

Agenda

Rangiora-Ashley Community Board

Wednesday 12 April 2023

7pm

Council Chamber
215 High Street
Rangiora

Members:

Jim Gerard (Chairperson)
Kirstyn Barnett (Deputy Chairperson)
Robbie Brine
Ivan Campbell
Murray Clarke
Monique Fleming
Jason Goldsworthy
Liz McClure
Bruce McLaren
Joan Ward
Steve Wilkinson
Paul Williams

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AGENDA FOR THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD TO BE HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA ON WEDNESDAY 12 APRIL 2023 AT 7PM.

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 OF MINUTES</u>	
3.1.	<u>Minutes of the Rangiora-Ashley Community Board – 8 March 2023</u>	8-20
	<i>RECOMMENDATION</i>	
	THAT the Rangiora-Ashley Community Board:	
	(a) Confirms , as a true and accurate record, the circulated Minutes of the Rangiora-Ashley Community Board meeting, held on 8 March 2023.	
3.2.	<u>Matters Arising (From Minutes)</u>	
3.3.	<u>Notes of the Rangiora-Ashley Community Board Workshop – 8 March 2023</u>	21-22
	<i>RECOMMENDATION</i>	
	THAT the Rangiora-Ashley Community Board:	
	(a) Receives the notes of the Rangiora-Ashley Community Board Workshop held on 8 March 2023.	
4.	<u>DEPUTATIONS AND PRESENTATIONS</u>	
4.1.	<u>Relay for Life – Don Young</u>	
	D Young will be in attendance to update the Board on the Relay for Life event that took place on 1 April 2023.	
4.2.	<u>Emergency Management Services – Paul Cull</u>	
	P Cull will be in attendance to brief the Board on Safer Plates and Community Emergency Hubs.	
5.	<u>ADJOURNED BUSINESS</u>	
	Nil.	

6. REPORTS

6.1. Application to the Rangiora-Ashley Community Board's Discretionary Grant Fund 2022/23 – Thea Kunkel (Governance Team Leader)

23-46

RECOMMENDATION

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 230329043897.
- (b) **Approves** a grant of \$..... to the Rangiora and Districts Early Records Society Inc towards the costs of purchasing folding chairs and a teardrop flag.
OR
- (c) **Declines** the application from the Rangiora and Districts Early Records Society Inc.
- (d) **Approves** a grant of \$..... to the Rangiora Cricket Club towards the costs of repairing the grass cricket wickets at Dudley Park.
OR
- (e) **Declines** the application from the Rangiora Cricket Club.
- (f) **Approves** a grant of \$..... to the Kaiapoi Food Forest Trust toward sponsorship of Rangiora residents to attend a course about establishing a Food Forest.
OR
- (g) **Declines** the application from the Kaiapoi Food Forest Trust.

6.2. ANZAC Day Services 2023 – Thea Kunkel (Governance Team Leader)

47-49

RECOMMENDATION

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 230329043878.
- (b) **Appoints** Board member to attend the RSA service at the Rangiora High School to be held at 9.30am on Tuesday, 25 April 2023, and to lay a wreath. Noting that the wreath will be laid in conjunction with a Council representative.
- (c) **Appoints** Board member to attend the Cust and West Eyreton Anzac Day service to be held at the Cust Community Centre and the Cust Cenotaph at 10am on Tuesday, 25 April 2023, and to lay a wreath. Noting that the wreath will be laid in conjunction with a Council representative.
- (d) **Appoints** Board member, to attend the Rangiora Anzac Day Service to be held at 11.30am on Tuesday, 25 April 2023, at the Rangiora Cenotaph, and to lay a wreath.

6.3. Amendments to Standing Orders for the Rangiora-Ashley Community Board – Thea Kunkel (Governance Team Leader)

50-132

RECOMMENDATION

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 230314034862.
- (b) **Adopts** the updated Community Boards Standing Orders 2023 (Trim 230314034912), effective from 13 April 2023.

7. **CORRESPONDENCE**

7.1. **Memo regarding Waimakariri Integrated Transport Strategy Project**

132-140

RECOMMENDATION

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** memo No. 230321039242.

8. **CHAIRPERSON'S REPORT**

8.1. **Chair's Diary for March 2023**

141

RECOMMENDATION

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 230404047363.

9. **MATTERS FOR INFORMATION**

9.1. **Oxford-Ohoka Community Board Meeting Minutes 7 March 2023.**

9.2. **Woodend-Sefton Community Board Meeting Minutes 13 March 2023.**

9.3. **Kaiapoi-Tuahiwi Community Board Meeting Minutes 20 March 2023.**

9.4. **Response to draft Residual Disinfection Exemption Application Report – Report to Council meeting 7 March 2023 – Circulates to the Rangiora-Ashley Community Board.**

9.5. **Drainage and Stockwater Alternative Rating Structure – Report to Council meeting 7 March 2023 – Circulates to all Boards.**

9.6. **Submission on Proposals for the Smoked Tobacco Regulatory Regime – Report to Council meeting 7 March 2023 – Circulates to all Boards.**

9.7. **Pecuniary Interests Register – Report to Council Meeting 7 March 2023 – Circulates to all Boards.**

9.8. **Amendments to Standing Orders for Council, Committee, Sub-Committees and Hearing Panels – Report to Council meeting 7 March 2023 – Circulates to all Boards.**

9.9. **Health, Safety and Wellbeing Report February 2023 – Report to Council meeting 7 March 2023 – Circulates to all Boards.**

9.10. **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.**

9.11. **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.**

- 9.12. **Library Update to 9 March 2023 – Report to Community and Recreation Committee meeting 21 March 2023 – Circulates to all Boards.**
- 9.13. **July 2022 Flood Response Update – Report to Utilities and Roading Committee 21 March 2023 – Circulates to all Boards.**

RECOMMENDATION

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** the information in Items 9.1 to 9.13.

Note:

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

10. MEMBERS' INFORMATION EXCHANGE

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

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

11. CONSULTATION PROJECTS

11.1. **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.

12. BOARD FUNDING UPDATE

12.1. **Board Discretionary Grant**

Balance as at 28 February 2023: \$12,189.

12.2. **General Landscaping Fund**

Balance as at 28 February 2023: \$26,495.

13. MEDIA ITEMS

14. QUESTIONS UNDER STANDING ORDERS

15. URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NEXT MEETING

The next meeting of the Rangiora-Ashley Community Board is scheduled for 7pm, Wednesday 10 May 2023.

Workshop

- ***Cenotaph Corner Intersection Improvement Project*** – H Downie (Senior Advisor – Strategy and Programme) and S Binder (Senior Transport Engineer) – 30 Minutes
- ***Speed Management Plan – Full plan Speed Limit*** – S Binder (Senior Transport Engineer) and A Mace-Cochrane (Transport Engineer) – 30 minutes
- ***Members Forum***

4. **DEPUTATIONS AND PRESENTATIONS**

4.1. **Environment Canterbury Draft Annual Plan 2023-24 – Councillor G Edge**

Environment Canterbury (ECan) Councillor Edge provided a quick overview of the ECan 2023/24 Draft Annual Plan. ECan was anticipating that the rates increase would be an average of 10%. The main drivers for the rate increase were public transport (including driver wage increases), initiatives to meet carbon emissions targets and flood recovery. In terms of impact on property rates, there would be a decrease in rates for rural properties and approximately \$44 and \$37 increase in rates for Rangiora and Kaiapoi urban, respectively.

J Gerard asked if any significant projects in the Draft Annual Plan would affect the Waimakariri District. Councillor Edge advised that the work in the Okuku River and the Macintosh Drain project was continuing.

P Williams questioned what the ECan rate increase was in the previous year. Councillor Edge noted that the rate rise had been 16.2%. He did not believe the rates increases were out of control, as increases could not just be based on inflation, because there were broad issues to address.

P Williams also enquired if ECan would be addressing silt build-up in the Kaiapoi River. Councillor Edge was unaware of any planned dredging of the Kaiapoi River, however, he undertook to follow up and report back.

In response to a question from P Williams, Councillor Edge advised that the bus patronage figures could be provided. He commented that the Express service was over-utilised while off-peak had low numbers. ECan had found that switching to smaller buses would not be practical. The MyWay model used by Metro Timaru was being investigated. J McBride advised that a report on bus usage would be submitted to the Utilities and Roading Committee for consideration at their next meeting.

4.2. **Proposed Rangiora Town Cycleway**

Representatives from Rangiora PAK'nSAVE, James Flanagan and Rebecca Parish, raised concerns about the proposed Rangiora Town Cycleway Route. J Flanagan commented that there had been no meaningful consultation with PAK'nSAVE as a key business stakeholder in the area. Furthermore, it seemed that the railway crossing had not been included as part of the original integrated design but rather as an afterthought. He was concerned that cyclists would consider the cycleway as a 'safe' route, however, he believed the route had multiple risk points for the cyclists.

R Parish highlighted the following concerns:

- PAK'nSAVE had not been treated as a key business stakeholder.
- The cycleway would encourage more users through an industrial area, including primary school children.
- There was no sense in relocating the truck queuing lane for the cycleway, as it had just been relocated.
- The cycleway kerb was millimetres from the truck turning curves. Therefore, a path separated by a barrier kerb was not a sufficient risk mitigant.
- There needed to have been more focus on safety at the rail crossing at Railway/ Station/ Marsh Roads. The Council's approach appeared to be to secure the route in haste and sort safety afterwards. Safety should be considered before the detailed design phase.

In conclusion, R Parish stated that as a key affected stakeholder, PAK'nSAVE was being pushed through a process that they believed lacked due consideration and safety focus. Due to their concerns, PAK'nSAVE could not accept the cycle pathway.

B McLaren acknowledged PAK'nSAVE as a key cooperate citizen of Rangiora and enquired about the number of truck and trailer movements out of the loading zone. J Flanagan advised that there were 30 heavy vehicles a day on average, but it could vary.

R Brine noted that 24,000 vehicles used Southbrook Road per day, of which over 1,000 were heavy vehicles and asked what PAK'nSAVE believed the alternative location to the cycleway could be. J Flanagan commented that PAK'nSAVE was not in a position to answer. However, Southbrook Road had traffic lights and controlled turning, whereas Railway Road had no traffic management and uncontrolled turning of predominantly heavy vehicles.

J Gerard thanked J Flanagan and R Parish for speaking to the Board and highlighting their concerns.

Item 6.2 "Approval of Scheme Design for Consultation – Transport Choices Project 2 – Railway Road / Torlesse Street / Coronation Street / Country Lane" was taken at this time. The Minutes have been recorded as per the agenda.

5. **ADJOURNED BUSINESS**

Nil.

6. **REPORTS**

6.1. **Approval of Design – Transport Choices Project 4 – Rangiora On-Road Cycle Lane** – K Straw (Civil Projects Team Leader), A Mace-Cochrane (Project Engineer) and J McBride (Roading and Transport Manager)

D Young introduced the report noting that the on-road cycle lane was not intended as a safe passage for low-confidence cyclists. Instead, the route provided a continuous safe link through Rangiora, with the proposed works providing clear guidance along the path with coloured markings or symbols.

K Straw provided a comprehensive overview of the entire route using the Scheme Design Drawing of 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. K Straw further explained that speedhumps would be installed to slow vehicle speed on the north and south approach to the Ashley Street/ Blackett Street roundabout, which was the recommended design approach following a coroner's investigation. By slowing vehicles, it provided cyclists with the opportunity to leave the cycle lane and join the road.

K Straw advised that a new kerb buildout would be constructed to allow cyclists to continue past any parked bus at the bus stop on the corner of Ashley and Burt Streets (rather than encouraging into the bus stop), maintain parking, and increase bus stop length. He noted that a carpark would be lost outside Lilybrook Village. However, the carpark was used mainly for staff parking, and there was ample off-street parking to accommodate patronage for shops.

L McClure asked if carparks would be lost outside Kip McGrath on Ivory Street. D Young confirmed that a carpark would be lost, however, there was another project planned to improve Ivory Street / Northbrook Road intersection.

M Fleming questioned the proposed education of the public regarding sharing the road with cyclists. K Straw agreed that education was needed, as there seemed to be little understanding of the New Zealand Road Code about the rights of cyclists.

I Campbell enquired about a possible shared path on the outside of the Blckett / Ashley Streets roundabout and the safety of cyclists merging with vehicles at the roundabout. K Straw noted that a Grade 3 cycleway was designed for fairly confident cyclists. The design for a cycle lane outside the roundabout was more significant than the design provided. D Young commented that while the application was new to Rangiora it was standard road design guidance and good practice. J McBride reiterated that the proposed design aligned with the Coroner's recommendations.

In response to a question raised by P Williams, K Straw confirmed that 40 carparks would be removed along the cycle route. P Williams further asked why allowance was made for two bus parking on the Ashley / Burt Streets corner when buses could park elsewhere, to which K Straw noted that it was an ECan requirement.

J Goldsworthy enquired about future plans for the Northbrook/ Ivory Streets intersection and if completing the cycle lane as part of future works would not be better. D Young explained that there was currently no budget in the 2021/31 Long-Term Plan for upgrading the Northbrook/ Ivory Streets intersection. However, it had been recognised as requiring attention and would be one of the projects brought to the Council for consideration. Concerning temporarily delaying a portion of the cycleway, he believed it was better to complete the lane from one end to the other, otherwise, it could confuse cyclists.

J Goldsworthy also asked about the previous parking survey and the average occupancy of carparks along the route. K Straw commented that some sites were seldom used while other areas were busy; it was, therefore, difficult to ascertain average occupancy. D Young commented that the team fully acknowledged the loss of carparks and sought to minimise the impact while trying to balance several issues.

Moved: J Goldsworthy

Seconded: R Brine

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 230131011985.
- (b) **Recommends** to the Utilities and Roading Committee that:
 - i. **Approves** the Design as per the Design Drawing Set (Trim 230216020671), noting that the staff would then implement the works.
 - ii. **Approves** the No Stopping Schedule as per the Schedule of No Stopping Restrictions (Trim 230217021456).
 - iii. **Notes** that staff would inform impacted residents and stakeholders prior to works being implemented.
 - iv. **Notes** that the works as designed would result in the loss of 40 on-street, car parking spaces, though out the length of the project, at the locations specified within the Schedule of No Stopping Restrictions (Trim 230217021456).
 - v. **Notes** that this project is funded through the "Transport Choices" funding stream (which was still subject to final signing and confirmation), and this requires that all works were completed by June 2024.

- vi. **Notes** that the funding agreement between Waka Kotahi and the Waimakariri District Council was dependent on the site having been through an independent Road Safety Audit process, which would proceed upon acceptance of this report, and that the safety audit may result in further minor design changes.

CARRIED

P Williams against

J Goldsworthy commented that there had been much work on the project, concentrating on safety. It was a Grade 3 cycleway for confident cyclists to use as a commuter thoroughfare. The Council was accommodating a modal shift, and while he did not necessarily agree, integrating cyclists on the road was required.

R Brine had witnessed many elderly residents on bicycles, and he also believed there was a need to consider less-confident cyclists. He trusted there would be feedback on the Blackett / Ashley Streets roundabout speedhumps, however, he accepted that the Council was heeding the advice of the Coroner. He was encouraged by plans for the realignment of the Northbrook Road/ Ivory Street intersection.

P Williams had concerns regarding the whole cycleway concept. He believed that children and young people should be kept off busy roads and that the Council had to think long-term and consider the proposed Eastern Bypass. He was concerned about removing car parks adjacent to the Rangiora Showgrounds as they were well utilised during events.

L McClure supported the motion, however, she urged that education should be provided about the Blackett /Ashley Streets roundabout as Rangiora High School students utilised it often.

6.2 **Approval of Scheme Design for Consultation – Transport Choices Project 2 – Railway Road / Torlesse Street / Coronation Street / Country lane** – K Straw (Civil Projects Team Leader), A Kibblewhite (Senior Project Engineer) and J McBride (Roading and Transport Manager)

D Young introduced the report noting that the cycleway was part of the Walking and Cycling Network Plan. Feedback showed that 82% of respondents favoured more significant spending on cycleways which was a strong mandate. He noted the increase in cyclists and improved cycle access to Christchurch. The report's purpose was to request the Board to recommend the scheme design of the cycleway for public consultation. Once the concept was approved by the Council's Utilities and Roading Committee, staff would undertake further consultation (where PAK'nSAVE would be recognised as a key stakeholder) and proceed to detailed design. An essential part of the process would be an independent Road Safety Audit.

D Young explained that letters were dropped in every mailbox along the proposed route, including every business. However, he acknowledged that the communications with stakeholders may have needed to be more thorough. D Young briefly explained the background to selecting the route and noted that this route was the better option compared to the other routes considered. However, he noted the concerns raised by PAK'nSAVE regarding the proposed cycle route.

K Straw provided a comprehensive overview of the entire route using the Scheme Design Drawing of each section of the cycle lane. He also tabled revised drawings for part of the route and explained changes. As part of his justification, he highlighted path type, path width, required tree removal, intersections, berms and kerbs, parking changes and traffic signals.

M Fleming asked for clarification on the low kerb separating trucks and cyclists outside PAK'nSAVE. K Straw explained that it would be a standard kerb and channel which was about 130 millimetres high and would therefore not prevent heavy vehicles from driving over the kerb. Other options may be to increase the kerb height or to install physical barriers, however, that area was very constrained.

In response to questions, D Young provided further details on the status of the Marsh/ Station/ Railway Roads intersection, he noted that KiwiRail had previously undertaken a safety investigation, however, it required a refresh. The challenges at the intersection would be difficult to resolve, as it may require land purchases. However, there was budget provision for upgrading the intersection in the later years of the 2021/31 Long Term Plan that could be brought forward. Therefore, he did not believe the intersection should be a consideration to not progress with the route.

P Williams also questioned which groups had provided feedback – cycle groups or the general public. D Young explained that a comprehensive flyer had gone to every letterbox to consult the wider public. There had been a wide range of submissions from organisations and individuals, which the Council considered.

P Williams questioned if the cycleways were potentially giving children a false sense of security. D Young acknowledged there were challenges with the route, however, he reiterated that compared to other routes, this route was considered the safest option.

P Williams enquired about the removal of car parking on Country Lane. D Young acknowledged parking around Southbrook Park was a challenge especially during touch rugby session. It was likely cars would stretch another four to five cars further along the side streets.

J Goldsworthy asked about the critical safety differences on the various routes considered. D Young explained that a multicriteria analysis had been conducted, which could be provided to the Board. The various options were evaluated against approximately ten criteria through a robust process involving several staff members. A summary of the analysis had been provided to the Board and Council previously. There had been a clear preference for the current route resulting from the analysis.

R Brine sought clarity if it would be possible to approve the route as a 'Scheme Concept' rather than a 'Scheme Design'. D Young believed that was an option, he noted that the Council would halt the process if they felt the risk could not be mitigated. However, they did believe risks could be mitigated, which would be shown in the detailed design phase.

R Brine asked about future consultation, and D Young confirmed that the Council planned to contract every business and individual on the route. K Straw advised that the upcoming report to the Council's Utilities and Roading Committee would include the Communications Plan.

I Campbell questioned if the Council had considered the ratio of cars to cyclists and the traffic flow of rural residents. D Young explained that they were expecting an increase in cyclists, however, they did not have data on that at this stage. Staff were aiming to mitigate cycleway impact on vehicle impediment to travel.

Moved: R Brine

Seconded: B McLaren

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 230131011979.
- (b) **Recommends** to the Utilities and Roading Committee that:
 - i. **Approves** the scheme Concept as per Scheme Concept Drawing Set (Trim 230216020650) for the purposes of consultation.
 - ii. **Notes** that staff would present the approved Scheme Concept to directly impacted residents and stakeholders for feedback.
 - iii. **Notes** that feedback from the consultation would be fed into the Detailed Design, and that the Detailed Design would be reported back to the Rangiora-Ashley Community Board in May 2023.
 - iv. **Notes** the Scheme Concept requires the removal of seven on-street, car parking spaces at the locations detailed within the Draft Parking Removal Schedule (Trim 230221023538), and that the final approval of any parking spaces to be removed would be included within the detailed design report in May 2023.
 - v. **Notes** that any parking to be removed as result of the Scheme Concept would be communicated directly with the immediate adjacent residents.
 - vi. **Notes** that the Scheme Concept required the removal of 12 existing street trees, which were required to be replaced in alternative locations as noted in the Draft Tree Removal Schedule (Trim 230223024638), and that final approval of the removal of any street trees would be included within the detailed design report in May 2023.
 - vii. **Notes** that this project was funded through the "Transport Choices" funding stream (which was still subject to final signing and confirmation), and this requires that all works was complete by June 2024.
 - viii. **Notes** that the funding agreement between Waka Kotahi and the Waimakariri District Council was dependent on the site having been through an independent Road Safety Audit process, which would proceed upon acceptance of this report, and that the safety audit may result in further minor design changes.

CARRIED

P Williams against

R Brine noted that the cycleway's design would be submitted to the Board for consideration in the future with hopefully solutions addressing the challenges. He was a frequent cyclist on Southbrook Road and noted that well-planned, safe cycle routes were essential. Supporting the 'Scheme Concept' would allow staff to consider options and valid points raised during consultation. He looked forward to the upcoming report.

B McLaren supported the motion, considering the number of vehicle movements on Southbrook Road compared to vehicle movements on Railway Road.

P Williams acknowledged the difficulty in retrofitting cycle lanes into existing infrastructure, however, he did not support the motion. He believed that cycleways needed to be safe for children as they gave a false sense of security, and children may expect cars to give way. He was also concerned about the extent of the previous consultation. In conclusion, he noted that figures from Christchurch City Council showed a decline in cyclists.

L McClure thanked the representatives from PAK'nSAVE and agreed that the Council needed to review the consultation process. She believed there needed to be a safety-first approach and noted that staff had much work ahead of them to provide a design that she would consider safe for children. M Fleming concurred that there was a need for more significant safety barriers and visibility for children.

J Goldsworthy supported the motion for further consultation and feedback from the community. In his opinion, the safety concerns were valid, however, he was reminded of the many robust conversations regarding routes and commended the work staff had put into the scheme.

M Clarke supported the motion, although he understood the concerns of PAK'nSAVE regarding the possible interactions between heavy vehicles and cyclists.

In his right of reply, R Brine noted that staff had acknowledged there was work to do and were going out to the community for feedback.

6.3 **Road Naming – Townsend Fields Stage Four** – S Morrow (Rates Officer – Property Specialist)

S Morrow briefly introduced the report, which requested the Board to approve road names for Townsend Fields Stage Four. He noted that if the Board did not care for the road names provided by the developer, they could select other names from the Community Boards pre-approved road names list.

Moved: P Williams

Seconded: L McClure

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 230223024989.
- (b) **Approves** the following road names for Townsend Fields Stage Four for four roads numbered one to four on the Plan of the Subdivision (Trim 230223024964).
 - i. Kelly Street
 - ii. Sutton Street
 - iii. Cathie Street
 - iv. McIntyre Place (Private ROW)
- (c) **Notes** that the Rangiora-Ashley Community Board may replace any proposed names with a name of its choice.

CARRIED

6.4 **Youth Council – Dudley Skate Park Mural Update** – Emily Belton (Youth Development Facilitator)

E Belton spoke to the report and highlighted that the project was youth-led and that the youth were engaged throughout the process. They were supported by the Squash Club, who approved the mural to be painted on their building. The Youth Council were excited to see progress on the skate park redevelopment.

Moved: P Williams

Seconded: B McLaren

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 220901151416.
- (b) **Notes** that design approval was being sought from the Waimakariri Public Arts Trust.
- (c) **Approves** the preferred option for completion of the mural, supported by the local artist, with the community engaged in aspects of its painting.
- (d) **Notes** that the Rangiora Squash Club had fully endorsed the project and gave full license to proceed with this youth-led approach.
- (e) **Notes** that a comprehensive Health and Safety Plan would guide this work, under the supervision of the Youth Development Facilitator.
- (f) **Notes** that \$3,000 in Creative Communities Funding had been allocated for the completion of this project. This provision was limited to a funding period which ended 31 March 2023.
- (g) **Notes** that Youth Council and Council staff would present to the Rangiora-Ashley Community Board an overview of mural design.

CARRIED

P Williams supported youth in the district and hoped there would be future Councillors among them.

J Gerard was pleased to see the enthusiasm for the beautification of the town. He requested E Belton to pass on the Board's gratitude to the Youth Council for spearheading the project.

6.5 **Application to the Rangiora-Ashley Community Board's 2022/23 Discretionary Grant Fund** – T Kunkel (Governance Team Leader)

T Kunkel spoke to the report, which requested discretionary grant funding for a Relay for Life fundraising event to be held in Rangiora. This inspiring community event allowed people to celebrate cancer survivors and carers, remember loved ones lost to cancer, and fight back by raising awareness and funds for the Cancer Society. Much of the work was done by volunteers, however, there were several unavoidable costs incurred in organising such an event, such as the hire of portaloos, lighting/ sound systems and a stage. This year the event would be held in Dudley Park, Rangiora, on Saturday, 1 April 2023 and was expected to attract approximately 50% of participants from the Rangiora-Ashley Ward.

T Kunkel confirmed that the application was brought by a Council staff member acting in his personal capacity as the Chairperson for the Rangiora Relay for Life Fundraising Committee. T Kunkel reminded the Board that they still had \$16,189 funding remaining for the remainder of the financial year.

Moved: L McClure

Seconded: B McLaren

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 230222023990.
- (b) **Approves** a grant of \$4,000 to the Relay for Life Fundraising Committee towards the costs of hosting the Relay for Life event.

CARRIED

L McClure noted that Relay For Life is a community fundraising event full of energy and emotion. All the funds raised during the event would be donated to the Cancer Society, a well-known organisation that was very active in the community supporting people dealing with cancer. The funds used to host the event would reduce the funds which could be contributed towards the Cancer Society's objectives, such as education, support, and research. Community organisations were currently dealing with difficult economic times, in which it was challenging to secure funding and sponsorships. Because the Board had substantial funding available to allocate to community groups and organisations until June 2023, L McClure supported a grant of \$4,000, which was the estimated cost of hosting the event. B McLaren concurred with the comments made by L McClure and supported the motion.

6.6 **Approval of the Rangiora-Ashley Community Board Plan 2022-25** – T Kunkel (Governance Team Leader)

T Kunkel thanked all Board members for their hard work contributing to the Rangiora-Ashley Community Board Plan 2022-25. The Chairperson could approve any minor changes to the Plan in the final version.

Moved: B McLaren

Seconded: L McClure

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 230118005748.
- (b) **Approves** the Rangiora-Ashley Community Board Plan 2022-25 (Trim 230209016874).
- (c) **Authorises** the Chairperson to approve the final version of the Rangiora-Ashley Community Board Plan 2022-25, if any further minor editorial corrections are required.

CARRIED

L McClure thanked T Kunkel for her assistance with the plan.

7. **CORRESPONDENCE**

Nil.

8. CHAIRPERSON'S REPORT

8.1. Chair's Diary for February 2023

Moved: J Gerard

Seconded: J Goldsworthy

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 230301027983.

CARRIED

9. MATTERS FOR INFORMATION

- 9.1. Woodend-Sefton Community Board Meeting Minutes 13 February 2023.
- 9.2. Oxford-Ohoka 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: J Goldsworthy

Seconded: R Brine

THAT the Rangiora-Ashley Community Board:

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

CARRIED

10. MEMBERS' INFORMATION EXCHANGE

R Brine

- The Council approved the Draft Annual Plan, which included an average 5.97% rate rise.
- The Joint Solid Waste and Joint Landfill Committees had their inaugural meetings. It was a requirement that a representative from Christchurch City Council (CCC) had to chair the Joint Landfill Committee and Mark Peters was therefore elected as the new Chairperson. J Gough was the CCC representative to Transwaste and Grant Miller was the rural representative.

J Goldsworthy

- Attended the Swannanoa Fair.
- Attended two catchups meeting with the Rangiora Promotions Association.
- Attended EcoEducate recycling bin audit.
- Attended Youth Council meeting.
- Attended meeting with Council's Civil Defence and Regulation staff.

I Campbell

- Met with residents of Yaxleys Road, Loburn regarding stormwater issues.
- Contacted Council staff regarding War Memorial at the Loburn Domain.

M Fleming

- Noted the Waimakariri Access Group's upcoming accessibility training for Council staff.

M Clarke

- Briefly attended the Greypower meeting - the President of the local chapter had now been elected as the National President.
- Attended market day at St Johns and was able to assist residents with minor complaints through the Council's Service Request System.

P Williams

- Noted numerous Council meetings.
- Commented that living costs were increasing and people were now struggling to pay rates, he believed it was the Council's duty to help keep costs down.
- Still receiving comments regarding the problems with the road network in the district.

L McClure

- Attended the Festival of Colour.
- Referred to report included as part of the agenda.

B McLaren

- Referred to report included as part of the agenda.

11. CONSULTATION PROJECTS**11.1. Pegasus Community Centre**

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

Consultation closes Wednesday 15 March 2023.

11.2. Huihui Mai – Greater Christchurch Partnership

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

Consultation closes Sunday 26 March 2023.

The Board noted the projects out for consultation.

12. BOARD FUNDING UPDATE

12.1. Board Discretionary Grant

Balance as of 28 February 2023: \$16,189.

12.2. General Landscaping Fund

Balance as of 28 February 2023: \$26,495.

The Board noted the Board funding upgrades.

13. MEDIA ITEMS

Nil.

14. QUESTIONS UNDER STANDING ORDERS

Nil

15. URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil

NEXT MEETING

The next meeting of the Rangiora-Ashley Community Board is scheduled for 7pm, Wednesday 12 April 2023.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 9.25PM.

CONFIRMED

Chairperson

Date

NOTES OF THE WORKSHOP OF THE RANGIORA-ASHLEY COMMUNITY BOARD HELD IN THE COUNCIL CHAMBERS, RANGIORA SERVICE CENTRE, 215 HIGH STREET, RANGIORA, ON WEDNESDAY, 8 MARCH 2023, AT 9.25 PM.

PRESENT:

J Gerard (Chairperson), R Brine, I Campbell, M Clarke, M Fleming, J Goldsworthy, L McClure, B McLaren and P Williams.

IN ATTENDANCE

G Cleary (General Manager Utilities and Roading), J McBride (Roading and Transport Manager), K Nutbrown (Communications and Engagement Advisor), T Kunkel (Governance Team Leader) and E Stubbs (Governance Support Officer).

One member of the public was in attendance.

APOLOGIES

Moved: L McClure

Seconded: M Fleming

THAT apologies for absence be received and sustained from K Barnett, J Ward and S Wilkinson

CARRIED

1. PUBLIC COMMUNICATIONS – K Nutbrown (Communications and Engagement Advisor).

Key Points:

- Was the Board interested in setting up and moderating a Board Facebook page to share items of interest?
- L McClure and B McLaren expressed interest in co-ordinating a Board Facebook page and a meeting would be arranged with K Nutbrown to further discuss the process.

Questions/ Issues:

- *Did the members volunteering have experience in running a Facebook page?*
L McClure advised that she ran the Fire Brigade Facebook page with over 4 million interactions.
- *What staff involvement would there be?*
Council staff looked after the main Council Facebook page, there was not staff resourcing to moderate Community Board pages, however, staff would share posts and were available to advise.
- *How would comments be moderated?*
Moderators could hide offensive comments, however, people criticising Council was part of democracy and a voice of reason would generally find its way.
- *Could a report be brought back to the Board to formalise arrangement?*
It was agreed a report would be brought to the Board following staff discussion with L McClure and B McLaren.

2. ALL THINGS ROADING – J McBride (Roading and Transport Manager)

Key Points:

- An overview of the roading network was provided.
- An update on benchmarking and levels of service was provided.
- The maintenance and renewals planning were outlined.
- The New Zealand Transport Agency's (NZTA) process for funding was explained.

- Issues in the roading network were highlighted including impacts of flood events, unsealed roads and rainfall and groundwater levels.
- The Roothing capital works programme for 2023/24 was outlined (Trim 230306030136).

Questions/ Issues:

- *Were roads graded to best practice guidelines?*
There were times of year that it was too dry to rip roads before grading and not all roads were rolled. Maintenance costs were increasing and in the last two years there had been significant impact from rain events. The Council was therefore considering purchase of a 'walk-n-roll' to assist with the process.
- *What was being done to address high shoulders?*
Staff were looking at high shoulder removal.
- *Why were roads breaking up following upgrade work?*
Staff were investigating the pothole on Oxford Road as the reason for its formation was unclear. Staff were in discussion with contractors who were repairing the pothole to ascertain what may have gone wrong. Staff were working with the property owner regarding the site on Revells Road.
- *At what point would staff consider crossings over fords?*
Bridges added a significant cost, and for roads that did not carry much traffic the cost benefit analysis was not favourable to install a bridge.
- *How did the Council communicate ford closure?*
Through the Council's website. If an email address was provided (such as for the fire brigade), notifications could also be provided through that format.
- *What were traffic management plans for ANZAC Day?*
Full closure.

3. **MEMBER'S FORUM**

No matters were raised by members.

THERE BEING NO FURTHER BUSINESS, THE WORKSHOP CONCLUDED AT 22.23PM.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: GOV-26-11-06 / 230329043897

REPORT TO: RANGRIOA-ASHLEY COMMUNITY BOARD

DATE OF MEETING: 12 April 2023

AUTHOR(S): Thea Kunkel, Governance Team Leader

SUBJECT: Application to the Rangiora-Ashley Community Board's Discretionary Grant Fund 2022/23

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

_____ General Manager

_____ Acting Chief Executive

1. SUMMARY

1.1. This report is to consider three applications for funding received from:

Name of Organisation	Purpose	Amount Requested
The Rangiora and Districts Early Records Society Inc	Towards the costs for purchasing folding chairs and a teardrop flag.	\$800
Rangiora Cricket Club	Towards the cost of repairing the grass cricket wickets at Dudley Park	\$500
The Kaiapoi Food Forest Trust	Toward sponsorship of Rangiora residents to attend a course about establishing a Food Forest.	\$180
Total		\$1,480

Attachments:

- i. Application from the Rangiora and Districts Early Records Society Inc (Trim:230323040159)
- ii. Application from the Rangiora Cricket Club (Trim:230329043833)
- iii. Application from the Kaiapoi Food Forest Trust (230406048678)
- ii. A spreadsheet showing the previous two years' grants.
- iv. Board funding criteria 2022/23 (Trim Ref: 210603089776).

2. RECOMMENDATION

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 230329043897.
- (b) **Approves** a grant of \$..... to the Rangiora and Districts Early Records Society Inc towards the costs of purchasing folding chairs and a teardrop flag.
OR
- (c) **Declines** the application from the Rangiora and Districts Early Records Society Inc.
- (d) **Approves** a grant of \$..... to the Rangiora Cricket Club towards the costs of repairing the grass cricket wickets at Dudley Park.
OR

- (e) **Declines** the application from the Rangiora Cricket Club.
- (f) **Approves** a grant of \$..... to the Kaiapoi Food Forest Trust toward sponsorship of Rangiora residents to attend a course about establishing a Food Forest.
OR
- (g) **Declines** the application from the Kaiapoi Food Forest Trust.

3. **BACKGROUND**

- 3.1. The **Rangiora and Districts Early Records Society Inc** is requesting funding for purchasing folding chairs and a teardrop flag for public events held at the museum.
- 3.2. The **Rangiora Cricket Club** is seeking funding towards the costs of repairing the grass cricket wickets at Dudley Park.
- 3.3. The **Kaiapoi Food Forest Trust** is seeking funding to sponsor Rangiora residents to attend a course about establishing a Food Forest.
- 3.4. The current balance of the Rangiora-Ashley Community Board's Discretionary Grant Fund for 2022/23 is \$12,189.

4. **ISSUES AND OPTIONS**

The Rangiora and Districts Early Records Society Inc (*the Society*)

- 4.1 The Society was founded in 1960 and is responsible for caring for the Rangiora Museum and local archives. The Society aims to preserve records and artefacts of Rangiora and the surrounding area. The museum is situated at 29 Good Street, Rangiora, in what was the top story of the BNZ building, which was relocated to the site in 1967. Since its formation, the Society has benefited from donations of some 5,000 objects and more than 11,000 photographs, and glass slides.
- 4.2 The Society has applied for funding to purchase folding chairs for public events at the museum. This will enable more people to be comfortable while attending public events, as currently, people have to stand. It is hoped that larger audiences at events would assist the Society with fundraising. The Society also wishes to purchase a teardrop flag to advertise that the museum is open, thereby attracting more visitors.
- 4.3 It is estimated that the chairs and flag will cost \$800, and the Society has been fundraising, as usual, through calendar sales and donations at events. However, if this application is unsuccessful, the costs for the chairs and flag will come from the other funds raised by the Society. Thus, decreasing the funds for the administration of the Rangiora Museum.
- 4.4 It should be noted that the application criteria specify that grants are customarily limited to a maximum of \$500 in any financial year.
- 4.5 These Rangiora Museum archives are of great value to those researching the history of Rangiora families and are accessed mainly (94%) by residents of the Rangiora-Ashley Ward. In June 2018, the Board granted the Society \$500 to replace their scanner and received the required Accountability Form.

Rangiora Cricket Club (*the Club*)

- 4.6 The Club is the second oldest cricket club in New Zealand, founded in 1859 and will be entering its 164th year this season. The Club caters to juniors, and all players are primary school-aged. In 2021 the Club got enough members to field its first-ever Girls' team, which played in the town competition. The Club aims to grow player numbers by 10% to 15%. To encourage this, the Club runs fun activities and skills training such as the "Superstars" programme outside of its usual Saturday morning cricket to get five and six-year-olds interested in the sport. The Club currently has 95 players (10 teams), mainly from local schools in Rangiora.
- 4.7 At the end of each season, the Club employs a specialist groundskeeper to do maintenance and repairs on their grass cricket wickets at their home ground, Dudley Park, to ensure they are ready for the start of the next season in term four. This includes killing weeds, dethatching the grass, topping up the clay base and sprinkler repairs (if needed), as well as re-seeding the grass coverage. Dudley Park has become an excellent venue for cricket, and annual maintenance and repairs keep it that way.
- 4.8 The maintenance and repairs on their grass cricket wickets allow the Clubs' junior teams to play on a good, safe grass pitch. It is estimated that the maintenance and repairs will cost \$1,100, however, the Club has yet to do any fundraising for this project as they are currently fundraising for artificial wickets. Nevertheless, if this application is unsuccessful, the annual maintenance and repairs will still be done. In April 2022, the Board granted the Club \$496 to purchase new cricket balls and the required Accountability Form was received.

The Kaiapoi Food Forest Trust (*the Trust*)

- 4.9 The Board believe that having reliable access to affordable, nutritious, and safe food is fundamental to the health and wellbeing of the community. Evidence suggests that increasing the local availability of food, especially fruit and vegetables, is a vital strategy to improve healthy eating and avoid chronic disease. Support for a local food source can also assist in building a more sustainable local economy and social support networks. Community Board, therefore, supports community-led initiatives to improve access to food, such as community gardens, food forests, farmers' markets, and garden-to-table school programmes.
- 4.10 In light of the above, the Board invited Brent Cairns to discuss the establishment and success of the Kaiapoi Food Forest at its meeting on 14 December 2023. At the meeting, Mr Cairns indicated that the first step to establishing a food forest in Rangiora would be for the Trust to host an educational class in Rangiora for people interested in setting up a food forest. These people would then be expected to design their own food forest, which would be submitted to the Board for approval. Hence the Trust is hosting a Food Forest Design Course in Rangiora on 16 April 2023.
- 4.11 The key to a thriving food forest was that it was a community project which community volunteers managed. Hence the Trust is seeking funding to sponsor two Rangiora residents to attend the course at \$90 per person. If this application is unsuccessful, the sponsorship will not proceed. This is the first time the Trust has applied for Board funding.
- 4.12 The Board may approve or decline grants per the grant guidelines.
- 4.13 **Implications for Community Wellbeing**
There are no social and cultural implications on community wellbeing by the issues and options that are the subject matter of this report.
- 4.14 The Management Team has reviewed this report.

5. **COMMUNITY VIEWS**

5.1 **Mana whenua**

Taking into consideration the provisions of the Memorandum of Understanding between Te Ngāi Tūāhuriri Rūnanga and the Council, Te Ngāi Tūāhuriri hapū may be affected by or have an interest in the subject matter of this report.

5.2 **Groups and Organisations**

No other groups or organisations other than the Rangiora and Districts Early Records Society Inc, the Rangiora Cricket Club and the Kaiapoi Food Forest Trust are likely to be affected by or to have an interest in the subject matter of this report.

5.3 **Wider Community**

The wider community will likely be unaffected by or interested in this report's subject matter. However, the Rangiora Museum archives are of great value to the surrounding community, and young players and their extended families enjoy the Rangiora Cricket Club matches. In addition, the wider community will be able to enjoy the food harvested once the Rangiora Food forest is established.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1 **Financial Implications**

The Annual Plan for 2022/23 includes budget provision for the Rangiora-Ashley Community Board to approve grants to community groups up to \$10,160. An amount of \$7,909 was carried forward from the 2021/22 financial year, bringing the Discretionary Grant Fund to a total of \$18,069 this financial year.

The application criteria specify that grants are customarily limited to a maximum of \$500 in any financial year (July to June), even though a group can apply up to twice a year, providing it is for different projects. Where applicable, GST values are calculated and added to appropriately registered groups if decided benefits exceed Board resolved values. The current available balance of the Rangiora-Ashley Community Board's Discretionary Grant Fund 2022/23 is \$12,189.

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 is a risk that the people sponsored by the Kaiapoi Food Forest Trust would be unable to establish a food forest in the Rangiora area. However, the small amount requested for the sponsorship makes the risk minor.

6.4 **Health and Safety**

All health and safety-related issues will fall under the auspices of the Rangiora and Districts Early Records Society Inc, the Rangiora Cricket Club and the Kaiapoi Food Forest Trust.

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

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

People are friendly and caring, creating a strong sense of community in our District. There are wide-ranging opportunities for people of different ages and cultures to participate in community life and recreational activities.

7.4 Authorising Delegations

Community Boards have delegated authority to approve Discretionary Grant Funding.

Groups applying for Board Discretionary Grants 2022/2023

Name of Group: The Rangiora and Districts Early Records Society Inc.

Address: [Redacted] (Rangiora Museum)

Contact Person within Organisation: Bev [Redacted]

Position within Organisation: Committee Member - Funding + Finance

Contact phone number: [Redacted] Email: [Redacted]

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

- 1) Purchase of 20 folding chairs to be used during public events at the museum. We currently have insufficient chairs to accommodate all visitors at events.
- 2) Purchase of tear drop flag

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

Overall Cost of Project: \$800 Amount Requested: \$800

How many people will directly benefit from this project? 100

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

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

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

Oxford-Ohoka 2 % Rangiora-Ashley 94 % Woodend-Sefton 2 % Kaiapoi-Tuahiwi 2 %

Other (please specify): _____

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

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

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

- 1) Ability to increase audience numbers. Currently people have to stand as not enough seats. Some existing seats in adequate.
- 2) Flag advertises we are open, attracts additional visitors

What is the benefit(s) to your organisation?

Bigger audiences at events. As donations are encouraged this helps with fundraising. Flag will attract casual visitors to this Waimakariri facility.

What are the benefit(s) to the Rangiora-Ashley community or wider district?

More people can attend events of interest and learn about its history.

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

If yes, name of parent group: _____

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

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

General fundraising via calendar sales, donations at events; this funding earmarked for ongoing Museum operations.

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

If yes, please supply details:

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

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

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

Signed:  Date: 21 March 2023

The Rangiora and Districts Early Records Society
Rangiora Museum
Receipts and Payments 1st March 2021 to 31 March 2022

	Notes	Actual This Year (Mar 2022) (13 months) \$	Actual Last Year (Feb 2021) (Full Year) \$
OPERATING RECEIPTS			
Donations, fundraising and other similar receipts	see Note 1	31,572.10	21,942.70
Fees, Subscriptions and other receipts from members		1,280.00	910.00
Receipts from providing goods or services	see Note 2	2,806.50	4,915.20
Interest, dividends and other investment income receipts		441.37	473.21
TOTAL OPERATING RECEIPTS	see Note 3	36,099.97	28,241.11
OPERATING PAYMENTS			
Payments related to public fundraising		15,051.86	13,837.50
Volunteer and employee related payments		184.69	44.50
Payments related to providing goods or services		11,083.08	7,234.13
Grants and donations paid		175.31	175.31
TOTAL OPERATING PAYMENTS		26,494.94	21,291.44
Operating Surplus or (Deficit)		9,605.03	6,949.67
CAPITAL PAYMENTS			
Purchase of Assets	see Note 4	(3,819.41)	-
Net Transfer to Term Deposit account		(18,914.04)	-
INCREASE/DECREASE IN BANK ACCOUNTS AND CASH		(13,128.42)	6,949.67
BANK ACCOUNTS AND CASH AT THE BEGINNING OF THE FINANCIAL YEAR			
BNZ Account		24,571.95	17,301.77
Term Deposits		14,085.96	13,621.56
Archives Account		-	706.21
Archives Cash Box		-	68.70
Petty Cash		3.30	13.30
TOTAL BANK ACCOUNTS AND CASH AT THE BEGINNING OF THE FINANCIAL YEAR		38,661.21	31,711.54
BANK ACCOUNTS AND CASH			
BNZ Account		11,291.73	24,571.95
Term Deposits		33,000.00	14,085.96
Petty Cash		155.10	3.30
TOTAL BANK ACCOUNTS AND CASH		44,446.83	38,661.21

David J Petrie

Chairperson - David Petrie

Jan Smith

Treasurer - Jan Smith

Jocelyne Hill

Assurance Reviewer - Jocelyne Hill

Statement of Receipts and Payments for the period ending 31 March 2022

Accounting policies

The Rangiora and Districts Early Records Society Inc. is permitted by law to apply PBE SFR-C (NFP) Public Benefit Entity Simple Format Reporting - Cash (Not-For-Profit) as established by the External Reporting Board for registered charities and has elected to do so. All transactions are reported in the Statement of Receipts and Payments and related Notes on a cash basis.

Goods and Services Tax (GST)

The Rangiora and Districts Early Records Society Inc. is not registered for GST. Therefore amounts recorded in the Performance Report are inclusive of GST (if any).

Change of Reporting Date

The Rangiora and Districts Early Records Society Inc. has changed its reporting date from 28 February to 31 March. As a result, the current report covers 13 months from 1 March 2021 to 31 March 2022.

Notes to the Accounts

Note 1:

Grants received from:	This Year	Purpose	Last Year
Waimakariri District Council	5,222.00	Operations grant for 2020-21	5,222.00
Rata Foundation	5,000.00	Photographic Curator's contract	5,000.00
Aotearoa Gaming Trust (formerly The Southern Trust)	8,000.00	Photographic Curator's contract	8,000.00
Te Papa - Helping Hands Grant	2,000.00	Improved lighting in display areas	2,000.00
	20,222.00		20,222.00

Note 2:

Thanks to the generosity of Allan Pethig of R Grant Electrical Ltd, Wilson Print and IanMackintosh, sales of the 2021 and 2022 calendars generated an income of \$2,055

Note 3:

Total receipts for the current period were boosted by two substattial donations totally \$8,813. For the current period, Door Sales, previously reported separately, have been combined with Donations. Expenses for the period included upgrade work on the museum lighting funded by grants received from Te Papa. Other expenses reflect the 13 month period being reported.

Note 4:

During the year, the Committee approved the purchase of a new computer and a TV for public information and presentations.



QUOTE

Rangiora Museum
29 Good Street
Rangiora 7400

Date
22 Mar 2023

Expiry
19 Apr 2023

Quote Number
QU-0392

Reference
Angela

GST Number
100-588-587

Wilson Print Ltd
341c Flaxton Road
Southbrook
PO Box 348
RANGIORA 7440
P. 03 313 7208

Description	Quantity	Unit Price	Amount NZD
Tear drop flag medium 3.5mm Double sided with ground spike	1.00	350.00	350.00
Graphic design - setup files for printing & proof estimate	0.50	100.00	50.00
		Subtotal	400.00
		TOTAL GST 15%	60.00
		TOTAL NZD	460.00



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Product details

Item No: 9401073039408

Chat with us

Groups applying for Board Discretionary Grants 2022/2023

Name of Group: Rangiora Cricket Club

Address: [REDACTED]

Contact Person within Organisation: Nigel [REDACTED]Position within Organisation: Club Secretary

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

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

At the end of the Term 1 season we get a groundsman to do maintenance work & repair work on our grass cricket wickets at Dudley Park so they are ready to use again in Term 4 Season. This involves killing weeds, de-thatching the grass, topping up the clay base if needed & sprinkler repair work if needed. And re-seeding the Grass coverage.

What is the timeframe of the project/event date? This is done every year at the end of the Term 1 Season.

Overall Cost of Project: \$1,100 Amount Requested: \$500

How many people will directly benefit from this project? 95 kids are registered to the club.

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

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

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

Oxford-Ohoka _____% Rangiora-Ashley 100% Woodend-Sefton _____% Kalapoi-Tuahiwi _____%

Other (please specify): _____

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

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

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

It allows all our junior teams to play on good safe grass wickets. Dudley Park has become a great venue for cricket & this will help keep it that way.

What is the benefit(s) to your organisation?

As mentioned previously this will allow us to keep our home ground of Dudley Park with good safe wickets for cricket. A Grant will allow us to look at spending our other money on other projects.

What are the benefit(s) to the Rangiora-Ashley community or wider district?

We are trying to grow our junior playing numbers & the better the playing fields & wickets the easier it is to promote our club to kids.

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

If yes, name of parent group: _____

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

N/A

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

For this project we haven't done specific fundraising. We have sold raffle tickets & will apply for other grants as we look to get artificial wickets at about 12k each in the near future. This will be to compliment our grass wickets.

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

If yes, please supply details:

We applied in Feb 2022 & were successful in getting \$495.00 to purchase new cricket balls for the kids. We have changed bank accounts since then so will supply new details if Successful.

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

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

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

Signed: NGH Date: 28/3/23



RANGIORA CRICKET CLUB Inc

est 1859

PO Box 690, Rangiora 7400 – Email – rangioracricquetclub@gmail.com

Cash summary for the year ended 31 July 2022

Bank Balance 1 August 2021		\$10,948.32
Revenue		
Subscriptions	9,140.00	
Grants and Donations	7,035.85	
Clothing Sales	1,285.00	
Superstar Academy	2,230.00	
Interest	84.43	
Pitch Preparation	550.00	
Total Revenue		\$20,325.28
Expenses		
Balls and Gear	3,971.36	
Grounds (pitch preparation)	5,030.25	
Canterbury Country Affiliation Fees	1,508.00	
Clothing	2,399.34	
Superstar Academy	455.99	
Coach Fees	150.00	
Repairs and Maintenance	206.47	
Prize Giving	899.77	
Withholding Tax	37.96	
Total Expenses		\$14,659.14
Operating Surplus		\$5,666.14
Bank Balance 31 July 2022		\$16,614.46

Treasurers Commentary:

An operating surplus for the year of \$5,666.14 was achieved.

Subscription income increased to \$9,140 up from \$7,700 in the previous year. Due mainly to the start of the new girls teams.

Grants and donations continued to be strong and will continue to be required in order to ensure subscriptions are held at current levels.

Increased expenditure in ball and gear was driven by the extra teams and ensuring gear replacement was carried out when needed.

The change in bank to ANZ, in conjunction with the adoption of playHQ, has streamlined the collection of subscriptions and improved speed of payment to suppliers.

Matt Treacy

Treasurer Rangiora Cricket Club



QUOTE

Rangiora Cricket Club

Date
22 Feb 2023

Kiwi Horse Jumps
Mandeville
NEW ZEALAND

Expiry
15 Mar 2023

Quote Number
QU-0158

GST Number
132335494

Description	Quantity	Unit Price	Amount NZD
<p>Wicket block 1.</p> <p>Post season. Weed spray, fertilise, foot marks repaired and grass seeded.</p> <p>Tap to replaced so wicket block can be watered separately. (Sorting with council on this).</p> <p>Pre season weed spray, fertilise.</p> <p>There is no need for a full expensive reno on this wicket block, there are no premier teams for Rangiora, and the immanent future of this isn't looking great as the club doesn't have any current senior teams. On top of this Southbrook has just done this renovation to their wicket block. Currently the wicket block is upto and certainly exceeds junior cricket and also senior cricket. The wicket block is the best it has been looking and playing in such a long time.</p> <p>With no senior teams apart from Oxford/Rangiora 3rd grade team there isn't a need to upgrade the number one block further. I play in town and the number 1 and 2 blocks are certainly well above what is being prepared and played on in Christchurch.</p>	1.00	478.26	478.26
<p>Wicket block 2.</p> <p>Postseason. Weed spray, fertilise, foot marks repaired and grass seeded.</p> <p>Tap to be added so wicket block can be watered separately. (Sorting with council on this).</p> <p>Pre season weed spray, fertilise.</p> <p>Currently, the wicket block is up to and certainly exceeds junior cricket and also lower senior cricket. The wicket block currently has great bounce and playing very true.</p>	1.00	478.26	478.26
Subtotal			956.52
TOTAL GST 15%			143.48

TOTAL NZD

1,100.00

Terms

Valid for 14 days from date of quote.
50% deposit required on confirmation. Balance due prior to shipping.

A Cuthbertson
11-8000-0048641-46

RECEIVED: 06 APR 2023

Groups applying for Board Discretionary Grants 2022/2023

Name of Group: KAIAPOI FOOD FORESTAddress: [REDACTED]To: THEAContact Person within Organisation: KATH ADAMSPosition within Organisation: SECRETARY / TREASURERContact phone number: [REDACTED]Email: [REDACTED]

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

TO RUN A FOOD FOREST DESIGN COURSE FOR THE RANGIORA - ASHLEY COMMUNITY BOARD TO ASSIST PEOPLE KEEN TO DEVELOP SUCH A RESOURCE FOR THE RANGIORA AREA.

What is the timeframe of the project/event date? 16th APRILOverall Cost of Project: \$ 470,85 Amount Requested: \$ 180How many people will directly benefit from this project? WHEN THE PROJECT IS DEVELOPING THE WHOLE COMMUNITY.

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

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

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

Oxford-Ohoka 12 % Rangiora-Ashley 75 % Woodend-Sefton 13 % Kaiapoi-Tuahivi _____ %

Other (please specify): _____

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

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

THE KAIAPOI FOOD FOREST OR NORTH CANTERBURY FOOD SECURE WILL HAVE TO ASSIST

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

TO DEVELOP VALUABLE FOOD RESOURCE FOR PEOPLE IN THE COMMUNITY.

What is the benefit(s) to your organisation?

BENEFIT IS MORE FOR THE ATTENDEES AT THE WORKSHOP.

What are the benefit(s) to the Rangiora-Ashley community or wider district?

PROVISION OF FOOD FOR THE COMMUNITY AT VIRTUALLY NO COST

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

If yes, name of parent group: _____

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

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

KFF RUNS UP/SHOPS & GIVES ADVICE TO COMMUNITY GROUPS WANTING TO DEVELOP THIS AVAILABLE RESOURCE.

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

If yes, please supply details:

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

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

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

Signed: K. Alan Date: 4/4/23

Kaiapoi Food Forest

Annual Statement of Income and Expenditure for the year 1st April 2021 to 31st
March 2022

<u>Income:</u>		<u>Expenditure:</u>	
RATA	10 000. 00	B. Cairns	12 000. 00
Lottery	18 000. 00	N. Leary	2 500. 00
Loan	500. 00	Repay loan	500. 00
Insurance (Donation)	661. 25	Insurance	661. 25
CBK (Donations)	880. 00	Charities	76. 67
W/Shops	1 202. 80	Koha	150. 00
Sundry Donations	531. 27		
ales	130. 00		
G. Hamblyn (Donations)	160. 00		
Interest	7. 19		
Total:	32 072. 51		15 887.92

Excess Income over Expenditure: \$ 16 184. 59

Balance as at 1st April 2021: \$ 11 122. 97

Balance as at 31st March 2022: \$ 27 307.56

This is the latest Statement of Accounts. This has been submitted to and accepted by "Charities Service."

Cost of workshop.

Hire of room. \$ 70.85
W/Shop presenters \$ 400.00.

12/1 Alan

Rangiora-Ashley Discretionary Grant Fund Spreadsheet 2022/2023 Financial Year

	Meeting considered	Group	Project	Amount Requested	Amount Granted	Running Balance
			2022/23 = \$10,100 + carry forwards \$7,909 = Total \$18,067			\$ 18,069.00
	14-Dec	The Lions Club of Rangiora NZ Inc	Dog agility stations at Milton Reserve	\$500	\$500	\$ 17,569.00
	14-Dec	Cust Bowling Club	Paint for fences and buildings	\$452	Declined	\$ 17,569.00
	15-Feb	Loburn Home and School Association	2023 William Pike Challenge Programme	\$665	\$665	\$ 16,904.00
	15-Feb	Rangiora Community Patrol	Wide brim sunhats for patrollers to wear at community events	\$439	\$440	\$ 16,464.00
	15-Feb	North Canterbury Pride	Picnic in the Park	\$275	\$275	\$ 16,189.00
	15-Feb	Clarkville Playcentre	First Aid Courses	\$387	Declined	\$ 16,189.00
	8-Mar	Relay for Life event	Costs of hosting	\$500	\$4,000	\$ 12,189.00
	12-Apr	Rangiora and Districts Early Records Society Inc	Purchasing folding chairs and a teardrop flag	\$800		
	12-Apr	Rangiora Cricket Club	Maintenance and repair of cricket wickets	\$500		

Rangiora-Ashley Discretionary Grant Fund Spreadsheet 2021/2022 Financial Year

	Meeting considered	Group	Project	Amount Requested	Amount Granted	Running Balance
			2021/22 = \$9,870 = carry forwards \$7,100 Total \$16,970			\$ 16,970.00
	14-Jul	Southbrook School Board Trustees	Purchase of whiteboard tables	\$500	\$500	\$ 16,470.00
	14-Jul	Cust-West Eyerton Playcentre	Hiring the Birdlife Production	\$250	\$250	\$ 16,220.00
	11-Aug	Returned as event cancelled Waimakariri Older Person's Expo Committee	Older Person's Expo	\$500	\$500	\$ 15,720.00
	11-Aug	Rangiora Playcentre	Installation of RCD unit at power board	\$500	\$500	\$ 15,220.00
	11-Aug	Returning as event cancelled Ashley Playcentre	Re-bark the play area	\$500	\$500	\$ 14,720.00
	11-Aug	McAlpines Pipe Band	Drum sticks and refurbish side drums	\$500	\$500	\$ 14,220.00
	8-Sep	Meeting Cancelled				
	13-Oct	Life Education Trust	Delivery of the Healthy Harold Programme	\$500	\$500	\$ 13,720.00
	13-Oct	North Canterbury Swim Club	Best time ribbons	\$1,116	\$500	\$ 13,220.00
	10-Nov	Nil				
Rangiora-Ashley Community Board 10.137.100.2410	8-Dec	Rangiora Community Patrol	Patrol car maintenance	\$500	\$500	\$ 12,720.00
	8-Dec	Soroptimist of North Canterbury	advertising	\$500	\$500	\$ 12,220.00
	9-Feb	declined North Canterbury Pride	picnic in Victoria Park	\$250	\$0	\$ 12,220.00
	9-Mar	Southbrook Netball Club	towards hall hire, storage and Player of the day trophies	\$500	\$512	\$ 11,708.00
	13-Apr	Lie on table Muscular Dystrophy Ass	towards hosing monthly support group	\$ 800.00		
	13-Apr	Rangiora Cricket Club	towards purchase of cricket balls	\$496	\$496	\$ 11,212.00
	13-Apr	Cust & Districts Historical records society	Towards having historic booklet scanned and printed	\$665	\$665	\$ 10,547.00
	11-May	Muscular Dystrophy Ass	towards hosing monthly support group	\$ 800.00	\$500	\$ 10,047.00
	11-May	Okuku Pony club	towards hire of St John ambulance for event	\$500	\$500	\$ 9,547.00
	8-Jun	North Loburn School	Towards soil and equipment for garden to table	\$486	\$486	\$ 9,061.00

GOVERNANCE

Rangiora-Ashley Community Board

Discretionary Grant Application

Information to assist groups with their application

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

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

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

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

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

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

Continued over page

Criteria for application

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

What happens now?

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

Post to:

Governance Team
Waimakariri District Council
Private Bag 1005
Rangiora 7440

Or hand deliver to:

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

Email: records@wmk.govt.nz

What happens next?

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

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: GOV-26-11-06 / 230329043878

REPORT TO: Rangiora-Ashley Community Board

DATE OF MEETING: 12 April 2023

FROM: Thea Kunkel (Governance Team Leader)

SUBJECT: ANZAC Day Services 2023

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

General Manager



Acting Chief Executive

1. SUMMARY

The purpose of this report is to appoint the Rangiora-Ashley 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 Rangiora-Ashley Community Board:

- (a) **Receives** report No. 230329043878.
- (b) **Appoints** Board member to attend the RSA service at the Rangiora High School to be held at 9.30am on Tuesday, 25 April 2023, and to lay a wreath. Noting that the wreath will be laid in conjunction with a Council representative.
- (c) **Appoints** Board member to attend the Cust and West Eyreton Anzac Day service to be held at the Cust Community Centre and the Cust Cenotaph at 10am on Tuesday, 25 April 2023, and to lay a wreath. Noting that the wreath will be laid in conjunction with a Council representative.
- (d) **Appoints** Board member, to attend the Rangiora Anzac Day Service to be held at 11.30am on Tuesday, 25 April 2023, at the Rangiora Cenotaph, and to lay a wreath.

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**REPORT FOR DECISION**

FILE NO and TRIM NO: GOV-26-11-06 / 230314034862

REPORT TO: RANGIORA-ASHLEY COMMUNITY BOARD


DATE OF MEETING: 12 April 2023

AUTHOR(S): Thea Kunkel, Governance Team Leader

SUBJECT: Amendments to Standing Orders for the Rangiora-Ashley 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 Rangiora-Ashely Community Board (the Board) to adopt the updated Standing Orders.
- 1.2 All proposed changes are printed in red of the attached document. There were no deletions except for the detail captured for reasons for Public Excluded matters that appears in the agendas.

Attachments:

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

2 RECOMMENDATION

THAT the Rangiora-Ashely Community Board:

- (a) **Receives** report No. 230314034862.
- (b) **Adopts** the updated Community Boards Standing Orders 2023 (Trim 230314034912), effective from 13 April 2023.

3 BACKGROUND

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

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

4 **ISSUES AND OPTIONS**

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

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

5. **COMMUNITY VIEWS**

5.1 **Mana whenua**

Taking into consideration the provisions of the Memorandum of Understanding between Te Ngāi Tūāhuriri Rūnanga and the Council, Te Ngāi Tūāhuriri hapū may be affected by or have an interest in the subject matter of this report. A copy of this report and adopted Standing Orders will be advised to our Te Ngāi Tūāhuriri membership..

5.2 **Groups and Organisations**

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

5.3 **Wider Community**

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

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1 Financial Implications

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

6.2 Sustainability and Climate Change Impacts

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

6.3 Risk Management

The Board is required by legislation to have Standing Orders.

6.4 Health and Safety

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

7. CONTEXT

7.1 Consistency with Policy

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

7.2 Authorising Legislation

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

7.3 Community Outcomes

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

7.4 Authorising Delegations

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



Proposed Standing Orders

For Community Boards

As at April 2023



PREFACE

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

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

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

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

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

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

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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]

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]

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]

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]

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]

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

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]

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]

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.

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]

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]

9.7. Public availability of the Agenda

All information provided to members at Community Board meetings must be publicly available, except where an item included in the agenda refers to a matter reasonably expected to be discussed with the public excluded.

LGOIMA 1987, ss 5 & 46A.

9.8. Public inspection of Agenda

Any member of the public may, without payment of a fee, inspect, during normal office hours and within a period of at least two working days before a meeting, all agendas and associated reports circulated to members of Community Boards relating to that meeting. The agenda:

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

LGOIMA 1987, s 46A(1).

9.9. Agenda to be made available to public who are at meetings

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

LGOIMA 1987, s. 49

9.10. List of Community Board members publicly available

The members of each Community Board are to be named on the relevant agenda.

9.11. Withdrawal of Agenda items

If justified by circumstances, an agenda item may be withdrawn by the Chief Executive, or his / her delegate. In the event of an item being withdrawn, the Chief Executive should inform the Chairperson.

9.12. Distribution of the Agenda

The Chief Executive must send the agenda to every member of the Community Board at least two clear working days before the day of the meeting, except in the case of an extraordinary meeting or an emergency meeting (see Standing Orders 8.4 and 8.10).

The Chief Executive may send the agenda, and other materials relating to the meeting or other Community Board business, to members by electronic means.

9.13. Status of Agenda

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

9.14. Items of business not on the Agenda which cannot be delayed

A Community Board may deal with an item of business that is not on the agenda where the meeting resolves to deal with that item and the Chairperson provides the following information during the public part of the meeting:

- (a) The reason the item is not on the agenda; and
- (b) The reason why the discussion of the item cannot be delayed until a subsequent meeting.

LGOIMA 1987, s 46A(7).

Items not on the agenda may be brought before the meeting through a report from either the Chief Executive or the Chairperson.

Note, that nothing in this standing order removes the requirement to meet the provisions of Part 6 of the LGA 2002 with regard to consultation and decision-making.

9.15. Discussion of minor matters not on the Agenda

A Community Board may discuss an item that is not on the agenda only if it is a minor matter relating to the general business of the meeting and the Chairperson explains at the beginning of the public part of the meeting that the item will be discussed. However, the Community Board may not make a resolution, decision, or recommendation about the item, except to refer it to a subsequent meeting for further discussion. All formal decisions must be supported by a staff report.

LGOIMA 1987, s 46A(7A).

9.16. Public excluded business on the Agenda

Items that are likely to be discussed under public-excluded must be indicated on each agenda, including the general subject of the item. The Chief Executive, however, may exclude public access to any reports, or parts of reports, attachments of minutes which are reasonably expected to be discussed with the public excluded bases on reasons or grounds outlined in LGOIMA sections 5, 6, 7 8 and 17. [ADDED]

LGOIMA 1987, s 46A(9).

9.17. Qualified privilege relating to Agenda and Minutes

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

LGOIMA 1987, s 52.

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).

~~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]

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]

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]**

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 appoint 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]

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]**

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]

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.

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]

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]

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.

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]

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]

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]*

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.

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]

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]

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]

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.

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.

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).

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

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 report [DELETED]	Good reason to withhold exists under Section 7. [DELETED]	To prevent the disclosure of information which would— <ol style="list-style-type: none"> be contrary to the provisions of a specified enactment; or 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]

<p>General subject of each matter to be considered</p> <p>Meeting Item No. and subject</p>	<p>Reason for passing this resolution in relation to each matter</p> <p>Reason for excluding the public</p>	<p>Ground(s) under section 48(1) for the passing of this resolution</p> <p>Grounds for excluding the public.</p>
<p>Hearings Committee [DELETED]</p>	<p>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]</p>	<p>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:</p> <p>i) a right of appeal lies to any Court or tribunal against the final decision of the Council/Committee in those proceedings; or</p> <p>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.</p> <p>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).</p>
		<p>To deliberate on proceedings in relation to an application or objection under the Marine Farming Act 1971 (s.48(1)(d)). [ADDED]</p>
		<p>To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)). [ADDED]</p>
		<p>To protect the privacy of natural persons, including that of deceased natural persons (s 7(2)(a)). [ADDED]</p>
		<p>To maintain legal professional privilege (s 7(2)(g)). [ADDED]</p>
		<p>To prevent the disclosure or use of official information for improper gain or advantage (s. 7(2)(j)). [ADDED]</p>

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; <ul style="list-style-type: none"> • a resource consent, or • a water conservation order, or • a requirement for a designation or • an heritage order, (s 7(2)(ba)). [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]~~

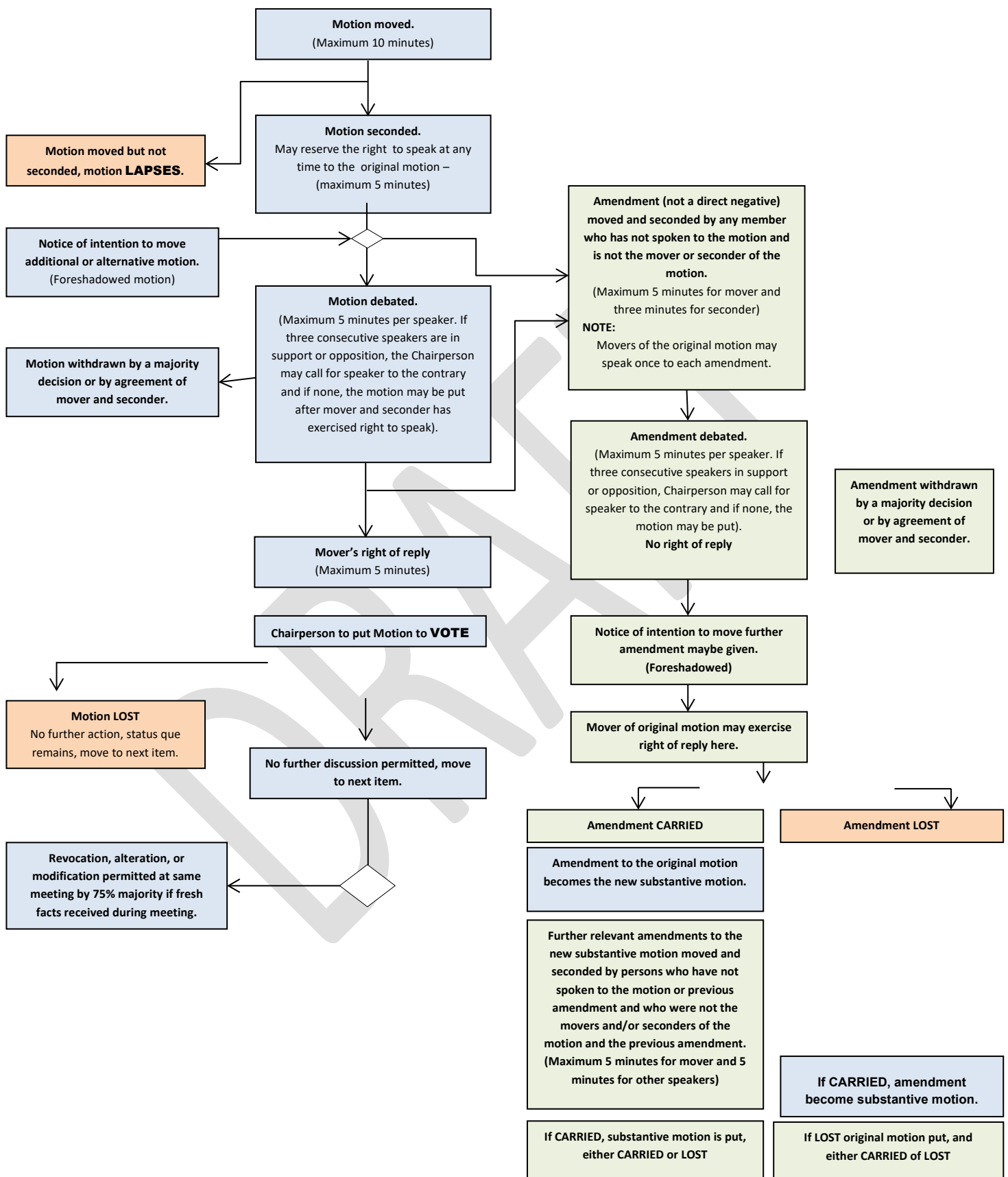
Item No	Interest
	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (Schedule 7(2)(i)) [DELETED]
	Protect the privacy of natural persons, including that of deceased natural persons (Schedule 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]~~

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.

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

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

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**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

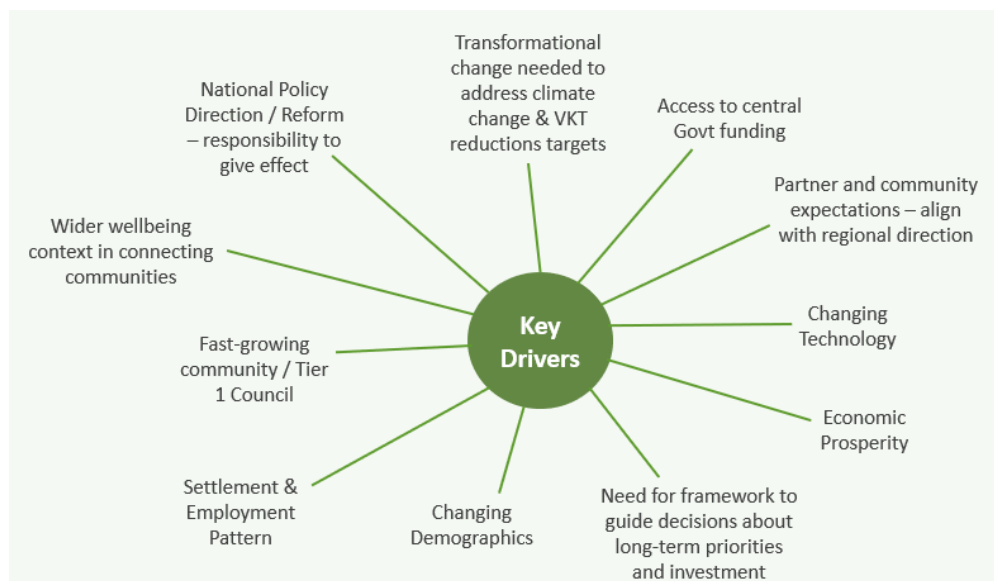
1. The purpose of the memo is to introduce to the Community Boards the Waimakariri Integrated Transport Strategy project and, on its basis, provide the opportunity for the Community Boards to discuss the project at their next meeting and offer feedback/input via the Community Board Chairs. This memo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

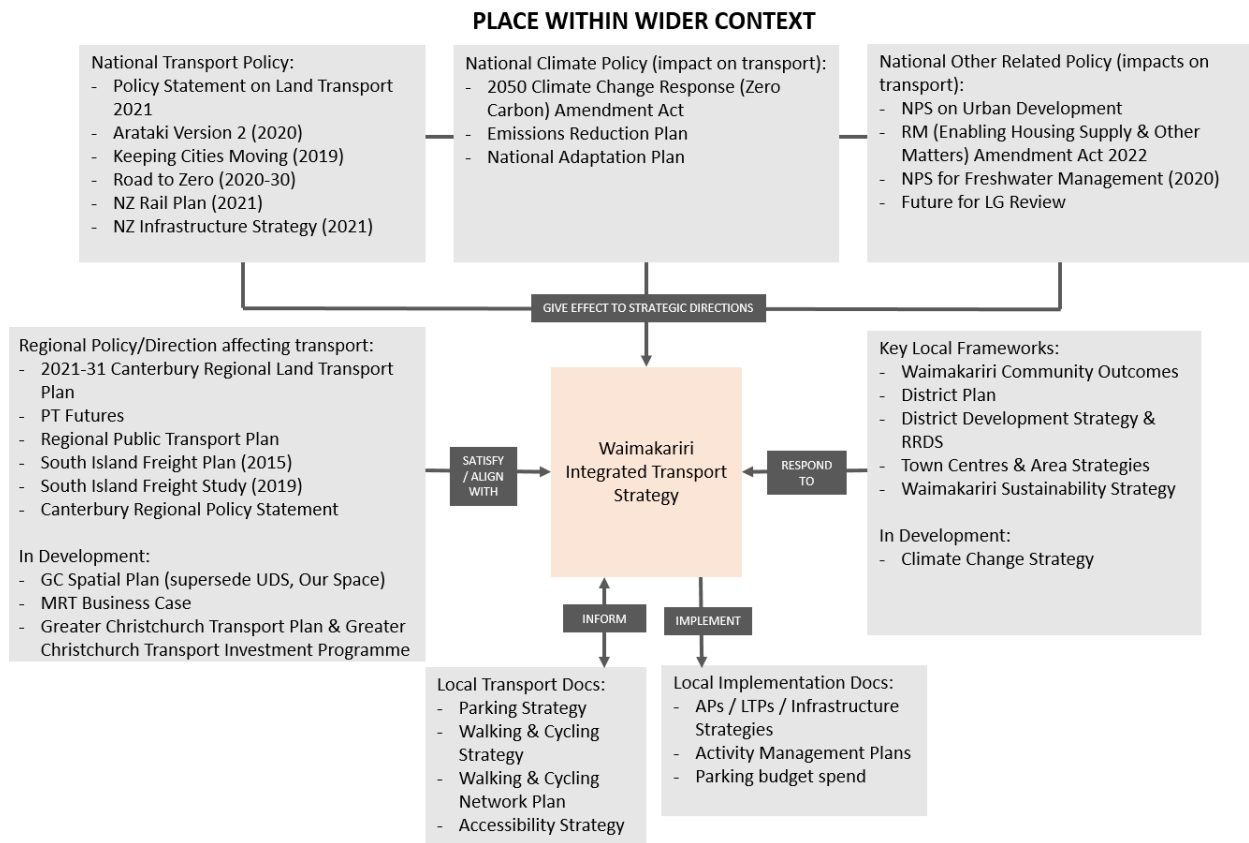
leakage, historic low investment in alternative transport modes, and relatively high car-dependency, coupled with the fact that a large proportion of District residents are rurally, or semi-rurally based and have a greater reliance of private motor vehicles.

- 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.



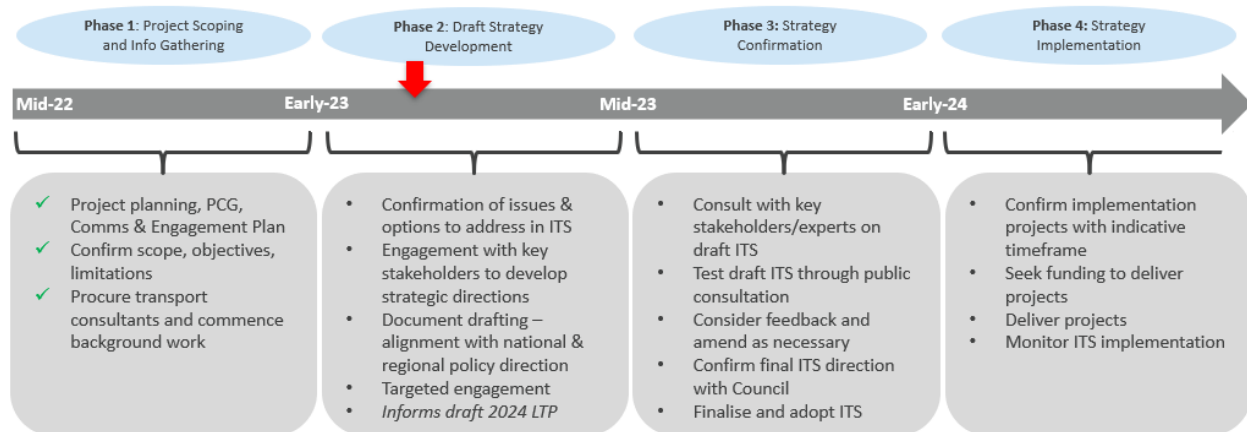
9. Key policy objectives at national, regional and local levels are currently as follows:

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

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

CHAIRPERSON'S DIARY	
<i>Date</i>	<i>Events attended</i>
Friday 3 March	Met with Rooding Team regarding cycleways.
Monday 6 March	Rangiora-Ashley Community Board Agenda meeting with staff.
	On- Site meeting at Country Lane with Mayor, and Rooding Team regarding cycleways.
Tuesday 7 March	Attended Rangiora Promotions Board meeting.
Wednesday 8 March	Attended the Soroptimist breakfast.
	Rangiora-Ashley Community Board meeting.
Thursday 9 March	Attended Ashley Friendship Group meeting
	Mayor and Chairs/Deputy Chairs meeting.
	All Boards Workshop and Briefing Session.
Wednesday 15 March	Meeting with Mayor, Community Board Chairs, Rooding Team Staff and Waka Kotahi.
Thursday 23 March	Meetings with Governance Staff to discuss various matters.
	Delivered for Meals on Wheels
Friday 24 March	Meeting with Deputy Chair and Board member Steve Wilkinson.
Tuesday 28 March	Meeting with Board member Liz McClure.
Wednesday 29 March	Attended Youth Development Grant Committee meeting.
	Attended Rangiora-Ashley Community Board's 2023/24 Annual Plan submission workshop.

Jim Gerard
 Chairperson
Rangiora-Ashley Community Board

RANGIORA-ASHLEY COMMUNITY BOARD
MEMBERS INFORMATION EXCHANGE

For the month of March 2023

Liz McClure

MEMBER'S DIARY		DISCUSSION POINTS
<i>Date</i>	<i>Events members have attended</i>	<i>Community Feedback/Issues Raised</i>
8/03/2023	RACB Meeting	
9/03/2023	All Boards briefing	
12/03/2023	Kaiapoi Community Garden Open Day	Visited the Kaiapoi Community Garden and made connections with various people all of whom support the initiative of a Rangiora Community Garden – also visited the Kaiapoi Food Forest
15/03/2023	Social Media brief with Kim Nutbrown	Worked through the basics of a Community Board page for Facebook
16/03/2023	Teachers Strike	Supported our teaching community
	WHAG Strategic and ToR review	Met and discussed and formulated the new strategy for WHAG along with amended Terms of Reference for the group
24/03/2023	Community Garden brief with Grant McLeod	Met and discussed the initial concept of a community garden in Rangiora
28/03/2023	Overview of my conversations with Jim	Met with Jim to talk through my conversations regarding Facebook and the Rangiora Community Garden
29/03/2023	RACB Workshop	Discussed the Community Board submission to WDC and E-Can 2023/24 Annual Plans
1/4/2023	Relay for Life	Awesome event!

Bruce McLaren

MEMBER'S DIARY		DISCUSSION POINTS
Date	Events members have attended	Community Feedback/Issues Raised
03/03/2023	Northland Field Days	I spent two days at this event in Dargaville. Interesting to contrast and compare topical issues in the Far North with those in Waimakariri.
08/03/2023	RACB meeting	
12/03/2023	Pride Picnic in the Park	Celebrating diversity in our community, I was told the organisers appreciated the Community Board Grant to help support this significant event. The most popular attraction was clearly Sgt Don Munro and the Pride Police car, one of four official vehicles in the Police national fleet that have rainbow livery, and we are fortunate to have it based right here in Rangiora.
13/03/2023	Rangiora Early Records Society	As the appointed RACB representative, I met with the committee, after which the Greenspace Team provided excellent responses to a list of my questions about the current circumstances for the museum and what the future might look like. Also, I understand the society has submitted an application for a Community Board Grant, to help them accommodate the growing number of people who attend their monthly public information evenings, such as the Rodger Pearson event on 23 March, where he spoke about local character Eric Armstrong and his association with G.W.Pearson & Sons, Southbrook.
29/03/2023	South Island Agricultural Field Days	I spent 3 days at this huge event, held bi-annually in Kirwee. Driving rain, hail, deep mud, and stuck vehicles were the themes of the first two days, but that didn't stop the crowds attending and expressing their views on a range of matters impacting the local community. Day 3 was hot and sunny with a beautiful backdrop of fresh snow on the alps.
30/03/2023	Photos used in WDC publications	I raised again my concern about the use of inappropriate stock photos in WDC publications that do not reflect this district - with one photo in particular showing an unsafe building site in a developing nation as an illustration for housing and construction in the Waimakariri District. I understand steps have been taken to prevent a recurrence.
01/04/2023	St John's Anglican Church Fair	This monthly fair is very popular, bringing a wide cross-section of the community together to pick up a bargain, enjoy a superb Devonshire tea that includes fresh-baked scones and, most importantly, to socialise.

MEMBER'S DIARY		DISCUSSION POINTS
<i>Date</i>	<i>Events members have attended</i>	<i>Community Feedback/Issues Raised</i>
01/04/2023	Relay For Life North Canterbury	RACB members were invited by the organisers to participate in this fundraising event to help people with cancer in our community. My wife and I joined the crowds in Dudley Park where we met with the organisers who were very appreciative of the Community Board Grant that had been provided to support this important event that benefits so many.
02/04/2023	Elevate Market in the Park	The inaugural market injected \$100k back into the North Canterbury district, so these are now held bi-annually, in Victoria Park in autumn and spring, and this event was well supported by the community.

Monique Fleming

MEMBER'S DIARY		DISCUSSION POINTS
<i>Date</i>	<i>Events members have attended</i>	<i>Community Feedback/Issues Raised</i>
18/03/2023	Volunteer Expo at Kaiapoi library as TimeBank Waimakariri representative	Impressive range of volunteer groups and very interested public! Passionate volunteers meeting a need in the community!

Steve Wilkinson

MEMBER'S DIARY		DISCUSSION POINTS
<i>Date</i>	<i>Events members have attended</i>	<i>Community Feedback/Issues Raised</i>
30/03/2023	Meeting with Big Brother Big Sister	Looking at being a mentor and have introduced them to a potential sponsor in the Event Hire arena. - The lack of Mentors the biggest challenge
30/03/2023	Meeting with Bellyful a local charity	Looking to work with them on strategies. - Families in need was the biggest challenge.
1/04/2023	Relay for Life	Supporting Volunteer Fire Brigade contingent