

Agenda

Kaiapoi-Tuahiwī Community Board

Monday 19 June 2023

4pm

Kaikanui Room
Ruatanīwha Kaiapoi Civic Centre
176 Williams Street, Kaiapoi

Members:

Jackie Watson (Chairperson)

Sandra Stewart (Deputy Chairperson)

Neville Atkinson

Tim Bartle

Al Blackie

Tracey Blair

Russell Keetley



WAIMAKARIRI
DISTRICT COUNCIL

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AGENDA FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD TO BE HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON MONDAY 19 JUNE 2023 AT 4PM.

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

	<u>BUSINESS</u>	<i>PAGES</i>
1	<u>APOLOGIES</u>	
2	<u>CONFLICTS OF INTEREST</u>	
3	<u>CONFIRMATION OF MINUTES</u>	
3.1	<u>Minutes of the Kaiapoi-Tuahiwi Community Board – 15 May 2023</u>	9-17
	<i>RECOMMENDATION</i>	
	THAT the Kaiapoi-Tuahiwi Community Board:	
	(a) Confirms the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 15 May 2023, as a true and accurate record.	
3.2	<u>Matters Arising (From Minutes)</u>	
3.3	<u>Notes of the Kaiapoi-Tuahiwi Community Board Workshop – 15 May 2023</u>	18-19
	<i>RECOMMENDATION</i>	
	THAT the Kaiapoi-Tuahiwi Community Board:	
	(a) Receives the notes of the Kaiapoi-Tuahiwi Community Board Workshop, held on 15 May 2023.	
4	<u>DEPUTATIONS AND PRESENTATIONS</u>	
	Nil.	

5 ADJOURNED BUSINESS

5.1 Updated Application to the Kaiapoi-Tuahiwi Community Board's Discretionary Grant Fund 2022/23 from It Takes A Village Hub – Kay Rabe (Governance Adviser)

20-34

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 230426057825.
- (b) **Approves** a grant of \$..... to the It Takes A Village Hub towards the cost of materials to host a sewing bee.

OR

- (c) **Declines** the application from the It Takes A Village Hub.

6 REPORTS

6.1 Compulsory Acquisition of Part Lots 20 & 21 DP 139 within the 70 Hilton Street carpark at the Ruataniwha Kaiapoi Civic Centre – Vanessa Thompson (Senior Advisor Business and Centres)

35-38

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 230606082602.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the Council:

- (b) **Notes** that the acquisition seeks to resolve the underlying land status of Part Lots 20 and 21 DP 139 and bring them under Council ownership in recognition of their current and proposed future use.
- (c) **Notes** the Property Group's preliminary desktop estimate for the combined lots (165 m2) sit within a range from \$45,000 to \$82,000.
- (d) **Notes** that the three private landowners were first registered on the titles 110 years ago and are currently deceased. Council will follow statutory requirements in an attempt to locate any descendants of the deceased.
- (e) **Recommends** that Council acquire Part Lots 20 & 21 DP 139 within the 70 Hilton Street carpark at the Ruataniwha Kaiapoi Civic Centre in accordance with the statutory requirements of the Public Works Act 1981.
- (f) **Recommends** that the land acquisition be funded from the 2023/24 South Mixed Use Business Area budgets (101.781.000.5135 and 101.783.000.5133).
- (g) **Notes** that staff are currently investigating the full costs associated with the acquisitions and will provide this information to Council in a future report.

6.2 **Proposed Roothing Capital Works Programme for 2023/24 – Joanne McBride (Roothing and Transport Manager)**

39-50

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 230608084132.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the Utilities & Roothing Committee:

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

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

51-136

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 230606082724.
- (b) **Adopts** the updated Community Boards Standing Orders June 2023 (Trim 230524076131), effective from 20 June 2023.

6.4 **Appointment of a New Board Representative to the Waimakariri Access Group – Kay Rabe (Governance Adviser)**

137-139

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 230606082973.
- (b) **Acknowledges** the resignation of Tracey Blair as the Board's representative to the Waimakariri Access Group from 20 June 2023.
- (c) **Approves** the appointment of Board Member as the Board's new representative and liaison person to Waimakariri, to take immediate effect from 20 June 2023 until the end of the 2022/25 triennial term.
- (d) **Acknowledges** Tracey Blair's service during her time as Board's representative to the Waimakariri Access Group.

6.5 **Applications to the Kaiapoi-Tuahiwi Community Board's Discretionary Grant Fund 2022/23 – Kay Rabe (Governance Adviser)**

140-163

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 230517071119.
- (b) **Approves** a grant of \$..... to All Together Kaiapoi the purchase of corflute signs to promote the 'Celebrate Matariki in Kaiapoi' event.

OR

- (c) **Declines** the application from All Together Kaiapoi.
- (d) **Approves** a grant of \$.....to the Allstars Marching Teams towards the cost of hosting a training camp.

OR

- (e) **Declines** the application from the Allstars Marching Teams.

7 CORRESPONDENCE

Nil.

8 CHAIRPERSON'S REPORT

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

164

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the report (Trim: 230613086674) from the Kaiapoi-Tuahiwi Community Board Chairperson.

9 MATTERS REFERRED FOR INFORMATION

- 9.1 **Oxford-Ohoka Community Board Meeting Minutes 3 May 2023.**
- 9.2 **Rangiora-Ashley Community Board Meeting Minutes 8 May 2023.**
- 9.3 **Woodend-Sefton Community Board Meeting Minutes 10 May 2023.**
- 9.4 **Spraying and Chemical Usage - Waterways and Roading Spraying Information – Report to Water Zone Committee meeting 6 March 2023 – Circulates to all Boards.**
- 9.5 **Waimakariri District Council Bylaw and Policy Review Programme– Report to Council meeting 2 May 2023 – Circulates to all Boards.**
- 9.6 **Three Waters Transition: Scope of Property Transfer– Report to Council meeting 2 May 2023 – Circulates to all Boards.**
- 9.7 **Voting Method and Representation Review for 2025 Election – Report to Council meeting 2 May 2023 – Circulates to all Boards.**
- 9.8 **Health, Safety and Wellbeing Report April 2023 – Report to Council meeting 2 May 2023 Circulates to all Boards.**
- 9.9 **Update of Standing Orders for Council, Cttees, Sub-Cttees Joint Cttees and Hearings– Report to Council Extraordinary meeting 16 May 2023 – Circulates to all Boards.**

- 9.10 **Aquatics May Update – Report to Community and Recreation Committee meeting 23 May 2023 – Circulates to all Boards.**
- 9.11 **Libraries update to May 11, 2023– Report to Community and Recreation Committee meeting 23 May 2023 – Circulates to all Boards.**
- 9.12 **Water Quality and Compliance Annual Report 2021-22 – Report to Utilities and Roading Committee meeting 23 May 2023 – Circulates to all Boards.**
- 9.13 **On-Demand UV Disinfection headworks site configurations – Report to Utilities and Roading Committee meeting 23 May 2023 – Circulates to all Boards.**
- 9.14 **Health, Safety and Wellbeing Report – May 2023 – Report to Council meeting 6 June 2023 – Circulates to all Boards.**
- 9.15 **Submission: Electric Vehicle Charging Infrastructure Strategy– Report to Council meeting 6 June 2023 – Circulates to all Boards.**
- 9.16 **Customer Satisfaction Survey 2022– Report to Council meeting 6 June 2023 – Circulates to all Boards.**
- 9.17 **Establishment of a Promotions Associations Review Working Group – Report to Council meeting 6 June 2023 – Circulates to all Boards.**
- 9.18 **Draft Road Reserve Management Policy – Report to Council meeting 6 June 2023 – Circulates to all Boards.**

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board

- (a) **Receives** the information in Items 9.1 to 9.8.

Note:

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

10 MEMBERS' INFORMATION EXCHANGE

10.1 Philip Redmond

165-166

Trim Ref: 230613086733.

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.

11 CONSULTATION PROJECTS

There are currently no consultations.

12 REGENERATION PROJECTS

12.1 Town Centre, Kaiapoi

Updates on the Kaiapoi Town Centre projects are emailed regularly to Board members. These updates can be accessed using the link below:

<http://www.waimakariri.govt.nz/your-council/district-development/kaiapoi-town-centre>.

13 BOARD FUNDING UPDATE

13.1 Board Discretionary Grant

Balance as at 31 May 2023: \$3,132.

13.2 General Landscaping Budget

Balance as at 31 May 2023: \$49,490.

14 MEDIA ITEMS

15 QUESTIONS UNDER STANDING ORDERS

16 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board will be held at the Ruataniwha Kaiapoi Civic Centre on Monday 17 July 2023 at 4pm.

Workshop

- *Discretionary Grant Review – Kay Rabe (Governance Advisor)- 30mins*
- *Members Forum*

A Discussion with J Caygill from Waka Kotahi will follow directly after the Board meeting.

**MINUTES FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD
HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE,
176 WILLIAMS STREET, KAIAPOI ON MONDAY, 15 MAY 2023 AT 4PM.**

PRESENT

J Watson (Chairperson), S Stewart (Deputy Chairperson), A Blackie, T Bartle, T Blair, and R Keetley.

IN ATTENDANCE

B Cairns (Kaiapoi-Woodend Ward Councillor) and P Redmond (Kaiapoi-Woodend Ward Councillor).

C Brown (Community and Recreation Manager), T Stableford (Landscape Architect), D Roxborough (Implementation Project Manager – District Regeneration), H Belworthy (Intermediate Landscape Architect – District Regeneration), G MacLeod (Greenspace Manager), K Rabe (Governance Advisor), and A Connor (Governance Support Officer).

There were no members of the public present.

1 APOLOGIES

Moved: J Watson

Seconded: A Blackie

THAT an apology for absence be received and sustained from N Atkinson.

CARRIED

2 CONFLICTS OF INTEREST

No conflicts of interest were recorded.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Kaiapoi-Tuahiwi Community Board –17 April 2023

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 17 April 2023, as a true and accurate record.

CARRIED

3.2 Matters Arising (From Minutes)

There were no matters arising from the minutes.

3.3 **Notes of the Kaiapoi-Tuahiwi Community Board Workshop – 17 April 2023**

Moved: J Watson

Seconded: T Blair

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the notes of the Kaiapoi-Tuahiwi Community Board Workshop, held on 17 April 2023.

CARRIED

PUBLIC EXCLUDED MINUTES *(Refer to public excluded agenda)*

3.4 **Minutes of the public excluded portion of the Kaiapoi-Tuahiwi Community Board meeting held on 17 April 2023**

4 **DEPUTATIONS AND PRESENTATIONS**

Nil.

5 **ADJOURNED BUSINESS**

Nil.

6 **REPORTS**

6.1 **Patchina's Walkway Working Group – T Stableford (Landscape Architect)**

T Stableford stated this was an ongoing project that had made little progress. The original design had not met the budget of \$7,700 and the Board was not satisfied with the reduced scope. The proposed Working Group would ensure the project progressed in a timely fashion.

P Redmond sought clarity on whether the Working Group would be recommending a design back to the Board. C Brown stated that was not staff's intention as they could possibly end up in the same position as they were now with no way to move the project forward. The original request was that the Working Party would have delegated power to act and the budget already allocated would be utilised. However if further funding was required the Working Group would need to come back to the Board.

Moved: T Bartle

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Approves** forming a Patchina's Walkway Working Group.
- (b) **Appoints** Kaiapoi-Tuahiwi Community Board members; Jackie Watson, Sandra Stewart and Russel Keetley to the Patchina's Walkway Working Group.
- (c) **Approves** delegated authority to the Patchina's Walkway Working Group to make decisions and implement them utilising the approved budget of \$7,700 from the Board's General Landscaping budget.

- (d) **Notes** that any further requests for funding would be submitted to the Board in the first instance for further allocation from its General Landscape budget or that the Board submit to the Council's Long Term Plan in 2024 for the required funding.
- (e) **That** the Chairperson gives an update on the progress of the project in her monthly report on behalf of the Pachina's Walkway Working Group.

CARRIED

T Bartle noted this project had been dragging on for some time and it would be good to get it moving as soon as practicable.

6.2 **Member for Representation Review Working Party – S Nichols (Governance Manager)**

K Rabe spoke to the report and noted a representation review was completed in the previous term with a result that required minimal change. However, the previous terms Council recommended another review was completed during the current term to utilise census data. First a decision would be made on whether the review would take place prior to the 2025 term or the 2028 term.

S Stewart asked for clarification as if it was decided to wait for the 2028 term the current members may not necessarily still be members. K Rabe clarified that after the decision was made for which term would be reviewed, the Working Party would either come together or would be disbanded.

S Stewart stated she would like to be on the Working Party as she was interested in finding out how the process worked and how people were enrolled.

T Bartle also requested to be on the Working Party as he felt it would be a good way for him to learn more and understand the processes involved better and this was a good learning opportunity.

As only one member was required for the Working Party, the Board conducted a vote. The result was as follows:

Sandra Stewart – two votes
Tim Bartle – four votes

Therefore, Tim Bartle would be the Board's representative on the Working Party.

Moved: A Blackie Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 230504063759.
- (b) **Appoints** Board member T Bartle, (non-Councillor) to the Representation Review Working Party.
- (c) **Notes** that one member (non-Councillor) from each of the Rangiora-Ashley, Kaiapoi-Tuahiwi, Woodend-Sefton and Oxford-Ohoka Community Boards would be appointed by their respective Boards to be members of the Representation Review Working Party.

- (d) **Notes** Councillors Goldsworthy, Mealings and Redmond had been appointed by the Council, alongside the Mayor to the membership of the Representation Review Working Party.
- (e) **Notes** the initial work of the group was to determine with further clarity the need to undertake a full Representation Review prior to the 2025 Local Body elections, and report back to the Council prior to December 2023.
- (f) **Notes** the working party meetings would most likely be held on Thursday mornings, on a regular basis once membership was fully established.

CARRIED

6.3 **Ratification of the Kaiapoi-Tuahiwi Community Board's submission to the Waimakariri District Council and Environment Canterbury's Draft 2023/24 Annual Plans – K Rabe (Governance Advisor)**

Moved: J Watson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 230418053898.
- (b) **Retrospectively ratifies** its submission to the Waimakariri District Council Draft 2023/24 Annual Plan (Trim Ref: 230324041111).
- (c) **Retrospectively ratifies** its submission to Environment Canterbury's Draft 2023/24 Annual Plan (Trim Ref: 230324041079).

CARRIED

7 CORRESPONDENCE

7.1 **Kaiapoi District Museum Annual General Meeting**

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the invitation to the Kaiapoi District Museum Annual General Meeting (Trim: 230511067547).

CARRIED

8 CHAIRPERSON'S REPORT

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

- Attended Kaiapoi Community Garden Trustee meeting.
- Attended Waimakariri Public Arts Trust workshop.
- Attended Pines Beach Kairaki Association monthly committee meeting. They were concerned about the rubbish left after the Te Kohaka o Tuhaitara Trust removed trees after the fire event. The rubbish seemed to have been there for many years.
- Attended ANZAC Day services.
- Attended Waimakariri Arts Strategy workshop.
- Attended NZ Motor Home Caravan Park opening which was a great success.
- Spoke to the Board's submission on the Waimakariri District Council Draft Annual Plan.

- Attended the National Council of Women celebration of women elected in the recent election.
- Attended All Together Kaiapoi Trust planning meeting for the Matariki event.
- Met with staff regarding lack of parking behind the Ruataniwha Civic Centre. There was a need for a tidy up of the out of date parking layout.
- Attended Integrated Transport Strategy follow up to initial workshop.
- Attended Kaiapoi Networking Meet Up where a variety of people reported an increase of food parcels and stress felt regarding bills.
- Attended Bridge to Bridge and was invited by Cure to a trip on the River Queen during the race.

Moved: J Watson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the verbal report from the Kaiapoi-Tuahiwi Community Board Chairperson.

CARRIED

9 MATTERS REFERRED FOR INFORMATION

- 9.1 Oxford-Ohoka Community Board Meeting Minutes 6 April 2023.
- 9.2 Rangiora-Ashley Community Board Meeting Minutes 12 April 2023.
- 9.3 Woodend-Sefton Community Board Meeting Minutes 11 April 2023.
- 9.4 Waimakariri District Council Growth Projections for LTP 2024/34 – Report to Council meeting 4 April 2023 – Circulates to all Boards.
- 9.5 ANZAC Day Services 2023 – Report to Council meeting 4 April 2023 – Circulates to all Boards.
- 9.6 Health, Safety and Wellbeing Report March 2023 – Report to Council meeting 4 April 2023 – Circulates to all Boards.
- 9.7 87 Dunns Avenue Bank Improvements – Report to Utilities and Roading Committee meeting 18 April 2023 – Circulates to the Kaiapoi-Tuahiwi Community Board.
- 9.8 Patronage figures for Public Transport Boardings from Park and Ride Sites – Report to Utilities and Roading Committee meeting 18 April 2023 – Circulates to the Kaiapoi-Tuahiwi Community Board and Rangiora-Ashley Community Board.

Moved: J Watson

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board

- (a) **Receives** the information in Items 9.1 to 9.8.

CARRIED

10 MEMBERS' INFORMATION EXCHANGE

R Keetley

- Attended ANZAC Day services which were very well attended.
- Attended Historic Society monthly meeting.
- Attended Regional Museum get together. There was representation from nine local museums.

S Stewart

- Attended meeting regarding Draft Natural Environment Strategy which would become an internal document enhancing biodiversity.
- Presented the Board's submission to the Environment Canterbury Draft Annual Plan.
- Attended GreyPower meeting. There was confusion regarding information surrounding the Health Hub. Had spoken to Mayor Gordon about putting out a fact sheet to keep people informed.
- Attended Chlorine Drop-in session in Kaiapoi which was poorly attended.

B Cairns

- The Motorhome Association Park official opening was well attended. Kaiapoi was not registered as a motorhome friendly town so was working to rectify that along with the other towns in the district.
- North Canterbury Neighbourhood Support were talking with police regarding the installation of CCTV cameras for the district.
- The Fire Emergency New Zealand building on Hilton Street had a four bay shed which they were proposing for boats to be used during flooding if required.
- All Together Kaiapoi were holding a Matariki event in Norman Kirk Park.
- Was working with Greenspace to have the templates altered to have event planners consider allocating space for disabled parking.
- Attended Arts Strategy event. The group was developing a district wide strategy which would encompass the arts and creativity would be championed.
- Kaiapoi Promotions Association was holding a large quiz event with the United Kingdoms Chaser Dark Destroyer as the special guest.

Philip Redmond

- Attended meeting regarding concerns with Waka Kotahi's planned safety improvements which included residents and James Caygill. Planned to send a letter from the Mayor and also signed by the Board Chair outlining the issues raised.
- Appointed Chair of the Road Safety Committee.
- Attended Community Networking in Pegasus.
- Attended public meeting regarding vaping.
- Attended Civil Aviation Authority meeting. Movements at Rangiora Airfield were approaching 50,000 per annum and was resulting in safety issues.
- Attended Zone 5 and 6 meeting in Queenstown. Minister of Local Government presented.
- Attended the Ohoka, Sefton, Kaiapoi, Rangiora and Tuahiwi ANZAC Services.
- Attended Mandeville Residents Association meeting. Flooding issues were affecting property access.
- Attended Kaiapoi Motorhome Association opening.
- Attended Hydrogen Futures meeting at the Christchurch art gallery. Green Hydrogen and Hydrogen-electric operation was seen as the future to low emission transport.
- Attended Rangiora Airfield site visit. Was a significant district asset with a proposed redevelopment. There was a need to future proof runways.
- Attended two chlorination drop-in sessions. Kaiapoi was poorly attended and Woodend had a small attendance.
- Had been busy with Annual Plan submissions and had over 30 people present.
- Attended Rachel Thorntons farewell.

T Blair

- Attended Darnley Club meeting. They had recruited five volunteers from the Volunteer Expo and were no longer looking for anyone else.
- Attended ANZAC Dawn Service.
- Attended Kaiapoi Motorhome Association opening.

A Blackie

- Attended Bridge to Bridge race. Was very successful with crews from across the South Island.
- The Huria Reserve had been signed over to the Te Kohaka o Tuhaitara Trust.
- The Te Kohaka Tuhaitara Trust sections at Kairaki beach were on hold as they had encountered many issues.

T Bartle

- Attended ANZAC Day services.
- Neighborhood Support North Canterbury were doing well and expanding with a positive feeling.
- Attended King Charles Street Party.
- Attended AF8 Roadshow. Was eye opening and scary. Needed to remember to stay on top of emergency supplies.

11 CONSULTATION PROJECTS

There are currently no consultations.

12 REGENERATION PROJECTS**12.1 Town Centre, Kaiapoi**

Updates on the Kaiapoi Town Centre projects are emailed regularly to Board members. These updates can be accessed using the link below:

<http://www.waimakariri.govt.nz/your-council/district-development/kaiapoi-town-centre>.

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

Balance as at 30 April 2023: \$3,132.

13.2 General Landscaping Budget

Balance as at 30 April 2023: \$49,490.

14 MEDIA ITEMS

Nil.

15 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

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:

Moved: A Blackie

Seconded: R Keetley

1. That the public be excluded from the following parts of the proceedings of this meeting:

Item 15.1 Minutes of public excluded Kaiapoi-Tuahiwi Community Board meeting 17 April 2023

The general subject of the matter to be considered while the public is excluded, the reason for passing this resolution in relation to the matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public-
15.1 Minutes of public excluded Kaiapoi-Tuahiwi Community Board meeting 17 April 2023	Good reason to withhold exists under section 7	To enable any local authority holding the information to carry on, without prejudice or disadvantage negotiations (including commercial and industrial negotiations) (s 7(2)(i)).

CARRIED

16 QUESTIONS UNDER STANDING ORDERS

Nil.

17 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board will be held at the Ruataniwha Kaiapoi Civic Centre on Monday 19 June 2023 at 4pm.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 4.36PM.

CONFIRMED

Chairperson

Date

Workshop

- *Waimak Dragonboats at Murphy Park – Grant MacLeod (Greenspace Manager) – 20mins*
- *Members Forum*

NOTES OF A WORKSHOP OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, ON MONDAY 15 MAY 2023 AT 4.36 PM.

PRESENT

J Watson (Chairperson), S Stewart (Deputy Chairperson), A Blackie, T Bartle, T Blair, and R Keetley.

IN ATTENDANCE

B Cairns (Kaiapoi-Woodend Ward Councillor) and P Redmond (Kaiapoi-Woodend Ward Councillor).

C Brown (Community and Recreation Manager), G MacLeod (Greenspace Manager), D Roxborough (Implementation Project Manager – District Regeneration), H Belworthy (Intermediate Landscape Architect – District Regeneration), K Rabe (Governance Advisor), and A Connor (Governance Support Officer).

APOLOGIES

N Atkinson.

- 1. WAIMAK DRAGONBOATS AT MURPHY PARK** – G MacLeod (Greenspace Manager), H Belworthy (Intermediate Landscape Architect).

Key points:

- Since the previous discussion regarding the Murphy Park Rowing Precinct the Waimak Dragonboat Club who had 290 members came forward saying they also used the space.
- Staff would like to do more planning on the land use side of the project as the Dragonboat Club had indicated there were space constraints when using the ramp and access at the same time as other rowing clubs.
- There was \$500,000 allocated towards this project in the next financial year as well as the extra \$160,000 that had been reallocated from the Kaiapoi Railway Heritage Precinct budget. There had been no indication from the rowing club regarding the \$50,000 they would be putting towards the project.
- Staff did not believe they would be in the position in the next financial year to spend all of the allocated money as they would like to do more work with the Dragonboat club to ensure the space was also suitable for them. The whole park needed tidying up as well as the relocation of the croquet club.

Questions/Issues

- *The croquet club had concerns as they felt they had been pushed out of the area and now there was funding being put into it.*
The Council paid for the repairs to the greens after the earthquakes. Their site was inadequate and left them with no room to expand in the future. The new site at the community hub would allow this and the Council committed to replacing the two greens at the new location and there was space for two extra greens for the club to add when the expansion required further green space.
- *The Kaiapoi River was Environment Canterbury's responsibility, were they involved in this at all.*
The Council already had an existing relationship with all of the clubs at Murphy Park and if Environment Canterbury were to take over it would not be in their best interest and could result in the whole area being written off as it was flood prone.
- *Would the proposal to install a new cut in the Avon River have any impact on the Christchurch clubs staying out in Kaiapoi.*
It would not as it was of a different scale, they had been talking about it for years and there were already a number of clubs interested in the site. Sports New Zealand would always put money into the sport. St Margaret's College had indicated no matter what happened in Christchurch they would stay at Kaiapoi as the water was always flat and there was less competition to train.

2. MEMBERS' FORUM

- A brief discussion on the Lineside Road land and possible site visits. The Board requested that it be included in any proposed site visit in the future.

THERE BEING NO FURTHER BUSINESS THE WORKSHOP CONCLUDED AT 5.01PM.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: GOV-26-08-06 / 230426057825

REPORT TO: KAIAPOI-TUAHIWI COMMUNITY BOARD

DATE OF MEETING: 19 June 2023

AUTHOR(S): Kay Rabe, Governance Advisor

SUBJECT: Updated Application to the Kaiapoi-Tuahiwi Community Board's Discretionary Grant Fund 2022/23 from It Takes A Village Hub

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

_____ General Manager

_____ Chief Executive

1. SUMMARY

- 1.1. This report was considered at the Board's April 2023 meeting, however due to a lack of pertinent information was left to lie on the table.

Name of Organisation	Purpose	Amount Requested
It Takes A Village Hub	Towards the cost of hosting a sewing bee	\$500

Attachments:

- i. Application from It Takes A Village Hub (Trim Ref: 230403045931)
- ii. A spreadsheet showing the previous two years' grants.
- iii. Board Funding Criteria 2022/23 (Trim Ref: 210603089776).

2. RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 230426057825.
 - (b) **Approves** a grant of \$..... to the It Takes A Village Hub towards the cost of materials to host a sewing bee.
- OR**
- (c) **Declines** the application from the It Takes A Village Hub.

3. BACKGROUND

- 3.1. The ***It Takes A Village Hub*** seeks funding for fabric and materials to host a sewing bee to make toddler and baby pants and t-shirts.
- 3.2. The current balance of the Kaiapoi-Tuahiwi Community Board's Discretionary Grant Fund for 2022/23 is \$3,132.

4. **ISSUES AND OPTIONS**

It Takes A Village Hub (NZ) (the Hub)

- 4.9 The Hub is a registered charity based in Canterbury which provides baby and toddler bundles to families that need extra assistance. The bundles are accessible to families that apply, and there is no means testing or judgement. The Baby Bundles were launched in 2018, and toddler bundles in 2019, and to date, the Hub has provided over 1,000 bundles to families in Canterbury. The charity is registered to the Directors address in Kaiapoi, which is also one of the main drop off and collection points however as the charity has grown it now operates out of New Brighton.
- 4.10 The Hub is hosting a sewing bee to make toddler and baby pants and t-shirts to include in their baby and toddler bundles. The Hub is therefore requesting \$500 to purchase fabric and elastic to sew pants for new-born to three months, two to four-year-old boys, and t-shirts for size two girls. The sewing bee will be hosted in May 2023, and the target is to make 150 pairs of pants, and 75 t-shirts, contributing towards 75 baby/toddler bundles. Each bundle provides at least five pairs of pants and seven t-shirts in the bundles for boys and girls generally get a mix of dresses, tights, pants and t-shirts.
- 4.11 It is estimated that 30% of the families the Hub assists are from the Kaiapoi-Tuahiwi area, and they distribute approximately 45% of their bundles through their Kaiapoi collection point. One hundred and seventy-nine bundles were distributed from the Kaiapoi collection point for North Canterbury between 1 April 2022 to 31 March 2023. No official record is kept of whether recipients are from Kaiapoi or Rangiora however anecdotally at least 50% are from the Kaiapoi area. Records are kept using cell numbers and email addresses as many of the clients come from emergency or temporary housing therefore addresses are less useful due to the temporary nature.
- 4.12 The Hub has sourced fabric through the community, the Kaiapoi Borough School is donating the use of their technology department, and Fabric Vision is providing a 25% discount and a drop box for fabric. The number of families in need keeps growing, and the sewing bee will proceed even if the application is unsuccessful.
- 4.12 In October 2021, the Board granted the Hub \$500 to host a family fun day to raise funds, however, the event was cancelled due to Covid, and the funding was therefore not allocated
- 4.13 The Board may approve or decline grants per the grant guidelines.
- 4.14 **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.
- 4.15 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 It Takes A Village Hub is 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 Baby and Toddler Bundles would provide much needed support to families in the wider community.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1 Financial Implications

The Annual Plan for 2022/23 includes budget provision for the Kaiapoi-Tuahiwi Community Board to approve grants to community groups up to \$5,270. An amount of \$2,627 was carried forward from the 2021/22 financial year, bringing the Discretionary Grant Fund to a total of \$7,897 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 Kaiapoi-Tuahiwi Community Board's Discretionary Grant Fund 2022/23 is \$3,132.

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 will fall under the auspices of the groups and organisations which applied for funding.

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 2022/2023²³

Name of Group: It Takes A Village Hub (NZ)

Address: [REDACTED]

Contact Person within Organisation: Jessica Roberts

Position within Organisation: Director and Toddler bundles manager

Contact phone number: [REDACTED] Email: jess@itav.org.nz

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

We are hosting a sewing bee to make toddler and baby pants, and t-shirts. We provide free baby and toddler bundles to the community but have run out of pants for 0-3month, 2,3,4yr-old boys, and t-shirts for size 2 girls. With a lot of offers of physical help we feel a sewing bee is a cost-free way for community to contribute. we are seeking \$500 to purchase additional fabric and elastic.

What is the timeframe of the project/event date? 3 consecutive weeks in May (10th, 17th, 24th)

Overall Cost of Project: \$850 Amount Requested: \$500

How many people will directly benefit from this project? 150

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 5% Rangiora-Ashley 5% Woodend-Sefton 5% Kaiapoi-Tuahiwi 30%

Other (please specify): 55% across other areas of Canterbury

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

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

NA - we have already purchased \$225 of fabric and \$79 on size labels (so that we can sort the items on return to us through donations), but underestimated the interest in the event from the community.

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

Learning to sew, community engagement, social interaction and donation of time to provide clothing to the bundles program.

Target is 150 pairs of pants, 75 t-shirts - this will contribute towards 75 baby/toddler bundles.

What are the benefit(s) to the Kaiapoi-Tuahiwi community or wider district?

we distribute approx 45% of our total bundles through our Kaiapoi collection point.

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?

NA

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

We have sourced fabric through the community, Kaiapoi Borough school are donating the use of their technology department, Fabric Vision are providing a 25% discount, and a drop box for

Have you applied to the Kaiapoi-Tuahiwi 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 to host a family fun day - this was cancelled due to Covid.

- 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: J Roberts

Date: 02/04/23

ITEMIZED EXPENSES

Requested by			Payee						
office supplies	other Consumables	Rubbish and waste	Bunnings	CCC	Countdown				
Salary - Direct	Salary - Tax purposes	salary -direct	Crombie and Lockward	Ecodrop	Fabric vision				
G/L Code	Invoice Date	Invoice #	Requested by	Check Amount	Payee	Check Use	Method of Distribution	Reimbursement	Note
3000	18/03/2022	119	Building lease	\$104.97	CCC	Lease	Internet banking	N/A	
8000	3/04/2022	113	Stationary and Printing	\$35.99	Paperplus	Laminating pouches	eftpos	Jess	
31000	14/04/2022	111	office equipment and storage	\$665.92	Bunnings	Racking and containers	eftpos	Jess	
6000	22/04/2022	112	Rubbish and waste	\$17.67	Ecodrop	Waste	eftpos	Jess	
6000	24/04/2022	114	Rubbish and waste	\$23.56	Ecodrop	Waste	eftpos	Jess	
12000	24/04/2022	115	office supplies	\$28.00	Countdown	weed spray / WD40	eftpos	Jess	
3000	26/04/2022	120	Building lease	\$104.97	CCC	Lease	Internet banking	N/A	
31000	13/05/2022	116	office equipment and storage	\$1,084.80	Warehouse Stationary	2 x desks, 2 x mobiles	eftpos	Jess	
31000	13/05/2022	117	office equipment and storage	\$699.00	Warehouse Stationary	Printer	eftpos	Jess	
8000	13/05/2022	118	Stationary and Printing	\$32.48	Warehouse Stationary	Paper A4 and A3	eftpos	Jess	
3000	20/05/2022	123	Building lease	\$104.97	CCC	Lease	Internet banking	N/A	
2000	20/05/2022	126	Internet and Phone	\$139.69	Spark	Phone and Broardband	Internet banking	N/A	
24000	15/06/2022	108	Bundle expense	\$48.40	The warehouse	Wipes	eftpos	Jess	
34000	18/06/2022	101	Fundraiser	\$7.49	Unichem	Raffle prize	eftpos	Jess	Matariki
34000	18/06/2022	102	Fundraiser	\$30.40	Countdown	Raffle prize	eftpos	Jess	Matariki
34000	18/06/2022	103	Fundraiser	\$75.38	New World	Raffle prize	eftpos	Jess	Matariki

G/L Code	Invoice Date	Invoice #	Requested by	Check Amount	Payee	Check Use	Method of Distribution	Reimbursement	Note
34000	18/06/2022	104	Fundraiser	\$26.97	Paperplus	Raffle prize	eftpos	Jess	Matariki
34000	18/06/2022	105	Fundraiser	\$20.00	Vintage Rose	Raffle prize	eftpos	Jess	Matariki
12000	18/06/2022	110	office supplies	\$6.98	Mitre 10	Pest control	eftpos	Dani	
2000	20/06/2022	127	Internet and Phone	\$139.69	Spark	Phone and Broardband	Internet banking	N/A	
29000	22/06/2022	109	labels	\$36.99	Paperplus	Postage	eftpos	Dani	
17000	24/06/2022	100	Bundle expense	\$100.00	Kmart	single bedding	eftpos	Jess	
35000	6/07/2022	107	staff expenses	\$45.00	Postie	3 x hoodies	eftpos	Jess	
35000	9/07/2022	106	staff expenses	\$150.00	Logoland	Logoprinting on hoodies	eftpos	Jess	
12000	14/07/2022	121	office supplies	\$102.50	Bunnings	Heaters x 2	eftpos	Jess	
22000	17/07/2022	122	fabric	\$44.00	Toms Emporium	Fleece and ribbing	eftpos	Jess	
8000	20/07/2022	124	Stationary and Printing	\$63.83	Stamps Plus LTd	Charity seal	eftpos	Jess	
3000	20/07/2022	125	Building lease	\$104.97	CCC	Lease	Internet banking	N/A	
2000	20/07/2022	128	Internet and Phone	\$139.69	Spark	Phone and Broardband	Internet banking	N/A	
34000	26/07/2022	129	Fundraiser	\$500.00	Mega Air	Toddler Disco	Internet banking	N/A	
3000	31/07/2022	130	Building lease	\$104.97	Ccc	Lease	Internet banking	N/A	
2000	21/08/2022	131	Internet and Phone	\$139.69	Spark	Phone and Broardband	Internet banking	N/A	
3000	21/08/2022	132	Building lease	\$104.97	CCC	Lease	Internet banking	N/A	
12000	27/08/2022	138	office supplies	\$42.97	Paperplus	Envelopes, stamps	eftpos	Jess	
2000	6/09/2022	133	Internet and Phone	\$139.69	Spark	Phone and Broardband	Internet banking	N/A	
31000	10/09/2022	137	office equipment and storage	\$266.00	Bunnings	Racking x 2	eftpos	Jess	
34000	20/09/2022	142	Fundraiser	\$2,000.00	Silky Otter	Ladies Night	Internet banking	N/A	

G/L Code	Invoice Date	Invoice #	Requested by	Check Amount	Payee	Check Use	Method of Distribution	Reimbursement	Note
34000	29/09/2022	136	Fundraiser	\$315.00	Silky Otter	Ladies Night	eftpos	Jess	
2000	6/10/2022	135	Internet and Phone	\$139.69	Spark	Phone and Broadband	Internet banking	N/A	
26000	10/10/2022	139	hairbrushes	\$160.00	Kmart	Hairbrushes, Combs	eftpos	Jess	
16000	10/10/2022	140	Feeding items	\$60.00	Kmart	plates, bowls, cups x 32	eftpos	Jess	
3000	13/10/2022	134	Building lease	\$209.94	CCC	Lease	Internet banking	N/A	
34000	15/10/2022	141	Fundraiser	\$20.00	Kaipoi Promotions	Santa parade stall	Internet banking	N/A	
34000	16/11/2022	143	Fundraiser	\$150.00	Silky Otter	Glass Onion	Internet banking	NA	
2000	16/11/2022	144	Internet and Phone	\$139.69	Spark	Phone and Broadband	Internet banking	NA	
34000	23/11/2022	145`	Fundraiser	\$32.25	Countdown	Glass Onion	eftpos	Dani	
30000	26/10/2022	146	other Consumables	\$20.53	Countdown	Storage bags / milk	eftpos	Dani	
12000	22/11/2022	147	office supplies	\$7.99	Paperplus	copy paper	eftpos	Dani	
30000	27/10/2022	148	other Consumables	\$12.60	Countdown	Storage bags / milk	eftpos	Dani	
34000	23/11/2022	149	Fundraiser	\$7.96	Paperplus	Glass Onion	eftpos	Dani	
18000	27/11/2022	150	bedding - cots	\$112.00	The warehouse	Cot fitted sheets	eftpos	Jess	
23000	27/11/2022	151	Nappies	\$228.00	The warehouse	Nappies	eftpos	Jess	
36000	17/11/2022		Salary - Direct	\$1,203.60	Salary	Dani Petterd	Internet banking	NA	
36000	17/11/2022		Salary - Tax purposes	\$357.31	Tax/ACC/Super	IRD	Internet banking	NA	
34000	11/12/2022	152	Fundraiser	\$53.50	Silky Otter	Glass Onion	Internet banking	NA	
2000	11/12/2022	153	Internet and Phone	\$131.33	Spark	Phone and Broadband	Internet banking	NA	
36000	1/12/2022		Salary - Direct	\$1,203.60	Salary	Dani Petterd	Internet banking	NA	
36000	1/12/2022		Salary - Tax purposes	\$357.31	Tax/ACC/Super	IRD	Internet banking	NA	

G/L Code	Invoice Date	Invoice #	Requested by	Check Amount	Payee	Check Use	Method of Distribution	Reimbursement	Note
34000	12/12/2022	154	Fundraiser	\$77.51	Gobake	Reindeer sprinkles	eftpos	Jess	
36000	28/12/2022		Salary - Tax purposes	\$357.21	Tax/ACC/Super	IRD	Internet banking	NA	
36000	16/12/2022		Salary - Direct	\$1,203.60	Salary	Dani Petterd	Internet banking	NA	
23000	17/12/2022	155	Nappies	\$109.40	Countdown	Nappies	eftpos	Jess	
27000	21/12/2022	156	toys and batteries	\$90.00	Countdown	Lego	eftpos	Jess	
12000	21/12/2022	157	office supplies	\$15.50	Countdown	cleaning supplies	eftpos	Jess	
3000	24/12/2022	158	Building lease	\$104.97	CCC	Lease	Internet banking	na	
36000	30/12/2022		Salary - Direct	\$718.15	Salary	Dani Petterd	Internet banking	na	
36000	30/12/2022		Salary - Tax purposes	\$219.71	Tax/ACC/Super	IRD	Internet banking	na	
36000	30/12/2022		salary -direct	\$190.77	Salary	Dani Petterd	Internet banking	na	
36000	30/12/2022		Salary - Tax purposes	\$46.28	Tax/ACC/Super	IRD	Internet banking	na	
36000	13/01/2022		Salary - Direct	\$865.80	Salary	Dani Petterd	Internet banking	na	13/01/2023
36000	13/01/2022		Salary - Tax purposes	\$305.67	Tax/ACC/Super	IRD	Internet banking	na	13/01/2023
16000	17/01/2022	159	Feeding items	\$212.50	Kmart	Feeding items	eftpos	Jess	17/01/2023
3000	23/01/2022	160	Building lease	\$104.97	CCC	Lease	Internet banking	NA	23/01/2023
36000	26/01/2022		Salary - Direct	\$969.60	Salary	Dani Petterd	Internet banking	NA	26/01/2023
36000	26/01/2022		Salary - Tax purposes	\$542.40	Tax/ACC/Super	IRD	Internet banking	NA	26/01/2023
16000	2/02/2022	161	Feeding items	\$22.50	Kmart	Feeding items	eftpos	Jess	2/02/2023
12000	7/02/2022	162	office supplies	\$195.80	Mitre 10	Sistema tubs	eftpos	Jess	7/02/2023
36000	10/02/2022		Salary - Direct	\$865.80	Salary	Dani Petterd	Internet banking	NA	10/02/2023
36000	10/02/2022		Salary - Tax purposes	\$305.67	Tax/ACC/Super	IRD	Internet banking	NA	10/02/2023

G/L Code	Invoice Date	Invoice #	Requested by	Check Amount	Payee	Check Use	Method of Distribution	Reimbursement	Note
2000	13/02/2022	163	Internet and Phone	\$130.84	Spark	Phone and Broardband	Internet banking	NA	13/02/2023
6000	11/01/2022	164	Rubbish and waste	\$38.93	Ecodrop	General refuse	eftpos	Dani	11/01/2023
23000	31/01/2022	165	Nappies	\$73.00	Countdown	10 packs nappies	eftpos	Dani	31/01/2023
12000	15/02/2022	166	office supplies	\$235.08	Mitre 10	Sistema tubs	eftpos	Jess	15/02/2023
36000	24/02/2022		Salary - Direct	\$865.80	Salary	Dani Petterd	Internet banking	NA	24/02/2023
36000	24/02/2022		Salary - Tax purposes	\$305.67	Tax/ACC/Super	IRD	Internet banking	NA	24/02/2023
3000	24/02/2022	167	Building lease	\$104.67	CCC	Lease	Internet banking	NA	24/02/2023
1000	24/02/2022	168	Insurance	\$1,869.07	Crombie and Lockward	Insurance - All	Internet banking	NA	24/02/2023
12000	24/02/2022	169	office supplies	\$33.00	The warehouse	stationary	Internet banking	Jess	24/02/2023
23000	24/02/2022	169	Nappies	\$387.00	The warehouse	Nappies	Internet banking	Jess	24/02/2023
19000	24/02/2022	169	Dental products	\$30.00	The warehouse	toothbrushes	Internet banking	Jess	24/02/2023
16000	1/03/2022	170	Feeding items	\$49.00	The warehouse	Sippy cups	Internet banking	Jess	1/03/2023
19000	1/03/2022	170	Dental products	\$58.50	The warehouse	toothpaste	Internet banking	Jess	1/03/2023
23000	1/03/2022	170	Nappies	\$250.00	The warehouse	Nappies	Internet banking	Jess	1/03/2023
21000	1/03/2022	170	Shoes	\$34.86	The warehouse	shoes	Internet banking	Jess	1/03/2023
22000	1/03/2022	171	Fabric	\$79.60	Sew-it	size labels	Internet banking	Jess	1/03/2023
34000	3/03/2022	172	Fundraiser	\$184.00	Hellers	sausages	Internet banking	Jess	3/03/2023
23000	9/02/2022	173	Nappies	\$36.00	The warehouse	Nappies	eftpos	Dani	9/03/2023
24000	9/03/2023	174	Wipes	\$49.32	The warehouse	Wipes	eftpos	Dani	9/03/2023
21000	9/03/2022	175	Shoes	\$0.94	The warehouse	shoes	eftpos	Dani	9/03/2023
26000	12/03/2022	176	hairbrushes	\$56.20	Kmart	Hairbrushes, Combs	eftpos	Jess	12/03/2023

G/L Code	Invoice Date	Invoice #	Requested by	Check Amount	Payee	Check Use	Method of Distribution	Reimbursement	Note
27000	12/03/2022	177	toys and batteries	\$22.75	Kmart	Books	eftpos	Jess	12/03/2023
25000	12/03/2022	178	Clothing	\$60.00	Kmart	Clothes	eftpos	Jess	12/03/2023
19000	11/03/2022	179	Dental products	\$192.00	The warehouse	toothpaste	eftpos	Jess	11/03/2023
23000	11/03/2022	180	Nappies	\$534.00	The warehouse	Nappies	eftpos	Jess	11/03/2023
24000	11/03/2022	181	Wipes	\$164.40	The warehouse	Wipes	eftpos	Jess	11/03/2023
18000	11/03/2022	182	bedding - cots	\$210.00	The warehouse	cot / bassinette sheets	eftpos	Jess	11/03/2023
17000	11/03/2022	183	Bedding - beds	\$121.32	The warehouse	single bedding	eftpos	Jess	11/03/2023
36000	12/03/2023		Salary - Tax purposes	\$448.89	Tax/ACC/Super	Dani Petterd	Internet banking	NA	12/03/2023
36000	12/03/2022		Salary - Direct	\$1,111.92	Salary	Dani Petterd	Internet banking	NA	12/03/2023
22000	29/03/2022	184	fabric	\$224.76	Fabric vision	Fabric	eftpos	Jess	29/03/2023
27000	23/03/2022	185	toys and batteries	\$11.00	Countdown	Batteries	eftpos	Jess	23/03/2023

Kaiapoi-Tuahiwi Community Board Discretionary Grant 2022/2023 Financial Year

	Meeting considered	Group	Project	Amount Requested	Amount Granted	Running Balance	
10.136.100.2410	20-Mar	Relay for Life event	Costs of hosting	\$250	\$500	\$ 3,632.00	
	17-Apr	R13 Youth Development Trust	Replacement sports equipment, new kitchen equipment and a new printer	\$500	\$500	\$ 3,132.00	
	17-Apr	North Canterbury Adventure Club	Purchase an inflatable shade tent and electric pump	\$825	Declined	\$ 3,132.00	
	17-Apr	It Takes A Village Hub	To purchase fabric and elastic	\$500	Lie on the table	\$ 3,132.00	
	16-Jun	All Together Christchurch	Advertising Matariki in Kaiapoi	\$500			
	19-Jun	All Stars Marching	Annual camp	\$500			
	Meeting considered	Group	Project	Amount Requested	Amount Granted	Running Balance	
Kaiapoi-Tuahiwi Community Board			2022/23= \$5,270 = carry forwards \$2,627 Total \$7,897			\$ 7,897.00	
	18-Jul-22	St Patricks School PTA	Game Lines	\$500	\$500	\$ 7,397.00	
	18-Jul-22	Kaiapoi Toy Library	Cultural and sensory toys	\$500	\$500	\$ 6,897.00	
	15-Aug	Reflections Community Trust	Waimakariri Light Party	\$588	\$588	\$ 6,309.00	
	15-Aug	Clarkville Playcentre	Fruit Trees and vegetable plants	\$500	\$250	\$ 6,059.00	
	21-Nov	Cure Boating Club	Wood stain for floors, egress ramp and stairs	\$500	\$500	\$ 5,559.00	
	20-Feb	North Canterbury Pride	Picnic in the Park	\$275	\$300	\$ 5,259.00	
	20-Feb	Clarkville Playcentre	First Aid Courses	\$387	\$387	\$ 4,872.00	
	20-Mar	Kaiapoi Rugby Football Club	Replace broken cabinet	\$500	\$500	\$ 4,372.00	
	20-Mar	Kaiapoi Community Gardens	Signage	\$240	\$240	\$ 4,132.00	
	20-Mar	WITHDRAWN	All Together Kaiapoi	Subscription for software			\$ 4,132.00

Kaiapoi-Tuahiwi Community Board Discretionary Grant 2021/2022 Financial Year

	Meeting considered	Group	Project	Amount Requested	Amount Granted	Running Balance
Kaiapoi-Tuahiwi Community Board 10.136.100.2410			2021/22 = \$5,270 = carry forwards \$2300 Total \$7,570			\$ 7,570.00
	19-Jul	Fund Returned as expo cancelled Waimakariri Older Person's Expo Committee	Older Person's Expo	\$500	\$500	\$ 7,070.00
	16-Aug	Kaiapoi Toy Library	Towards the cost of purchasing a new bouncy castle/ soft play for younger children	\$500	\$500	\$ 6,570.00
	16-Aug	St Patrick's School's Parent Teacher Association	Towards the cost of a new junior playground	\$500	\$500	\$ 6,070.00
	20-Sep	Meeting Cancelled				
	18-Oct	Withdrawn Reflections Community Trust	Towards Light Party	\$350		\$ 6,070.00
	18-Oct	Withdrawn It take a Village Hub	Family day	\$500		\$ 6,070.00
	18-Oct	Cure Boating Club	Propellers	\$500	\$500	\$ 5,570.00
	18-Oct	Declined Life Education Trust	Delivery of the Healthy Harold Programme	\$500	-	
	15-Nov	Pines Kairaki Beaches Association	Community Pantry	\$443	\$443	\$ 5,127.00
	15-Nov	Declined Clarkville Preschool	Mud kitchen and ground cover	\$480	-	
	13-Dec	Withdrawn Kaiapoi Borough School Board of Trustees	Back to school family picnic	\$500		\$ 4,627.00
	13-Dec	Pegasus Dragons Inc	Purchase of paddles	\$500	\$500	\$ 4,127.00
	21-Feb	Kaiapoi Community Garden	Purchase of new lawn mower	\$500	\$500	\$ 3,627.00
21-Feb	Withdrawn North Canterbury Pride	picnic in Victoria Park	\$250	\$0	\$ 3,627.00	
21-Mar	Declined Clarkeville Playcentre	Mud kitchen	\$378	\$0	\$ 3,627.00	
11-Apr	Nil					
16-May	Kaiapoi Pony Club	towards funding St John's Ambulance	\$500	\$500	\$ 3,127.00	
20-Jun	Declined Good Night Sleep Tight	towards winter night packs	\$500			
20-Jun	All Stars Marching Teams	towards annual training camp	\$500	\$ 500.00	\$ 2,627.00	

GOVERNANCE

Kaiapoi-Tuahiwi 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 Kaiapoi-Tuahiwi 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 Kaiapoi-Tuahiwi 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 Kaiapoi-Tuahiwi 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: CPR-05-58-01 / 230606082602

REPORT TO: KAIAPOI-TUAHIWI COMMUNITY BOARD

DATE OF MEETING: 19 June 2023

AUTHOR(S): Vanessa Thompson, Senior Advisor Business and Centres

SUBJECT: Acquisition of Part Lots 20 & 21 DP 139 within the 70 Hilton Street carpark at the Ruataniwha Kaiapoi Civic Centre

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


General Manager


Chief Executive

1. SUMMARY

- 1.1. This report seeks Kaiapoi-Tuahiwi approval and endorsement to Council to acquire Part Lots 20 and 21 DP 139 within the 70 Hilton Street carpark at the Ruataniwha Kaiapoi Civic Centre.
- 1.2. The land has formed part of the public carpark at 70 Hilton Street for the last 30 years and is owned by three deceased landowners.
- 1.3. The acquisition seeks to resolve the underlying land status as a result of its current and proposed future use, where the southern section of the public carpark (which includes the Part Lots) may form part of the wider development footprint for the Kaiapoi marina development.
- 1.4. The Property Group's preliminary desktop estimate for the combined lots (165 m2) sits within an acquisition range from \$45,000 to \$82,000.
- 1.5. The acquisition will be funded from the 2023/24 South Mixed Use Business Area (MUBA) budgets (101781.000.5135 and 101783.000.5133).

Attachments:

- i. None

2. RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 230606082602.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the Council:

- (b) **Notes** that the acquisition seeks to resolve the underlying land status of Part Lots 20 and 21 DP 139 and bring them under Council ownership in recognition of their current and proposed future use.
- (c) **Notes** the Property Group's preliminary desktop estimate for the combined lots (165 m2) sit within a range from \$45,000 to \$82,000.

- (d) **Notes** that the three private landowners were first registered on the titles 110 years ago and are currently deceased. Council will follow statutory requirements in an attempt to locate any descendants of the deceased.
- (e) **Recommends** that Council acquire Part Lots 20 & 21 DP 139 within the 70 Hilton Street carpark at the Ruataniwha Kaiapoi Civic Centre in accordance with the statutory requirements of the Public Works Act 1981.
- (f) **Recommends** that the land acquisition be funded from the 2023/24 South Mixed Use Business Area budgets (101781.000.5135 and 101783.000.5133).
- (g) **Notes** that staff are currently investigating the full costs associated with the acquisitions and will provide this information to Council in a future report.

3. **BACKGROUND**

- 3.1. As part of the work surrounding the Kaiapoi EV charger installation it was discovered in late 2021 that Part Lots 20 & 21 DP 139 (Figure 1) located within the carpark at the Ruataniwha Kaiapoi Civic Centre are not currently vested in Council ownership even though they have formed part of the public carpark at 70 Hilton Street for the last 30 years.

Part Lot 20 DP 139 (CB24/59)



Part Lot 21 DP 139 (CB24/142)



4. **ISSUES AND OPTIONS**

- 4.1. Council wishes to undertake a land acquisition process to acquire ownership of Part Lots 20 & 21 DP 139 to resolve the underlying land status as a result of its current and proposed future use. The southern section of the public carpark (which includes these lots) may form part of the wider development footprint for the Kaiapoi Marina development.
- 4.2. The Public Works Act 1981 (PWA) does enable the land to be taken for public works (i.e., the continuation of a public carpark) pursuant to section 23 of the PWA.
- 4.3. The Property Group have completed investigations into the land parcels to help Council understand the ownership situation and associated statutory requirements that may apply before it can be acquired by Council.
- 4.4. Ownership of the Part Lots is currently split amongst three landowners (all deceased) who were first registered on the land titles over 110 years ago. Council will follow statutory requirements in an attempt to locate any descendants of the deceased.
- 4.5. The Part Lots provide rights of way which are registered on seven surrounding titles:
- three privately-owned titles (CB19B/726, 106213 and CB46C/50) shaded red, and
 - four titles owned by the Waimakariri District Council (106212, CB22F/86, CB22F/87 and CB23K/1296), shaded blue.
 - the right of way appears to be redundant, given that there are formed carparks over the area.



- 4.6. The private landowners and WDC are 'interested parties' that must be served with Section 23 notices, which provide an opportunity for the parties to object to the acquisition. As the Part Lot landowners are currently deceased (and can't be served with a Section 23 notice), notice will be served in a local public newspaper if any descendants are unable to be located. Where applicable, the Public Trust can represent absentee owners where compensation is payable for any acquired land. If no objections are received, the land can be acquired by Proclamation pursuant to Section 26.
- 4.7. It can take up to 18 months to complete the acquisition process (excluding any intervention from the Environment Court).

Implications for Community Wellbeing

There are implications on community wellbeing by the issues and options that are the subject matter of this report. The acquirement of the Part Lots enables the carpark to continue servicing the community at the current acceptable service levels.

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

5. COMMUNITY VIEWS

5.1. Mana whenua

Te Ngāi Tūāhuriri hapū are not likely to be affected by, or have an interest in the subject matter of this report. The Properties are privately owned and are therefore not 'relevant land for the purpose of the Ngāi Tahu Claims Settlement Act 1988.

5.2. Groups and Organisations

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. The Part Lots are registered as right of ways on three privately owned land parcels (by property owners and/or businesses) that should be noted as interested parties to the acquisition and must be served with Section 23 notices.

5.3. Wider Community

The wider community is likely to be affected by, or to have an interest in the subject matter of this report. The Part Lots form part of the wider carparking space available to the community, and the land acquisition will help Council maintain acceptable public parking service levels within the town centre and support the development aspirations linked to the South MUBA land.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

There are financial implications of the decisions sought by this report. A specific budget to purchase the land has not been included in the Annual Plan/Long Term Plan. However, staff recommend that the 2023/24 South MUBA budgets (101781.000.5135 and 101783.000.5133) be used to support the land acquisition.

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

- As this project is currently unbudgeted, there are financial risks associated with any land compensation paid to the descendants of the private landowners or other representative organisations. Payment for any land purchase can be sourced from the existing South MUBA budgets as approved by Council in a future report.
- To ensure potential descendants of the original landowners are aware of the land purchase, Council must follow the statutory guidelines recommended under the Public Works Act 1981 (Section 23).

6.3 **Health and Safety**

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

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**

Public Works Act 1981.

7.3. **Consistency with Community Outcomes**

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

- The Council makes information about its plans and activities readily available.
- There is a wide variety of public places and spaces to meet people's needs.
- The accessibility of community and recreation facilities meets the changing needs of our community.
- The standard of our District's transportation system is keeping pace with increasing traffic numbers.

7.4. **Authorising Delegations**

The Kaiapoi-Tuahiwi Community Board has the delegated authority to recommend to Council the purchase of land for parks, reserves, waterways or other local purposes.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: RDG-08-09-01 / 230608084132

REPORT TO: KAIAPOI-TUAHIWI COMMUNITY BOARD

DATE OF MEETING: 19 June 2023

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

SUBJECT: Proposed Roding Capital Works Programme for 2023/24

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




General Manager
 Chief Executive

1. SUMMARY

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

Attachments:

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

2. RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 230608084132.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the Utilities & Roding Committee:

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

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

3. **BACKGROUND**

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

- 3.10 Inputs used to develop the programmes are condition rating and inspections, RAMM reports, reports from the maintenance contractor, crash records, network safety inspections, reviews of maintenance costs, feedback from the public via service requests etc. All identified deficiencies are entered into a database, reviewed and then prioritised to fit within budget levels and to ensure they address a defined level of service issue.
- 3.11 Utility Authorities, the 3 Waters Team and the Greenspaces Teams are consulted to ensure there are no conflicts with their programmes and to identify possible synergies in the programmes.
- 3.12 **Condition Assessment**
- 3.13 To better understand the condition of the kerb and channel and footpath assets a condition rating is carried out every three years on these assets. The most recent rating was completed in 2022 to feed into the 2024/34 Roading Asset Management Plan and the Long Term Plan. The attached programme has been updated following the condition rating. Therefore, the next condition rating is due to be completed in 2025.
- 3.14 **Kerb and Channel Replacement**
- 3.15 Kerb and channel replacement is primarily focussed on the replacement of old-style dished channels which are in a poor or very poor condition. This is subject to the kerb and channel warranting replacement and meeting NZTA requirements. In many cases the footpath is replaced at the same time as the kerb and channel, however this only occurs where the footpath condition also warrants the renewal. Some old kerb and flat channels are in poor condition, and these will be included in the programme as required.
- 3.16 The kerb and channel replacement are prioritised district-wide and the condition of the channel must be such that replacing it is the lowest maintenance cost treatment. Waka Kotahi has reasonably strict requirements that have to be met in order for the work to qualify for financial assistance, such that the poor condition of the channel is resulting in damage to the carriageway due to water ingress. Replacement for aesthetic reasons only will not be approved by Waka Kotahi.
- 3.17 There are a number of kerb & channel renewal sites identified for replacement in Kaiapoi over the next four years. A kerb & channel renewal is planned in Akaroa Street in 2024/25 and 2025/26 to align with planned resealing. The remaining sections of Otaki St are also included, and Sewell Street has been added to the programme, and is sitting in year 5 (just outside of the programme as attached).
- 3.18 **Footpath Renewals**
- 3.19 This category is for the resurfacing and reconstruction of footpaths. The programme is determined by the footpath surface condition, and the purpose is to provide safe and comfortable footpaths and to minimise lifecycle costs.
- 3.20 As mentioned above all footpaths were condition rated in 2022. From this rating the worst condition streets were identified and inspected. From that inspection and taking into account community feedback and other programmes. Including the previous approved programme, the draft renewal programme has been developed.
- 3.21 The footpath renewal programme is coordinated with the kerb and channel programme to ensure the end of the footpath life coincides with the end of the kerb and channel life so replacement can be done at the same time. This offers more options to design a comprehensive street upgrade when the renewal takes place. The next condition rating assessment is due to be undertaken in 2025.

3.22 Minor Improvements Programme

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

3.25 Public Transport Infrastructure

- 3.26 There are planned improvements within the Kaiapoi-Tuahiwi ward area for public transport over the next 4 years. In the 2023/24 year a new shelter is planned on Williams Street near Police Station, including a Real Time display unit.

4. ISSUES AND OPTIONS

- 4.1. The draft programme was presented to the Community Board at a Roothing workshop during March. The following feedback was received on the proposed programme:
- Sewell Street – Request to add to the K&C Renewal programme as is older dish and close to the town centre. Added into Year 5 of the programme.
 - Cridland Street West – Condition is not yet triggering renewal however this has also been added to Year 5 of the programme.
 - Dale Street – budget allocation included to address flooding issues at the driveway within the minor safety budget, noting this does not included full kerb & channel renewal at this stage as the condition does not trigger replacement.
 - Error in line entry for a path in Rangiora was noted in the draft programme has been updated.
 - Request for Cycle count data on Peraki Street was received and will be sent through separately.
- 4.2. The 2023/24 programme will need to be confirmed and then approval sought from the Utilities & Roothing Committee in July, to allow for work to proceed promptly in the 2023/24 financial year.
- 4.3. The indicative three-year programme for the following three years is more flexible and as it is reviewed annually to allow consideration of programme delays, any emerging issues and to provide an opportunity to make changes to this programme.
- 4.4. The following options are available to the Board:
- 4.4.1. Option One – Endorse the Proposed Programme as Recommended:
This is the recommended option as it allows the draft programme to be taken to Utilities & Roothing Committee and for work to begin on planning / design for projects early in the new financial year.
- 4.4.2. Option Two – Decline the Recommendation and ask Staff to make further changes:
This is not the recommended option as the draft programme has been provided at a workshop with the Community Board. No feedback has been received to date.

Implications for Community Wellbeing

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

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

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

5. COMMUNITY VIEWS

5.1. Mana whenua

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

5.2. Groups and Organisations

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

A workshop was held with the Kaiapoi-Tuahiwi Community Board on 20 March 2023 on the proposed programme was provided for comment at the time. The following feedback was received:

- Sewell Street – Request to add to the K&C Renewal programme as is older dish and close to the town centre. Added into Year 5 of the programme.
- Cridland Street West – Condition is not yet triggering renewal however this has also been added to Year 5 of the programme.
- Dale Street – budget allocation included to address flooding issues at the driveway within the minor safety budget, noting this does not included full kerb & channel renewal at this stage as the condition does not trigger replacement.
- Error in line entry for a path in Rangiora was noted in the draft programme has been updated.
- Request for Cycle count data on Peraki Street was received and will be sent through separately.

5.3. Wider Community

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

Renewal of infrastructure results in a good level of service for the community and reduces the risk of failure which could put the Community at risk. Providing shelter at bus stops increases the appeal of catching the bus and reduces congestion for other road users.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

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

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

6.2. Sustainability and Climate Change Impacts

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

6.3 Risk Management

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

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

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

6.3 Health and Safety

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

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

7. CONTEXT

7.1. Consistency with Policy

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

7.2. Authorising Legislation

The Land Transport Act is relevant to this matter.

7.3. Consistency with Community Outcomes

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

There is a safe environment for all.

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

Transport is accessible, convenient, reliable and sustainable.

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

7.4. Authorising Delegations

The Kaiapoi-Tuahiwi Community Board has delegation to receive this report and make a recommendation to the Utilities and Roding Committee.

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

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

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

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

Project Name	Side	Town	23/24	24/25	25/26	26/27
			Indicative Programme	Indicative Programme	Indicative Programme	Indicative Programme
Rangiora Roundabouts Pedestrian Improvements		Rangiora	\$ 5,000	\$ 25,000	\$ 20,000	\$ 20,000
Peraki St / Carew St Ped Cutdowns		Kaiapoi	-	\$ 15,000	-	-
Sneyd / Cosgrove St Ped Cutdowns		Kaiapoi	-	-	\$ 15,000	-
South Belt - Ped Refuge (Btwn Southbrook / King St)		Rangiora	-	-	\$ 20,000	-
Other Walking & Cycling Projects			-	-	-	-
<u>Roadside Hazard Removal</u>						
Dixons Rd - Bridge 2802 Widening (RP2540)		Loburn	\$ 90,000	-	-	-
Dixons Rd - Bridge Widening (RP1125)		Loburn	-	\$ 100,000	-	-
Upper Sefton - Concrete Headwall (RP9490)		Sefton Rural	-	-	\$ 100,000	-
Other Roadside Hazard Projects TBC			-	-	-	\$ 100,000
<u>Cattle Underpass</u>						
Underpasses			-	-	-	-
Budget to be Allocated			-	\$ 10,000	\$ 125,000	\$ 160,000
Value of Work Programmed			\$ 595,000	\$ 585,000	\$ 470,000	\$ 435,000
Approved Annual Budget			\$ 595,000	\$ 595,000	\$ 595,000	\$ 595,000

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

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: GOV-26-11-06 / 230606082724

REPORT TO: KAIAPOI-TUAHIWI COMMUNITY BOARD

DATE OF MEETING: 19 June 2023

AUTHOR(S): Thea Kunkel, Governance Team Leader

SUBJECT: Amendments to Standing Orders for the Kaiapoi-Tuahwi 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 Kaiapoi-Tuahwi Community Board (the Board) to adopt the updated Standing Orders.
- 1.2 Adoption or amendment of the Community Board's Standing Orders requires a resolution supported by 75% or more of the members present.
- 1.3 All proposed changes are printed in red of the attached document. There were no substantial deletions except for the detail captured for reasons for Public Excluded matters that appear in the agendas.

Attachments:

- i. Proposed Updated Standing Orders for Community Boards – April 2023 (Trim 230524076131).

2 RECOMMENDATION

THAT the Kaiapoi-Tuahwi Community Board:

- (a) **Receives** report No. 230606082724.
- (b) **Adopts** the updated Community Boards Standing Orders June 2023 (Trim 230524076131), effective from 20 June 2023.

3 BACKGROUND

- 3.1 Community Boards are required to operate with Standing Orders when conducting their 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 the 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 highlighted 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. Although all the proposed changes and/or additions to the Board's current Standing Orders are highlighted in Attachment 1, we wish to emphasise the following:
- 4.2.1 **Definitions** – a number of these were enhanced (Pages 10 to 14 of Attachment 1)
- 4.2.2 **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)
- 4.2.3 **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. Also, any recommendation that differs significantly from the staff's recommendation must comply with the decision-making requirements of Part 6 of the LGA 2002. (Page 28 of Attachment 1)
- 4.2.4 **Meeting lapses where no quorum** - Following a discussion on the length of time from the meeting's advertised start time to commencement, if a quorum is initially lacking, the Council has agreed to increase the time from 15 minutes to 30 minutes. (Page 31 of Attachment 1)
- 4.2.5 **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, the Standing Orders currently do not allow a Chairperson to attend via audio or audio-visual link to chair a meeting. It is suggested that this be left to the discretion of the Chairperson. (Pages 34 of Attachment 1)
- 4.2.6 **Financial conflicts of interest** – Clauses 20.7 and 20.8 have been amended to recommend that if a member declares a conflict of interest (any type), they physically withdraw from the table and preferably vacate the room until the item has been concluded. (Page 44 of Attachment 1)

- 4.2.5 **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 51 of Attachment 1).
- 4.2.7 **No discussion on Minutes** - Greater clarification was inserted into clause 28.3 regarding confirmation of Minutes and Matters Arising. to apply. (Page 58 of Attachment 1).
- 4.2.8 **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)
- 4.2.9 **Appendix 1** - Grounds to exclude the public has one amendment based on the Ombudsman’s advice and the deletion of Section 7(2)(f)i) – the free and frank expression of opinions by or between or to members or officers or employees.
- 4.3 The Council adopted the amended Standing Orders on 7 June 2023. For consistency of meeting processes and assisting Councillors attending the various meetings from Community Board and Committee level through to Council, it is of assistance if the Standing Orders are consistent.
- 4.4 **Implications for Community Wellbeing**
There are no implications on community wellbeing by the issues and options that are the subject matter of this report.
- 4.5 The Management Team has reviewed this report and supports the recommendations.

5. **COMMUNITY VIEWS**

5.1 **Mana whenua**

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

5.2 **Groups and Organisations**

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

5.3 **Wider Community**

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

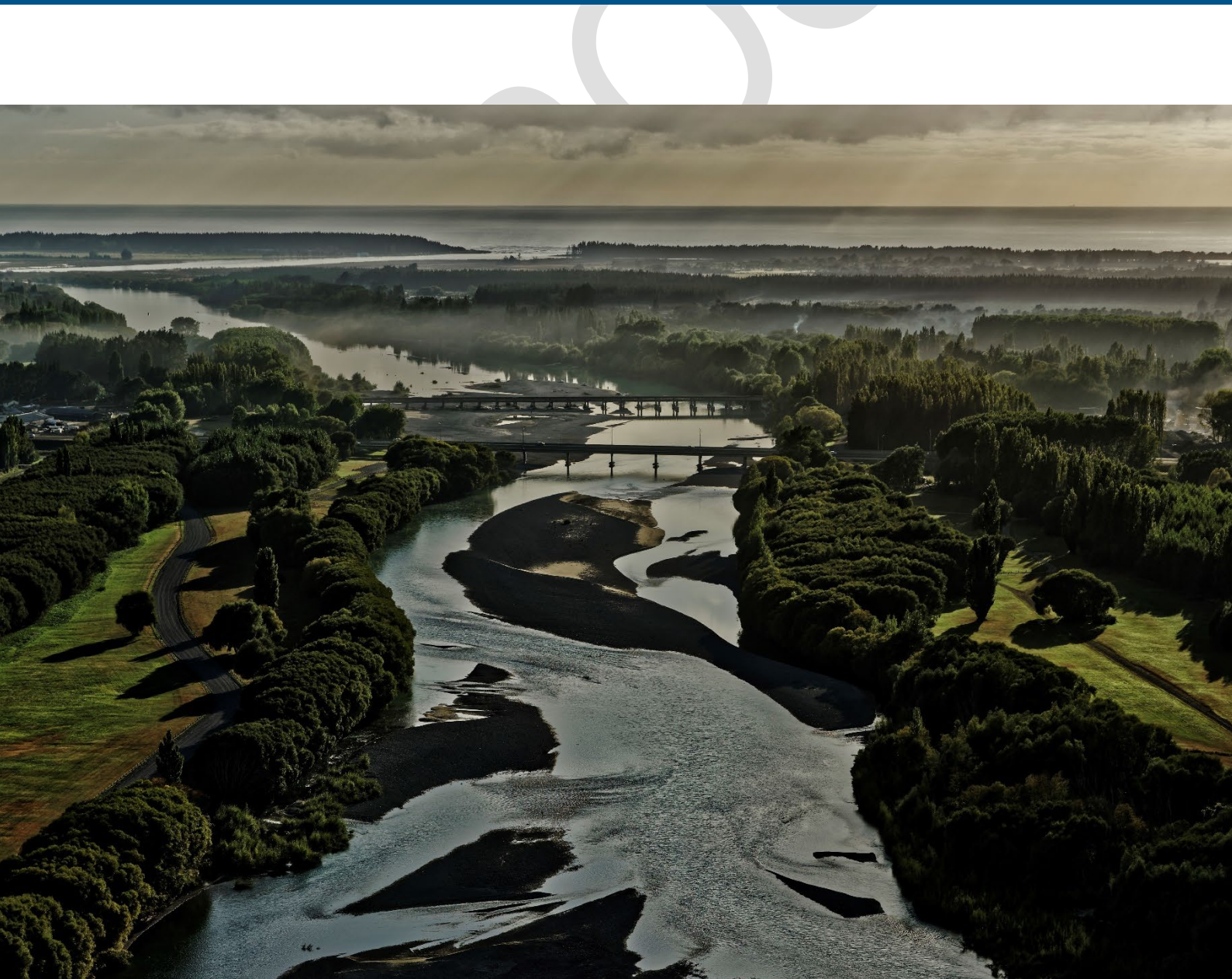
7.4 **Authorising Delegations**

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

Standing Orders **(Proposed)**

For Community Boards

Adopted by the OOCB on 7 June 2023



PREFACE

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

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

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

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

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

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

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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 Community Board should:

- Conduct its business in an open, transparent, and democratically accountable manner.
- Give effect to its identified priorities and desired outcomes in an efficient and effective manner.
- Make itself aware of, and have regard to, the views of all its communities.
- Take account, when making decisions, of the diversity of the community, its interests, and the interests of future communities as well.
- Ensure that any decisions made under these Standing Orders comply with the decision-making provisions of Part 6 of the LGA 2002; and
- Ensure that decision-making procedures and practices meet the standards of natural justice.

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

1.2. Statutory References

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

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

1.3. Acronyms

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

1.4. Application

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

2. Definitions

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

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

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

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

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

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

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

Briefing (this has a specific meaning and is NOT the same as a Workshop) it is any non-decision making, information sharing session, update for elected members by staff or other individuals and which is specifically Public Excluded as per the provisions of Section 7 of LGOIMA, 1989.

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

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

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

Committee includes, in relation to a local authority:

- (a) A Committee comprising all the members of that authority.
- (b) A standing Committee or special Committee appointed by that authority.
- (c) A joint Committee appointed under cl 30A of sch 7 of the LGA 2002; and
- (d) Any Subcommittee of a Committee described in (a), (b) and (c) of this definition.

Community Board means a Community Board established under s 49 of the LGA 2002.

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

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

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

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

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

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

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

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

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

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

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

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

Item means a substantive matter for discussion at a meeting.

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

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

Karakia timatanga means an opening prayer.

Karakia whakamutunga means a closing prayer.

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

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

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

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

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

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

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

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

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

Motion means a formal proposal to a meeting.

Mover means the member who initiates a motion.

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

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

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

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

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

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

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

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

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

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

Presiding member means the Chairperson.

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

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

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

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

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

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

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

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

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

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

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

Second means the member who seconds a motion or amendment.

Sub judice means under judicial consideration and therefore prohibited from public discussion elsewhere.

Subordinate decision-making body means committees, subcommittees, and any other bodies established by a local authority that have decision-making authority, but not Community Boards or Joint Committees.

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

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

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

Working day means a day of the week other than:

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

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

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

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

GENERAL MATTERS

3. Standing Orders

3.1. Obligation to adopt Standing Orders

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

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

3.2. Process for adoption and alteration of Standing Orders

The adoption of Standing Orders and any amendment to Standing Orders must be made by a Community Board and by a vote of not less than 75% of the members present.

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

3.3. Members must obey Standing Orders

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

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

3.4. Application of Standing Orders

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

3.5. Temporary suspension of Standing Orders

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

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

A motion to suspend Standing Orders may be taken before or during a debate. The motion to suspend Standing Orders must also identify the specific Standing Orders to be suspended. In the event of suspension, those Standing Orders prescribed in statute will continue to apply, such as the quorum requirements.

3.6. Exclusions for meetings at which no Resolutions or Decisions are made

For the avoidance of doubt, any provision of these Standing Orders relating to the making of decisions and the passing of resolutions does not apply to any meeting of the Community Board or of any Committee or Subcommittee or other subordinate decision-making body of the Community Board which has been properly constituted as a meeting at which no resolutions or decisions are to be made under the Local Government Act 2002 or the Local Government Official Information and Meetings Act 1987.

3.7. Quasi-judicial Proceedings

For quasi-judicial proceedings, the Council may amend meeting procedures. For example, Committees hearing applications under the Resource Management Act 1991 have additional powers under the Commissions of Inquiry Act 1908.

3.8. Physical address of members

Every member of the Community Board must give to the Chief Executive a physical residential or business address within the district or region of the local authority and, if desired, an electronic or other address, to which notices and material relating to meetings and Community Board business may be sent or delivered. Members are to provide their address within five working days of the publication of the declaration of the election results. Public access to those addresses is subject to the Privacy Act, 2020, and permission of the individual elected member.

4. Meetings

4.1. Legal requirement to hold meetings

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

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

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

4.2. Meeting duration

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

No meeting can sit for more than three hours continuously without a break of at least ten minutes unless the meeting resolves to extend the time before a break.

4.3 Language

A member may address a meeting in English, te reo Māori or New Zealand Sign Language. A Chairperson may require that a speech is translated and printed in English or te reo Māori.

If a member intends to address the meeting in New Zealand Sign Language, or in te reo Māori, when the normal business of the meeting is conducted in English, they must give prior notice to the Chairperson not less than two working days before the meeting.

Where the normal business of the meeting is conducted in te reo Māori then prior notice of the intention to address the meeting in English must also be given to the Chairperson not less than two working days before the meeting.

4.4 Webcasting meetings

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

4.5 First meeting (Inaugural)

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

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

4.6 Requirements for the first meeting

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

The business to be conducted at the first meeting following a general election must include the following:

- (a) The making and attesting of the declarations required of members under LGA 2002, sch 7, cl 14;
- (b) The election of the Chairperson (if any) and the making and attesting of the declaration required of the Chairperson under LGA 2002, sch 7, cl 14;
- (c) A general explanation, given or arranged by the Chief Executive, of:
 - i. LGOIMA; and
 - ii. Other laws affecting members, including the appropriate provisions of the Local Authorities (Members Interests) Act 1968; and ss 99, 105, and 105A of the Crimes Act 1961; and the Secret Commissions Act 1910; and the Financial Markets Conduct Act 2013.

- (d) The fixing of the date and time of the first meeting of the Community Board, or the adoption of a schedule of meetings; and
- (e) The election of the Deputy Chairperson in accordance with the LGA 2002, sch7, cl 17.

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

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

5. Appointments and elections

5.1. Elections of Chairperson and Deputy Chairperson

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

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

LGA 2002, sch 7, cl 25.

5.2. Voting system for Chairpersons and Deputy Chairpersons

When electing a Chairperson or Deputy Chairperson the Community Board must resolve to use one of the following two voting systems.

System A

The candidate will be elected or appointed if he or she receives the votes of a majority of the members of the Community Board or Committee who are present and voting. This system has the following characteristics:

- (a) There is a first round of voting for all candidates.
- (b) If no candidate is successful in the first round, there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and
- (c) If no candidate is successful in the second round, there is a third round, and if necessary subsequent rounds, of voting from which, each time, the candidate with the fewest votes in the previous round is excluded.

In any round of voting, if two or more candidates tie for the lowest number of votes, the person to be excluded from the next round is resolved by lot.

System B

The candidate will be elected or appointed if he or she receives more votes than any other candidate. This system has the following characteristics:

- (a) There is only one round of voting; and
- (b) If two or more candidates tie for the most votes, the tie is resolved by lot.

LGA 2002, sch 7, cl 25.

6. Delegations

6.1. Limits on Delegations

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

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

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

6.2. Community Boards may delegate

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

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

6.3. Use of Delegated Powers

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

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

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

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

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

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

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

6.6. Duty to consider Delegations to Community Boards

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

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

6.7. Delegations related to Bylaws and other Regulatory Matters

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

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

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

7. Committees

7.1. Appointment of Committees and Subcommittees

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

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

7.2. Discharge or reconstitution of Committees and Subcommittees

Unless expressly provided otherwise in legislation or regulation:

- (a) A Community Board may discharge or reconstitute a Committee or Subcommittee, or other subordinate decision-making body; and
- (b) A Community Board may discharge or reconstitute a Subcommittee.

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

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

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

7.3. Appointment or discharge of Committee members and Subcommittee members

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

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

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

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

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

7.5. Elected members on Committees and Subcommittees

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

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

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

7.6. Community Board may replace members if Committee not discharged

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

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

7.7. Minimum numbers on Committees and Subcommittees

The minimum number of members is three for both Committees and Subcommittees.

LGA 2002 sch 7, cl. 31(6)

7.8. Membership of Mayor

The Mayor is a member of every Committee of the local authority unless specific legislation provides otherwise, such as a Committee established under s 189 of the Sale and Supply of Alcohol Act 2012.

LGA 2002, s 41A(5).

7.9. Ex Officio Member

The portfolio holder or any member of the Council may be appointed an ex-officio member of any Committee other than a Community Board or a Quasi-judicial Committee. Note the portfolio holder can attend any workshop and/or briefing relating to their portfolio.

7.10. Decision not invalid despite irregularity in membership

For the purpose of these Standing Orders, a decision of the Community Board, and Committees, is not invalidated if:

- (a) There is a vacancy in the membership of the Community Board or Committee, at the time of the decision; or
- (b) Following the decision, some defect in the election or appointment process is discovered and / or that the membership of a person on the Community Board/ Committee at the time is found to have been ineligible.

LGA 2002, sch 7, cl 29.

7.11. Appointment of Joint Committees

The Community Board may appoint a Joint Committee with another local authority or other public body if it has reached agreement with each local authority or public body. The agreement must specify:

- (a) The number of members each party may appoint.
- (b) How the Chairperson and Deputy Chairperson are to be appointed.
- (c) The terms of reference of the Committee.
- (d) What responsibilities, if any, are to be delegated to the Committee by each party; and
- (e) How the agreement may be varied.

The agreement may also specify any other matter relating to the appointment, operation, or responsibilities of the Committee agreed by the parties.

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

7.12. Status of Joint Committees

A Joint Committee is deemed both a Committee of the Community Board and a Committee of each other participating local authority or public body.

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

7.13. Power to appoint or discharge individual members of a Joint Committee

The power to discharge any individual member of a Joint Committee and appoint another member in their stead must be exercised by the Community Board or public body that made the appointment and:

- (a) The meeting quorum is as outlined in 10.3 and
- (b) The Committee may appoint and remove its own Chairperson or Deputy Chairperson.

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

PRE-MEETING

8. Giving notice

8.1. Public notice – Ordinary Meetings

All meetings scheduled for the following month must be publicly notified not more than 14 days and not less than five days before the end of the current month, together with the dates, the times, and places on and at which those meetings are to be held. In the case of meetings held on or after the 21st day of the month public notification may be given not more than ten nor less than five working days before the day on which the meeting is to be held.

LGOIMA 1987, s 46.

8.2. Notice to members - Ordinary Meetings

The Chief Executive must give notice in writing to each member of the Community Board of the date, time, and place of any meeting. Notice must be given at least 14 days before the meeting unless the Community Board has adopted a schedule of meetings, in which case notice must be given at least 14 days before the first meeting on the schedule.

LGA 2002, sch 7, cl 19(5).

8.3. Extraordinary meeting may be called

An extraordinary Community Board meeting may be called by:

- (a) Resolution of the Community Board, or
- (b) A requisition in writing delivered to the Chief Executive which is signed by:
 - i. The Chairperson; or
 - ii. Not less than one third of the total membership of the Community Board (including vacancies).

LGA 2002, sch 7, cl 22(1).

8.4. Notice to members - Extraordinary Meetings

Notice in writing of the time and place of an extraordinary meeting called under Standing Order 8.3 and of the general nature of business to be considered must be given by the Chief Executive to each member of the Community Board at least three working days before the day appointed for the meeting. If the meeting is called by a resolution, then notice must be provided within such lesser period as is specified in the resolution, as long as it is not less than 24 hours.

LGA 2002, sch 7, cl. 22 (3).

8.5. Emergency meetings may be called

If the business that the Community Board needs to deal with requires a meeting to be held at a time earlier than is allowed by the notice requirements for holding an extraordinary meeting and it is not practicable to call the meeting by resolution, an emergency meeting may be called by:

- (a) The Chairperson; or
- (b) If the Chairperson is unavailable, the Chief Executive.

LGA 2002, sch 7, cl 22A(1).

8.6. Process for calling an Emergency Meeting

The notice of the time and place of an emergency meeting, and of the matters in respect of which the emergency meeting is being called, must be given by the person calling the meeting or by another person on that person's behalf.

The notice must be given, by whatever means is reasonable in the circumstances, to each member of the Community Board, and to the Chief Executive, at least 24 hours before the time appointed for the meeting.

LGA 2002, sch 7, cl 22A(2).

8.7. Public notice – Emergency and Extraordinary meeting

Where an emergency or extraordinary meeting of the Community Board is called but the notice of the meeting is inconsistent with these Standing Orders, due to the manner in which it was called, the Community Board must cause that meeting and the general nature of business to be transacted at that meeting:

- (a) To be publicly notified as soon as practicable before the meeting is to be held; or
- (b) If it is not practicable to publish a notice in newspapers before the meeting, to be notified as soon as practicable on the local authority's website and in any other manner that is reasonable in the circumstances.

LGOIMA 1987, s 46(3).

8.8. Chief Executive may make other arrangements

The Chief Executive is to make any other arrangement for the notification of meetings, including extraordinary and emergency meetings, as the Community Board may, from time to time, determine.

LGOIMA 1987, s. 46(5).

8.9. Meetings not invalid

The failure to notify a public meeting under these Standing Orders does not, in itself, make that meeting invalid. However, where a Community Board becomes aware that a meeting has been incorrectly notified it must, as soon as practicable, give public notice stating:

- (a) That the meeting occurred without proper notification.
- (b) The general nature of the business transacted; and
- (c) The reasons why the meeting was not properly notified.

LGOIMA 1987, s 46(6).

8.10. Resolutions passed at an Extraordinary or Emergency Meeting

A Community Board must, as soon as practicable, publicly notify any resolution passed at an extraordinary or emergency meeting of the Community Board unless:

- (a) The resolution was passed at a meeting or part of a meeting from which the public was excluded; or
- (b) The extraordinary or emergency meeting was publicly notified at least five working days before the day on which the meeting was held.

LGOIMA 1987, s 51A.

8.11. Meeting schedules

Where the Community Board adopts a meeting schedule it may cover any period that the Community Board considers appropriate and may be amended. Notification of the schedule, or an amendment, will constitute notification to members of every meeting on the schedule or the amendment. This does not replace the requirements under LGOIMA to publicly notify each meeting.

LGA 2002, sch 7, cl 19(6).

8.12. Non-receipt of notice to members

A meeting of the Community Board is not invalid if notice of that meeting was not received, or not received in due time, by a member of the Community Board unless:

- (a) It is proved that the person responsible for giving notice of the meeting acted in bad faith or without reasonable care; and
- (b) The member concerned did not attend the meeting.

A member of the Community Board may waive the need to be given notice of a meeting.

LGA 2002, sch 7, cl 20(1) & (2).

8.13. Meeting cancellations

The Chairperson of a scheduled meeting may cancel the meeting if, in consultation with the Chief Executive, they consider this is necessary for reasons that include lack of business, lack of quorum or clash with another event.

The Chief Executive must make a reasonable effort to notify members and the public as soon as practicable of the cancellation and the reasons behind it.

9. Meeting Agenda

9.1. Preparation of the Agenda

It is the Chief Executive's responsibility (or his / her delegate) to prepare an agenda for each meeting listing and attaching information on the items of business to be brought before the meeting so far as is known, including the names of the relevant members.

When preparing business items for an agenda the Chief Executive (or his / her delegate) should consult, unless impracticable, such as in the case of the inaugural meeting, the Chairperson, or the person acting as Chairperson for the coming meeting.

9.2. Process for raising matters for a decision

Requests for reports may be made by a resolution of the Community Board, Committee, Subcommittee, and subordinate decision-making body, and, in the case of all decision-making bodies other than the Community Board, must also fall within the scope of their specific delegations.

9.3. Chief Executive may delay or refuse request

The Chief Executive may delay commissioning any reports that involve significant cost or are beyond the scope of the Community Board that made the request. In such cases, the Chief Executive will discuss options for meeting the request with the respective Chairperson and report back to a subsequent meeting with an estimate of the cost involved and seek direction on whether the report should still be prepared.

Where a Chief Executive refuses a member's request to prepare a report, an explanation for that refusal should be provided to the member.

9.4. Order of Business

At the meeting, the business is to be dealt with in the order in which it stands on the agenda unless the Chairperson, or the meeting, decides otherwise. An example of a default order of business is set out in [Appendix 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~~ 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~~

9.6. Chairperson's Report

The Chairperson of a meeting has the right to prepare a report to be included in the agenda on any matter, which falls within the responsibilities of that meeting, as described in its terms of reference.

For clarity, any recommendation must comply with the decision-making requirements of Part 6 of the LGA 2002.

9.7. Public availability of the Agenda

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

LGOIMA 1987, ss 5 & 46A.

9.8. Public inspection of Agenda

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

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

LGOIMA 1987, s 46A(1).

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

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

LGOIMA 1987, s. 49

9.10. List of Community Board members publicly available

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

9.11. Withdrawal of Agenda items

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

9.12. Distribution of the Agenda

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

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

9.13. Status of Agenda

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

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

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

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

LGOIMA 1987, s 46A(7).

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

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

9.15. Discussion of minor matters not on the Agenda

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

LGOIMA 1987, s 46A(7A).

9.16. Public excluded business on the Agenda

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

LGOIMA 1987, s 46A(9).

9.17. Qualified privilege relating to Agenda and Minutes

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

LGOIMA 1987, s 52.

MEETING PROCEDURES

10. Opening and Closing

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

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

11. Quorum

11.1. Community Board meetings

The quorum for a meeting of the Community Board is:

- (a) Half of the members physically present, where the number of members (including vacancies) is even; and
- (b) A majority of the members physically present, where the number of members (including vacancies) is odd.

LGA 2002, sch 7, cl 23(3)(a).

11.2. Committees and Subcommittee meetings

A Community Board sets the quorum for its Committees and Subcommittees, either by resolution or by stating the quorum in the terms of reference. Committees may set the quorums for their Subcommittees by resolution if it is not less than two members.

In the case of Subcommittees, the quorum will be two members unless otherwise stated. In the case of Committees, at least one member of the quorum must be a member of the Community Board.

LGA 2002, sch 7, cl 23(3)(b).

11.3. Joint Committees

The quorum at a meeting of a Joint Committee must be consistent with Standing Order 11.1. Community Boards participating in the Joint Committee may decide, by agreement, whether the quorum includes one or more members appointed by each Community Board or any party.

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

11.4. Requirement for a quorum

A meeting is constituted where a quorum of members is present, whether or not they are all voting or entitled to vote. In order to conduct any business at a meeting, a quorum of members must be present for the whole time that the business is being considered.

LGA 2002, sch 7, cl 23(1) & (2).

11.5. Meeting lapses where no quorum

A meeting must lapse, and the Chairperson vacate the chair, if a quorum is not present within 45 ~~30~~ minutes of the advertised start of the meeting.

No business may be conducted while waiting for the quorum to be reached. Minutes will record when a meeting lapses due to a lack of a quorum, along with the names of the members who attended.

11.6. Business from lapsed meetings

Where meetings lapse the remaining business will be adjourned and be placed at the beginning of the agenda of the next ordinary meeting, unless the Chairperson sets an earlier meeting, and this is notified by the Chief Executive.

11.7. Exclusions for meetings at which no resolutions or decisions are made

For the avoidance of doubt, these Standing Orders only apply to decision-making meetings and do not apply to any non-decision-making meeting of the Community Board, which has been properly constituted as a meeting under the Local Government Act 2002 or the Local Government Official Information and Meetings Act 1987.

12. Public access and recording

12.1. Meetings open to the public

Except as otherwise provided by Part 7 of LGOIMA, every meeting of the Community Board, its Committees, and Subcommittees, must be open to the public.

LGOIMA 1987, s 47 & 49(a).

12.2. Grounds for removing the public

The Chairperson may require any member of the public whose conduct is disorderly, or who is creating a disturbance, to be removed from the meeting.

If any member of the public who is required in accordance with Standing Orders to leave a meeting, refuses or fails to leave the meeting or, having left the meeting, attempts to re-enter the meeting without the permission of the Chairperson, any police officer or employee of the local authority may, at the request of the Chairperson, remove or exclude that member of the public from the meeting.

LGOIMA 1987, s 50(1).

12.3. The Community Board may record meetings

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

12.4. Public may record meetings

Members of the public may make electronic or digital recordings of meetings, which are open to the public. Any recording of meetings should be notified to the Chairperson at the commencement of the meeting to ensure that the recording does not distract the meeting from fulfilling its business.

Where circumstances require, the Chairperson may direct the recording to stop for a period of time.

13. Attendance

13.1. Members right to attend meetings

A member of the Community Board, or of a Committee of the Community, has, unless lawfully excluded, the right to attend any meeting of the Community Board or Committee.

LGA 2002, sch 7, cl 19(2).

If a member of the Community Board is not an appointed member of the meeting, which they are attending, they may not vote on any matter at that meeting. However, they may, with the leave of the Chairperson, take part in the meeting's discussions.

A member attending a meeting of which they are not an appointed member is not a member of the public for the purpose of s48 of LGOIMA. Consequently, if the meeting resolves to exclude the public, then any members of the Community Board who are present may remain, unless they are lawfully excluded.

Note *this section does not confer any rights to non-elected members appointed to Committees of a local authority.*

13.2. Attendance when a Committee is performing Judicial or Quasi-judicial functions

When a Committee is performing judicial or quasi-judicial functions, members of the local authority who are not members of that Committee are not entitled to take part in the proceedings.

13.3. Leave of Absence

A Community Board may grant a member leave of absence following an application from that member. The Community Board may delegate the power to grant a leave of absence to the Chairperson in order to protect a members' privacy and the Community Board may approve an application from the Chairperson. The Chairperson will advise all members of the Community Board whenever a member has been granted leave of absence under delegated authority. Meeting Minutes will record that a member has leave of absence as an apology for that meeting.

13.4. Apologies

A member who does not have leave of absence may tender an apology should they be absent from all or part of a meeting. The Chairperson must invite apologies at the beginning of each meeting, including apologies for lateness and early departure. The meeting may accept or decline any apologies. Members may be recorded as absent on Community Board business where their absence is a result of a commitment made on behalf of the Community Board.

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

13.5. Recording Apologies

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

13.6. Absent without leave

Where a member is absent from four consecutive meetings of the Community Board, without leave of absence or an apology being accepted (not including extraordinary or emergency meetings) then the office held by the member will become vacant. A vacancy created in this way is treated as an extraordinary vacancy.

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

13.7. Right to attend by Audio or Audio-visual link

Provided the conditions in Standing Orders 13.11 and 13.12 are met, members of the Community Board and its Committees (and members of the public for the purpose of a deputation approved by the Chairperson), have the right to attend meetings by means of an electronic link, unless they have been lawfully excluded.

13.8. Member attend meetings by Electronic link's status: Quorum

Members who attend meetings by electronic link will be counted as present for the purposes of a quorum. Subject to the activations of an Endemic Preparation Order or local state of emergency.

LGA 2002, sch 7, cl 25A(4).

13.9. Member attend meetings by Electronic link's status: Voting

Where a meeting has a quorum, 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.~~

13.11. Conditions for attending by audio or audio-visual link

Noting Standing Order 13.7, the Chairperson may give approval for a member to attend meetings by electronic link, either generally or for a specific meeting. Examples of situations where approval can be given include:

- (a) Where the member is at a place that makes their physical presence at the meeting impracticable or impossible.
- (b) Where a member is unwell; and
- (c) Where a member is unable to attend due to an emergency.

13.12. Request to attend by audio or audio-visual link

Where possible, a member will give the Chairperson and the Chief Executive at least two working days' notice when they want to attend a meeting by audio or audio-visual link. Should, due to illness or emergency, this is not possible the member may give less notice.

Where such a request is made and the technology is available, the Chief Executive must take reasonable steps to enable the member to attend by audio or audio-visual link. However, the Community Board has no obligation to make the technology for an audio or audio-visual link available.

If the member's request cannot be accommodated, or there is a technological issue with the link, this will not invalidate any acts or proceedings of the Community Board or its Committees.

13.13. Chairperson may terminate link

The Chairperson may direct that an electronic link should be terminated where:

- (a) Use of the link is increasing, or may unreasonably increase, the length of the meeting.
- (b) The behaviour of the members using the link warrants termination, including the style, degree and extent of interaction between members.
- (c) It is distracting to the members who are physically present at the meeting.
- (d) The quality of the link is no longer suitable.
- (e) Information classified as confidential may be compromised (see also SO 13.16).

13.14. Giving or showing a document

A person attending a meeting by audio or audio-visual link may give or show a document by:


- (a) Transmitting it electronically.
- (b) Using the audio-visual link; or
- (c) Any other manner that the Chairperson thinks fit.

LGA 2002, sch 7, cl 25(A)(6).

13.15. Link failure

Where an audio or audio-visual link fails, or there are other technological issues that prevent a member who is attending by link from participating in a meeting, that member must be deemed to be no longer attending the meeting.

13.16. Confidentiality

A member who is attending a meeting by audio or audio-visual link must ensure that the meeting's proceedings remain confidential during any time that the public is excluded. At such a time, the Chairperson may require the member to confirm that no unauthorised people are able to view or hear the proceedings.  If the Chairperson is not satisfied by the explanation, they may terminate the link.

14. Chairperson's role in meetings

14.1. Community Board meetings

The Chairperson must preside at meetings of the Community Board unless they vacate the chair for a part or all of a meeting. If the Chairperson is, absent from a meeting or vacates the chair, the Deputy Chairperson must act as Chairperson. If the Deputy Chairperson is also absent the Community Board members, who are present must elect a member to be the Chairperson at that meeting. This person may exercise the meeting responsibilities, duties, and powers of the Chairperson for that meeting. This provision also applies to Committees and Subcommittees.

LGA 2002, sch 7, cl 26(1), (5) & (6).

14.2. Other meetings

In the case of Committees, Subcommittees and subordinate decision-making bodies, the appointed Chairperson must preside at each meeting unless they vacate the chair for all or part of a meeting. If the Chairperson is, absent from a meeting or vacates the chair, the Deputy Chairperson (if any) will act as Chairperson. If the Deputy Chairperson is also absent, or has not been appointed, the Committee members who are present must elect a member to act as Chairperson. This person may exercise the meeting responsibilities, duties and powers of the Chairperson.

LGA 2002, sch 7, cl 26(2), (5) & (6).

14.3. Addressing the Chairperson

Members will address the Chairperson in a manner that the Chairperson has determined.

14.4. Chairperson's Rulings

The Chairperson will decide all procedural questions, including points of order, where insufficient provision is made by these Standing Orders (except in cases where a point of order questions the Chairperson's ruling). Any refusal to obey a Chairperson's ruling or direction constitutes contempt (see SO 20.5).

14.5. Chairperson standing

Whenever the Chairperson stands during a debate, members are required to sit down (if required to stand to address the meeting) and be silent so that they can hear the Chairperson without interruption.

14.6. Member's right to speak

Members are entitled to speak in accordance with these Standing Orders. Members should address the Chairperson when speaking. They may not leave their place while speaking unless they have the leave of the Chairperson.

14.7. Chairperson may prioritise speakers

When two or more members want to speak, the Chairperson will name the member who may speak first. Other members who wish to speak have precedence where they intend:

- (a) Raise a point of order, including a request to obtain a time extension for the previous speaker; and / or
- (b) Move a motion to terminate or adjourn the debate; and / or
- (c) Make a point of explanation; and / or
- (d) Request the Chairperson to permit the member a special request.

15. Public Forums

Public forums are a defined period of time, usually at the start of an ordinary meeting, which, at the discretion of a meeting, is put aside for the purpose of public input. Public forums are designed to enable members of the public to bring matters of their choice, not necessarily on the meeting's agenda, to the attention of the Community Board.

In the case of a Community Board, Committee, or Subcommittee, any issue, idea, or matter raised in a public forum, must fall within the terms of reference of that body. **Any matter raised in a public forum requiring a decision must be considered at a meeting with an accompanying report.**

15.1. Time limits

A period of up to 30 minutes, or such longer time as the meeting may determine, will be available for the public forum at each scheduled Community Board meeting.

Speakers can speak for up to five minutes. No more than two speakers can speak on behalf of an organisation during a public forum. Where the number of speakers presenting in the public forum exceeds six in total, the Chairperson has discretion to restrict the speaking time permitted for all presenters.

15.2. Restrictions

The Chairperson has the discretion to decline to hear a speaker or to terminate a presentation at any time where:

- (a) A speaker is repeating views presented by an earlier speaker at the same public forum.
- (b) The speaker is criticising elected members and / or staff.
- (c) The speaker is being repetitious, disrespectful, or offensive.
- (d) The speaker has previously spoken on the same issue.

- (e) The matter is subject to legal proceedings; and

The matter is subject to a hearing, including the hearing of submissions where the local authority or Community Board sits in a quasi-judicial capacity.

15.3. Questions at Public Forums

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

15.4. No resolutions

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

16. Deputations

16.1. Receiving Deputations

Deputations may be received by the Community Board or any of its Committees provided an application for admission setting forth the subject has been lodged with the Chief Executive or Governance Staff at least two working days before the date of the meeting concerned and has been subsequently approved by the Chairperson. The Chairperson may refuse requests for deputations, which are repetitious or offensive.

The purpose of a deputation is to enable a person, group or organisation to make a presentation to a meeting on a matter or matters covered by that meeting's terms of reference. Deputations should be approved by the Chairperson, or an official with delegated authority, two working days before the meeting. Deputations may be heard at the commencement of the meeting or at the time that the relevant agenda item is being considered.

16.2. Urgency or major public interest

Notwithstanding Standing Order 15.1 where in the opinion of the Chairperson the matter, which is the subject of a deputation, is one of urgency or major public interest, the Chairperson may determine that the deputation be received.

16.3. Time limits

Speakers can speak for up to ten minutes, or longer at the discretion of the Chairperson. No more than two speakers can speak on behalf of an organisation's deputation.

16.4. Restrictions

The Chairperson has the discretion to decline to hear or terminate a deputation at any time where:

- (a) A speaker is repeating views presented by an earlier speaker at the meeting.
- (b) The speaker is criticising elected members and / or staff.
- (c) The speaker is being repetitious, disrespectful, or offensive.

- (d) The speaker has previously spoken on the same issue.
- (e) The matter is subject to legal proceedings; and
- (f) The matter is subject to a hearing, including the hearing of submissions where the local authority or Community Board sits in a quasi-judicial capacity.

16.5. Questions of a Deputation

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

16.6. Resolutions

Any debate on a matter raised in a deputation must occur at the time at which the matter is scheduled to be discussed on the meeting agenda and once a motion has been moved and seconded. **Any matter raised in a public forum requiring a decision must be considered at a meeting with an accompanying report.**

17. Petitions

17.1. Form of Petitions

Petitions may be presented to the Community Board or any of its Committees.

Petitions must not be disrespectful, use offensive language or include malicious statements (see Standing Order 19.9 on qualified privilege). They may be written in English or te reo Māori. Petitioners planning to make a petition in te reo Māori or sign language should advise the relevant Chairperson at least two working days before the meeting to enable the petition to be translated and reprinted, if necessary.

Petitions must contain at least 5 signatures and consist of fewer than 150 words (not including signatories) and be of serious intent.

17.2. Petition presented by petitioner

A petitioner who presents a petition to the Community Board or any of its Committees and or Subcommittees, may speak for ten minutes (excluding questions) about the petition, unless the meeting resolves otherwise. The Chairperson must terminate the presentation of the petition if he or she believes the petitioner is being disrespectful, offensive, or making malicious statements.

Where a petition is presented as part of a deputation or public forum the speaking time limits relating to deputations or public forums shall apply. They must be received by the Chief Executive at least five working days before the meeting at which they will be presented, **however, this requirement may be waived by the Chairperson.**

17.3. Petition presented by member

Members may present petitions on behalf of petitioners. In doing so, members must confine themselves to presenting:

- (a) The petition.
- (b) The petitioners' statement; and
- (c) The number of signatures.

18. Exclusion of public

18.1. Motions and Resolutions to exclude the public

Members of a meeting may resolve to exclude the public from a meeting. The grounds for exclusion are those specified in s 48 of LGOIMA (see [Appendix 1](#)).

Every motion to exclude the public must be put while the meeting is open to the public, and copies of the motion must be available to any member of the public who is present. If the motion is passed the resolution to exclude the public must be in the form set out in schedule 2A of LGOIMA (see [Appendix 2](#)). The resolution must state:

- (a) The general subject of each matter to be excluded.
- (b) The reason for passing the resolution in relation to that matter.
- (c) The grounds on which the resolution is based.
- (d) The resolution will form part of the meeting's Minutes.

LGOIMA 1987, s 48.

18.2. Code of Conduct Committee

Should a Code of Conduct Committee be called, the Chairperson has the right to exclude elected members that are not directly involved in the Committee, based on LGOIMA reasons related to privacy of natural persons.

ie: The only persons recommended to be present at a Code of Conduct Committee is the Committee Panel (consisting of four elected members), the elected member whom any complaint has been laid against and the Chief Executive and minute taker. It is the discretion of the Committee Chairperson as to the presence of the Mayor or any other elected member for specific portions of the meeting that may directly relate to specific aspects of the hearing.

18.3. Specified people may remain

Where a meeting resolves to exclude the public, the resolution may provide for specified persons to remain if, in the opinion of the meeting, they will assist the meeting to achieve its purpose. Any such resolution must state, in relation to the matter to be discussed, how the knowledge held by the specified people is relevant and be of assistance.

No such resolution is needed for people who are entitled to be at the meeting, such as relevant staff and officials contracted to the Community Board for advice on the matter under consideration.

LGOIMA 1987, s 48(6).

18.4. Public Excluded items

The Chief Executive must place in the public-excluded section of the agenda any items that he or she reasonably expects the meeting to consider with the public excluded. The public excluded section of the agenda must indicate the subject matter of the item and the reason the public are excluded.

LGOIMA 1987, s 46A(8).

18.5. Non-disclosure of information

No member or officer may disclose to any person, other than another member, officer or person authorised by the Chief Executive, any information that has been, or will be, presented to any meeting from which the public is excluded, or proposed to be excluded.

This restriction does not apply where a meeting has resolved to make the information publicly available or where the Chief Executive has advised, in writing, that one or both of the following apply:

- (a) There are no grounds under LGOIMA for withholding the information; and
- (b) The information is no longer confidential.

18.6. Release of information from public excluded session

A Community Board may provide for the release to the public of information, which has been considered during the public excluded part of a meeting.

Each public excluded meeting must consider and agree by resolution, what, if any, information will be released to the public. In addition, the Chief Executive may release information which has been considered at a meeting from which the public has been excluded where it is determined the grounds to withhold the information no longer exist. The Chief Executive will inform the subsequent meeting of the nature of the information released.

19. Voting

19.1. Decisions by Majority Vote

Unless otherwise provided for in the LGA 2002, other legislation, or Standing Orders, the acts of, and questions before, a Community Board must be decided at a meeting through a vote exercised by the majority of the members that are present and voting.

LGA 2002, sch 7, cl 24(1).

19.2. Open voting

An act or question coming before the Community Board must be done or decided by open voting.

LGA 2002, sch 7, cl 24(3).

19.3. Chairperson does not have a casting vote

The Chairperson or any other person presiding at a meeting has a deliberative vote and, in the case of an equality of votes, has NO Casting vote.

LGA 2002, sch 7, cl 24(2).

19.4. Method of voting

The method of voting must be as follows:

- (a) The Chairperson in putting the motion must call for an expression of opinion on the voices or take a show of hands, the result of either of which, as announced by the Chairperson, must be conclusive unless such announcement is questioned immediately by any member, in which event the Chairperson will call a division;
- (b) The Chairperson or any member may call for a division instead of or after voting on the voices and / or taking a show of hands; and
- (c) Where a suitable electronic voting system is available that system may be used instead of a show of hands, vote by voices, or division, and the result publicly displayed and notified to the Chairperson who must declare the result.

19.5. Calling for a division

When a division is called the Chief Executive, or delegate must record the names of the members voting for and against the motion, and abstentions, and provide the names to the Chairperson to declare the result. The result of the division must be entered into the Minutes and include members' names and the way in which they voted.

The Chairperson may call a second division where there is confusion or error in the original division.

19.6. Restating the motion

The Chairperson may, immediately prior to any vote being taken, request the Chief Executive or the minute taker to restate the motion upon which the vote is to be taken.

19.7. Request to have votes recorded

If requested by a member, immediately after a vote the Minutes must record the member's vote or abstention. Recording any other matters, such as a members' reason for their vote or abstention, is not permitted.

19.8. Members may abstain

Any member may abstain from voting.

20. Conduct

20.1. Calling to order

When the Chairperson calls members to order they must be seated and stop speaking. If the members fail to do so, the Chairperson may direct that they should immediately leave the meeting for a specified time.

20.2. Behaviour consistent with Code of Conduct (Disrespect)

At a meeting no member may act inconsistently with their Code of Conduct or speak or act in a manner which is disrespectful of other members, staff, or the public.

20.3. Retractions and apologies

In the event of a member, or speaker, who has been disrespectful of another member or contravened the Community Board's Code of Conduct, the Chairperson may call upon that member, or speaker, to withdraw the offending comments, and may require them to apologise. If the member refuses to do so the Chairperson may direct that they should leave the meeting immediately for a specified time and / or make a complaint under the Code of Conduct.

20.4. Disorderly Conduct

Where the conduct of a member is disorderly or is creating a disturbance, the Chairperson may require that member to leave the meeting immediately for a specified time.

If the disorder continues, the Chairperson may adjourn the meeting for a specified time. At the end of this time, the meeting must resume in a safe space and decide, without debate, whether the meeting should proceed or be adjourned.

The Chairperson may also adjourn the meeting if other people cause disorder or in the event of an emergency **security risk**.

20.5. Contempt

Where a member is subject to repeated cautions by the Chairperson for disorderly conduct the meeting may, should it so decide, resolve that the member is in contempt. Any such resolution must be recorded in the meeting's Minutes.

A member, who has been found to be in contempt and continues to be cautioned by the Chairperson for disorderly conduct, may be subject to Standing Order 20.6.

20.6. Removal from meeting

A member of the police or authorised security personnel may, at the Chairperson's request, remove or exclude a member from a meeting.

This Standing Order will apply where the Chairperson has ruled that the member should leave the meeting and the member has refused or failed to do so; or has left the meeting and attempted to re-enter it without the Chairperson's permission.

20.7. Financial conflicts of interests

Every member present at a meeting must declare any direct or indirect financial interest that they hold in any matter being discussed at the meeting, other than an interest that they may hold in common with the public.

No member may vote on, or take part in, a discussion about any matter in which they have a direct or indirect financial interest unless an exception set out in s 6 LAMIA applies to them, or the Auditor-General has granted them an exemption or declaration under s 6. (noting such exemption or declaration is valid for a period no longer than 12-months at a time).

~~Members with a financial interest should physically withdraw from the table. It is recommended that members should leave the room until the item has been concluded.~~

Neither the Chairperson, nor the meeting, may rule on whether a member has a financial interest in the matter being discussed. The Minutes must record any declarations of financial interests and the member's abstention from any discussion and voting on the matter.

LAMIA 1968, ss 6 & 7.

20.8. Non-financial conflicts of interests

Non-financial interests involve questions about whether the judgement of a member of a Community Board could be affected by a separate interest, or duty, which that member may have in relation to a particular matter. If a member considers that they have a non-financial conflict of interest in a matter they must not take part in the discussions about that matter, or any subsequent vote.

~~The member must leave the table when the matter is considered but does not need to leave the room. It is recommended that members should leave the room until the item has been concluded.~~ 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.

Note a Register of Interests (covering both financial and non-financial aspects) will be kept by the Chief Executive (or delegate) and reviewed at least six monthly for the Council, the Waimakariri Water Zone Committee, and all Community Boards.

20.9. Qualified privilege for meeting proceedings

Any oral statement made at any meeting of the Community Board in accordance with the rules adopted by the Community Board for guiding its proceedings is privileged unless the statement is proved to have been made with ill will or took improper advantage of the occasion of publication.

LGOIMA 1987, s 53.

20.10. Qualified privilege additional to any other provisions

The privilege referred to above is in addition to any other privilege, whether absolute or qualified, that applies as a result of any other enactment or rule of law applying to any meeting of the Community Board.

LGOIMA 1987, s 53.

20.11. Electronic devices at meetings

Electronic devices and phones should only be used to support the business of the meeting. Where personal use is unforeseen prior to the meeting, members should seek permission from the Chairperson to leave the meeting to deal with such matters. It is not deemed good practice or indeed appropriate to convey any aspect of meeting content or decision via personal electronic devices prior to the conclusion of the meeting.

A Chairperson may require that an electronic device is switched off if:

- (a) its use is likely to distract a meeting from achieving its business, or,
- (b) a member is found to be receiving information or advice from sources not present at the meeting that may affect the integrity of the proceedings.

21. General Rules of Debate

21.1. Chairperson may exercise discretion

The application of any procedural matters in this section of the Standing Orders, such as the number of times a member may speak or when a Chairperson can accept a procedural motion to close or adjourn a debate, is subject to the discretion of the Chairperson.

21.2. Time limits on speakers

The following time limits apply to members speaking at meetings:

- (a) Movers of motions when speaking to the motion – not more than ten minutes;
- (b) Movers of motions when exercising their right of reply – not more than five minutes; and
- (c) Other members – not more than five minutes.

Time limits can be extended if a motion to that effect is moved, seconded and supported by a majority of members present.

21.3. Questions to staff

During a debate members can ask staff questions about the matters being discussed on the agenda. Questions must be asked through the Chairperson, and how the question is to be dealt with is at the Chairperson's discretion.

21.4. Questions of clarification

At any point in a debate, a member may ask the Chairperson for clarification about the nature and content of the motion which is the subject of the debate and / or the particular stage the debate has reached.

21.5. Questions to be concise

Questions and answers shall be submitted as briefly and concisely as possible. No discussion shall be allowed upon any question or upon the answer.

21.6. Questions to be in writing

Questions that are not directly related to a specific matter (report) on the agenda shall be in writing and handed to the Chairperson prior to the commencement of the meeting at which they are to be asked and in time for an appropriate answer to be prepared.

21.7. Questions may be deferred

If an answer to the question cannot be given at that meeting it shall, at the discretion of the Chairperson, be placed on the agenda for the next Community Board meeting.

21.8. Members may speak only once

A member may not speak more than once to a motion at a meeting of a Community Board except with permission of the Chairperson. **Movers of the original motion may speak once to each amendment. Members can speak more than once to a motion at a Committee or Subcommittee meeting with the Chairperson's permission.**

21.9. Limits on number of speakers

If three speakers have spoken consecutively in support of, or in opposition to, a motion, the Chairperson may call for a speaker to the contrary. If there is no speaker to the contrary, the Chairperson must put the motion after the mover's right of reply.

Members speaking must, if requested by the Chairperson, announce whether they are speaking in support of, or opposition to, a motion.

21.10. Seconder may reserve speech

A member may second a motion or amendment without speaking to it, reserving the right to speak until later in the debate.

21.11. Speaking only to relevant matters

Members may speak to any matter before the meeting; a motion or amendment which they propose; and to raise a point of order arising out of debate, but not otherwise. Members must confine their remarks strictly to the motion or amendment they are speaking to.

The Chairperson's rulings on any matters arising under this standing order are final and not open to challenge.

21.12. Reading of speeches

Members shall not read their speeches, except with the permission of the Chairperson, but may refresh their memory by reference to notes.

21.13. Personal explanation

Notwithstanding Standing Order 20.5, members may make a personal explanation with the permission of the Chairperson, provided that the matter is personal to the member, deals with fact and not derogatory in nature. Such matters may not be debated.

21.14. Explanation of previous speech

With the permission of the Chairperson, explanation of some material part of a previous speech in the same debate may be given by a member who has already spoken, but new matter may not be introduced.

The Chairperson's rulings on any matters arising under this standing order are final and not open to challenge.

21.15. Restating motions

At any time during a debate, a member may ask, for their information, that the Chairperson restate a motion and any amendments; but not in a manner, that interrupts a speaker.

21.16. Criticism of Resolutions

A member speaking in a debate may not unduly criticise the validity of any resolution, except by a notice of motion to amend or revoke the resolution.

21.17. Objecting to Words

When a member objects to any words used by another member in a speech and wants the Minutes to record their objection, they must object at the time when the words are used and before any other member has spoken. The Chairperson must order the Minutes to record the objection.

Note *this provision does not preclude a member from making a complaint at any time during, or after, a meeting about the use of inappropriate or offensive language.*

21.18. Right of reply

The mover of an original motion has a right of reply. A mover of an amendment to the original motion does not. In their reply, the mover must confine themselves to answering previous speakers and not introduce any new matters.

A mover's right of reply can only be used once. It can be exercised either at the end of the debate on the original, substantive, or substituted motion or at the end of the debate on a proposed amendment **should the mover so desire**.

However, the original mover may speak once to the principal motion and once to each amendment without losing that right of reply. If a closure motion is carried, the mover of the motion may use their right of reply before the motion or amendment is put to the vote. The mover of the original motion may choose to indicate that they wish to reserve their right 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 specified Community Board, is to be considered at the next ordinary meeting of that Board, unless otherwise specified.

21.21. Chairperson's acceptance of closure motions

The Chairperson may only accept a closure motion where there have been at least two speakers for and two speakers against the motion that is proposed to be closed, or the Chairperson considers it reasonable to do so.

However, the Chairperson must put a closure motion if there are no further speakers in the debate. When the meeting is debating an amendment, the closure motion relates to the amendment. If a closure motion is carried, the mover of the motion under debate has the right of reply after which the Chairperson puts the motion or amendment to the vote.

22. General procedures for speaking and moving motions

22.1. Options for speaking and moving

- (a) The mover and seconder of a motion cannot move or second an amendment.
- (b) Only members who have not spoken to the original, or substituted, motion may move or second an amendment to it.
- (c) The mover or seconder of an amendment, whether it is carried (in which case it becomes the substantive motion) or lost, cannot move or second a subsequent amendment.
- (d) Members can speak to any amendment and, provided they have not spoken to the motion or moved or seconded an amendment, they can move or second further amendments.
- (e) The meeting, by agreement of the majority of members present, may amend a motion with the agreement of the mover and seconder.

22.2. Procedure if no resolution reached

If no resolution is reached the Chairperson may accept a new motion to progress the matter under discussion.

23. Motions and Amendments

23.1. Proposing and seconding motions

All motions, and amendments moved during a debate, must be seconded (including notices of motion). The Chairperson may then state the motion and propose it for discussion. A motion should be moved and seconded before debate but after questions.

Amendments and motions that are not seconded are recorded in the Minutes as lapsed.

Note *Members who move or second a motion are not required to be present for the entirety of the debate.*

23.2. Motions in writing

The Chairperson may require movers of motions and amendments to provide them in writing, signed by the mover.

23.3. Motions expressed in parts

The Chairperson, or any member, can require a motion that has been expressed in parts to be decided part by part.

23.4. Substituted motion

Where a motion is subject to an amendment the meeting may substitute the motion with the amendment, provided the mover and seconder of the original motion agree to its withdrawal. All members may speak to the substituted motion.

23.5. Amendments to be relevant and not direct negatives

Every proposed amendment must be relevant to the motion under discussion. Proposed amendments cannot be similar to an amendment that has already been lost. An amendment cannot be a direct negative to the motion or the amended motion. Reasons for not accepting an amendment can include:

- (a) Not directly relevant
- (b) In conflict with a carried amendment
- (c) Similar to a lost amendment
- (d) Would negate a Community Board decision if made under delegated authority
- (e) In conflict with a motion referred to the governing body by that meeting
- (f) Direct negative.

Note that amendments that are significantly different must comply with the decision-making provisions of Part 6 of the LGA 2002.

23.6. Foreshadowed Amendments

The meeting must dispose of an existing amendment before a new amendment can be moved. However, members may foreshadow to the Chairperson that they intend to move further amendments as well as the nature of the content of those amendments.

23.7. Lost amendments

Where an amendment is lost, the meeting will resume the debate on the original or substituted motion. Any member who has not spoken to that motion may speak to it, and may move or second a further amendment, provided that they have not moved or seconded the original motion or a previous amendment.

23.8. Carried amendments

Where an amendment is carried the meeting will resume the debate on the original motion as amended. This will now be referred to as the substantive motion. Members who have not spoken to the original motion may speak to the substantive motion and may move or second a further amendment to it, provided that they have not moved or seconded the original motion or a previous amendment.

23.9. Where a motion is lost

Where an amendment is lost, the meeting will resume the debate on the original or substituted motion. Any member who has not spoken to that motion may speak to it, and may move or second a further amendment, provided that they have not moved or seconded the original motion or a previous amendment. **If a motion is lost the status quo will remain.**

23.10. Withdrawal of motions and amendments

Once a motion or amendment, which has been seconded, has been put to, the meeting by the Chairperson the mover cannot withdraw it without the consent of the majority of the members who are present and voting.

The mover of an original motion, which has been subject to an amendment that has been moved and seconded, cannot withdraw the original motion until the amendment has either been lost or withdrawn by agreement, as above.

23.11. No speakers after reply or motion have been put

A member may not speak to any motion once:

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

23.12. Amendment once moved

When a motion has been moved and seconded, then proposed by the Chairperson for discussion, an amendment may be moved or seconded by any member who has not spoken to the motion, whether an original motion or a substituted motion, provided that they have not moved or seconded the original motion or a previous amendment. The mover or seconder of a motion for the adoption of the report of a Committee, who desires to amend any item in the report, may also propose or second an amendment.

23.13. Procedure until resolution

The procedures in Standing Orders 22.12 and 22.6 must be repeated until a resolution is adopted.

24. Revocation or Alteration of Resolutions

24.1. Member may move revocation of a decision

A member may give the Chief Executive a notice of motion for the revocation or alteration of all or part of a previous resolution of the Community Board, or subordinate body. The notice must set out:

- (a) The resolution or part of the resolution which the member proposes to revoke or alter.
- (b) The meeting date when the resolution was passed.
- (c) The motion, if any, which the member proposes to replace it with; and
- (d) Sufficient information to satisfy the decision-making provisions of sections 77-82 of Part 6, of the LGA 2002.

If the mover of the notice of motion is unable to provide this information, or the decision is likely to be deemed a significant decision, the notice of motion should provide that the proposal be referred to the Chief Executive for consideration and report.

A member must give notice to the Chief Executive at least five (5) working days before the meeting at which it is proposed to consider the motion. The notice is to be signed by not less than one third of the members of the Community Board, including vacancies. Notice can be sent via email and include the scanned electronic signatures of members.

The Chief Executive must then give members at least two clear working days' notice in writing of the intended motion and of the meeting at which it is proposed to move such motion. **If the notice of motion is lost, no similar notice of motion, which is substantially the same in purpose and effect, may be accepted within the next twelve months..**

24.2. Revocation must be made by the body responsible for the decision

If a resolution is made under delegated authority by a Community Board, Committee, Subcommittee or subordinate decision-making body, only that body may revoke or amend the resolution, assuming the resolution is legally made.

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

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

24.3. Restrictions on actions under the affected resolution

Once a notice of motion to revoke or alter a previous resolution has been received no irreversible action may be taken under the resolution in question until the proposed notice of motion has been dealt with.

Exceptions apply where, in the opinion of the Chairperson:

- (a) The practical effect of delaying actions under the resolution would be the same as if the resolution had been revoked.
- (b) By reason of repetitive notices, the effect of the notice is an attempt by a minority to frustrate the will of the Community Board or the Committee that made the previous resolution.

In either of these situations, action may be taken under the resolution as though no notice of motion had been given to the Chief Executive.

24.4. Revocation or alteration by resolution at same meeting

A meeting may revoke or alter a previous resolution made at the same meeting where, during the course of the meeting, it receives fresh facts or information concerning the resolution. In this situation, 75% of the members present and voting must agree to the revocation or alteration.

24.5. Revocation or alteration by recommendation in report

The Community Board, on a recommendation in a report by the Chairperson, Chief Executive, or any Committee or Subcommittee, may revoke or alter all or part of a resolution passed by a previous meeting. The Chief Executive must give at least two clear working days' notice of any meeting that will consider a revocation or alteration recommendation.

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

25. Procedural motions

25.1. Procedural motions must be taken immediately

A procedural motion to close or adjourn a debate will take precedence over other business, except points of order and rights of reply. If the procedural motion is seconded the Chairperson must put it to the vote immediately, without discussion or debate. A procedural motion to close or adjourn debate can be taken after two speakers have spoken for the motion and two against or, in the Chairperson's opinion, it is reasonable to accept the closure motion.

25.2. Procedural motions to close or adjourn a debate

Any member who has not spoken on the matter under debate may move any one of the following procedural motions to close or adjourn a debate:

- (a) That the meeting be adjourned to the next ordinary meeting (unless the member states an alternative time and place).
- (b) that the motion under debate should now be put (a closure motion).
- (c) That the item being discussed should be adjourned to a specified time and place and not be further discussed at the meeting.
- (d) That the item of business being discussed should lie on the table and not be further discussed at this meeting; (items lying on the table at the end of the triennium will be deemed to have expired); and
- (e) That the item being discussed should be referred (or referred back) to the relevant Community Board or Committee.

A member seeking to move a procedural motion must not interrupt another member who is already speaking.

25.3. Closure motion on amendment

When an amendment to a motion is under debate, a closure motion relates to the amendment and not to the motion.

25.4. Voting on procedural motions

Procedural motions to close or adjourn a debate must be decided by a majority of all members who are present and voting. If the motion is lost no member may move a further procedural motion to close or adjourn the debate within the next 15 minutes.

25.5. Debate on adjourned items

When debate resumes on items of business that have been previously adjourned all members are entitled to speak on the items.

25.6. Remaining business at adjourned meetings

Where a resolution is made to adjourn a meeting, the remaining business will be considered at the next meeting.

25.7. Other business not superseded

The carrying of any motion to adjourn a meeting shall not supersede other business before the meeting remaining to be disposed of, and such other business is to be considered at the next meeting.

25.8. Business referred to the Community Board, or Committee

Where an item of business is referred (or referred back) to a Community Board or Committee, the Board or Committee will consider the item at its next meeting unless the meeting resolves otherwise.

25.9. Other types of procedural motions

The Chairperson has discretion about whether to allow any other procedural motion that is not contained in these Standing Orders.

26. Points of Order

26.1. Members may raise points of order

Any member may raise a point of order when they believe these Standing Orders have been breached. When a point of order is raised, the member who was previously speaking must stop speaking and sit down (if standing).

26.2. Subjects for points of order

A member who is raising a point of order must state precisely what its subject is. Points of order may be raised for the following subjects:

- (a) Disorder – to bring disorder to the attention of the Chairperson;
- (b) Language – to highlight use of disrespectful, offensive or malicious language;
- (c) Irrelevance – to inform the Chairperson that the topic being discussed is not the matter currently before the meeting;
- (d) Misrepresentation – to alert the Chairperson of a misrepresentation in a statement made by a member, an officer or a Council employee;
- (e) Breach of standing order – to highlight a possible breach of a standing order while also specifying which standing order is subject to the breach; and
- (f) Recording of words – to request that the Minutes record any words that have been the subject of an objection.

26.3. Contradictions

Expressing a difference of opinion or contradicting a statement by a previous speaker does not constitute a point of order.

26.4. Point of order during division

A member may not raise a point of order during a division, except with the permission of the Chairperson.

26.5. Chairperson's decision on points of order

The Chairperson may decide a point of order immediately after it has been raised or may choose to hear further argument about the point before deciding. The Chairperson's ruling on any point of order, and any explanation of that ruling, is not open to any discussion and is final.

Should a point of order concern the performance of the Chairperson, then the Chairperson will refer the point of order to the Deputy Chairperson or, if there is no Deputy, another member to hear arguments and make a ruling.

27. Notices of motion

27.1. Notice of intended motion to be in writing

Notice of intended motions must be in writing signed by the mover, stating the meeting at which it is proposed that the intended motion be considered, and must be delivered to the Chief Executive at least five clear working days before such meeting. [Notice of an intended motion can be sent via email and include the scanned electronic signature of the mover].

Once the motion is received, the Chief Executive must give members notice in writing of the intended motion at least two clear working days' notice of the date of the meeting at which it will be considered.

27.2. Refusal of notice of motion

The Chairperson may direct the Chief Executive to refuse to accept any notice of motion which:

- (a) Is disrespectful or which contains offensive language or statements made with malice; or
- (b) Is not related to the role or functions of the Community Board or meeting concerned; or
- (c) Contains an ambiguity or a statement of fact or opinion which cannot properly form part of an effective resolution, and where the mover has declined to comply with such requirements as the Chief Executive officer may make; or
- (d) Is concerned with matters which are already the subject of reports or recommendations from a Committee to the meeting concerned; or
- (e) Fails to include sufficient information as to satisfy the decision-making provisions of the LGA 2002, ss 77-82. If the mover of the notice of motion is unable to provide this information, or the decision is likely to be deemed a significant decision, the notice of motion should provide that the proposal is referred to the Chief Executive for consideration and report; or
- (f) Concerns a matter where decision-making authority has been delegated to a subordinate body or Community Board.

Reasons for refusing a notice of motion should be provided to the mover. Where the refusal is due to (f) the notice of motion may be referred to the appropriate Committee or Board.

27.3. Mover of notice of motion

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

27.4. Alteration of notice of motion

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

27.5. When notices of motion lapse

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

27.6. Referral of notices of motion

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

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

27.7. Repeat notices of motion

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

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

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

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

27.8. Second repeat where notice of motion rejected

If such a repeat notice of motion as provided for in Standing Order 27.7 is also rejected by the Community Board, any further notice prior to the expiration of the original period of six months must be signed by a majority of all members, including vacancies.

28. Minutes

28.1. Minutes to be evidence of proceedings

The Community Board, its Committees, and Subcommittees, must keep Minutes of their proceedings. These Minutes must be kept in hard or electronic copy, authorised by a Chairperson's manual or electronic signature once confirmed by resolution at a subsequent meeting. Note that the Waimakariri District Council decided that Minutes will be kept electronically rather than hard copy from October 2019, onwards.

LGA 2002, sch 7, cl. 28.

28.2. Matters recorded in Minutes

The Chief Executive must keep the Minutes of meetings. The Minutes must record:

- (a) The date, time and venue of the meeting.
- (b) The names of the members present.
- (c) The Chairperson.
- (d) Any apologies or leaves of absences.
- (e) Members absent without apology or leave of absence.
- (f) Members absent on Community Board business.
- (g) The arrival and departure times of members.
- (h) Any failure of a quorum.
- (i) A list of any external speakers and the topics they addressed.
- (j) A list of the items considered.
- (k) Items tabled at the meeting.
- (l) The resolutions and amendments related to those items including those that were lost, provided they had been moved and seconded in accordance with these Standing Orders.
- (m) The names of all movers, and seconders.
- (n) Any objections made to words used.
- (o) All divisions taken and, if taken, a record of each member's vote.
- (p) the names of any members requesting that their vote or abstention be recorded.
- (q) Any declarations of financial or non-financial conflicts of interest.
- (r) The contempt, censure, and removal of any members.
- (s) Any resolutions to exclude members of the public.
- (t) The time at which the meeting concludes or adjourns; and
- (u) The names of people permitted to stay in public excluded.

Note hearings under the RMA 1991, Dog Control Act 1996 and Sale and Supply of Alcohol Act 2012 may have special requirements for Minute taking.

28.3. No discussion on Minutes

The only topic that may be discussed at a subsequent meeting, with respect to the Minutes, prior to the Minutes confirmation, is their correctness. However, members may provide updates or request updates on matters arising from the minutes, after approval, however, no discussion may occur.

28.4. Minutes of last meeting before election

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

29. Keeping a record

29.1. Maintaining accurate records

A Community Board must create and maintain full and accurate records of its affairs, in accordance with normal, prudent business practice, including the records of any matter that is contracted out to an independent contractor.

All public records that are in its control must be maintained in an accessible form, to be able to be used for subsequent reference.

Public Records Act 2002, s 17.

29.2. Method for maintaining records

If Minutes are stored electronically, the repository in which they are kept must meet the following requirements:

The provision of a reliable means of assuring the integrity of the information is maintained; and

- (a) The information is readily accessible to be usable for subsequent reference.
- (b) Contract and Commercial Law Act 2017, s 229(1).

29.3. Inspection

Whether held in hard copy or in electronic form Minutes must be available for inspection by the public.

LGOIMA 1989, s 51.

29.4. Inspection of public excluded matters

The Chief Executive must consider any request for the Minutes of a meeting, or part of a meeting, from which the public was excluded as if it is a request for official information in terms of the Local Government Official Information and Meetings Act 1987.

REFERENCED DOCUMENTS

- Commissions of Inquiry Act 1908
- Crimes Act 1961
- Contract and Law Act 2017
- Financial Markets Conduct Act 2013
- Local Authorities (Members' Interests) Act 1968 (LAMIA)
- Local Electoral Act 2001 (LEA)
- Local Government Act 1974 and 2002 (LGA)
- Local Government Official Information and Meetings Act 1987 (LGOIMA)
- Local Government (Pecuniary Interests Register) Amendment Act 2022
- Marine Farming Act 1971
- Public Records Act 2005
- Resource Management Act 1991 (RMA)
- Sale and Supply of Alcohol Act 2012
- Secret Commissions Act 1910
- Securities Act 1978

Appendix 1: Grounds to exclude the public

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

LGOIMA 1987, Section 5

The question whether any official information is to be made available, where that question arises under this Act, shall be determined, except where this Act otherwise expressly requires, in accordance with the purposes of this Act and the principle that the information shall be made available unless there is good reason for withholding it.

LGOIMA 1987, Section 6

That good reason exists for excluding the public from the whole or any part of the proceedings of any meeting as the public disclosure of information would be likely:

- (a) to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; or
- (b) to endanger the safety of any person.

LGOIMA 1987, Section 7

That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:

- (a) Protect the privacy of natural persons, including that of deceased natural persons; or
- (b) Protect information where the making available of the information would:
 - i. disclose a trade secret; or
 - ii. be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information; or,
- (ba) In the case only of an application for a resource consent, or water conservation order, or a requirement for a designation or heritage order, under the Resource Management Act 1991, to avoid serious offence to tikanga Māori, or to avoid the disclosure of the location of waahi tapu; or
- (c) Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would:
 - i. be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or
 - ii. be likely otherwise to damage the public interest; or
- (d) Avoid prejudice to measures protecting the health or safety of members of the public; or

- (e) Avoid prejudice to measures that prevent or mitigate material loss to members of the public; or
- (f)(ii) Maintain the effective conduct of public affairs through –the protection of such members, officers, employees, and persons from improper pressure or harassment; (Removal of (i) the free and frank expression of opinions by or between or to members or officers or employees) or
- (g) Maintain legal professional privilege; or
- (h) Enable any Council holding the information to carry out, without prejudice or disadvantage, commercial activities; or
- (i) Enable any Council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or
- (j) Prevent the disclosure or use of official information for improper gain or improper advantage.

LGOIMA 1989, Section 48

- (1) Provided that where the above section (Section 7) applies the public may be excluded unless, in the circumstances of the particular case, the exclusion of the public is outweighed by other considerations which render it desirable, in the public interest, that the public not be excluded.
 - (b) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information, the public disclosure of which would:
 - (i) Be contrary to the provisions of a specified enactment; or
 - (ii) Constitute contempt of Court or of the House of Representatives.
 - (c) That the purpose of the whole or the relevant part of the proceedings of the meeting is to consider a recommendation made to that Council by an Ombudsman under section 30(1) or section 38(3) of this Act (in the case of a Council named or specified in Schedule 1 to this Act).
 - (d) That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.
- (2) That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the Council to deliberate in private on its decision or recommendation in:
 - (a) Any proceedings before a Council where:
 - (i) A right of appeal lies to any Court or tribunal against the final decision of the Council in those proceedings; or
 - (ii) The Council is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings; and

- (b) Proceedings of a local authority exist in relation to any application or objection under the Marine Farming Act 1971.

PROPOSED

Appendix 2: Sample resolution to exclude the public

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

1. That the public is excluded from:

- The whole of the proceedings of this meeting; (**Delete if not applicable**)
- The following parts of the proceedings of this meeting, namely; (**Delete if not applicable**)

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

Name of report(s)

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:

TABLE DELETED

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
1 Put in name of report	Good reason to withhold exists under Section 7.	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)
2	Good reason to withhold exists under Section 7.	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)
3	Good reason to withhold exists under Section 7.	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)

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
4 Hearings Committee	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:	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 any proceedings where: i. a right of appeal lies to any Court or tribunal against the final decision of the Council/Committee in those proceedings; or ii. the local authority is required, by any enactment, to make a recommendation in respect of the matter that is the subject of these proceedings. Use (i) for the RMA hearings and (ii) for hearings under LGA such as objections to Development Contributions or hearings under the Dog Control Act s. 48(1)(d).

TABLE ADDED

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public.
		To prevent the disclosure of information which would— i. be contrary to the provisions of a specified enactment; or ii. Constitute contempt of court or of the House of Representatives (s.48(1)(b)).
		To consider a recommendation made by an Ombudsman (s. 48(1)(c)).
		To deliberate in private on any proceedings where: iii. a right of appeal lies to any Court or tribunal against the final decision of the Council/Committee in those proceedings; or iv. the local authority is required, by any enactment, to make a

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public.
		recommendation in respect of the matter that is the subject of those proceedings. s. 48(1)(d).
		To deliberate on proceedings in relation to an application or objection under the Marine Farming Act 1971 (s.48(1)(d)).
		To protect the privacy of natural persons, including that of deceased natural persons (s 7(2)(a)).
		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)).
		To avoid serious offence to Tikanga Māori, or the disclosure of the location of waahi tapu in relation to an application under the RMA 1991 for; <ul style="list-style-type: none"> • a resource consent, or • a water conservation order, or • a requirement for a designation or • an heritage order, (s 7(2)(ba)).
		To protect information which is subject to an obligation of confidence where the making available of the information would be likely to: i. prejudice the supply of similar information, or information from the same source, where it is in the public interest that such information should continue to be supplied; or would be likely otherwise to damage the public interest (s 7(2)(c)).
		To avoid prejudice to measures protecting the health or safety of members of the public (s 7(2)(d)).
		To avoid prejudice to measures that prevent or mitigate material loss to members of the public (s 7(2)(e)).
		To maintain the effective conduct of public affairs by protecting members or employees of the Council in the course of their duty,

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public.
		from improper pressure or harassment (s 7(2)(f)(ii)).
		To maintain legal professional privilege (s 7(2)(g)).
		To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities (s 7(2)(h)).
		To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).
		To prevent the disclosure or use of official information for improper gain or advantage (s. 7(2)(j))

2. That **(name of person(s))** is permitted to remain at this meeting after the public has been excluded because of their knowledge of **(specify topic under discussion)**. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because **(specify)**. *(Delete if not applicable.)*

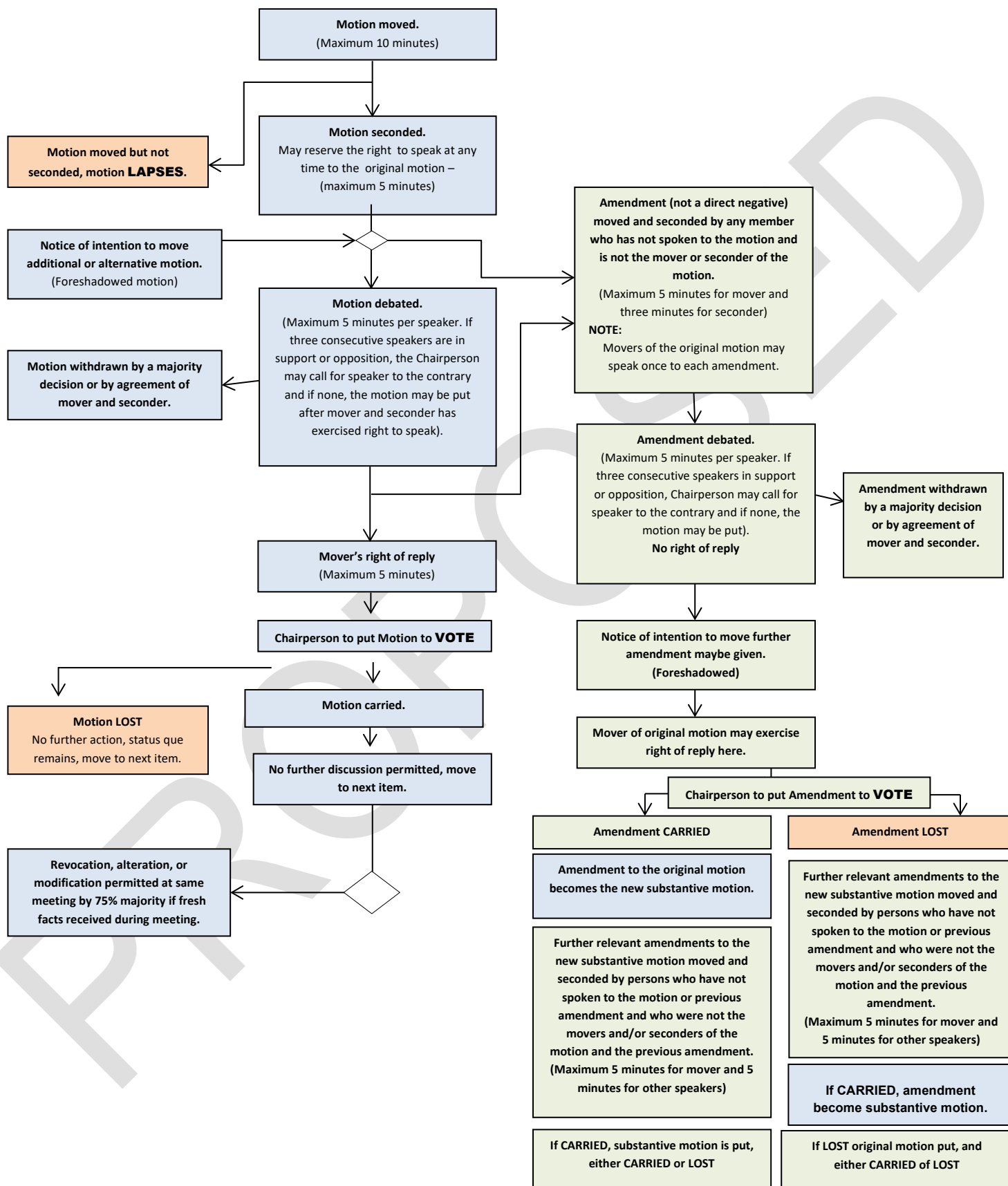
Item No	Interest
	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (Schedule 7(2)(i)) [DELETED]
	Protect the privacy of natural persons, including that of deceased natural persons (Schedule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

Item No	Interest
	<p>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—</p> <p>(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</p> <p>(ii) would be likely otherwise to damage the public interest (Schedule 7(2)(c)) [DELETED]</p>
	<p>Avoid prejudice to measures protecting the health or safety of members of the public (Schedule 7(2)(d)) [DELETED]</p>
	<p>Avoid prejudice to measures that prevent or mitigate material loss to members of the public (Schedule 7(2)(e)) [DELETED]</p>
	<p>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]</p>
	<p>Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities (Schedule 7(2)(h)) [DELETED]</p>

~~**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	Are previous participants in debate entitled to move this	Can a speaker be interrupted by the mover of this	If lost, can motion be moved after an interval?	Position if an amendment is already before the Chair	Position if a procedural motion is already before the Chair	Remarks
(a) "That the meeting be adjourned to the next ordinary meeting, or to a stated time and place"	No	Yes	No	As to time and date only	No	No	No	Yes – 15 minutes	If carried, debate on the original motion and amendment are adjourned	If carried, debate on the original motion and procedural motion are adjourned	On resumption of debate, the mover of the adjournment speaks first. Members who have spoken in the debate may not speak again
(b) "That the motion under debate be now put (closure motion)"	No	Yes	No	No	No	No	No	Yes – 15 Minutes	If carried, only the amendment is put	If carried, only the procedural motion is put	The mover of the motion under debate is entitled to exercise a right of reply before the motion or amendment under debate is put
(c) "That the item of business being discussed be adjourned to a stated time and place"	No	Yes	No	As to time and date only	No	No	NO	Yes – 15 minutes	If carried, debate on the original motion and amendment are adjourned	If carried, debate on the original motion and procedural motion are adjourned	

Motion	Has the Chair discretion to refuse this Motion?	Is seconder required?	Is discussion in order?	Are amendments in order?	Is mover of procedural motion entitled to reply?	Are previous participants in debate entitled to move this motion?	Can a speaker be interrupted by the mover of this motion?	If lost, can motion be moved after an interval?	Position if an amendment is already before the Chair	Position if a procedural motion is already before the Chair	Remarks
(d) "That the item of business being discussed does lie on the table and not be discussed at this meeting"	No	Yes	No	No	No	No	No	Yes – 15 minutes	If carried, the original motion and amendment are both laid on the table	Motion not in order	
(e) "That the item of business being discussed be referred (or referred back) to the local authority or to the relevant committee"	No	Yes	No	As to committee, time for reporting back etc only	No	No	No	Yes – 15 minutes	If carried, the original motion and all amendments are referred to the committee	If carried, the procedural motion is deemed disposed of	
(f) "Points of order"	No – but may rule against	No	Yes – at discretion of Chairperson	No	No	Yes	Yes	No	Point of order takes precedence	Point of order takes precedence	See standing order 3.14

Appendix 5: Webcasting Protocols

The provisions are intended as a good practice guide to local authorities that are webcasting meetings or planning to do so.

1. The default shot will be on the Chairperson or a wide-angle shot of the meeting room.
2. Cameras will cover a member who is addressing the meeting. Cameras will also cover other key participants in a meeting, including staff when giving advice and members of the public when addressing the meeting during the public input time.
3. Generally, interjections from other members or the public are not covered. However, if the Chairperson engages with the interjector, the interjector's reaction can be filmed.
4. PowerPoint presentations, recording of votes by division and other matters displayed by overhead projector may be shown.
5. Shots unrelated to the proceedings, or not in the public interest, are not permitted.
6. If there is general disorder or a disturbance from the public gallery, coverage will revert to the Chairperson.
7. Appropriate signage will be displayed both in and outside the meeting room alerting people that the proceedings are being web cast.

Appendix 6: Powers of a Chairperson

This Appendix sets out the specific powers given to the Chairperson contained in various parts of these Standing Orders.

Chairperson to decide all Questions

The Chairperson is to decide all questions where these Standing Orders make no provision or insufficient provision. The Chairperson's ruling is final and not open to debate.

Chairperson to decide Points of Order

The Chairperson is to decide any point of order and may do so immediately after it has been raised or may first hear further argument before deciding. The ruling of the Chairperson upon any point of order is not open to any discussion and is final. No point of order may be raised during a division except by permission of the Chairperson.

Items not on the Agenda

Major items not on the agenda may be dealt with at that meeting if so resolved by the local authority and the Chairperson explains at the meeting at a time when it is open to the public the reason why the item was not listed on the agenda and the reason why discussion of the item cannot be delayed until a subsequent meeting.

Minor matters not on the agenda relating to the general business of the local authority may be discussed if the Chairperson explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at that meeting, but no resolution, decision or recommendation may be made in respect of that item except to refer it to a subsequent meeting.

Chairperson's Report (Verbal or Written)

The Chairperson, by report, has the right to direct the attention of the local authority to any matter or subject within the role or function of the local authority.

Chairperson's Recommendation

The Chairperson of any meeting may include on the agenda for that meeting a Chairperson's recommendation regarding any item brought before the meeting. The purpose of such a recommendation is to focus debate on a suggested motion.

Chairperson's Voting

The Chairperson at any meeting has a deliberative vote and, in the case of equality of votes, has NO casting vote.

Motion in writing

The Chairperson may require the mover of any motion or amendment to submit it in writing signed by the mover.

Motion in parts

The Chairperson may require any motion expressed in parts to be decided part by part.

Notice of motion

The Chairperson may direct the Chief Executive to refuse to accept any notice of motion which:

- (a) Is disrespectful or which contains offensive language or statements made with malice; or
- (b) Is not within the scope of the role or functions of the local authority; or
- (c) Contains an ambiguity or statement of fact or opinion which cannot properly form part of an effective resolution, and the mover has declined to comply with such requirements as the Chief Executive may have made; or
- (d) Is concerned with matters which are already the subject of reports or recommendations from a committee to the meeting concerned.

Reasons for refusing a notice of motion should be provided to the proposer.

Where a notice of motion has been considered and agreed by the local authority, no notice of any other motion which is, in the opinion of the Chairperson, to the same effect may be put again whilst such original motion stands.

Action on previous resolutions

If, in the opinion of the Chairperson the practical effect of a delay in taking action on a resolution which is subject to a notice of motion, would be equivalent to revocation of the resolution; or if repetitive notices of motion are considered by the Chairperson to be an attempt by a minority to frustrate the will of the meeting, action may be taken as though no such notice of motion had been given.

Repeat notice of motion

If in the opinion of the Chairperson, a notice of motion is substantially the same in purport and effect to any previous notice of motion which has been considered and rejected by the local authority, no such notice of motion may be accepted within six months of consideration of the first notice of motion unless signed by not less than one third of the members of the local authority, including vacancies.

Revocation or alteration of previous resolution

A Chairperson may recommend in a report to the local authority the revocation or alteration of all or part of any resolution previously passed, and the local authority meeting may act on such a recommendation in accordance with the provisions in these standing orders.

Chairperson may call a meeting

The Chairperson:

- (a) May call a meeting to dispose of the business to be transacted following the lapsing of a meeting due to failure of a quorum, if such business cannot be delayed until the next meeting;
- (b) May requisition an extra meeting to be held at a specified time and place, in order to conduct specified business.

Irrelevant matter and needless repetition

The Chairperson's ruling preventing members when speaking to any motion or amendment from introducing irrelevant matters or indulging in needless repetition is final and not open to challenge.

Taking down words

The Chairperson may order words used and objected to by any member, to be recorded in the minutes, provided such objection is made at the time the words are used and not after any other members have spoken.

Explanations

The Chairperson may permit members to make a personal explanation in addition to speaking to a motion, and members who have already spoken, to explain some material part of a previous speech in the same debate.

Chairperson rising

Whenever the Chairperson rises during a debate any member then speaking or offering to speak is to be seated and members are to be silent so that the Chairperson may be heard without interruption.

Members may leave places

The Chairperson may permit members to leave their place while speaking.

Priority of speakers

The Chairperson must determine the order in which members may speak when two or more members indicate their wish to speak.

Minutes

The Chairperson is to sign the minutes and proceedings of every meeting once confirmed. The Chairperson and Chief Executive are responsible for confirming the correctness of the minutes of the last meeting of a local authority prior to the next election of members.

Questions of speakers

The Chairperson may permit members to ask questions of speakers under public forum or deputations/presentations by appointment, for the purpose of obtaining information or clarification on matters raised by the speaker.

Withdrawal of offensive or malicious expressions

The Chairperson may call upon any member to withdraw any offensive or malicious expression and may require the member to apologise for the expression.

Any member who refuses to withdraw the expression or apologise, if required by the Chairperson, can be directed to withdraw from the meeting for a time specified by the Chairperson.

Chairperson's rulings

Any member who refuses to accept a ruling of the Chairperson, may be required by the Chairperson to withdraw from the meeting for a specified time.

Disorderly behaviour

The Chairperson may:

- (a) Require any member or member of the public whose conduct is disorderly or who is creating a disturbance, to withdraw immediately from the meeting for a time specified by the Chairperson.
- (b) Ask the meeting to hold in contempt, any member whose conduct is grossly disorderly and where the meeting resolves to find the member in contempt, that resolution must be recorded in the minutes.

Failure to leave meeting

If a member or member of the public who is required, in accordance with a Chairperson's ruling, to leave the meeting, refuses or fails to do so, or having left the meeting, attempts to re-enter without the permission of the Chairperson, any member of the police or officer or employee of the local authority may, at the Chairperson's request, remove or exclude that person from the meeting.

Audio- or audio-visual attendance

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

- (a) The technology for the link is available and of suitable quality; and
- (b) Procedures for using the technology in the meeting will ensure that:
 - i. Everyone participating in the meeting can hear each other.
 - ii. The member's attendance by audio or audio-visual link does not reduce their accountability or accessibility in relation to the meeting.
 - iii. The requirements of Part 7 of LGOIMA are met; and
 - iv. The requirements in these Standing Orders are met.

If the Chairperson is attending by audio- or audio-visual link, then chairing duties will be undertaken by the Deputy Chairperson or a member who is physically present.

PROPOSED

Appendix 7: Workshops/Briefings

Definition of Briefing Session

Briefing sessions provide a valuable opportunity to enhance the understanding of matters and to sound out potential options that will assist with informing future staff reports that the Community Board will consider in their future decision-making process. The briefing sessions are a forum for the Chief Executive and Council staff to address any elected member questions and provide additional background on matters of interest to the Community Board. **No decision making or voting takes place at briefing meetings. Briefing sessions are public excluded meetings**, whereby the discussion is restricted to the parties in the Chamber/room. Briefing sessions occur with consideration given to LGOIMA and reasons for excluding the public.

Definition of Workshop Session

Workshop sessions are a process for elected members, staff and where required, external parties to collaborate and develop or advance proposals such as masterplans with the organisation on topics of strategic importance and collectively develop proposals prior to the formal decision-making process commencing. **Workshop sessions are open to the public.**

Application of standing orders to workshops and briefings

Standing orders do not apply to workshops and briefings (PX). The Chairperson or organisers will decide how the workshop, briefing (PX) or working party should be conducted.

Calling a workshop/briefing

Workshops, briefings (PX) and working parties may be called by:

- (a) a resolution of the Community Board
- (b) the Community Board Chairperson or
- (c) the Chief Executive
- (d) by member or staff request.

Process for calling workshops/briefings

Community Board briefings and workshops shall be held on 'an as need' basis and included on formal agendas. Notification and diary commitments will be provided to elected members with the agenda.

The Chairperson or Chief Executive may call additional briefing and workshop sessions for the Community Board as deemed necessary for the discussion of emerging matters, in consultation with the General Manager of the department with expertise. The Chairperson or Senior Manager may call for additional briefing or workshop sessions if required. Scheduling of such additional meetings will be undertaken by the Governance Team.

The Chief Executive or Governance staff will give at least 24 hours' notice of the time and place of the workshop/briefing and the matters to be discussed at it. Notice may be given by whatever means are reasonable in the circumstances. Any notice given must expressly:

- (a) state that the meeting is a workshop or briefing (Public Excluded)
- (b) advise the date, time and place
- (c) confirm that the meeting is primarily for the provision of information and discussion, and will not make any decisions or pass any resolutions.

Advertising workshops/briefings

Briefing sessions are not advertised in newspapers.

Workshops will be advised via an agenda of a formal meeting (when time permits) and listed on the Council website under the meeting schedules, however, will not be advertised in newspapers. Notification of a workshop may occur in an agenda if the workshop immediately follows the conclusion of a formal meeting.

Record of workshop

A written record of the workshop should be kept and include:

- (a) the name of each elected member who attended the meeting.
- (b) other persons (e.g. members of the public, Council staff) who attended the meeting,
- (c) other than elected members.
- (d) the matters discussed at the meeting.
- (e) any conflicts of interest declared.
- (f) a copy of presentation material provided during the briefing (including slide decks,
- (g) handouts etc. but not confidential documents); and
- (h) any matters arising as a result of the discussion.

Appendix 8: Sample order of business

Council: Open section

- (a) Apologies
- (b) Declarations/conflicts of interest
- (c) Acknowledgements and tributes
- (d) Confirmation of Minutes
- (e) Matters Arising
- (f) Notes of Workshops
- (g) Public Forum
- (h) Deputations and Presentations
- (i) Petitions
- (j) Adjourned Business
- (k) Reports
- (l) Correspondence
- (m) Chairpersons Reports
- (n) Matters for Information
- (o) Members' Information Exchange
- (p) Consultation Projects
- (q) Board Funding Update
- (r) Media Items
- (s) Questions Under Standing Orders
- (t) Urgent General Business Under Standing Orders
- (u) Matters to be considered with the public excluded.
- (v) Date and Venue for next meeting

Public excluded section

- (a) Apologies
- (b) Declarations/conflicts of interest
- (c) Confirmation of Minutes
- (d) Matters Arising
- (e) Reports
- (f) Resolutions of matters considered in public excluded.

Standing Committees

Same order as above

Appendix 9: Process for raising matters for a decision

Matters requiring a decision at a meeting, may be placed on the meeting's agenda by a:

- (a) Report of the Chief Executive;
- (b) Report of the Chairperson;
- (c) Report of a Committee;
- (d) Notice of motion from a member.

Where a matter is urgent and has not been placed on an agenda, it may be brought before a meeting as extraordinary business by a:

- (a) Report of the Chief Executive; or
- (b) Report of the Chairperson.

Although out of time for a notice of motion, a member may bring an urgent matter to the attention of the meeting through the Chairperson.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: GOV-26-09-06 / 230606082973

REPORT TO: KAIAPOI-TUAHIWI COMMUNITY BOARD

DATE OF MEETING: 19 June 2023

AUTHOR(S): Kay Rabe, Governance Adviser

SUBJECT: Appointment of a new Board Representative to the Waimakariri Access Group

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

_____ General Manager

_____  Chief Executive

1 SUMMARY

1.1 The purpose of this report is to appoint a new Kaiapoi-Tuahwi Community Board (the Board) representative to Waimakariri Access Group.

2 RECOMMENDATION

THAT the Kaiapoi-Tuahwi Community Board:

- (a) **Receives** report No. 230606082973.
- (b) **Acknowledges** the resignation of Tracey Blair as the Board's representative to the Waimakariri Access Group from 20 June 2023.
- (c) **Approves** the appointment of Board Member as the Board's new representative and liaison person to Waimakariri, to take immediate effect from 20 June 2023 until the end of the 2022/25 triennial term.
- (d) **Acknowledges** Tracey Blair's service during her time as Board's representative to the Waimakariri Access Group.

3 BACKGROUND

- 3.1 At the beginning of each electoral term, members of Community Boards are appointed to various outside organisations to continue the strong relationships between the Community Boards and these organisations.
- 3.2 At the Boards meeting held on 12 December 2022, Tracey Blair was appointed as its representative to the Waimakariri Access Group.
- 3.3 This role is as a liaison between the Group and the Board. Meetings are held on the second Thursday of every month at 10am. Most of the meetings are held in the Council Chambers in Rangiora.

4 ISSUES AND OPTIONS

- 4.1 Due to time commitments of her work, Tracey Blair is unable to continue in her role as the Board representative and liaison person at the Waimakariri Access Group and has therefore requested that the Board appoints another representative.
- 4.2 The Waimakariri Access Group is a voluntary organisation that work collaboratively with the District Council to ensure the community is inclusive for all people, including those with impairments or mobility difficulties, including people with injuries, pushing prams or those with limited vision.
- 4.3 **Implications on Wellbeing**
There are implications on community wellbeing by the issues and options that are the subject matter of this report. Enabling the community to access all areas of the district is pivotal to their health and wellbeing.
- 4.4 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 are not likely to be affected by or have an interest in the subject matter of this report.
- 5.2 **Groups and Organisations**
There are no groups and organisations likely to be affected by or interested in the subject matter of this report other than Waimakariri Access Group.
- 5.3 **Wider Community**
The wider community is not likely to be affected by or to be interested in this report's subject matter. However, having a Board representative on this Group would ensure the Board was kept up to date with practical and innovative ways on making the area more accessible to those who struggle to navigate their way round the district and be a voice for those residents with disabilities.

6 OTHER IMPLICATIONS AND RISK MANAGEMENT

- 6.1 **Financial Implications**
There are no financial implications to the decision sought in 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**
There are no risks arising from adopting the recommendations in this report.
- 6.3 **Health and Safety**
There are no health and safety risks arising from the adoption/implementation of the recommendations in this report.

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 – Schedule 7, Part 1 clauses 17 and 25 (2004 amendment); Part 2 clause 25. Clause 54 of the Local Government Act 2002, provides the application of provisions to Community Boards, with all the necessary modifications, as if they were Local Authorities.

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.**

At the meeting held on 5 November 2019, the Council authorised the Board to appoint representatives or liaison people to various outside organisations and/or groups.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: GOV-26-08-06 / 230517071119

REPORT TO: KAIAPOI-TUAHIWI COMMUNITY BOARD

DATE OF MEETING: 19 June 2023

AUTHOR(S): Kay Rabe, Governance Advisor

SUBJECT: Applications to the Kaiapoi-Tuahiwi Community Board's Discretionary Grant Fund 2022/23

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

_____ General Manager

_____ Chief Executive

1. SUMMARY

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

Name of Organisation	Purpose	Amount Requested
All Together Kaiapoi	To purchase corflute signs to promote 'Celebrate Matariki in Kaiapoi'.	\$500
Allstars Marching Teams	Towards the annual training camp	\$500
Total:		\$1,000

Attachments:

- i. Application from All Together Kaiapoi (Trim Ref: 230516070986).
- ii. Application from Allstars Marching Teams (Trim Ref: 230606082943).
- iii. A spreadsheet showing the previous two years' grants.
- iv. Board Funding Criteria 2022/23 (Trim Ref: 210603089875).

2. RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 230517071119.
- (b) **Approves** a grant of \$..... to All Together Kaiapoi the purchase of corflute signs to promote the 'Celebrate Matariki in Kaiapoi' event.
OR
- (c) **Declines** the application from All Together Kaiapoi.
- (d) **Approves** a grant of \$.....to the Allstars Marching Teams towards the cost of hosting a training camp.
OR
- (e) **Declines** the application from the Allstars Marching Teams.

3. **BACKGROUND**

- 3.1. **All Together Kaiapoi** is seeking funding to purchase corflute signs to promote and advertise the 'Celebrate Matariki in Kaiapoi' event.
- 3.2. The **Allstars Marching Team** is seeking funding for a training camp to be held from 11 to 13 August 2023.
- 3.3. The current balance of the Kaiapoi-Tuahiwi Community Board's Discretionary Grant Fund for 2022/23 is \$3,132.

4. **ISSUES AND OPTIONS**

All Together Kaiapoi (ATK)

- 4.1 ATK originally was established as You Me We Us in October 2013 and in May 2020 was rebranded to become All Together Kaiapoi, however, retaining its vision and objectives. ATK is a not for profit organisation with the drive to encourage community involvement by hosting events and creating projects that grow connection and pride within the wider Kaiapoi communities.
- 4.2 ATK is seeking funding towards corflute signs to advertise and promote 'Celebrate Matariki in Kaiapoi' community event. The 2023 event is planned to be bigger and better than last years with the park and stage well-lit with festoon lighting and colourful floodlights to create an attractive ambience. There will be a variety of food and market stalls, live music, an impressive line-up of entertainment and performances from Kaiapoi schools Kapa Haka groups.
- 4.3 It is anticipated that the event will attract people of all authenticities, ages, and demographics from all over the district and further afield. There is opportunity for food vendors and stall holders to sell their goods generating income for the district and for the other entertainment to show their skills and diversity and providing an opportunity to perform in front of crowds. As the event is free no one in the community will be excluded due to economic hardships. This event will encourage people to come out and interact during one of the coldest months of the year which will benefit community wellbeing during a time when most are isolated during mid-winter.
- 4.4 This event will provide a free, fun-filled evening and will provide exposure for ATK as a community organisation that is making great things happen. The first event last year was a resounding success with an audience of over 5,000 people. This year ATK is hoping to double that audience which will create a busy night for local businesses who decide to remain open. It is intended to utilise LED lighting during the entertainment with poi's, hula hoops, angle wings and large stars which should create a fantastic spectacle and have the town buzzing with crowds.
- 4.5 The project cost is estimated at approximately \$10,000 with the corflute signs being \$541. Therefore, ATK has applied to the Kiwi Gaming Foundation, Christchurch Casinos Community Fund and the Lion Foundation for the costs relating to the proposed fireworks display, event lighting, entertainment, rubbish bins hire and public liability insurance. The additional amount required for the corflute signs will be covered by the site fees received by vendors and stall holders. ATK (You Me We Us) has previously received the following funding and all Accountability Forms have been received.

Date	Project	Amount
August 2020	Kaiapoi Spring Festival	\$500
December 2019	Waitangi Day Celebrations	\$500
December 2018	Waitangi Day Celebrations	\$500
August 2017	Spring Festival	\$500
Total		\$2,000

Allstars Marching Teams (the Allstars)

- 4.6 The Allstars were formed in 2015 under Coach Julia Allen in Canterbury, and they have a range of teams starting with four year olds. The Allstars has four coaches, two competitive teams and a non-competitive team.
- 4.7 The Allstars are seeking funding to host a training camp where workshops will be held for the girls to learn new techniques and skills required to complete their technical drills. In addition, two more experienced coaches will be attending the camp to assist with the girls' training and guide the Allstars in the techniques. The Allstars have found training camps very beneficial in past seasons and now consider the camp as a vital part of their marching season.
- 4.8 The training camp will be held from 11 to 13 August 2023 and will directly benefit approximately 30 girls between the ages of eight and 17 years. However, the camp will also have a wider benefit for the community by providing the necessary skills for the girls to represent their community on a regional and national level. The skills learnt at past camps have enabled the Allstars to excel in their technical routines, and last year they were second at the South Island Championship.
- 4.9 The Allstars have not applied for funding from other organisations, and the estimated cost of the camp will be approximately \$1,000. However, the girls were involved in fundraising and will be holding a barbeque fundraiser to assist with costs. The training camp will not proceed if this application is unsuccessful. It should be noted that the Allstars received the funding listed below during the last five years, and all Accountability Forms have been received:

Date	Activity	Amount
June 2019	Hosting a training camp	\$500
May 2021	Hosting a training camp	\$500
June 2022	Hosting a training camp	\$500
Total		\$1,500

- 4.10 The Board may approve or decline grants as per the grant guidelines.
- 4.11 **Implications for Community Wellbeing**
There are social and cultural implications on community wellbeing by the issues and options that are the subject matter of this report.
- 4.12 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. The Celebrate Matariki in Kaiapoi event is an opportunity to educate people on the beliefs, culture, and heritage of Te Ngāi Tūāhuriri.

5.2 Groups and Organisations

No other groups or organisations other than All Together Kaiapoi and the Allstars Marching Teams 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 affected by or interested in this report's subject matter given this is a way for people to connect and engage during winter which will have a positive effect on community wellbeing.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1 **Financial Implications**

The Annual Plan for 2022/23 includes budget provision for the Kaiapoi-Tuahiwi Community Board to approve grants to community groups up to \$5,270. An amount of \$2,627 was carried forward from the 2021/22 financial year, bringing the Discretionary Grant Fund to a total of \$7,897 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 Kaiapoi-Tuahiwi Community Board's Discretionary Grant Fund 2022/23 is \$3,132.

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 will fall under the auspices of All Together Kaiapoi and Allstars Marching Teams.

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: All Together Kaiapoi

Address: [Redacted]

Contact Person within Organisation: Linda Dunbar

Position within Organisation: Project Coordinator

Contact phone number: [Redacted] Email: alltogetherkaiapoi@gmail.com

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

As per the attached.

What is the timeframe of the project/event date? Friday 14th July 2023

Overall Cost of Project: \$540.50 Amount Requested: \$500.00

How many people will directly benefit from this project? Estimated - 10,000

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 5 % Rangiora-Ashley 5 % Woodend-Sefton 5 % Kaiapoi-Tuahiwi 80 %

Other (please specify): Christchurch/Selwyn/Hurunui 5%

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

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

[Redacted]

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

As per the attached.

What is the benefit(s) to your organisation?

As per The attached.

What are the benefit(s) to the Kaiapoi-Tuahiwi community or wider district?

As per The attached.

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:

As per The attached.

Have you applied to the Kaiapoi-Tuahiwi 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: *Asia Durb* Date: 16.5.23

Describe what the project is and what the grant funding will be used for:

New corflute signs to advertise and promote All Together Kaiapoi's 'Celebrate Matariki in Kaiapoi' community event.

'Celebrate Matariki in Kaiapoi' this year will once again be a fun and attractive festival that brings people together. The park and staging will be well lit up with festoon lighting and coloured floodlights to create an attractive ambience. There will be a variety of food and market stalls, live music from 3 local bands and a much more impressive line-up of entertainment; performances from Kaiapoi school Kapa Haka groups using LED poi's and local dance groups wearing LED costumes that will look amazing in the dark. We are also adding a photo booth and an interactive 'have a go' area with LED poi's, hula hoops, angel wings, photo walls and large stars. The event will conclude with a large, impressive fireworks display.

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

We are providing an opportunity for food vendors and stallholders to sell their goods at our event and potentially generate an income.

The event showcases local talent; 3 school kapa haka groups, hip hop and ballet/contemporary performances as well as 3 live bands playing on the night.

All Together Kaiapoi make it a priority and are proud that where possible, our events are open and free for those that wish to attend. We understand and appreciate that each and every one of us are in different financial positions. If we were to charge entry fees that may be unaffordable, we risk significantly reducing the attendance to our events. To keep within All Together Kaiapoi's vision and objectives and to ensure that all people can attend, 'Celebrate Matariki in Kaiapoi' will be free of charge so no one is eliminated from attending.

July is renowned as being the coldest month of the year where people tend to hibernate and not venture too far. Our event to celebrate and acknowledge Matariki will be the perfect feel-good community event that will encourage people of all ages, from all over Canterbury to get out of their homes and connect with others. It will boost everyone's spirits and give people something to enjoy and smile about especially with the challenging times of late. This greatly reduces the risk of social isolation and contributes to people's wellbeing over winter.

What is the benefit(s) to your organisation?

The opportunity to provide a free, fun filled event that anyone can attend.

We truly believe this year will be even bigger than last year's 'Celebrate Matariki' in Kaiapoi' as with any successful event, people talk and 'spread the word'. All Together Kaiapoi anticipates the audience could be up near the 10,000 mark which will make it the biggest free community event in North Canterbury.

This provides huge exposure for All Together Kaiapoi as a community organisation that is making great things happen.

What are the benefit(s) to the Kaiapoi-Tuahiwi community or wider district?

The event provides an opportunity for people of Kaiapoi, Tuahiwi and the whole Waimakariri district to come together, connect with one another and enjoy an evening of free entertainment.

Our first 'Celebrate Matariki in Kaiapoi' last year was outstandingly successful for Kaiapoi. With an audience of over 5,000 people, it was certainly a much bigger event than what was expected. Not only did those that attended the event benefit, it also became one of the busiest nights for our local businesses that were open, which is absolutely fantastic. A real win for our whole community. The feedback we received was extremely overwhelmingly positive.

If last year is anything to go by, 'Celebrate Matariki in Kaiapoi' will once again put Kaiapoi on the map and have our town buzzing!

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

This event is of a large scale and we have applied to The Kiwi Gaming Foundation, Christchurch Casinos Community Fund and The Lion Foundation for costs relating to the fireworks display, event lighting, entertainment, rubbish bin hire and public liability insurance. We are applying to the Kaiapoi-Tuahiwi Community Board for the cost to get new corflute signs to advertise the event. The additional amount for the corflute signs will be covered by food vendor and stallholder site fees that we receive.



Corflute signage for All Together Kaiapoi

Rivertown Voice <info@rivertownvoice.co.nz>
To: All Together Kaiapoi <alltogetherkaiapoi@gmail.com>

Hi Linda,

Sorry we were just getting a price from our guy who took a while.

1220 x 900 are \$65.00 + GST each
900 x 600 are \$35.00 + GST each

I can also help with the design work. Let me know if you need anything else.

kind regards

Bruce & Emily Chapman

RIVERTOWN VOICE

p. 027 773 3324 e. info@rivertownvoice.co.nz



Wed, Apr 26, 2023 at 7:49 PM

$$\begin{aligned}
 4 \times 1220 \times 900 &= \$260.00 + \text{GST} \\
 6 \times 900 \times 600 &= \$210.00 + \text{GST} \\
 \hline
 &= \$470.00 + \text{GST} \\
 &= \$540.50
 \end{aligned}$$

[Quoted text hidden]

'Celebrate Matariki in Kaiapoi'

2022



Karla Paul

Awesome night. Well done everyone involved. Great to see so many out too

Joy Coup

It was a great night. Couldn't ask for better weather wise. Huge crowd, fabulous band, & the fires were amazing. A real credit to all those involved in making this happen. Thank you 😊

Cara Taylor

Well done to all involved. The town was buzzing!! To all involved, you've put Kaiapoi on the map yet again. Well done **Linda Dunbar** and team. Thanks, Sharon and band for your tribute to mum **Chris Greengrass** - loved it!! Fireworks was an absolute hit and brought together so many people local and afar - a free community event, well done 🍷

Christine Bolt

Wow what a great turn out and fantastic fire works display .Thankyou to the altogether group and everyone else that helped run this event.

Margaret Bartholomeusz

Was fabulous! Kaiapoi was buzzing! Well done organisers ❤️

Belinda Smith

Such a fabulous evening!! The entertainment was spot on!!

Neville Atkinson

Fantastic night congratulations well done

Carol Beaumont

Great night team!

Julie Davis**Congratulations**

to Linda and team-a great family Event !!
Fantastic support!

Lauren Southon

Great night and the fireworks were amazing.

Jill Curry

Fantastic night well done everyone

Dawn Armitage

Awesome night thanks to all involved for putting on a great event 🥳

Karen A MacFarlane

Awesome night. Well done everyone 🍷.

Ashame the Kapa Haka couldn't be on stage. Hard to see with every one standing.
Amazing turn out of whānau.

Marama Young

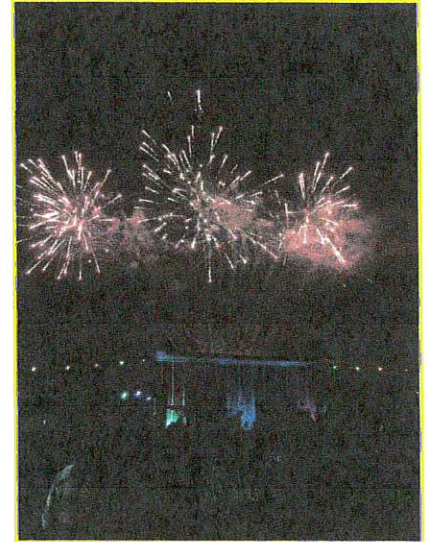
Amazing event - our whānau love it all. From the band and their great range of waiata, to the delicious hāngi from the kura. The fireworks were a stunning finale to a wonderful community kaupapa. Great crowd and turnout. Ngā mihi o te Matariki!

Johanna Rhodes

Excellent event. Thank you

Pauline Cox

Fab view from my kitchen window...was a great display..thanks!!



All Together Kaiapoi**Statement of Receipts and Payments (Cash Flows)**

For the period 1 July 2021 to 30 June 2022

	2022	2021
	\$NZ	\$NZ
Operating Cash Received		
<i>Donations, Fundraising and other similar receipts</i>		
Donations	\$ -	\$ 1,177
Grants (Note 4)	\$ 49,802	\$ 69,144
Sponsorships - General	\$ 3,000	\$ 3,000
Sponsorships - Amazing Race	\$ -	\$ 2,000
Sponsorships - Earthquake Event	\$ -	\$ 11,135
Sponsorships - Garden Competition	\$ 800	\$ 1,200
Sponsorships - Matariki	\$ 4,000	\$ -
Sponsorships - Spring Festival	\$ 1,000	\$ 1,000
<i>Receipts from providing goods or services</i>		
Amazing Race	\$ -	\$ 388
Bulb Sales	\$ -	\$ 1,382
Fun Run	\$ -	\$ 1,525
Earthquake Event	\$ -	\$ 2,282
Kydz Kaiapoi	\$ -	\$ 515
Matariki	\$ 3,086	\$ -
Information Booklets	\$ 500	\$ -
Spring Festival	\$ 1,302	\$ 3,442
Waitangi Day Event Income	\$ -	\$ 1,107
<i>Interest, dividends and other Investment Receipts</i>		
Interest	\$ 7	\$ 7
Total Operating Cash Received	\$ 63,496	\$ 99,304
Operating Cash Paid		
<i>Volunteer and employee-related payments</i>		
Wages	\$ 36,666	\$ 35,976
<i>Expenses related to providing goods or services</i>		
Amazing Race	\$ -	\$ 2,776
Beautification Project	\$ 7,600	\$ -
Earthquake Event	\$ 93	\$ 19,641
Garden Competition	\$ 744	\$ 468
Fun Run	\$ 90	\$ 1,497
Kyds Kaiapoi Expenses	\$ 105	\$ 406
Lantern Festival	\$ 2,150	\$ 5,375
River Carnival	\$ -	\$ 250
Spring Fest Expenses	\$ 3,385	\$ 10,916
Waitangi Day Event Expenses	\$ 270	\$ 5,877
Matariki event Expenses	\$ 5,598	\$ -
Marketing & Kaiapoi Advocate Newsletter Expenses	\$ 1,305	\$ 3,197
Welcome Bags	\$ 388	\$ 460
Insurance	\$ 328	\$ 610
General Expenses	\$ 1,238	\$ 1,397
Stationery and Office Equipment	\$ 340	\$ 939
Telecommunications	\$ 260	\$ 240
Total Operating Cash Paid	\$ 60,558	\$ 90,024



All Together Kaiapoi**Statement of Receipts and Payments (Cash Flows) - Continued**

Operating Cash Flow	\$ 2,938	\$ 9,280
Capital Cash Applied		
Banners & Flags	\$ -	\$ 276
Total Capital Cash Applied	\$ -	(\$ 276)
Capital Cash Flow (Investing/Financing)	\$ -	\$ -
Net Cash Flow	<u>\$ 2,938</u>	<u>\$ 9,004</u>
Add Opening Cash Balance	\$ 20,025	\$ 11,022
Closing Cash Balance	\$ 22,962	\$ 20,025
Represented by:		
Westpac Cheque Account	\$ 22,962	\$ 17,929
Westpac River Carnival Account	\$ -	\$ 2,097
	\$ 22,962	\$ 20,025



All Together Kaiapoi**Statement of Resources and Commitments (Assets and Liabilities)**

As At 30 June 2022

	2022	2021
	\$NZ	\$NZ
Schedule of Resources (Assets)		
Bank Accounts and Cash		
Westpac Cheque Account	\$ 22,962	\$ 17,929
Westpac River Carnival Account	\$ -	\$ 2,097
Other Resources		
Significant Fixed Assets at Cost (Note 3)	\$ 2,742	\$ 2,742
Schedule of Commitments (Liabilities)		
Money Payable by the Entity		
Significant Accounts Payable	\$ 5,458	\$ -
Schedule of Other Information		
Unexpended Grants (Note 4)	\$ 7,433	\$ 14,326



Groups applying for Board Discretionary Grants ¹⁵⁴ 2022/2023Name of Group: allstars marching teamsAddress: [REDACTED]Contact Person within Organisation: julia bellettPosition within Organisation: secretary/treasurerContact phone number: [REDACTED] Email: allstarsmarchingteams@gmail.com**Describe what the project is and what the grant funding be used for?** (Use additional pages if needed)

we have once again recruited new marchers for the upcoming season, and the best way to get them learning is by hosting a camp with experienced marchers and coaches to help get the girls competition ready. This year we are hosting the camp at cracroft guides camp as we couldnt get our normal camp. The funding will be used for the accommodation for the girls.

What is the timeframe of the project/event date? 11-13 August 2023Overall Cost of Project: \$1000 Amount Requested: \$500How many people will directly benefit from this project? 30

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 10 % Woodend-Sefton _____% Kaiapoi-Tuahiwi 90 %

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?

we wont be able to have the skilled coaches available to teach the girls what they need to learn in time for their competitions, which will hinder their time frame to qualify for NZ Champs

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

They will be able to be taught by the experienced coaches all their drill requirements for the coming season, and see it demonstrated by others to help them learn.



Allstars Marching Teams
C/O 20 Strachan Place
Rangiora
allstarsmarchingteams@gmail.com

6 June 2023

To whom it may concern

We are seeking funding towards our annual camp. The funds will enable us to provide workshops for the girls to learn new techniques and skills required to complete their technical drills. We have 2 more experienced coaches coming to help us teach the girls and guide us in the techniques. We consider this camp a very important part of our marching season. Many of the families involved in our club are from low income or single parent families, and we try to keep things at an affordable level to enable the girls to stay involved in the sport.

As our accounts are currently with the auditor I have enclosed a copy of our last 3 months accounts. You will see a significant amount transferred to a new account, this is due to our u16s being selected to perform at the Gold Coast tattoo in July. All their fundraising has been separated for their trip. Thanks so much for this opportunity to apply for funding.

Julia Bellett

Julia Bellett
Secretary
AllStars Marching Teams



Girl Guiding New Zealand

30 May 2023

Dear Julia

Thank you for your booking enquiry for Cracroft Guiding Centre:

Booking number	1790
Booking for	Julia Bellett
Select date	Fri 11 August 2023
Leaving on	Sun 13 August 2023
Number of days	2
ETA	04:30 pm
No. ADULT	10
No. children	20
Total cost	650.00
Deposit paid	0.00

You have booked:

1 x The Barn Overnight

PAYMENT DUE 1 August 2023.

allstars - Summary Report

This report shows reconciled transactions only.

Account: *** ALL ***

From : 1/03/2023
To : 6/06/2023

Category	%	Income	Expense	Balance
Income				
fees	6%	585.00		585.00
funding	15%	1,520.00		1,520.00
fundraising	79%	8,020.50		8,020.50
ticket orders	1%	80.00		80.00
Income Total		<u>10,205.50</u>		<u>10,205.50</u>
Expense				
accommodation	15%		1,520.00	(1,520.00)
comp entries	10%		975.70	(975.70)
General Expense	6%		611.35	(611.35)
hall hire	1%		90.00	(90.00)
reimbursements	2%		200.00	(200.00)
transfer to new acct	66%		6,733.50	(6,733.50)
Expense Total			<u>10,130.55</u>	<u>(10,130.55)</u>
Grand Total:		<u>10,205.50</u>	<u>10,130.55</u>	<u>74.95</u>

allstars - Profit And Loss Report

This report shows reconciled transactions only.

Account: *** ALL ***

From : 1/03/2023

To : 6/06/2023

Category	%	Income	Expense	Balance
Income				
fees	6%	585.00		585.00
funding	15%	1,520.00		1,520.00
fundraising	79%	8,020.50		8,020.50
ticket orders	1%	80.00		80.00
Income Total		<u>10,205.50</u>		<u>10,205.50</u>
Expense				
accommodation	15%		1,520.00	(1,520.00)
comp entries	10%		975.70	(975.70)
General Expense	6%		611.35	(611.35)
hall hire	1%		90.00	(90.00)
reimbursements	2%		200.00	(200.00)
transfer to new acct	66%		6,733.50	(6,733.50)
Expense Total			<u>10,130.55</u>	<u>(10,130.55)</u>
Grand Total:		<u>10,205.50</u>	<u>10,130.55</u>	<u>74.95</u>
CASH PROFIT / (LOSS) :		<u>74.95</u>		

Kaiapoi-Tuahiwi Community Board Discretionary Grant 2022/2023 Financial Year

	Meeting considered	Group	Project	Amount Requested	Amount Granted	Running Balance	
10.136.100.2410	20-Mar	Relay for Life event	Costs of hosting	\$250	\$500	\$ 3,632.00	
	17-Apr	R13 Youth Development Trust	Replacement sports equipment, new kitchen equipment and a new printer	\$500	\$500	\$ 3,132.00	
	17-Apr	North Canterbury Adventure Club	Purchase an inflatable shade tent and electric pump	\$825	Declined	\$ 3,132.00	
	17-Apr	It Takes A Village Hub	To purchase fabric and elastic	\$500	Lie on the table	\$ 3,132.00	
	16-Jun	All Together Christchurch	Advertising Matariki in Kaiapoi	\$500			
	19-Jun	All Stars Marching	Annual camp	\$500			
	Meeting considered	Group	Project	Amount Requested	Amount Granted	Running Balance	
Kaiapoi-Tuahiwi Community Board			2022/23= \$5,270 = carry forwards \$2,627 Total \$7,897			\$ 7,897.00	
	18-Jul-22	St Patricks School PTA	Game Lines	\$500	\$500	\$ 7,397.00	
	18-Jul-22	Kaiapoi Toy Library	Cultural and sensory toys	\$500	\$500	\$ 6,897.00	
	15-Aug	Reflections Community Trust	Waimakariri Light Party	\$588	\$588	\$ 6,309.00	
	15-Aug	Clarkville Playcentre	Fruit Trees and vegetable plants	\$500	\$250	\$ 6,059.00	
	21-Nov	Cure Boating Club	Wood stain for floors, egress ramp and stairs	\$500	\$500	\$ 5,559.00	
	20-Feb	North Canterbury Pride	Picnic in the Park	\$275	\$300	\$ 5,259.00	
	20-Feb	Clarkville Playcentre	First Aid Courses	\$387	\$387	\$ 4,872.00	
	20-Mar	Kaiapoi Rugby Football Club	Replace broken cabinet	\$500	\$500	\$ 4,372.00	
	20-Mar	Kaiapoi Community Gardens	Signage	\$240	\$240	\$ 4,132.00	
	20-Mar	WITHDRAWN	All Together Kaiapoi	Subscription for software			\$ 4,132.00

Kaiapoi-Tuahiwi Community Board Discretionary Grant 2021/2022 Financial Year

	Meeting considered	Group	Project	Amount Requested	Amount Granted	Running Balance
Kaiapoi-Tuahiwi Community Board 10.136.100.2410			2021/22 = \$5,270 = carry forwards \$2300 Total \$7,570			\$ 7,570.00
	19-Jul	Fund Returned as expo cancelled Waimakariri Older Person's Expo Committee	Older Person's Expo	\$500	\$500	\$ 7,070.00
	16-Aug	Kaiapoi Toy Library	Towards the cost of purchasing a new bouncy castle/ soft play for younger children	\$500	\$500	\$ 6,570.00
	16-Aug	St Patrick's School's Parent Teacher Association	Towards the cost of a new junior playground	\$500	\$500	\$ 6,070.00
	20-Sep	Meeting Cancelled				
	18-Oct	Withdrawn Reflections Community Trust	Towards Light Party	\$350		\$ 6,070.00
	18-Oct	Withdrawn It take a Village Hub	Family day	\$500		\$ 6,070.00
	18-Oct	Cure Boating Club	Propellers	\$500	\$500	\$ 5,570.00
	18-Oct	Declined Life Education Trust	Delivery of the Healthy Harold Programme	\$500	-	
	15-Nov	Pines Kairaki Beaches Association	Community Pantry	\$443	\$443	\$ 5,127.00
	15-Nov	Declined Clarkville Preschool	Mud kitchen and ground cover	\$480	-	
	13-Dec	Withdrawn Kaiapoi Borough School Board of Trustees	Back to school family picnic	\$500		\$ 4,627.00
	13-Dec	Pegasus Dragons Inc	Purchase of paddles	\$500	\$500	\$ 4,127.00
	21-Feb	Kaiapoi Community Garden	Purchase of new lawn mower	\$500	\$500	\$ 3,627.00
	21-Feb	Withdrawn North Canterbury Pride	picnic in Victoria Park	\$250	\$0	\$ 3,627.00
21-Mar	Declined Clarkeville Playcentre	Mud kitchen	\$378	\$0	\$ 3,627.00	
11-Apr	Nil					
16-May	Kaiapoi Pony Club	towards funding St John's Ambulance	\$500	\$500	\$ 3,127.00	
20-Jun	Declined Good Night Sleep Tight	towards winter night packs	\$500			
20-Jun	All Stars Marching Teams	towards annual training camp	\$500	\$ 500.00	\$ 2,627.00	

GOVERNANCE

Kaiapoi-Tuahiwi 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 Kaiapoi-Tuahiwi 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 Kaiapoi-Tuahiwi 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 Kaiapoi-Tuahiwi 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.

KAIAPOI-TUAHIWI COMMUNITY BOARD

Jackie Watson Information Exchange

For the month of May/June 2023

MEMBERS' DAIRY		DISCUSSION POINTS
<i>Date</i>	<i>Events members have attended</i>	<i>Community Feedback/Issues Raised</i>
May 17	Patchina project	Met with Russell & Sandra to decide future of space.
May 18	Waimakariri Public Arts Trust	Monthly Meeting
May 20	Uni Canty Pol SCi students	Speak to group about local body work
May 25	Kaiapoi Croquet Club	Sandra and I met with the committee and explained process of Annual Plan
May 29	Pines Beach Kairaki Assn	meeting
May 31	Patchina Walkway	Meet with Tori
June 12	All Together Kaiapoi	Trustee meeting
June 15	WPAT	Trustee meeting

KAIAPOI-TUAHIWI COMMUNITY BOARD

MEMBERS INFORMATION EXCHANGE

For the month of May 2023

Member' Name: Philip Redmond

MEMBER'S DIARY		DISCUSSION POINTS
<i>Date</i>	<i>Events members have attended</i>	<i>Community Feedback/Issues Raised</i>
9 May	Briefing and Workshop (Zoom)	Isolating as a Covid contact
10 May	CE Final interviews (Zoom)	
11 May	Property Portfolio Working Group	
16 May	Extraordinary Council meeting UN Workshop	<ul style="list-style-type: none"> • GCP and CE appointment • SDG's Non binding – but some see as supporting LGNZ , WHO, climate change, globalisation, WEF, One World Government, 15 minutes cities, loss of individual freedoms etc.
18 May	NCSRT Meeting Solar Power meeting for effected residents	No current application received, residents advised on process
20 May	Kaiapoi Historical Society AGM	Kaiapoi blanket stolen, on CCTV and number plate provided to Police
22 May	Citizenship Ceremony	
23 May	Utilities and Roothing Committee Community and Recreation Committee	As minuted AS minuted. Reference to SDG's attracted a small audience
25 & 26 May	LGNZ Sectors Together Meeting Wellington	Self funded. Discovered national election budget \$200 million
27 May	Good Street re-launch	
29 May	District Licencing Committee Training morning	
30 May	Annual Plan Deliberations	
1 June	All Boards meeting	
6 June	Council Stalkers Road Drainage meeting	
7 June	Cones Road Drainage meeting	Follow up with residents
8 June	Clarkville Rural Drainage meeting Kaiapoi Promotions Association Fundraiser Quiz	Kaiapoi High School gym. 450 people and Shaun Wallace, the Dark Destroyer from the Chase
9 June	District Licencing Committee Training Christchurch Art Gallery/Canterbury Museum	Opening Ship Nails and Tail Feathers Exhibition at Chch Art Gallery

Other:

Roading Portfolio Update

- Unsealed roads auditing
- Transport Choices Programme, consultation on hold.
- May 4000m² retaxalling completed (April – May 33km roads retaxalled, more planned for June/July).
- All bridges have had signage checked
- Preparing for frosts
- Butchers Road culvert opened.