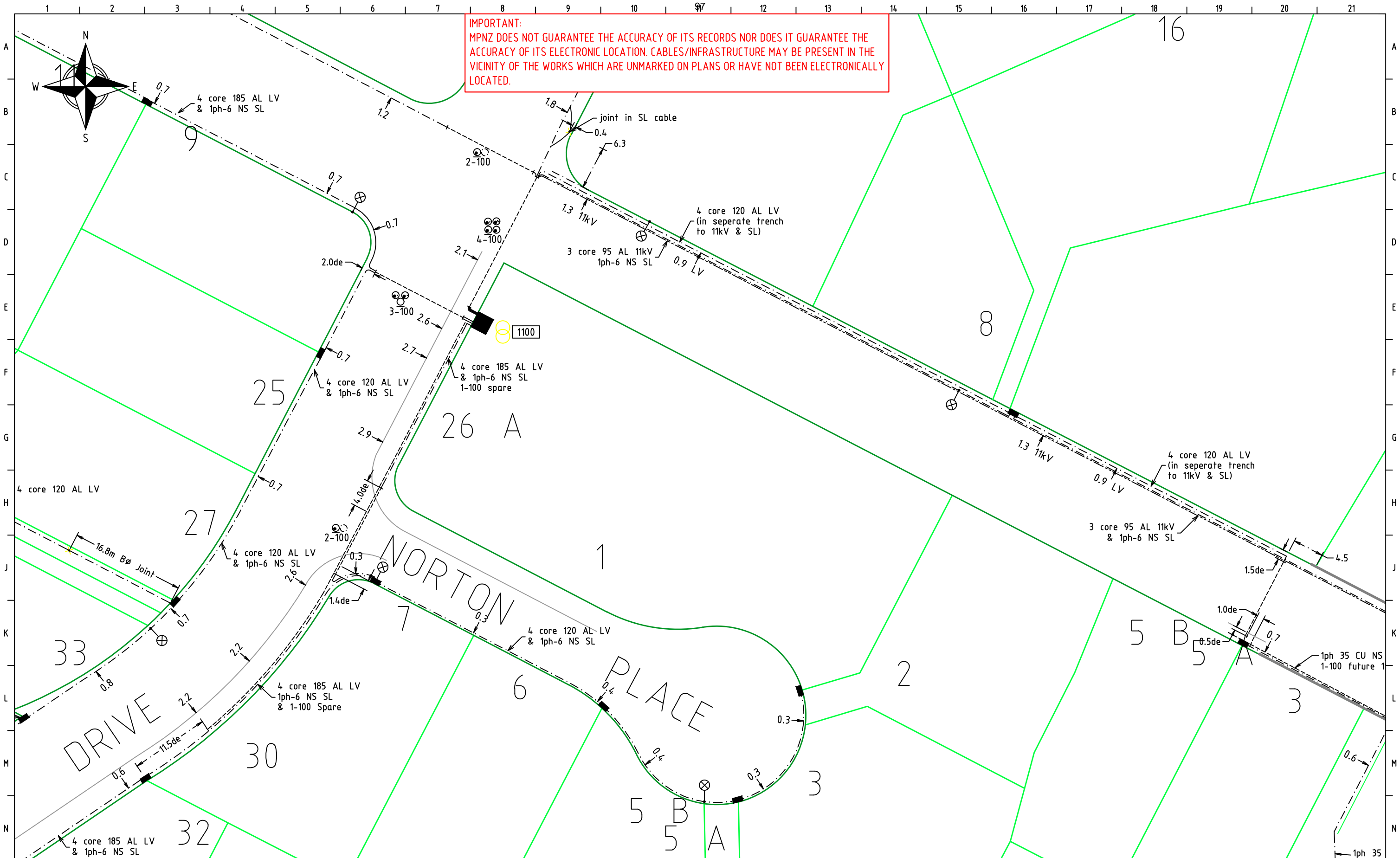
If in doubt - please ask! Enable contact 0800 4 FIBRE (0800 434 273).

Please note that stand-overs and service identification/location services attract fees.



1:625

	Duct		Pedestal
	Drop Duct		Proactive Duct
	Cabinet		Offsets
	Chamber		Chamber



IMPORTANT:
 THE CUSTOMER SHOULD TAKE NOTE THAT WORKS IN THE VICINITY OF CABLES AND OTHER POWER INFRASTRUCTURE IS EXTREMELY HAZARDOUS AND SHOULD ONLY BE CARRIED OUT BY COMPETENT PERSONS. THE CUSTOMER SHOULD HAVE PROCEDURES IN PLACE THAT MITIGATE THE RISK OF CONTACT WITH LIVE CONDUCTORS. IF IN ANY DOUBT, CONTACT THE MPNZ CONTROL CENTRE: 03 311 8312

DRAWN SXN 30/8/19



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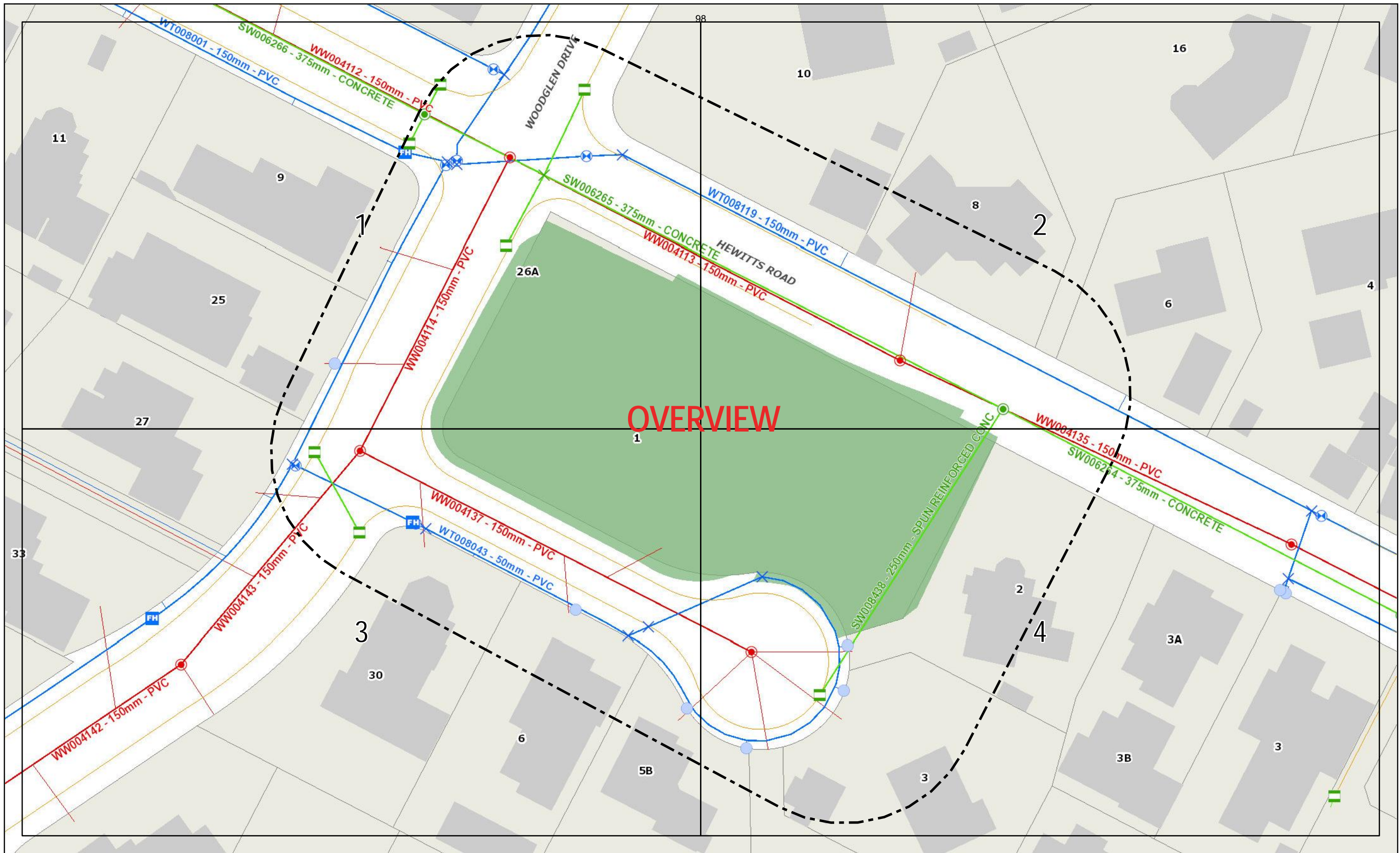
UNDERGROUND ASSETS
 AS-BUILT PLANS

DATE CREATED
 30/8/19

STATUS
 AS BUILT

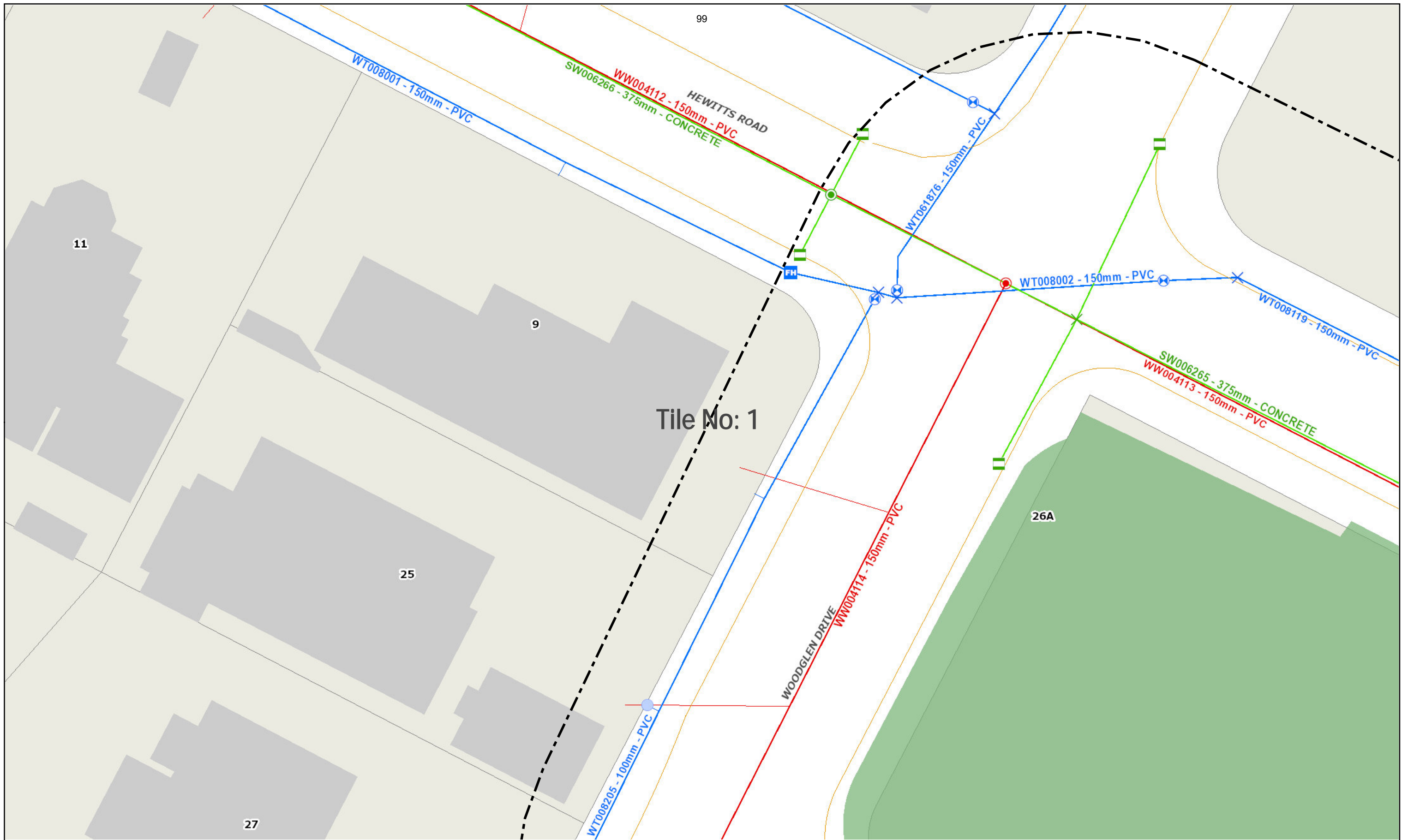
MAIN CATEGORY
 UG RECORDS - WOODEND

SIZE A3	SCALE 1:500	SHEET 1 OF 1	REV -
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SN: 7385815
 JN: 1480764
 Date: 29/08/2019



For Legend details please refer to the attached document:

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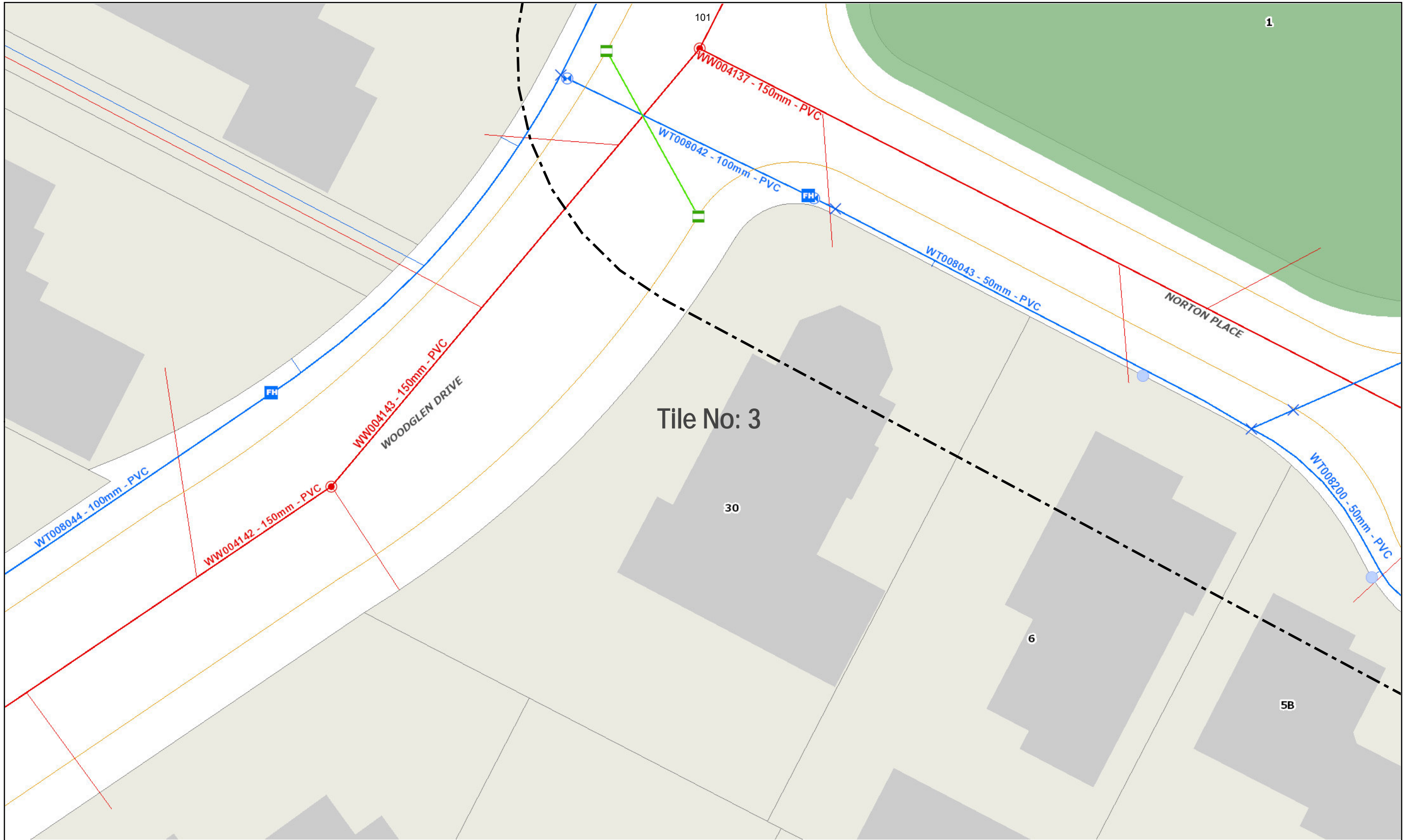
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 JN: 1480764
 Date: 29/08/2019






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 Date: 29/08/2019

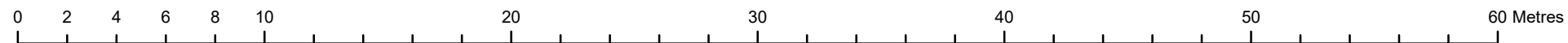


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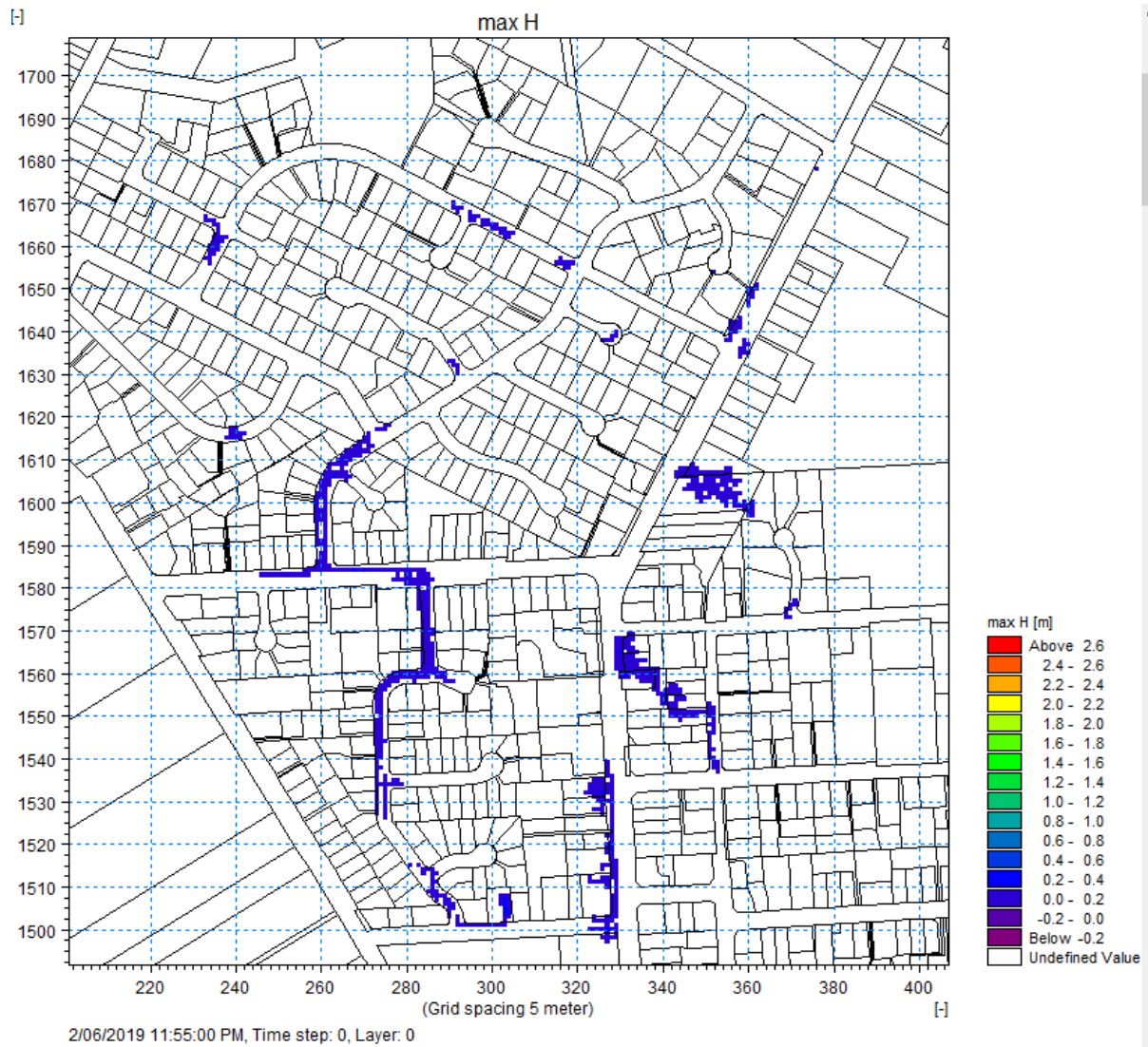


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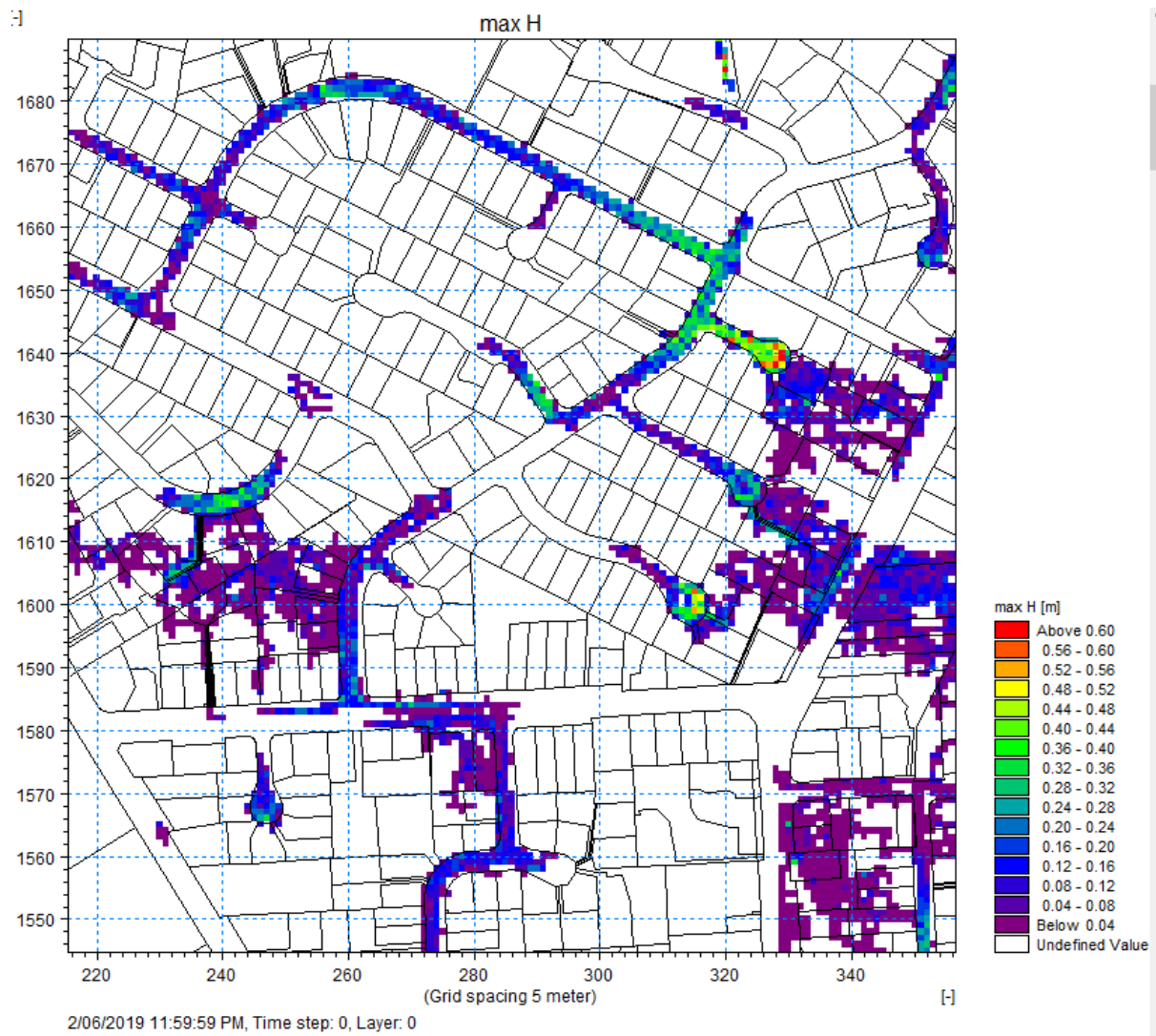
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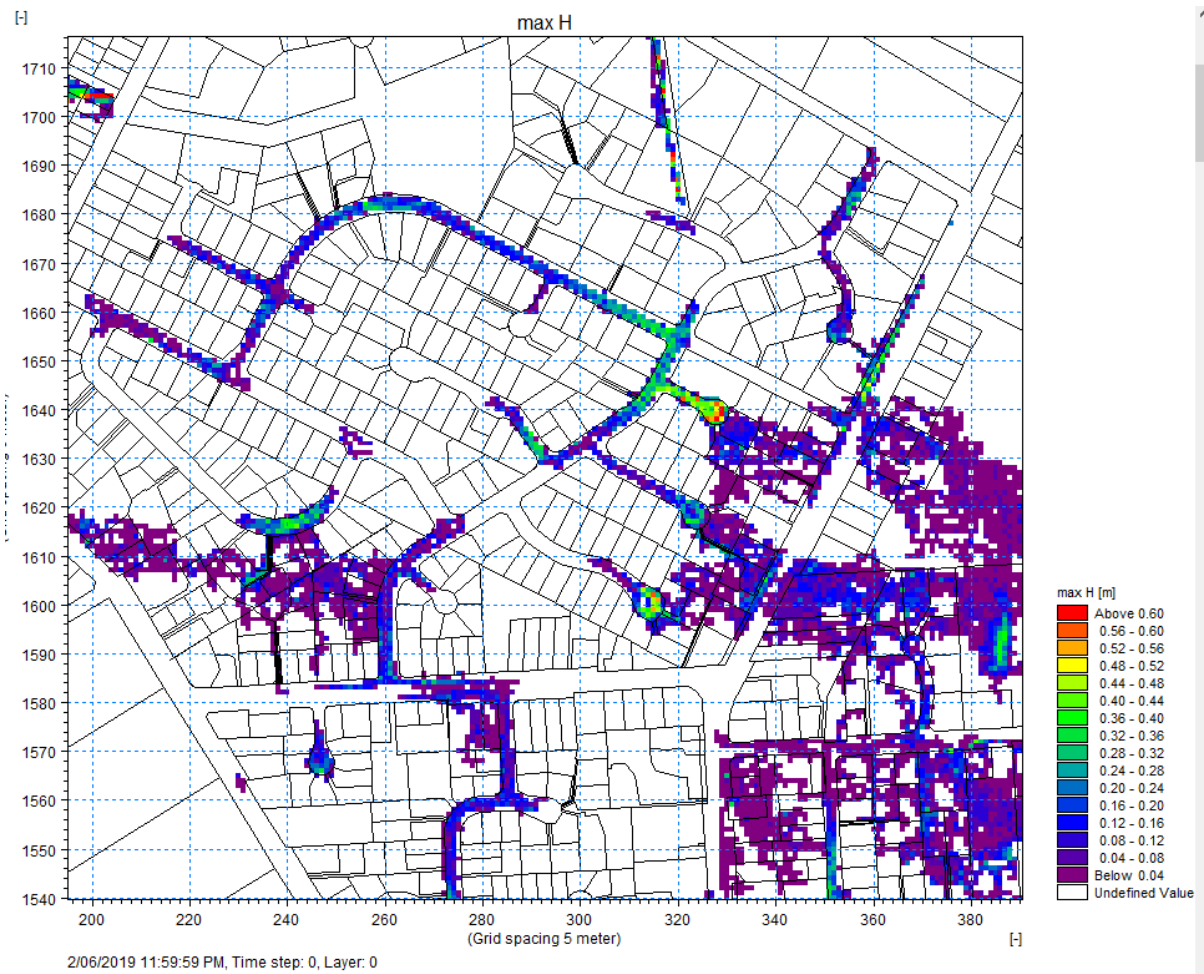
1. Kaiapoi Rainfall



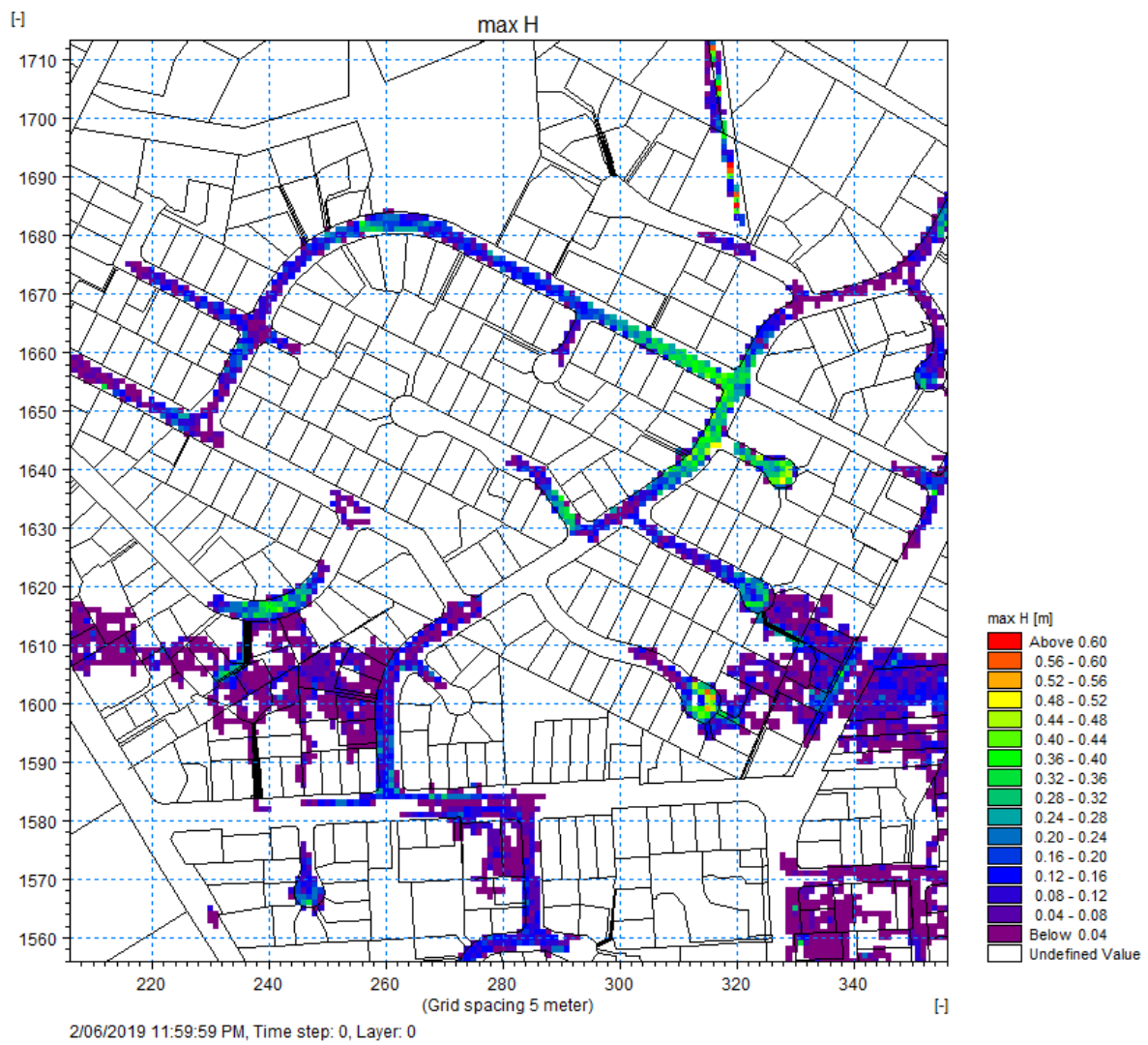
2. Woodend Rainfall



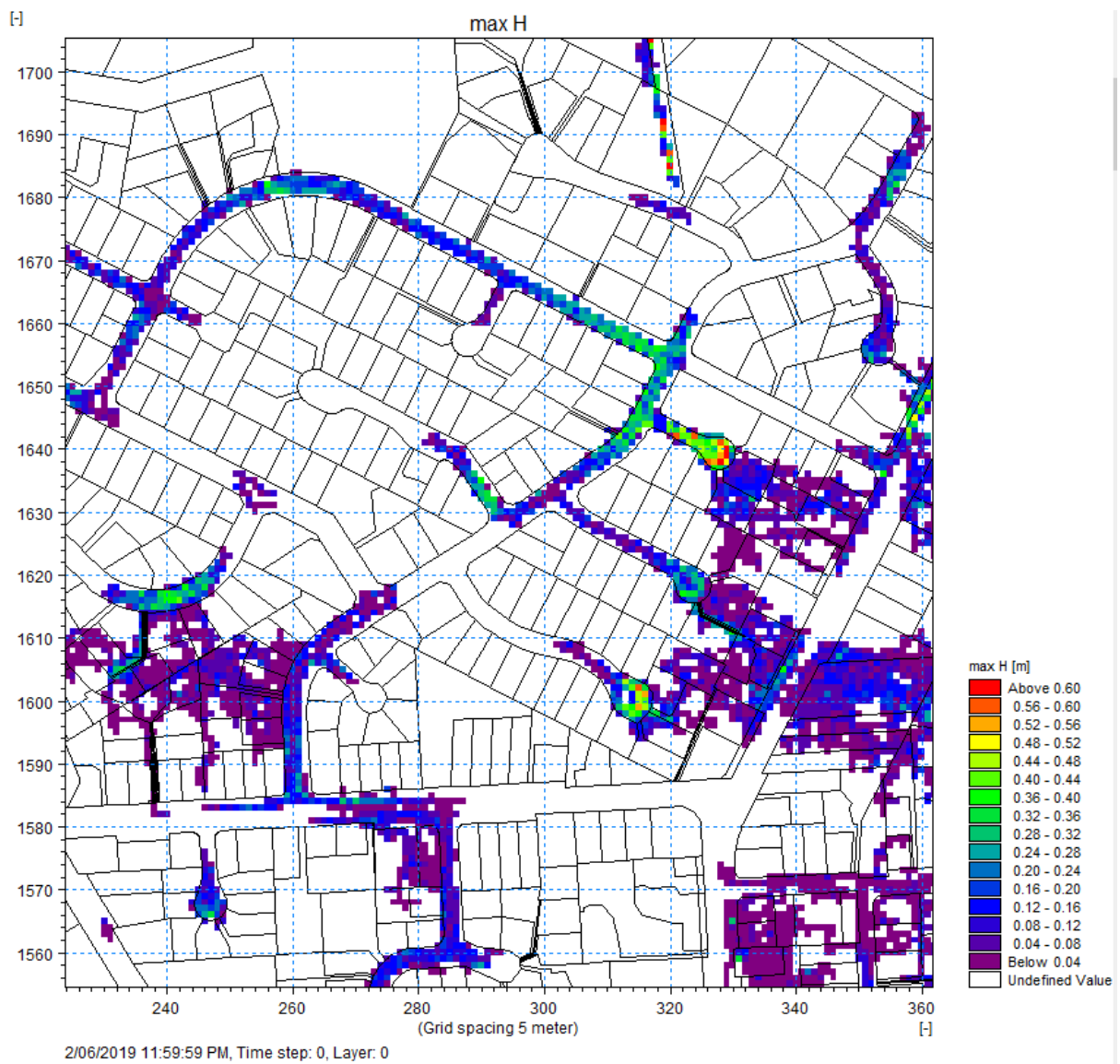
3. Woodend rainfall – non return valve



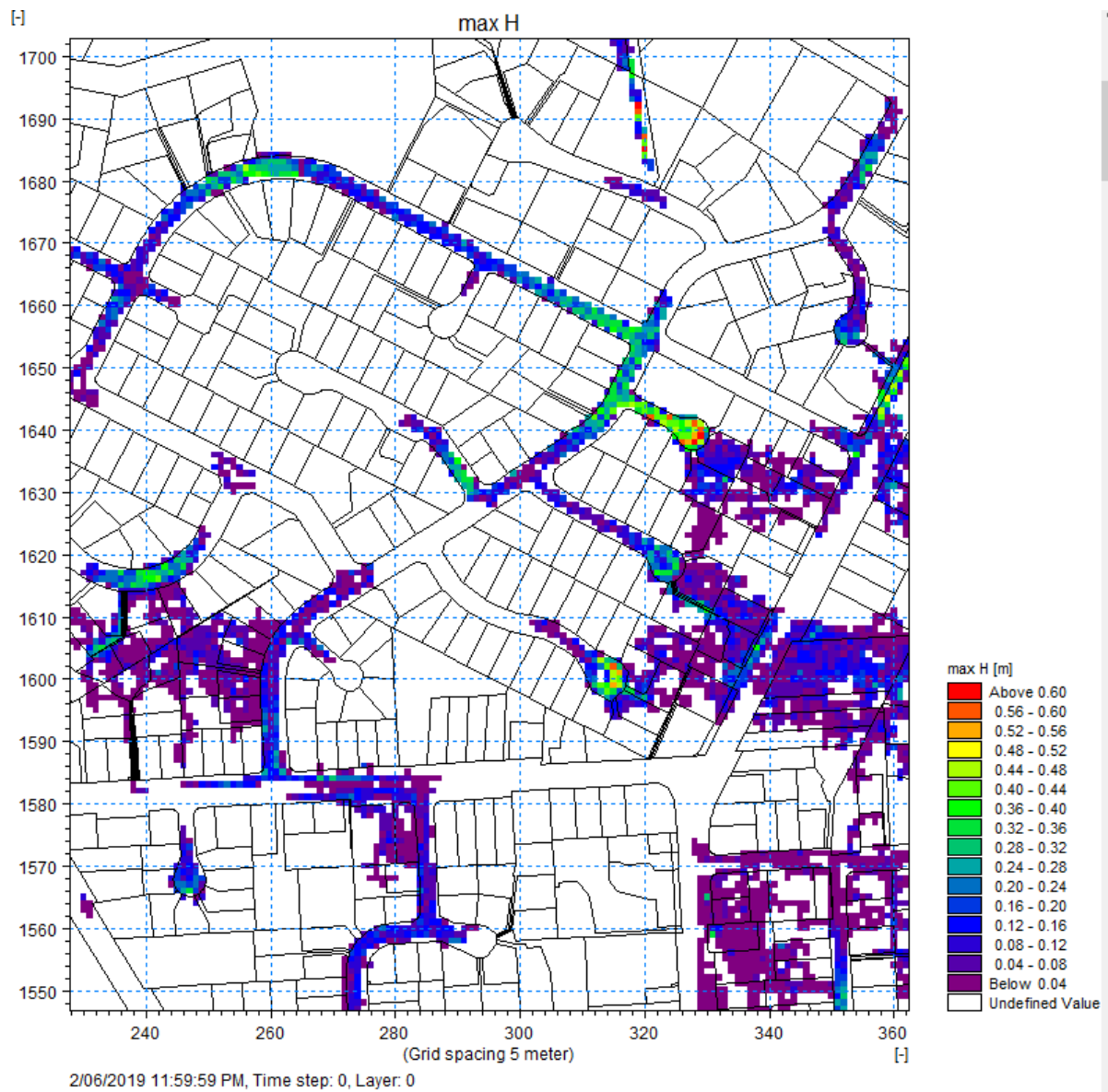
4. Woodend Rainfall – wall on Norton Place



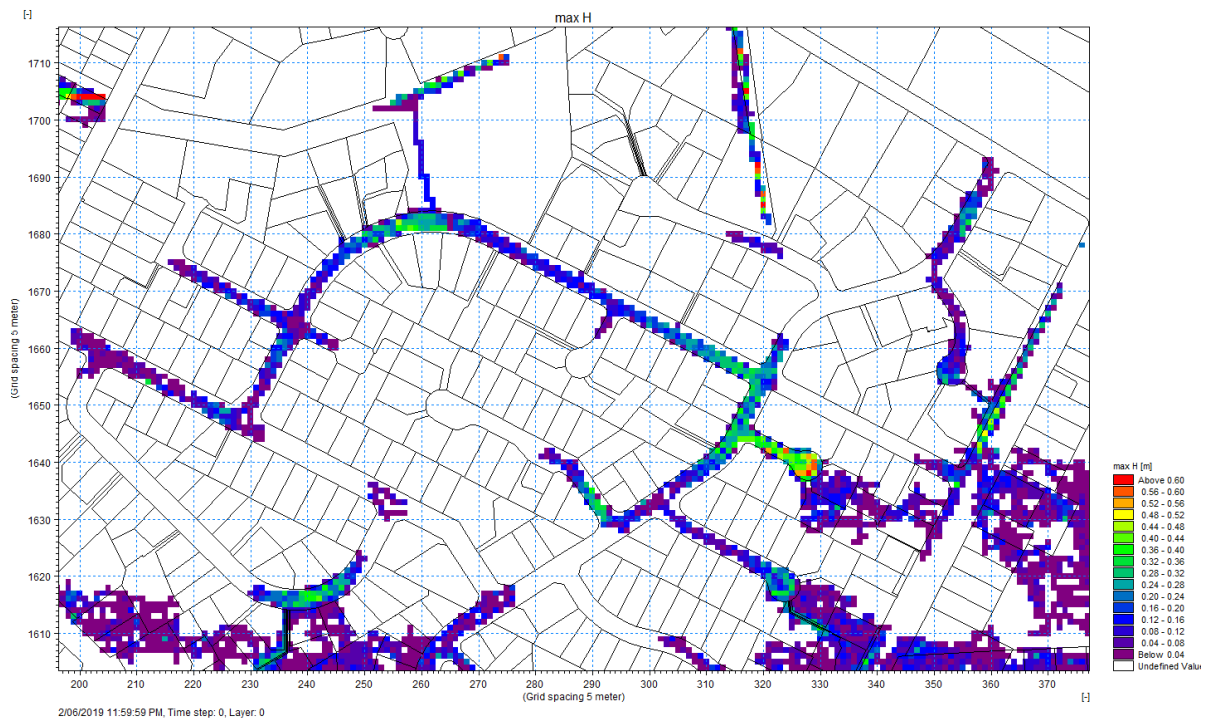
5. Woodend Rainfall – 0.2m speedbump



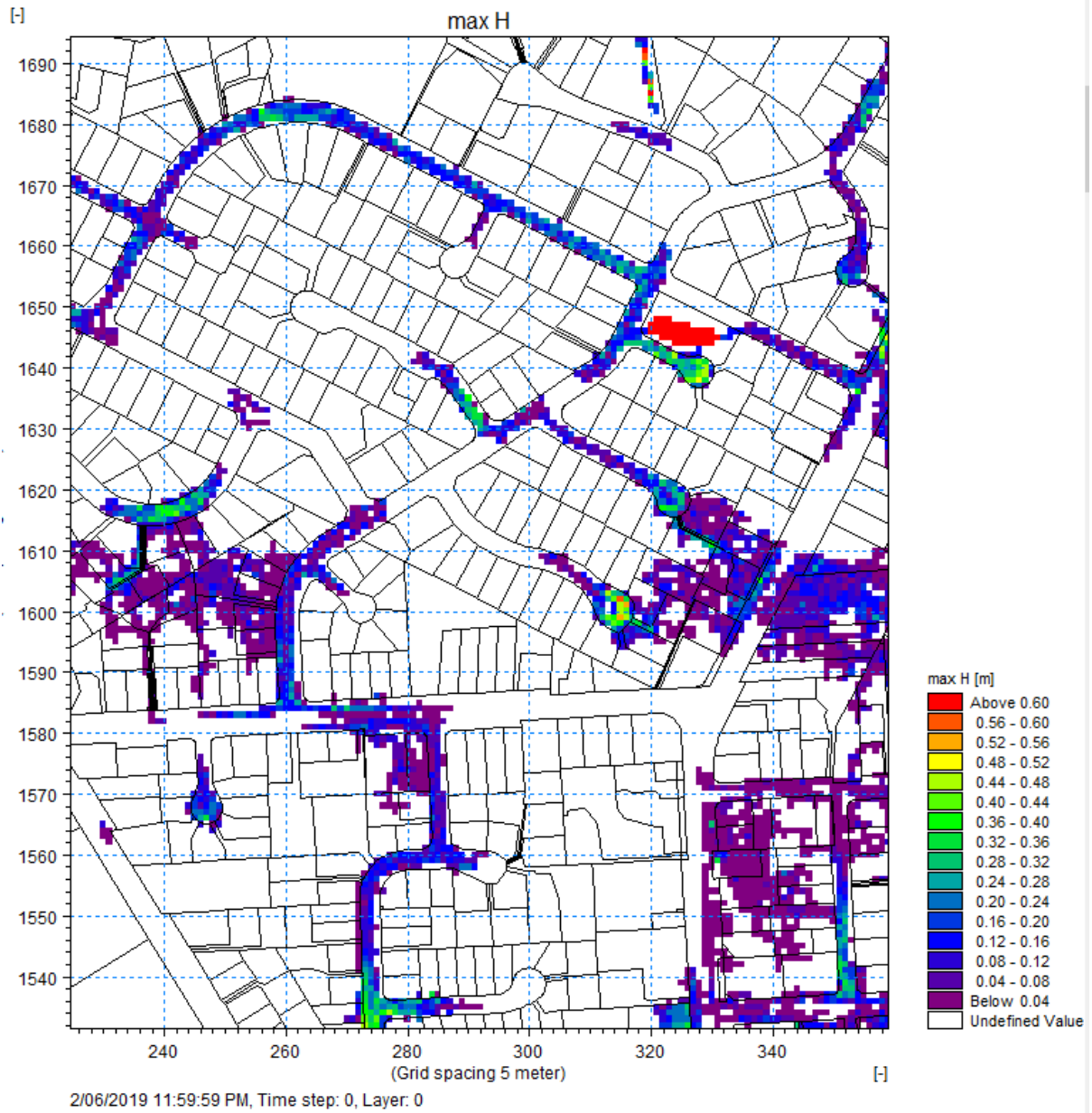
6. Woodend Rainfall – 0.2m speedbump Hewitts Road



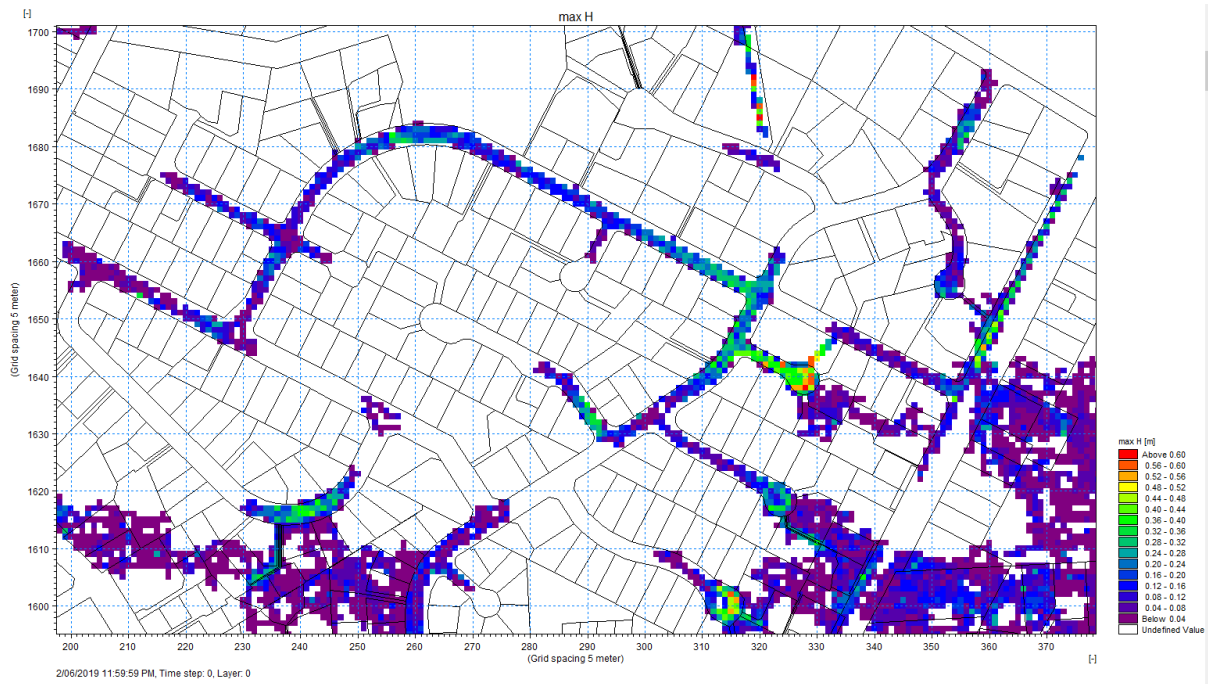
7. Woodend Rainfall – 0.2m Speedbump and Swale through Grange View Park



8. Woodend Rainfall – Basin in Norton Reserve



9. Woodend Rainfall – Swale through Norton Reserve



WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: 230324041274

REPORT TO: WOODEND SEFTON COMMUNITY BOARD

DATE OF MEETING: 11th April 2023

AUTHOR(S): Hannah-Rose Belworthy

SUBJECT: Woodend Sefton General Landscaping Budget

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 provide information to the Board relating to three projects of interest to the Board for allocation of their General Landscaping Budget. These projects are:

- Sefton Domain Entrance beautification - Vaughn St
- Community Historic information board
- Riparian Planting at Waikuku Beach pond

1.2 Staff have reviewed these projects below and estimated the costs associated with them for the Board's consideration. The recommendations of this report suggest that further information is required for the community historic information board before it can proceed and have budget allocated.

The Board has \$13,090 remaining to allocate within this financial year. The Sefton Domain Entrance Beautification Project is estimated to cost \$8,800. This would leave \$4,290 remaining which is recommended to be allocated towards the biodiversity project at Waikuku Beach Pond. Should this be approved, this would be the full allocation of the budget available to the Board during this financial year leaving no remaining budget to allocate.

2. RECOMMENDATION

THAT the Woodend Sefton Community Board:

- (a) **Receives** Report No. 230324041274
- (a) **Notes** the Board currently has \$13,090 available to allocate to general landscape projects within the Woodend Sefton ward.
- (b) **Approves** the allocation of \$8,800 towards the Sefton Domain Entrance Beautification - Vaughn St and approves the Sefton Domain Advisory Group working with Greenspace Staff to approve the final design.
- (c) **Notes** that if approved, staff with consult with the Sefton Domain Advisory Group on the proposed concept design for Sefton Domain Entrance.
- (d) **Approves** the allocation of \$4,290 towards biodiversity planting at Waikuku Beach Pond as seed funding to support staff applying to the Green Philanthropy fund for this project.

- (e) **Notes** should the application to the Green Philanthropy fund be unsuccessful, staff will utilise the budget on a smaller scale to remove exotic weeds and infill native plants where possible.

3. **BACKGROUND**

3.1. The General Landscaping Budget is a discretionary sum the Community Board can allocate towards landscape projects within their ward. There have been many varying projects that this money has been spent on over the years to enhance the landscape of the Woodend Sefton area. Projects have included; seating, planting, local walkway projects, town centre enhancement, the entrance sign at Waikuku Beach and the Woodend War Memorial. In the past years the Woodend Sefton Community Board have allocated funds to a range of different projects. These include;

- \$1,600 – Dog Bin and Bag Dispenser
- \$2,800 – Tuhaitara Trust Seat

3.2. During the 2021/22 financial year the Woodend-Sefton Community Board allocated the following funding to projects in the community which are still being implemented:

Project Description	Status	Budget Allocated
Woodend Beach Entrance Sign	Consultation going out in May 2023	\$5,330
Welcome to Woodend Signs	Consultation going out in May 2023	\$12,810
Owen Stalker Park Signs	Pending implementation	\$3,500
Total		\$21,640

3.3. There is currently **\$13,090** yet to be allocated within this financial year.

3.4. At the December 2022 board meeting, Greenspace Landscape Architect Hannah-Rose Belworthy ran a workshop to inform the Woodend Sefton Community Board on their General Landscaping Budget. This included information for the Board about what had previously spent and current budget and aimed to identify potential projects the Board may be interested in pursuing. As a response to this workshop, the board requested a detailed report on a number of projects discussed below.

4. **ISSUES AND OPTIONS**

4.1. Available options for General Landscaping Budget expenditure below

4.2. **Sefton Domain Entrance Beautification - Vaughn St**

4.2.1. At the workshop Sefton Domain Entrance was raised as an opportunity to consider beautification to the entrance to welcome visitors into the Domain. Sefton Domain is located at 2 Vaughan Street in Sefton. The domain currently contains a pavilion, tennis courts, cricket pitch, sports fields, small car park and a war memorial. The Sefton Cricket Club is the main user of the pavilion. There are plans for Sefton Domain pavilion to be replaced with a new community facility. Staff are currently working alongside the Sefton Public Hall Society and the project is currently in the design stage.

4.2.2. The entrance to Sefton Domain is not overly inviting with a narrow gateway due to the large macrocarpa hedges giving it a 'private' feel. With the General

Landscaping Budget, staff propose opening up the entrance way by trimming back the hedges and installing some new bollards and a new shade tree. This will make a more inviting entrance for user groups.

4.2.3. Below is an example of what the entrance could look like and there is an estimated cost of \$8,800 to achieve this concept.

4.2.4. Existing Hedge



4.2.5. Proposed Landscaping



4.3. **Community Historic information board**

4.3.1. At the workshop it was raised by the Board to consider historic signs highlighting areas of significance. Greenspace has recently employed a Greenspace Parks Officer and one of her upcoming tasks is going to be looking at the potential provision of historic signs with a district wide approach. There is no current

timeline on this project so if the Board have a specific item that they want to highlight now, staff could support the creation of a historic sign. As an indication, Kaiapoi have recently installed historic signs which have cost approximately \$4,000 each. If the Board do not have specific items in mind at this time, Staff recommend the Board waits for the outcomes of this piece of work. This will hopefully better lead the Board to an approach to identifying and highlighting these items with consistency with the other Board areas. At that point, the Board could allocate budget from their General Landscaping Budget towards such a project.

4.4. **Riparian Planting at Waikuku Beach pond**

4.4.1. Areas such as Waikuku Beach Pond were highlighted as an opportunity to replant with native riparian species to increase biodiversity and ecosystems. Greenspace staff have spoken with our Biodiversity Team who agree that there would be biodiversity merit in some weed control and improving the planting around the Waikuku Beach Pond. At the workshop, Brent Cairns highlighted the opportunity for Council to outsource funding through the Green Philanthropy Fund which funds projects to improve and protect ecosystems. It was also raised this particular funding was looking to support some wider Canterbury projects.

4.4.2. Staff have investigated the Green Philanthropy Fund and think this would be a great opportunity to apply for funding on several of our biodiversity projects. Applications will be called in 2023 with the timeframes still to be confirmed. Once this has been announced, with Board approval, staff could put in an application for projects including Waikuku Beach Pond.

4.4.3. Staff recommends the Board approves the allocation of \$4,290 towards biodiversity planting at Waikuku Beach Pond as seed funding to support staff applying to the Green Philanthropy fund for this project. Should the application be unsuccessful, staff will utilise the budget at a smaller scale to remove exotic weeds and infill native plants where possible.

4.5. In summary, it is recommended that the Woodend Sefton Community Board considers the project; Sefton Domain Entrance Beautification on Vaughn St and allocates \$8,800 from their General Landscaping budget. This will leave \$4,290 remaining which staff recommends the Board allocates towards the biodiversity planting at Waikuku Beach Pond as seed funding to support staff applying to the Green Philanthropy fund.

Implications for Community Wellbeing

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

4.6. 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 groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. The main group interested is Sefton Domain Advisory Group. At time of writing this report, staff have not consulted with the group regarding this proposal. Should the Board approve funding, staff will engage with this group on the proposed landscape design for the Sefton Domain Entrance and work with this group to finalise the design of what the entrance will look like. Should the group want this entrance

developed in a significantly different manner from that proposed, staff will bring a report back to the Board for decision.

5.3. **Wider Community**

The wider community is not likely to be significantly affected by, or to have an interest in the subject matter of this report.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

There are financial implications of the decisions sought by this report. This budget is included in the Annual Plan/Long Term Plan as the Woodend Sefton General Landscaping Budget. There is \$13,090 remaining to allocate to projects within this financial year. Staff recommends the Board allocate \$8,800 toward the Sefton Domain Entrance Beautification, and \$4,290 towards the biodiversity planting at Waikuku Beach Pond. There is sufficient budget available for both projects to be approved and implemented.

6.1.1. Staff have estimated the cost of the Sefton Domain Entrance Beautification - Vaughn St to be \$8,800. This includes Hedge trimming, bollards, a shade tree, and general tidy up of unwanted martials. The remainder \$4,290 of the budget is recommended to go towards the biodiversity planting at Waikuku Beach Pond as seed funding to support staff applying to the Green Philanthropy fund. It should be noted that \$4,290 is not enough budget to achieve the full project. This means should the application for additional funding be unsuccessful, staff will still utilise the budget at a smaller scale and only focus on small sections of the pond.

6.2. **Sustainability and Climate Change Impacts**

The recommendations in this report do have sustainability and/or climate change impacts. There will be a positive impact on the environment with the biodiversity planting at Waikuku Beach Pond. This is a great opportunity to increase indigenous vegetation and habitats that support indigenous fauna within our reserves.

6.3 **Risk Management**

There are not risks arising from the adoption/implementation of the recommendations in this report.

6.3 **Health and Safety**

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

All projects require work to be undertaken within Council reserves (and/or Road reserves) and in particular holes being dug and the use of tools and/or machinery. If approved, staff would require any contractors to be Sitewise approved and to submit an appropriate health and safety plan (Site Specific Safety Plan - SSSP). This would need to be approved by the project manager prior to construction beginning on site.

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

Local Government Act and the Reserves Act 1977, and Greenspace staff will determine any specific legislation which is relevant and ensure that consultation falls within that legislation.

7.3. **Consistency with Community Outcomes**

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

Public spaces and facilities are plentiful, accessible and high quality

- There is a wide variety of public places and spaces to meet people's needs
- There are wide-ranging opportunities for people to enjoy the outdoors
- The accessibility of community and recreation facilities meets the changing needs of our community

There are areas of significant indigenous vegetation and habitats that support indigenous fauna

- Conservation, restoration and development of significant areas of vegetation and/or habitats is actively promoted.

7.4. **Authorising Delegations**

The Woodend Sefton Community Board have the delegated authority to approve the allocation of the Woodend Sefton General Landscaping Budget.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: GOV-26-09-06 / 230322039615

REPORT TO: WOODEND-SEFTON COMMUNITY BOARD


DATE OF MEETING: 11 April 2023

AUTHOR(S): Thea Kunkel, Governance Team Leader

SUBJECT: Amendments to Standing Orders for the Woodend-Sefton 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 Woodend-Sefton 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).

1 RECOMMENDATION

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No. 230322039615.
- (b) **Adopts** the updated Community Boards Standing Orders 2023 (Trim 230314034912), effective from 12 April 2023.

2 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.

3 ISSUES AND OPTIONS

- 3.1 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).
- 3.2 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.

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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]

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

LGOIMA 1987, s 46A(9).

9.17. Qualified privilege relating to Agenda and Minutes

Where any meeting is open to the public and a member of the public is supplied with a copy of the agenda, or the Minutes of that meeting, the publication of any defamatory matter included in the agenda or in the Minutes is privileged. This does not apply if the publication is proved to have been made with ill will, or improper advantage has been taken of the publication.

LGOIMA 1987, s 52.

MEETING PROCEDURES

10. Opening and Closing

The Community 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]

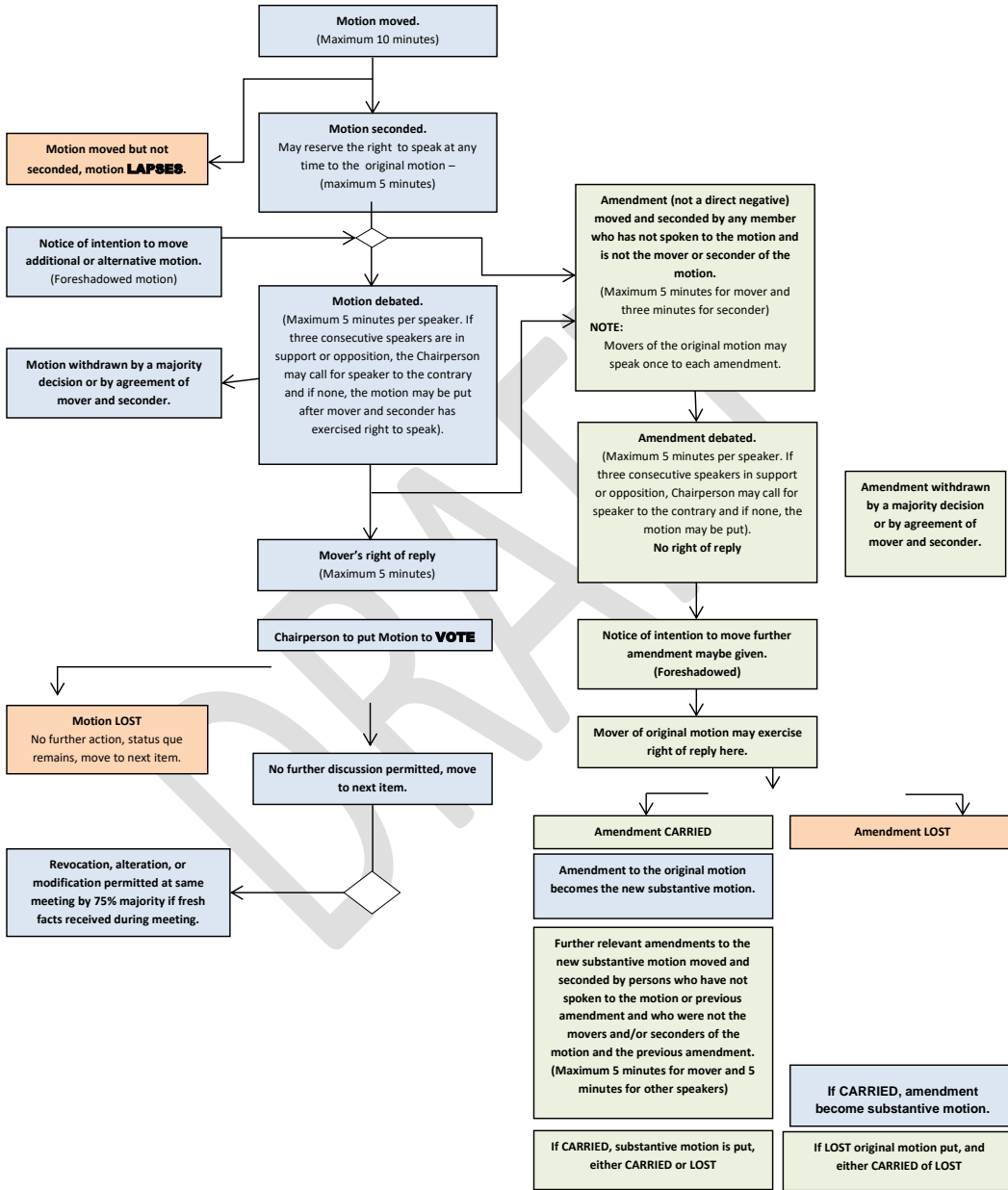
Item No	Interest
	Avoid prejudice to measures that prevent or mitigate material loss to members of the public (Schedule 7(2)(e)) [DELETED]
	Maintain the effective conduct of public affairs through the protection of members or officers or employees of the Council, and persons to whom Section 2(5) of the 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]~~

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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.

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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

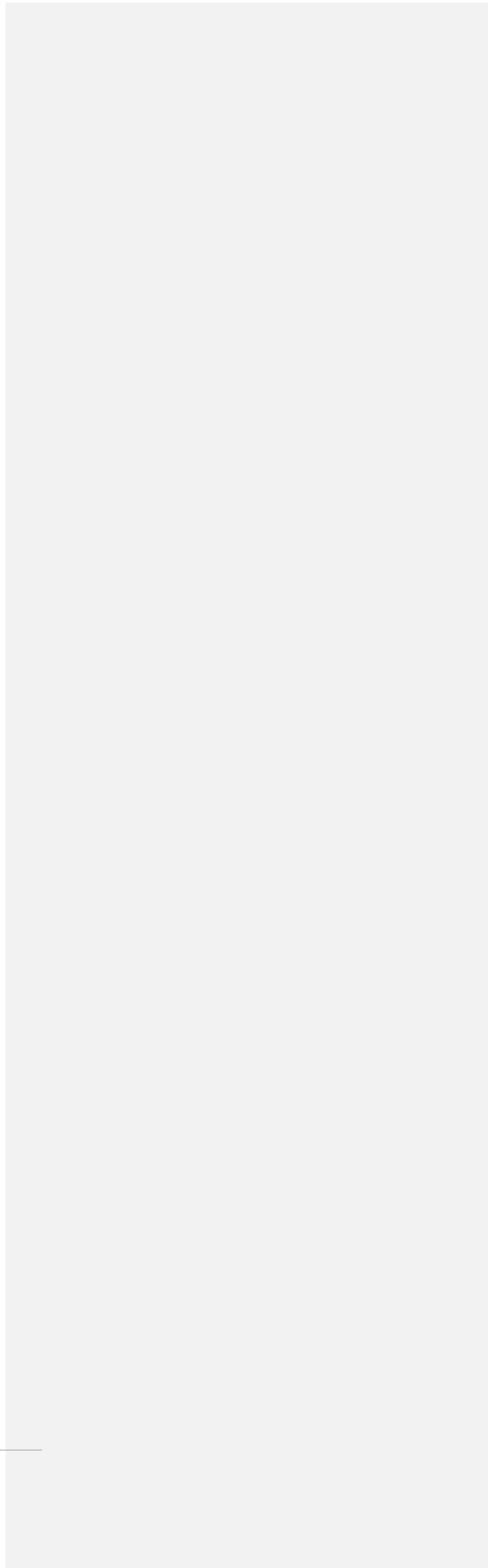
Where the technology is available and a member is attending a meeting by audio or audio-visual link, the Chairperson must ensure that:

- (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]**

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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.

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WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** GOV-26-09-06 / 230320037803**REPORT TO:** Woodend-Sefton Community Board**DATE OF MEETING:** 11 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 Woodend-Sefton Community Board (the Board) representation at the 2023 Anzac Day services around the Board's area, and for the representative(s) to lay the wreath on behalf of the Board.

2. RECOMMENDATION

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No. 230320037803.
- (b) **Appoints** Board member(s)..... to attend the Woodend War Memorial service to be held at 6pm on Monday 24 April 2023 at the Woodend War Memorial site, School Road, Woodend and to lay a wreath on behalf of the community.
- (c) **Appoints** Board member(s) to attend the Sefton Domaine service to be held at 6pm on Monday 24 April 2023 and to lay a wreath on behalf of the community. Noting that the wreath will be laid in conjunction with a Council representative.
- (d) **Appoints** Board member(s)..... to attend the Pegasus dawn service at the lake to be held at 6am on Tuesday 25 April 2023.

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 who will be hosting 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**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

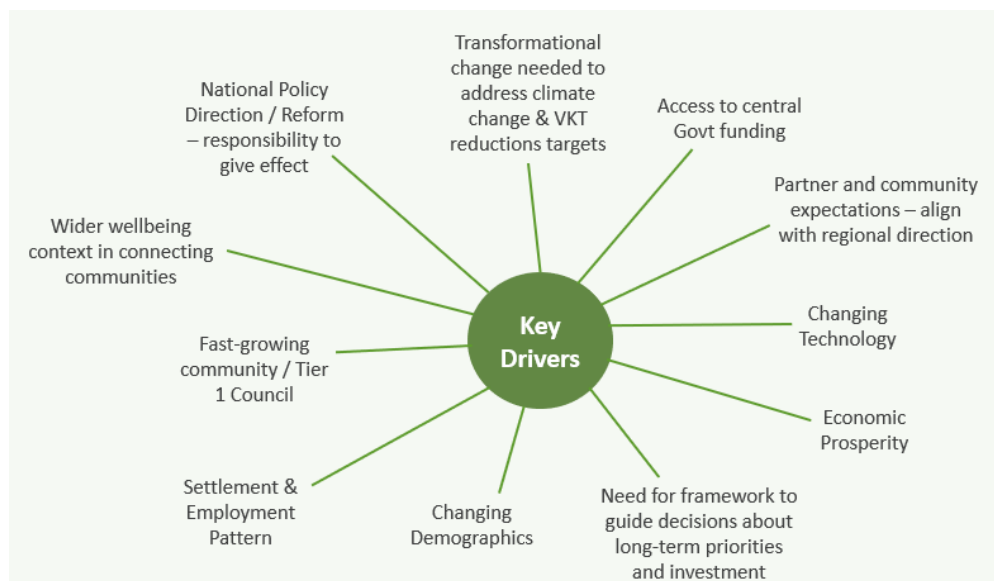
1. The purpose of the memo is to introduce to the Community Boards the Waimakariri Integrated Transport Strategy project and, on its basis, provide the opportunity for the Community Boards to discuss the project at their next meeting and offer feedback/input via the Community Board Chairs. This memo 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

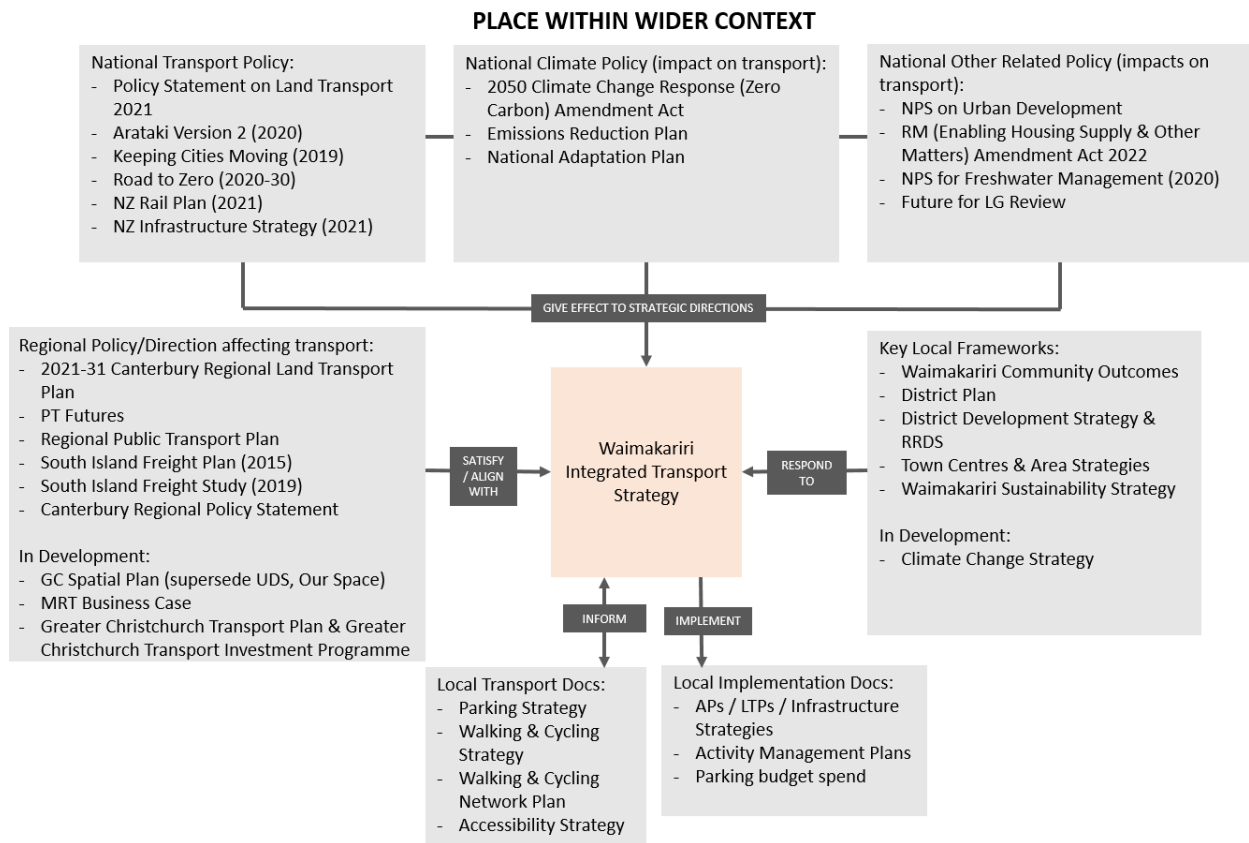
leakage, historic low investment in alternative transport modes, and relatively high car-dependency, coupled with the fact that a large proportion of District residents are rurally, or semi-rurally based and have a greater reliance of private motor vehicles.

- 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.



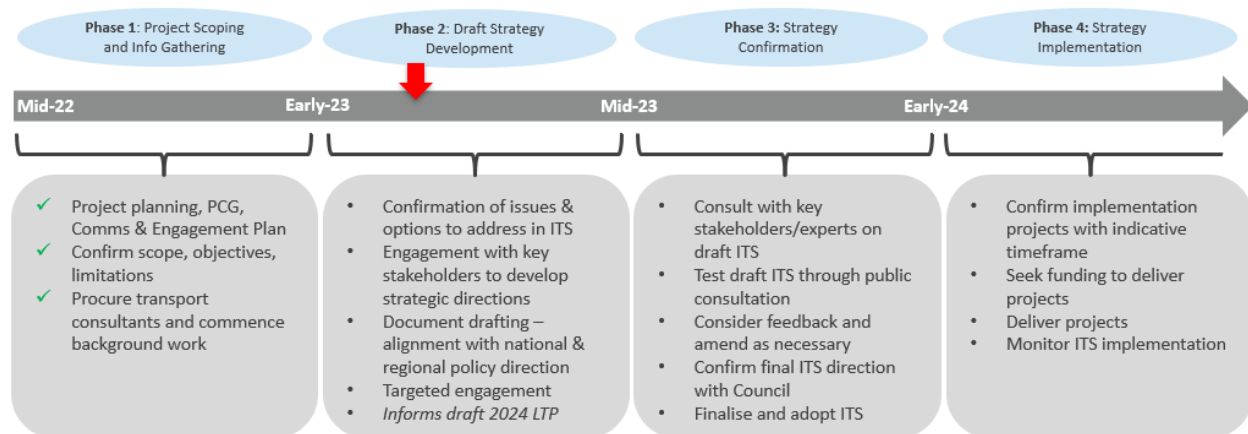
9. Key policy objectives at national, regional and local levels are currently as follows:

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
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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 – March 2023

CHAIR'S DAIRY		DISCUSSION POINTS
Date	Events attended	Community Feedback/Issues Raised
8 March	Waimakariri Integrated Transport Strategy workshop	First workshop of two. An opportunity to hear what others thought including cycling advocates, trucking associations, and Federated Farmers.
	Drop-in public session on location of Pegasus Community Centre	Well attended. Some good questions asked and interesting to hear what residents were thinking about the location and their reasons.
9 March	Led the Waimakariri Access Group Training morning	19 Council staff and 2 elected members attended a training session to raise awareness of how the Council can have a positive impact on the everyday lives of those living with disabilities. It included members sharing their experiences of living with a disability followed by the chance to get out and about around Rangiora with wheelchairs, walkers and vision impairment simulation glasses. Very positive feedback received.
	Chairs and Deputy Chairs meeting with Mayor	A chance to catch up
	All Boards Briefing	Included background to draft Annual Plan, calendar of upcoming consultations, and an update from Enterprise North Canterbury.
11 March	Volunteered at Pegasus Community Centre	Busy morning and as usual the book cave was very popular. Quite a few questions from locals about the SH1 safety improvements. Good to talk to some residents about where they thought the community centre should be located.
13 March	Pre-meeting briefing and WSCB monthly meeting	Good meeting, including going through the proposed cycle/walkways between Woodend and Kaiapoi and between Woodend and Ravenswood.
15 March	Meeting with Waka Kotahi NZTA on planned SH1 safety improvements	Meeting included Mayor, local Councillors, Board Chairs and Roding Manager. An opportunity to raise the issues and discuss them.
17 March	Met to discuss the NZTA planned SH1 safety improvements	Met with Trucking NZ and Heavy Haulage Association to discuss SH1 safety improvements along with Cr Redmond. Helped to hear the issues from their perspective.
21 March	Annual Plan submission workshop – WDC and ECan	Gave us a good foundation to draft the two submissions for the Board. Also started discussing what the Board would like to see in the Long-term Plan next year.
24 March	Volunteering Expo, Pegasus Community Centre	Good attendance with both organisations and groups and those coming along to find out more and the volunteering opportunities.
29 March	Youth Development Grant	Community Board Chairs met to interview for the grant.
	Next Steps Launch	Launch of nextsteps.org.nz/ . An online wellbeing directory to help people access the support they need to take their next steps and get back on their feet.
CHAIR'S STATEMENT		
<ul style="list-style-type: none"> • Wrote Board column for April issue of The Woodpecker • Managing Board Facebook page • Working on Annual Plan submissions 		

Main issues raised by residents were:

- Waka Kotahi planned SH1 safety improvements.
- What is happening with the youth facilities promised for Pegasus.
- Pegasus Community Centre – which site is best.
- The need for the Woodend Bypass
- Ongoing concerns around safety for pedestrians and cyclists at SH1/Pegasus/Ravenswood roundabout

Shona Powell

Woodend-Sefton Community Board

WOODEND-SEFTON COMMUNITY BOARD

MEMBERS INFORMATION EXCHANGE

From March 2023

Brent Cairns

MEMBER'S DAIRY		DISCUSSION POINTS
<i>Meetings/Events members have attended</i>		<i>Community Feedback/Issues Raised</i>
Volunteer Expo		Expo was well attended.
North Canterbury Neighbourhood Support		Attended the event and was able to engage more residents and have them sign up and some have indicated they was to be street leaders. The area is popular with NCNS so much so that they need more Good Home Vouchers to pop into the welcome bags.
The Pegasus/Woodend Food Forest		<p>Attended the volunteer event and they also received interest from residents to assist. Things are growing well, and everything looks healthy and have survived the summer, thanks to Mark Patterson and his watering system.</p> <p>Meeting with Greenspace soon to ask if the food forest can alter slightly to construct a wind break.</p> <p>They have new seating and tables that have been provided by the local menzshed and their members are using the space to have coffee at.</p>

Ian Fong

MEMBER'S DAIRY		DISCUSSION POINTS
<i>Date</i>	<i>Meetings/Events members have attended</i>	<i>Community Feedback/Issues Raised</i>
2 March	Pegasus Residents Assoc meeting	
6 April	Waimak Health Advisory Group	
OTHER:	Waikuku Residents Assoc	Lack of interest, so I will propose advertising again for someone to lead

Rhonda Mather

MEMBER'S DAIRY		DISCUSSION POINTS
<i>Date</i>	<i>Meetings/Events members have attended</i>	<i>Community Feedback/Issues Raised</i>
13 March	WSCB meeting	Good discussion about cycleways.
14 March	Meeting with members of Governance team.	I met with Governance Staff to discuss some questions I had about public excluded items and conflicts of interest. They were a great help in clarifying some things and increasing my understanding of correct procedure.
15 March	'The Woodpecker' meeting	As a contributor and deliverer, I attended this meeting which was an opportunity for deliverers to provide feedback to The Woodpecker Community Trust.

MEMBER'S DAIRY		DISCUSSION POINTS
<i>Date</i>	<i>Meetings/Events members have attended</i>	<i>Community Feedback/Issues Raised</i>
16 March	Waiora Links Community Trust Board meeting	Work is progressing on collating information ready to apply for funding. Also, preparation for the Volunteer Expo.
Fridays	WDC Te Reo course	WDC provides an opportunity for staff and elected members to learn Te Reo each Friday lunchtime and I have just joined this group.
21 March	WSCB Annual Plan workshop held at Pegasus Community Centre	Three Board members discussed priorities for the WDC and ECan Annual Plans.
	Akona (LGNZ)	I took part in Akona Zoom workshops on Te Tiriti o Waitangi and Social Media.
24 March	COGS Workshop held at Pegasus Community Centre	Well attended. An opportunity for community organisations to find out about COGS funding and for COGS to what areas they should be allocating funds to.
24 March	Volunteer Expo held at Pegasus Community Centre	18 groups had stalls for this event, which provided an opportunity for members of the public to learn more about the organisations and put their name forward for volunteering.
29 March	Launch of 'Next Steps' website held at Woodend Community Centre	It is well worth a look at this new website offering information and assistance to a variety of needs in North Canterbury.
Coming up before WSCB meeting, but not attended at time of writing report		
4 April	Greypower meeting	
OTHER:		
<ul style="list-style-type: none"> Ronel's Community Cuppa is on at 10am, Wednesday 12th April at the Pegasus Community Centre. WSCB members are always welcome to attend this event which is for residents of the Woodend/Ravenswood, Pegasus and Waikuku area. This month Council staff will be attending to talk about the Draft Annual Plan. Assisted with promoting the Volunteer Expo, plus set up and pack up on the day and background info for Wendy Howe (the organiser). 		

Philip Redmond

MEMBER'S DAIRY		DISCUSSION POINTS
<i>Date</i>	<i>Meetings/Events members have attended</i>	<i>Community Feedback/Issues Raised</i>
6 March	Water Zone Committee	Weed control and spraying discussed
8 March	Integrated Transport Strategy Workshop	Notes circulated. Pegasus Drop In, Community Centre location Very well attended, about 50 residents
13 March	Kate Valley Visit	Public access restricted, clean, no smell, methane generates. Electricity, extensive native planting
14 March	Extra Ordinary Council meeting	MR 873 DCs, proposed remission for up to 20 houses, consultation.
15 March	Waka Kotahi meeting with James Caygill	Woodend and Lineside Road Safety and wire rope barriers
16 March	Whag- Strategic Terms of Reference review	Relevance and cross over with other agencies
23 March	Property Working Group	M HUD funding application for housing application
29 March	Next Steps Website launch	Interactive website, WDC, HDC and SSW.
OTHER:	Also attended 33 Council and committee meetings, staff and resident meetings, the later mainly roading and drainage. Council or community rep on all drainage groups except Oxford and Ohoka/Mandeville	