

Waimakariri District Council

Agenda

Tuesday 2 September 2025

9.00am

Council Chamber
215 High Street
Rangiora

Members:

Mayor Dan Gordon

Cr Neville Atkinson

Cr Al Blackie

Cr Robbie Brine

Cr Brent Cairns

Cr Tim Fulton

Cr Jason Goldsworthy

Cr Niki Mealings

Cr Philip Redmond

Cr Joan Ward

Cr Paul Williams

<u>AGENDA CONTENTS – COUNCIL MEETING 2 SEPTEMBER 2025</u>		
<u>Item Number</u>	<u>Item Topic</u>	<u>Pages</u>
4.1	Confirmation of Minutes – Council meeting 5 August 2025	8 – 21
Staff Reports		
7.1	Muscle Car Madness Event 2026 – Resource	22 – 25
7.2	Minor Amendments to the Northern Pegasus Bay Bylaw	26 – 64
7.3	Addition to Building Act Delegations – Section 91	65 – 68
7.4	Amendments to Standing Orders for Council, Committees, Sub-Committees, Joint Committees and Hearing Panels	69 – 160
Health, Safety and Wellbeing		
8.1	Health, Safety and Wellbeing Report July 2025 to Current	161 – 173
Minutes for Information		
9.1	Audit and Risk Committee meeting of 12 August 2025	174 – 179
10.1	Oxford-Ohoka Community Board Meeting of 6 August 2025	180 – 191
12.1	Woodend-Sefton Community Board meeting of 11 August 2025	192 – 197



An ordinary meeting of the Waimakariri District Council will be held in the Council Chamber, Rangiora Service Centre, 215 High Street, Rangiora, on **Tuesday 2 September 2025** commencing at 9am.

Sarah Nichols
GOVERNANCE MANAGER

**Recommendations in reports are not to be construed as
Council policy until adopted by the Council.**

BUSINESS

Page No

1. **APOLOGIES**

2. **CONFLICTS OF INTEREST**

Conflicts of interest (if any) to be reported for minuting.

3. **ACKNOWLEDGEMENTS**

4. **CONFIRMATION OF MINUTES**

4.1 **Minutes of a meeting of the Waimakariri District Council held on Tuesday 5 August 2025**

RECOMMENDATION

8 – 21

THAT the Council:

- (a) **Confirms**, as a true and correct record, the circulated Minutes of the Waimakariri District Council meeting held on Tuesday, 5 August 2025.

MATTERS ARISING (from Minutes)

5. **DEPUTATIONS AND PRESENTATIONS**

Nil.

6. **ADJOURNED BUSINESS**

Nil.

7. REPORTS

7.1 Muscle Car Madness Event 2026 – Resource Consent – Jeff Millward (Chief Executive)

RECOMMENDATION

22 – 25

THAT the Council:

- (a) **Receives** Report No. 250815151202.
- (b) **Approves** funding up to \$15,000 on production of GST Invoices, to include planning advice and consenting requirements that support a Resource Consent application for Muscle Car Madness.
- (c) **Notes** the amount will be reimbursed from the General Rates Account.
- (d) **Notes** that the event will require a number of other reports, plans, and applications including an event management plan, temporary traffic management plan, special alcohol license, etc. that will be funded by the event organisers.

7.2 Minor Amendments to the Northern Pegasus Bay Bylaw – Sylvia Docherty (Policy and Corporate Planning Team Leader)

RECOMMENDATION

26 – 64

THAT the Council:

- (a) **Receives** Report No. 250722133691.
- (b) **Adopts** the Northern Pegasus Bay Bylaw 2025 (250724136344)
- (c) **Notes** the Northern Pegasus Bay Bylaw 2025 (250724136344) provides further clarification on restrictions to aircraft activity in the Ashley Rakahuri Estuary.
- (d) **Notes** the Northern Pegasus Bay Bylaw 2025 (250724136344) adds the Dog Control Act 1996 to the Bylaw clause 1.1 identifying legislation that enables the Bylaw.
- (e) **Notes** the Community and Recreation Committee approved the Ashley Rakahuri Estuary Aircraft User Agreement (250409062043) at the meeting on 26 August 2025.
- (f) **Notes** the Community and Recreation Committee received an update on progress of the Northern Pegasus Bay Bylaw Implementation Plan at the meeting on 26 August 2025 (250806144978)
- (g) **Circulates** this report to Community Boards for information.

7.3 Addition to Building Act Delegations – Section 91 – Aaron Haymes (Building Unit Manager)

RECOMMENDATION

65 – 68

THAT the Council:

- (a) **Receives** Report No. 250822155594
- (b) **Notes** that the assessment by International Accreditation New Zealand identified the absence of the delegation of section 91 of the Building Act 2004 and acknowledges that the delegation is required to close out the IANZ assessment item to ensure ongoing Building Consent Authority accreditation.
- (c) **Notes** that the functions under Building Act Section 91, have not been required or performed by the BCA in the past and the powers are rarely required if ever.
- (d) **Approves** delegation of its powers under Section 91 of the Building Act 2004 to the General Manager Planning and Regulation and Environment by inserting the following section to the existing delegations:

Section	Delegation
91	Issuing Code Compliance Certificates, including where a building consent was issued by another Building Consent Authority

7.4 **Amendments to Standing Orders for Council, Committees, Sub-Committees, Joint Committees and Hearing Panels** – Thea Kunkel (Governance Team Leader)

RECOMMENDATION

69 – 160

THAT the Council:

- (a) **Receives** report No. 250818151779.
- (b) **Adopts** the updated Waimakariri District Council, Committees and Sub-Committees, Joint Committees and Hearing Panels Standing Orders May 2023 (Trim 250818151937), effective from 4 September 2024.
- (c) **Recommends** that any proposed Standing Orders for Community Boards should be consistent with the Council, Committees, Sub-Committees, Joint Committees and Hearing Panels Standing Orders, except for those areas which relate specifically to Community Boards.
- (d) **Notes** that the Community Board's current Standing Orders (Trim 230314034912) remain active until they consider and adopt the proposed amendments to the Council's current Standing Orders at their inaugural meeting in late October 2025.
- (e) **Notes** that as part of the Council's induction process, new elected members and staff members will receive training in meeting protocol, including the Standing Orders.
- (f) **Circulate** this report to the Community Boards for information.

8. **HEALTH, SAFETY AND WELLBEING**

8.1 **Health, Safety and Wellbeing Report July 2025 to Current** - J Millward (Chief Executive)

RECOMMENDATION

161 – 173

THAT the Council:

- (a) **Receives** Report No 250819152916.
- (b) **Notes** that there were no notifiable incidents this month. The organisation is, so far as is reasonably practicable, compliant with the duties of a person conducting a business or undertaking (PCBU) as required by the Health and Safety at work Act 2015.
- (c) **Circulates** this report to the Community Boards for their information.

9. **COMMITTEE MINUTES FOR INFORMATION**

9.1 **Minutes of the Audit and Risk Committee meeting 12 August 2025**

RECOMMENDATION

174 – 179

- (a) **THAT** Item 9.1 be received for information.

10. **COMMUNITY BOARD MINUTES FOR INFORMATION**

10.1 Minutes of the Oxford-Ohoka Community Board meeting 6 August 2025

10.2 Minutes of the Woodend-Sefton Community Board meeting of 11 August 2025

RECOMMENDATION

180 – 197

(a) **THAT** Items 10.1 and 10.2 be received for information.

11. **COUNCIL PORTFOLIO UPDATES**

11.1 **Iwi Relationships** – Mayor Dan Gordon

11.2 **Greater Christchurch Partnership Update** – Mayor Dan Gordon

11.3 **Government Reforms** – Mayor Dan Gordon

11.4 **Canterbury Water Management Strategy** – Councillor Tim Fulton

11.5 **Climate Change and Sustainability** – Councillor Niki Mealings

11.6 **International Relationships** – Deputy Mayor Neville Atkinson

11.7 **Property and Housing** – Deputy Mayor Neville Atkinson

12. **QUESTIONS**

(under Standing Orders)

13. **URGENT GENERAL BUSINESS**

(under Standing Orders)

14. **MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

Section 48, Local Government Official Information and Meetings Act 1987.

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:

That the public is excluded from the following parts of the proceedings of this meeting.

14.1 Confirmation of Public Excluded Minutes of Council meeting of 5 August 2025

14.2 Contract 25/60 – Street, Reserve, And Cemetery Tree Maintenance Tender Evaluation and Contract Award Report

14.3 Disposal of Property Townsend Road, Rangiora.

14.4 Partial Acquisition – Property Upper Sefton Road, Sefton.

14.5 Contract 25/40 – Roading Professional Services 2025-2028 –
Tender Evaluation and Contract Award Report

14.6 Insurance Renewal Report

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:

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public.
MINUTES			
14.1	Confirmation of Public Excluded Minutes of Council meeting of 5 August 2025	Good reason to withhold exists under section 7	To protect the privacy of a natural person, including that of deceased natural persons, and to carry on without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). LGOIMA Sections 7(2) (a) and (i).

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public.
REPORTS			
14.2	Contract 25/60 – Street, Reserve, And Cemetery Tree Maintenance Tender Evaluation and Contract Award Report	Good reason to withhold exists under section 7	To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities. LGOIMA Section 7(h).
14.3	Disposal of Property on Townsend Road, Rangiora –	Good reason to withhold exists under section 7	To carry out, without prejudice or disadvantage, commercial activities and enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). LGOIMA Section 7(2)(h) and (i).
14.4	Partial Acquisition – of Property on Upper Sefton Road, Sefton	Good reason to withhold exists under section 7	To protect the privacy of natural persons and enabling the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege. LGOIMA Section 7 (2)(a), (g) and (i).
14.5	Contract 25/40 – Roading Professional Services 2025-2028 – Tender Evaluation and Contract Award Report	Good reason to withhold exists under section 7	To protect the privacy of natural persons and enabling the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege. LGOIMA Section 7 (2) (i).
REPORT REFERRED FROM THE AUDIT AND RISK COMMITTEE			
14.6	Insurance Renewal Report	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). LGOIMA Section 7 (2) (i).

CLOSED MEETING

Refer to Public Excluded Agenda (separate document).

OPEN MEETING

15. NEXT MEETING

The next ordinary meeting of the Council is scheduled for Tuesday 30 September 2025, commencing at 9am to be held in the Council Chamber, 215 High Street, Rangiora.

MINUTES OF THE MEETING OF THE WAIMAKARIRI DISTRICT COUNCIL MEETING HELD IN THE COUNCIL CHAMBERS, 215 HIGH STREET, RANGIORA, COMMENCING AT 9AM ON TUESDAY, 5 AUGUST 2025.

PRESENT:

Mayor D Gordon, Deputy Mayor Atkinson, Councillors R Brine, A Blackie, B Cairns, T Fulton, J Goldsworthy, N Mealings, P Redmond, J Ward and P Williams.

IN ATTENDANCE:

J Milward (Chief Executive), G Cleary (General Manager Utilities and Roding), C Brown (General Manager Community and Recreation), S Hart (General Manager Strategy, Engagement and Economic Development), J McBride (Roding and Transport Manager), K Simpson (3 Waters Manager), S Nichols (Governance Manager), T Sturley (Community Team Manager), C Fahey (Water and Wastewater Asset Manager), D Caird (Senior Policy Analyst), B Dollery (Biodiversity Team Leader), S Docherty (Policy and Corporate Planning Team Leader), A Childs (Property Acquisitions and Disposals Officer) and K Rabe (Governance Advisor).

There were five members of the public present.

1. APOLOGIES

There were no apologies.

2. ACKNOWLEDGEMENTS

Mayor Gordon acknowledged the recent passing of Neill Price, QSM, QFSM, JP No823355 Sgt. N Price had served the Kaiapoi and district tirelessly, being involved as a Trustee of the Te Kōhaka o Tūhaitara Trust, the RSA serving as President of both the Kaiapoi RSA and the District and the Fire Services among others. In 2024 N Price had received a Mayors Award for outstanding service to the community. As a mark of respect, flags had been flown at half mast on the day of his funeral.

A moments silence was observed.

3. CONFLICTS OF INTEREST

There were no conflicts declared.

4. CONFIRMATION OF MINUTES

4.1 Minutes of a meeting of the Waimakariri District Council held on Tuesday, 24 June 2025

Moved: Councillor Goldsworthy Seconded: Councillor Fulton

THAT the Council:

- (a) **Confirms**, as a true and correct record, the circulated Minutes of the Waimakariri District Council meeting held on Tuesday, 24 June 2025.

CARRIED

4.2 Minutes of a meeting of the Waimakariri District Council held on Tuesday, 1 July 2025

Moved: Councillor Mealing Seconded: Councillor Redmond

THAT the Council:

- (a) **Confirms**, as a true and correct record, the circulated Minutes of the Waimakariri District Council meeting held on Tuesday, 1 July 2025.

CARRIED

MATTERS ARISING (from Minutes)

Nil.

5. DEPUTATIONS AND PRESENTATIONS

5.1 Abbeyfields Society – T Clisby and V Reveley

V Reveley of Abbeyfield Waimakariri Incorporated provided a brief overview of the goals reached with assistance from Council staff to progress the possibility of introducing the Abbeyfields elderly housing model to the Waimakariri. This vision commenced with a group of passionate volunteers with Abbeyfields Waimakariri being incorporated in December 2021. V Reveley noted that this vision had progressed with the support of Council and staff to a point where land had been identified and plans drawn up for a landscaped single storey dwelling, no different to others in the neighbourhood. Volunteers had and would continue to promote and educate residents in the area on the objectives and aspirations of an Abbeyfields home to ensure the neighbourhood had no concerns regarding this project being incorporated in their area.

T Clisby, Director, Abbeyfield Properties Limited introduced himself and provided a brief overview of his role, noting that he had over 50 years' experience in project management, design and construction. He also provided an overview of the process for starting up an Abbeyfield home which included the establishment of local volunteers with a view towards a long-term commitment, engaging with local authorities, business and communities, securing land which was considered a milestone for the vision and objective, ensuring minimal disruption for surrounding community and securing Government funding. Once all those tasks had been completed the build could commence. Once the house was up and running it would be self-sustaining, requiring no further outside funding to operate. Volunteers would continue to offer support and assistance.

Mayor Gordon thanked all those involved for their contribution in achieving a successful outcome to this point in time.

Deputy Mayor Atkinson stated that he and the Mayor had visited the Abbeyfield property in Hornby and had been very impressed with how the house worked and the independence it offered older people. He queried how long the Hornby house had been operational and how many people it had housed. V Reveley noted that the Hornby house was opened in April 2019 and of the 12 original residents two still resided at the house. Other residents came and went, depending on their circumstances however she would not be able to provide details off hand.

Councillor Ward stated that this was an exciting concept and noted that Government funding would be required to complete the build, however queried how the fittings and fixtures would be funded. V Reveley stated that the Society would fund the furnishings for the shared areas of the house however residents would be responsible for furnishing their own units.

In response to a query regarding the volunteer's role once the house was built, V Reveley stated that most of the volunteers were committed for life and would continue to assist, support and promote Abbeyfields Waimakariri Incorporated.

The Mayor thanked the Abbeyfield group, including the volunteers in the gallery for their work and commitment to this exciting and worthwhile project which was being introduced to the Waimakariri district.

6. ADJOURNED BUSINESS

Nil.

7. **REPORTS**

6.1 **Abbeyfields House, Rangiora – Memorandum of Agreement** – R Hawthorne (Property Unit Manager) and A Childs (Property Acquisitions and Disposals Officer)

The report sought the Council's approval of the Memorandum of Agreement between the Council, Abbeyfield Properties Ltd and Abbeyfields Waimakariri Incorporated in support of the proposed development by Abbeyfield Property Ltd of and Abbeyfield House in Rangiora.

Given the ongoing work and support of the Council and the presentation by V Reveley and T Clisby there were no questions regarding this item.

Moved: Councillor Ward

Seconded: Deputy Mayor Atkinson

THAT the Council:

- (a) **Receives** Report No. 250730139718.
- (b) **Approves** execution by Council of the attached Memorandum of Agreement (Trim 241213222048), with continued support for the development of an Abbeyfields House by making land available for them to lease and develop at 249 / 251 Kingsbury Avenue (vested as DP58842), subject to any commercial and lease discussions being considered under Report 250707123257.
- (c) **Delegates** to the Property Manager authority to complete investigations and actions that may be required to clarify lease terms and support the use of the Site by, and lease agreement with, Abbeyfields Property Limited and Abbeyfields Waimakariri Incorporated.
- (d) **Delegates** to the Property Manager and Chief Executive authority to consult, progress, negotiate lease provisions, the Reserve Management Plan and other documentation and approvals, in-keeping with the attached Memorandum of Agreement and the outcome of matters considered under 2© above.
- (e) **Notes** that any approvals and delegations under these Recommendations are subject to the commercial and lease discussions being considered under Report 250707123257.
- (f) **Notes** that once more material information about the proposed development is available public consultation will occur in order to progress and adopt a Reserve Management Plan for the site. The results of that consultation will be reported back to Council and used to inform the finalisation of the Reserve Management Plan.
- (g) **Notes** following the adoption of a Reserve Management Plan (if that sanctioned a housing use / lease), Abbeyfields are likely to need a Resource Consent and this is likely to include consultation with affected parties. These matters would be paid and actioned by Abbeyfields.
- (h) **Notes** the Memorandum of Agreement provides four years for Abbeyfield Property Limited and Abbeyfields Waimakariri Incorporated to secure adequate funding to progress the housing development and commence the lease.
- (i) **Notes** that any rent received from Abbeyfields would be used to cover any lease management and holding costs associated with the Abbeyfield premises, with any net proceeds ring fenced to address additional Reservoir requirements at this location in the future, if these arise as a result of the proposed occupancy by Abbeyfields.

CARRIED

Councillor Ward supported the motion as she believed this was a worthwhile cause and would be an asset for the district.

Deputy Mayor Atkinson stated that this Memorandum of Agreement was a huge step forward in the right direction. He stated he believed that this was an impressive organisation doing important work by assisting older people to retain their independence which assisted in reducing the effects of isolation. It also showed that good outcomes could be achieved by working in partnership with the community and local authorities.

Mayor Gordon concurred with the previous speaker's comments, noting that he supported this model of social housing which provided meals and shared living spaces while allowing residents privacy in their own units. He noted that the location in Kingsbury Avenue was ideal as it had access to bus routes, health services and was in close proximity to the town centre. He also noted that V Reveley was well known and respected in the district and the volunteers had been working hard at fundraising.

Councillor Cairns stated that he supported the motion which indicated that the Council had listened to its community to actively assist with social housing. He acknowledged the volunteers who had been raising money for years to ensure this vision came to fruition.

Councillor Mealings believed that the Abbeyfield model was amazing and mitigated the chances of elders being isolated in the community. She emphasised that this partnership with Abbeyfield would be at no cost to the ratepayer. She also believed that this was a good use of Council resources which could be required in 50 years' time.

Councillor Fulton noted that this was a good example of the Council being able to assist the community by using the land for a good purpose rather than the cost of maintaining it for the next 50 years when it was scheduled for water service development.

Councillor Ward stated that this was a good example of private/public partnership which would result in a wonderful asset for the community.

6.2 **Wastewater Bylaw 2015 Review** – D Caird (Senior Policy Analyst) and C Fahey (Water and Wastewater Asset Manager)

D Caird presented the report which advised the Council of the findings from the Section 155 Review of the Wastewater Bylaw 2015 which had resulted in staff recommendations for a way forward by splitting the management of the discharge of domestic wastewater by moving the trade waste to sewage within the Waimakariri district. This would make the bylaw clearer and simpler for the public to understand to ensure compliance. D Caird acknowledged that Government changes to legislation would also need to be incorporated in the review.

J Millward noted that the new Council Controlled Organisation, Waimakariri Water Unit being an internal unit would assist during the amendments needed in relation to the Government changes.

Councillor Fulton queried how the public would understand the differences now that trade and residential waste would be governed by different bylaws. D Caird replied that communication, education and training would be key features to allow a smooth transition. In response to a query regarding community groups she noted that the bylaw did not cover this area in the bylaw.

Councillor Mealings asked what the timeline for the Government changes and the new bylaws were and D Caird replied that the Government was moving relatively quickly, and the Council had two years to implement the changes required, therefore the timing of the Bylaw review fit well to ensure that the changes could be included in the revised Bylaw.

Councillor Blackie asked how this would work for businesses in rural areas such as farms and D Caird responded that the trade bylaw would take precedent.

Councillor Fulton queried how the bylaw would affect farmers and was told that agricultural runoff was not part of the bylaw which only dealt with wastewater.

Moved: Councillor Goldsworthy

Seconded: Councillor Blackie

THAT the Council:

- (a) **Receives** Report No. 250714128194.
- (b) **Receives** the Section 155 Report for the review of the Wastewater Bylaw 2015 TRIM no. 250711127210.

- (c) **Approves** the findings of the Section 155 Report on the review of the Wastewater Bylaw 2015, which was undertaken in accordance with the requirements of the Local Government Act 2002, demonstrating that the Bylaw:
- (i) is the most appropriate way of addressing wastewater management within the Waimakariri District.
 - (ii) is not considered to be the most appropriate form of the Bylaw due to the scope including both wastewater and trade waste.
 - (iii) There are a significant number of legislative changes due to be come into force soon. These changes will need to be included in the bylaw.
 - (iv) does not have implications or inconsistencies under New Zealand Bill of Rights Act 1990.
 - (v) A replacement Bylaw is required because:
 - The bylaw scope is too large and would be improved if replaced by separate trade waste and domestic wastewater bylaws. This will also increase clarity and ease of administration.
 - The Government will release new wastewater legislation soon. The new Trade Waste and Wastewater Bylaws would need to reflect the legislative changes.
- (d) **Notes** there are a significant number of administrative changes required to bring the Bylaw up to date with the current template and to align with plain language best practices. These changes will increase the Bylaws clarity.
- (e) **Endorse** staff to investigate the potential to develop separate Wastewater and Trade Waste bylaws as per the outcomes of the Section 155 review process.
- (f) **Notes** that work on the Wastewater and Trade Waste bylaws will continue to progress following Council's approval of the findings of the Section 155 Report. Public consultation is scheduled for early 2026 after reporting the draft Bylaw(s) to Council. Following this, staff will present the new Bylaw(s) to Council to consider for adoption.
- (g) **Circulates** this report and attachments to Community Boards for information.

CARRIED

Councillor Goldsworthy supported the motion noting it would be good to make the Bylaw less confusing and easier to understand.

Councillor Williams noted that the Bylaw dealt with sewage rather than wastewater.

6.3 **South of High Conceptual Development Masterplan** – H Downie (Strategy and Centres Team Leader)

The report sought the Council's endorsement of the final South of High Conceptual Development Plan. The South of High area was the area bounded by Alfred Street, Percival Street, Queen Street and Victoria Street located in the Rangiora town centre.

There were no questions from members.

Moved: Councillor Cairns

Seconded: Councillor Ward

THAT the Council:

- (a) **Receives** Report No. 250714127540.
- (b) Endorses the South of High Conceptual Development Masterplan (Attachment i, 250714127543).

- (c) **Notes** that the South of High Conceptual Development Masterplan's purpose is to provide a considered and informed Plan for development opportunities that are appropriate for this precinct and respond to growth, aspirations articulated in the Rangiora Town Centre Strategy, and opportunities to intensify activity and 'deepen' the town centre core; however that it is flexible, long term, and does not impact on individual property owner rights, but rather provides a platform for further discussions between key players.
- (d) **Notes** the considerable landowner, elected member and internal stakeholder engagement that has been undertaken to inform the South of High Conceptual Development Masterplan, as outlined in this report.
- (e) **Circulates** this report to the Rangiora-Ashley Community Board and thanks them for their significant involvement in the development of and directions signalled in the South of High Conceptual Development Masterplan.

CARRIED

Councillor Cairns thanked staff for the work done on this project and in working constructively with business to achieve an agreed Masterplan.

Councillor Ward noted that she had been involved in some of the discussions and believed it would be advisable for the Plan to be adaptable for future changes to the town centre requirements.

Councillor Mealings acknowledged that this was a high level, aspirational plan however she believed this was the right approach to take to ensure businesses were on board with future planning for the town centre.

Mayor Gordon stated that this Plan would help property developers/owners to understand the aspirations of the Council in relation to the town centre.

In his right of reply Councillor Cairns believed that working with businesses was essential to achieve a strategic and vibrant town centre.

6.4 Council Submissions to Central Government Consultations for May, June and July 2025 – S Docherty (Policy and Corporate Planning Team Leader)

S Docherty presented the report which provided the Council with the formal opportunity to receive the submissions developed in relation to the Central Government consultations over the previous three months.

Mayor Gordon acknowledged the work and effort required by the team in the development of the high-quality submissions and the edits required to include feedback from Councillors while ensuring timeframes were met.

Moved: Councillor Fulton

Seconded: Councillor Mealings

THAT the Council:

- (a) **Receives** Report No. 250522090964.
- (b) **Endorses** the attached submission made on 20 May 2025 to the Government's National Emergency Management Agency regarding the discussion document on Strengthening New Zealand's Emergency Management Legislation (attachment i 250508080577).
- (c) **Endorses** the attached submission made on 29 May 2025 to the Government's Ministry for the Environment regarding product stewardship regulations for agrichemicals, their containers and farm plastics (attachment ii 250513084220).
- (d) **Endorses** the attached submission made on 29 May 2025 to the Government's Ministry for the Environment regarding proposals to amend the Waste Minimisation Act 2008 and the Litter Act 1979 (attachment iii 250513084020).
- (e) **Endorses** the attached submission made on 23 June 2025 to the Government's Transport and Infrastructure Committee regarding the Building and Construction (Small Stand-alone Dwellings) Amendment Bill (attachment iv 250610104636).

- (f) **Notes** an oral submission was made by Mayor Gordon and Aaron Haymes, Building Unit Manager, on 4 July 2025 to the Government's Transport and Infrastructure Committee regarding the Building and Construction (Small Stand-alone Dwellings) Amendment Bill.
- (g) **Endorses** the attached submission made on 23 June 2025 to the Government's Finance and Expenditure Committee regarding the Regulatory Standards Bill (attachment v 250618110481).
- (h) **Endorses** the attached submission made on 25 July 2025 to the Government's Ministry for Environment regarding proposals to update Resource Management national direction (attachment vi 250714127642).
- (i) **Circulates** the report and attached submissions to the community boards for their information.

CARRIED

Councillor Fulton endorsed the process which engaged with Councillors to develop submissions, which had been a useful learning experience. He also thanked staff for keeping members in the loop with regard to timelines that were required to ensure the submissions were lodged timeously.

Councillor Mealings also acknowledged the amount of work done on varied and diverse subjects.

Councillor Ward noted that the team had achieved an amazing amount of work in a very professional manner and also noted that most of the submissions had been lodged early.

6.5 **Waimakariri Natural Environment Strategy: Year One Update** – Dr B Dollery (Biodiversity Team Leader)

The report provided an update to the Council on the progress of the works directed under the Waimakariri Natural Environment Strategy, noting that this was a 30-year strategy aimed at protecting and enhancing the district's natural ecosystems.

In response to a query from Councillor Fulton relating to the Government's directive to concentrate on infrastructure and core services, B Dollery replied that the Waimakariri District Council was working with the Regional Council to achieve the required outcomes.

Moved: Councillor Blackie

Seconded: Councillor Mealings

THAT the Council:

- (a) **Receives** Report No. 250720132393.
- (b) **Notes** the progress of the 85 actions to date with a total of 79 to begin or continue work in 2025-2026.
- (c) **Notes** the developing monitoring programme to effectively assess and report on environmental progress and association social goals.
- (d) **Notes** that the results of the report will be shared with each Community Board.

CARRIED

Councillor Blackie noted that 90% of the programme was underway on time and on budget which was a great achievement. Emphasis was on education and bringing communities on board to allow them to take ownership of projects. The Government's directive regarding Council's core role was misguided as if the Council did not take a lead in improving biodiversity in the district who would. Waimakariri was a good place to live as a result of the lead that the Council had taken on environmental matters.

Councillor Mealings stated it was heartening to see that work had commenced. She noted that the district had 92 Significant Natural Areas which had been voluntarily registered, thereby indicating that the community was in favour of protecting the environment for future generations.

Councillor Cairns noted that he was impressed by the number of community groups working in partnership to achieve a better environment which added value to the district. He also acknowledged the information on the food forests, sustainability and the great partnerships being developed and successfully delving deeper to achieve meaningful data.

Mayor Gordon fully supported the strategy and the budget set aside during the Long Term and Annual Plan process. He noted he was amazed at the number of volunteers who turned up to help with planting days. The original intention was to increase bird life and biodiversity however the impacts had become much wider than originally envisioned. Landowners had bought in to the concept and the district, which stretched from the mountains to the sea, showing results from the care and attention being given to the environment.

6.6 **Elected Member Remuneration 2025/26** – S Nichols (Governance Manager)

S Nichols presented the report which updated the Council on the Remuneration Authority Determination for the 2025-2026 financial year pertaining to elected members remuneration and expenses.

Mayor Gordon noted that an update on this matter had just been received via email and adjourned the meeting for five minutes to allow members to read the paper prior to discussion of this matter.

Councillor Redmond requested a clearer definition on hybrid vehicles and whether this should be amended to the IRD definition for clarity. S Nichols replied that the figures quoted included road user charges. Mayor Gordon suggested that Councillor Redmond discuss this matter privately with S Nichols as how it pertained to his personal case.

Deputy Mayor Atkinson queried if the figures shown relating to petrol vs diesel vehicles were correct as it was showing that diesel vehicles were more expensive to run. S Nichols noted that the figure was not solely based on petrol/diesel prices, but road user cost as well.

Councillor Fulton queried the cost for childcare and if this included a spouse or family member babysitting. S Nichols replied that the Remuneration Authority Determination (legislation) had strict criteria which did not allow for a spouse, direct family members or grandparent supervision. Mayor Gordon also noted that the provision of \$7,000 annually was per child. Councillor Fulton believed that if we wanted to encourage younger people to stand for local government the allowance should be more flexible in relation to childcare.

Moved: Deputy Mayor Atkinson

Seconded: Councillor Blackie

THAT the Council:

- (a) **Receives** Report No. 250513084230.
- (b) **Notes** the remuneration set by the Remuneration Authority for Waimakariri Mayor, Councillors and Community Board members in two stages from 1 July 2025 to date of official election result declared (approx. 16 October 2025) and 17 October 2025 to 30 June 2026 as follows:

Position	Pre-election July-October 2025	Post- election 2025
Mayor	\$158,057	\$164,728
Deputy Mayor	\$74,674	** <i>indicative</i> \$91,271
Councillor (with portfolio and chairing responsibilities) (all 9 Councillors)	\$58,110	\$71,026 <i>indicative</i>
Kaiapoi-Tuahiwi Community Board Chair	\$20,139	\$20,945
Kaiapoi-Tuahiwi Community Board	\$10,070	\$10,472
Oxford-Ohoka Community Board Chair	\$18,973	\$19,731

Oxford-Ohoka Community Board	\$9,486	\$9,866
Rangiora-Ashley Community Board Chair	\$25,978	\$27,017
Rangiora-Ashley Community Board	\$12,988	\$13,508
Woodend-Sefton Community Board Chair	\$16,639	\$17,305
Woodend-Sefton Community Board	\$8,320	\$8,652

- (c) **Notes** the incoming Council will review and determine the Deputy Mayor and Councillors remuneration based on remuneration pool share at the late October 2025 meeting.
- (d) **Approves** the Elected Member Expenses Policy to 30 June 2026 (*Trim 210811131910*).
- (e) **Circulates** a copy of this report and the approved Expenses Policy to all Community Boards for their reference.

CARRIED

Deputy Mayor Atkinson noted that he still did not understand why councils were required to approve its remuneration when they had no choice in the matter. The Remuneration Authority made the decision which was not contestable.

Councillor Blackie noted that not many people understood the amount of work that was required of a Councillor and the breadth of topics that were covered by the role all of which took effort and time. He also agreed that more incentives should be given to encourage young women to stand.

Mayor Gordon supported the motion noting that the figures reflected that the Waimakariri was a growth district with increasing populations.

Councillor Fulton believed that the allowance for childcare had gaps which should be considered further, noting that families worked as a team and spouses or close family members should be reimbursed for work done. He noted that some families did not believe in childcare and the restrictions in the allowance discouraged young people from standing.

Deputy Mayor Atkinson believed that the Remuneration Authority report should include the information that no other allowances/'perks' were given such as free lunches and no bonuses were received.

8. HEALTH, SAFETY AND WELLBEING

8.1 Health, Safety and Wellbeing Report June 2025 to Current - J Millward (Chief Executive)

J Millward took the report as read.

Moved: Councillor Williams

Seconded: Councillor Goldsworthy

THAT the Council:

- (a) **Receives** Report No 250722134298.
- (b) **Notes** that there were no notifiable incidents this month. The organisation is, so far as is reasonably practicable, compliant with the duties of a person conducting a business or undertaking (PCBU) as required by the Health and Safety at work Act 2015.
- (c) **Circulates** this report to the Community Boards for their information.

CARRIED

9. **REPORT REFERRED FROM THE COMMUNITY AND RECREATION COMMITTEE**

9.1 **Community Development Strategy 2025-2035** – T Sturley (Community Team Manager)

T Sturley presented the report which sought the Council's approval of the Whakawhānake Hapori o Waimakariri – Waimakariri Community Development Strategy 2025-2035 which would be adopted as the framework for community-led development in the district over the coming ten years. T Sturley acknowledged the work done by S Docherty in developing the strategy and noted that a high level of engagement had been carried out to achieve the document.

Deputy Mayor Atkinson queried if future reports could show how many people had been assisted in securing funding opportunities. T Sturley agreed that this would be included in the annual Review Report in the future.

Councillor Fulton noted that the report gave a good overview of the work done within the district and asked for further information on the Mayors Taskforce for Jobs. T Sturley noted that the new contract had included increased funding as the Government was supportive of decreasing unemployment in the youth sector. This would include increasing trade training and assistance in getting drivers licences. The aim was to upskill youth to enable them to hit the ground running when work was found. Funding also provided for wrap around services to support young people for the first three to six months in employment which included the business concerned. Surveys would assist in monitoring satisfaction and to quantify data for reporting.

Councillor Cairns queried if T Sturley believed this should be considered core role/ infrastructure and she replied definitely. By investing in youth employment, the district was encouraging economic growth and increased benefits for both youth, families and businesses.

Councillor Redmond asked if community outcomes were removed to increase motor infrastructure what impact would it have on community development. T Sturley replied that social infrastructure worked hand in hand with economic infrastructure especially if it was result based.

Moved: Councillor Cairns

Seconded: Councillor Ward

THAT the Council

- (a) **Approves** the Whakawhānake Hapori o Waimakariri – Waimakariri Community Development Strategy, 2025 – 2035, to be adopted as the framework for community-led development in the Waimakariri District, over the coming 10-year period.
- (b) **Notes** the many successful community development initiatives developed over the past 20 years that have led to the Waimakariri District being recognised for its effectiveness in developing collaborative responses to community-identified issues and opportunities.
- (c) **Notes** the broad evidence base that has informed the development of this strategy.
- (d) **Notes** the extensive engagement across the social, health, education, community and business sectors to ensure the identification of key priorities to be addressed in this strategy and its subsequent implementation.
- (e) **Notes** that, following on from the community engagement, community consultation has been carried out via Council's 'Let's Talk' function and directly via the various networks facilitated by the Community Team. The aim of this consultation was to gather feedback that might lead to changes in the draft document and/or inform its implementation.
- (f) **Notes** the attached comprehensive response from Health New Zealand (Te Whatu Ora) and that recommendations for the implementation of the strategy have been noted and applied to the implementation plan.
- (g) **Notes** that, given its strong evidence base and the broad stakeholder involvement in informing and developing the strategy, community consultation responses to draft document were unanimously in support of Whakawhānake Hapori o Waimakariri – Waimakariri Community Development Strategy, 2025 – 2035, for adoption as the framework for community-led development in the Waimakariri District over the coming 10-year period.

CARRIED

Councillor Cairns noted that enhancement of community wellbeing added huge value to the district especially in welcoming new residents and migrants.

Councillor Ward believed that community development and community wellbeing were important aspects for the health of the district.

Councillor Mealings believed that the Waimakariri had a reputation for protecting wellbeing and was commended for its work in the area even before the community wellbeing was previously included in Government structure. She believed that this Council had a role in building communities which was achieved through the work carried out by the Community Team.

Councillor Redmond noted that he supported the four community wellbeings which provided safer, connected communities and the Council had a role in building communities.

Mayor Gordon supported his colleague's comments noting the Community Team produced wonderful outcomes and showed that the district cared for its communities. Mayor Gordon noted that citizenship ceremonies were popular as they were tailored to welcome newcomers. Libraries were welcoming to all in the community and encouraged inclusiveness and the district advocacy in the health sector was respected.

Councillor Cairns stated He tangata, he tangata, he tangate – it's the people, it's the people, it's the people which says it all.

10. **CORRESPONDENCE**

10.1 Local Government New Zealand Quarterly Report March 2025 to June 2025

10.2 Parking Management Plans Implementation Planning and Blake Street Carpark Reconfiguration Project - Heike Downie (Strategy and Centres Team Leader)

Moved: Councillor Brine

Seconded: Councillor Fulton

(a) **THAT** Items 10.1 and 10.2 be received for information.

(b) **Requests** that the trees within the current car park be retained them where possible.

CARRIED

11. **COMMITTEE MINUTES FOR INFORMATION**

11.1 Minutes of the Utilities and Roading Committee meeting 15 July 2025

11.2 Minutes of the Community and Recreation Committee meeting 15 July 2025

Moved: Deputy Mayor Atkinson

Seconded: Councillor Cairns

(a) **THAT** Item 11.1 and 11.2 be received for information.

CARRIED

12. **COMMUNITY BOARD MINUTES FOR INFORMATION**

12.1 Minutes of the Rangiora-Ashley Community Board meeting 11 June 2025

12.2 Minutes of the Oxford-Ohoka Community Board meeting of 2 July 2025

12.3 Minutes of the Rangiora-Ashley Community Board meeting of 9 July 2025

12.4 Minutes of the Woodend-Sefton Community Board meeting of 14 July 2025

12.5 Minutes of the Kaiapoi-Tuahiwi Community Board meeting of 21 July 2025

Moved: Councillor Williams

Seconded: Councillor Blackie

(a) **THAT** Items 12.1 to 12.5 be received for information.

CARRIED

13. **COUNCIL PORTFOLIO UPDATES**

13.1 **Iwi Relationships** – Mayor Dan Gordon

Met with the Runanga regarding the Proposed District Plan. Relationship was strong and there was an intention to arrange a Hui in 2026. In a response to Councillor Ward's query, Mayor Gordon noted that the Tuahiwi footpath was appreciated and well used.

13.2 **Greater Christchurch Partnership Update** – Mayor Dan Gordon

Would meet the week of 11 August 2025 to discuss structural change for the new term.

13.3 **Government Reforms** – Mayor Dan Gordon

Ongoing, changes were many and often.

13.4 **Canterbury Water Management Strategy** – Councillor Tim Fulton

Brief update on Zone Committees.

13.5 **Climate Change and Sustainability** – Councillor Niki Mealings

Currently working on the Corporate Risk register in relation to sustainability.

Natural Environment Strategy important for climate change.

13.6 **International Relationships** – Deputy Mayor Neville Atkinson

Acknowledgement of N Price and the work done with the RSA and the Waimakariri Passchendaele Working Group.

Final meeting of the term for the Passchendaele Advisory Group would be held at the end of the month.

13.7 **Property and Housing – Deputy Mayor Neville Atkinson**

Meeting to be held later in the week.

14. **QUESTIONS**

No questions under standing orders.

15. **URGENT GENERAL BUSINESS**

No urgent business.

16. **MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

Section 48, Local Government Official Information and Meetings Act 1987.

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: Mayor Gordon

Seconded Councillor Cairns

That the public is excluded from the following parts of the proceedings of this meeting.

- 16.1 Confirmation of Public Excluded Minutes of Council meeting of 1 July 2025
- 16.2 Abbeyfields House, Rangiora – Memorandum of Agreement
- 16.3 Proposed Partial Road Stopping & Disposal to LIME Developments - Adderley Terrace, Silverstream
- 16.4 Townsend Road Culvert – Approval for Tender Award and Request for Additional Budget
- 16.5 Rangiora Water Supply – Smith St Well No.6 - Land Acquisition & Easements – 17, 13 & 11A Hakarau Road, Kaiapoi - Request for Additional Budget
- 16.6 Contract CON24/86 District Rural Drainage Maintenance Contract Tender Evaluation and Contract Award Report
- 16.7 Primary Contractor 28 Courtenay Drive Housing Development

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:

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public-
MINUTES			
16.1	Confirmation of Public Excluded Minutes of Council meeting of 1 July 2025	Good reason to withhold exists under section 7	To protect the privacy of a natural person, including that of deceased natural persons, and to carry on without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). LGOIMA Sections 7(2) (a) and (i).
REPORTS			
16.2	Abbeyfields House, Rangiora – Memorandum of Agreement	Good reason to withhold exists under section 7	To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or prevent the disclosure or use of official information for improper gain or improper advantage. LGOIMA Section 7 (2) (h, i & j).
16.3	Proposed Partial Road Stopping & Disposal to LIME Developments - Adderley Terrace, Silverstream	Good reason to withhold exists under section 7	To protect the privacy of natural persons and enabling the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege. LGOIMA Section 7 (2)(a), (g) and (i).
16.4	Townsend Road Culvert – Approval for Tender Award and Request for Additional Budget	Good reason to withhold exists under section 7	To protect the privacy of natural persons and enabling the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege. LGOIMA Section 7 (2)(a), (g) and (i).
16.5	Rangiora Water Supply – Smith St Well No.6 - Land Acquisition & Easements – 17, 13 & 11A Hakarau Road, Kaiapoi - Request for Additional Budget	Good reason to withhold exists under section 7	To enable the local authority to carry out, without prejudice or disadvantage, commercial activities and enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). LGOIMA Section 7(2)(h) and (i).
16.6	Contract CON24/86 District Rural Drainage Maintenance Contract Tender Evaluation and Contract Award Report	Good reason to withhold exists under section 7	To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities. LGOIMA Section 7(h).
16.7	Primary Contractor 28 Courtenay Drive Housing Development	Good reason to withhold exists under section 7	To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or prevent the disclosure or use of official information for improper gain or improper advantage, as per LGOIMA Section 7 (2) (h, i & j).

CARRIED**CLOSED MEETING**

The public excluded portion of the meeting was held from 11:20am to 12.26pm.

OPEN MEETING**16.2 Contract CON24/86 District Rural Drainage Maintenance Contract Tender Evaluation and Contract Award Report** – J Recker (Stormwater and Waterways Manager) and J Thorne (Strategic Asset Management Advisor)

Moved: Councillor Williams

Seconded: Councillor Blackie

THAT the Council:

- (a) **Receives** Report No. 250724136009.
- (b) **Authorises** the Mayor and Chief Executive the ability to award CON24/86 District Rural Drainage Maintenance Contract to Grounds & Services Ltd (GSL) following direct negotiations to agree a contract value within Council budget of up to \$2,869,330. GSL's tender price is \$3,546,379.48 over three years, excluding GST.
- (c) **Notes** that this contract is funded from the Rural Drainage Maintenance budget and that there is budget available of \$2,869,330 over three years. The Measure and Value Contract work can be managed within the current budget by making adjustments to the quantity of ordered works. If over time Council determines that the required level of maintenance cannot be managed within the available budget, a future request for additional budget will be made.
- (d) **Notes** that in accordance with the Conditions of Tendering, all tenderers will be advised of the name and price of the successful tenderer, and the range and number of tenders received. This information will be made available to the public if requested.
- (e) **Resolves** that the recommendations in this report be made publicly available but that the contents remain public excluded as there is good reason to withhold in accordance with Section 7(h) of the Local Government Official Information and Meetings Act; "enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities".

CARRIED**17. NEXT MEETING**

The next ordinary meeting of the Council is scheduled for Tuesday 2 September 2025, commencing at 9am to be held in the Council Chamber, 215 High Street, Rangiora.

THERE BEING NO FURTHER BUSINESS, THE MEETING CONCLUDED AT 12.26PM.

CONFIRMED

Chairperson
Mayor Dan Gordon

Date

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** FIN-01 / 250815151202**REPORT TO:** COUNCIL**DATE OF MEETING:** 2 September 2025**AUTHOR(S):** Jeff Millward – Chief Executive**SUBJECT:** Muscle Car Madness Event 2026 – Resource Consent**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)_____
General Manager

Chief Executive**1. SUMMARY**

- 1.1. The purpose of this report seeks Council approval to provide funding of up to \$15,000 for preparation of reports required to support the Resource Consent application for Muscle Car Madness.
- 1.2. Muscle Car Madness has been operating in Rangiora for 34 years and has grown substantially over time from 44 cars and 80 campers in the first year to over 9,000 attendees this past year.
- 1.3. As part of the District Plan Review (now Partially Operative District Plan), provision was made for various events to be held at the Rangiora A&P Showgrounds, including the Muscle Car Madness event. The activity was provided for as a controlled activity, meaning the consent must be granted. However, the event would also trigger noise rules in the Partially Operative District Plan (PODP).
- 1.4. In order to assess the effects of noise and to recommend mitigation measures, a noise report is required to support the consent application which the event organisers are seeking support for this study, along with additional support of planning advice and associated reports to support the consenting requirements.

2. RECOMMENDATION**THAT** the Council:

- (a) **Receives** Report No. 250815151202.
- (b) **Approves** funding up to \$15,000 on production of GST Invoices, to include planning advice and consenting requirements that support a Resource Consent application for Muscle Car Madness.
- (c) **Notes** the amount will be reimbursed from the General Rates Account.
- (d) **Notes** that the event will require a number of other reports, plans, and applications including an event management plan, temporary traffic management plan, special alcohol license, etc. that will be funded by the event organisers.

3. BACKGROUND

- 3.1. Muscle Car Madness presents the largest collection of street machines in New Zealand. The event has been run in Rangiora for over 30 years and has grown in size over that time. The event has become one of the largest car shows in the southern hemisphere, attracting car enthusiasts from all over the South Island and beyond.

- 3.2. The event is known for its burnout contests, displays of classic muscle cars, and live music. There are also a large number of food vendors, stalls and the largest display of street machines in New Zealand.
- 3.3. The 2026 event is due to take place from Wednesday 21 to Sunday 25 January 2026. The event is open to the public on the 24 and 25 January.
- 3.4. For the 2025 event there were around 8000 attendees, which included 1400 campers of which 200 were children.
- 3.5. One of the highlights of the event is the Car Cruise, which usually takes place on the Friday evening and takes place in Rangiora and Kaiapoi.
- 3.6. Over the last couple of years, as the event has grown, Council has worked hard with the organisers of the event, and the local police, to deal with any complaints made by local residents. These include excessive noise during the evening, drunk and disorderly behaviour, un-road worthy cars being driven around the grounds and on the roads and unlicensed bars set up on the grounds. While the event is known for its lively atmosphere, there are specific quiet hours between 2:00 a.m. and 7:00 a.m.
- 3.7. The organisers work hard each year to keep the residents who live close to the Show Grounds up to date on the event. They would hate for any issues in the community to jeopardise the future of this event and the revenue it brings into the area.
- 3.8. Staff from the Environmental Services Unit attend the event to ensure there are no, or limited issues, with regards to the food, alcohol and campground license that are in place. A contract with a local security company was introduced a few years.
- 3.9. A debrief between the organisers, Council staff and the Police takes place after each event to highlight what worked well, and where the issues were.
- 3.10. Muscle Car Madness is an important event for the community and local businesses, and it really shows off what a great community we have.

4. ISSUES AND OPTIONS

- 4.1. The Waimakariri Partially Operative District Plan outlines specific rules and regulations for activities at the A&P Showgrounds. These rules address aspects like noise, activities within the Showgrounds precinct, and temporary events.
- 4.2. Due to the size of the event and as part of the District Plan review, the organisers were informed at event debrief meeting on 15 February 2024 that a resource consent would be likely in the future to address noise and visitor numbers.
- 4.3. Further at the 7 March 2025 event debrief meeting the new proposed rule for the A&P Showgrounds was discussed which provides for the Muscle Car Madness event as a permitted activity if an Event Management Plan is provided to Council.
- 4.4. In addition to the permitted activity rule there are also a number of rules that deal with the effects of the activity, such as a limit on traffic numbers to 250 vehicle movements per day. It is understood that the event will generate more than 250 vehicle movements per day so this will trigger the need for a resource consent and traffic management plan. The event organisers have applied for and have been granted Temporary Traffic Management Plans for past events, so this is not a new requirement.
- 4.5. There are also noise rules that need to be complied with. If they cannot be met, a resource consent would also be needed for noise.
- 4.6. The Planning Manager noted that although a resource consent would be needed going forward, the Council wasn't looking to shut the event down.

- 4.7. The organisers of the event consider that engaging technical experts to assess the effects of an event that has been operating similarly for many years puts a significant financial burden on the event. While it is acknowledged that the event has grown over time, the last several years has been relatively consistent.
- 4.8. The event organisers are therefore seeking Council support in terms of costs for preparation of the acoustic report required for the PODP requirements, planning advice and support associated with resource consenting. A proposal provided to the Council by the organisers indicated a fee of up to \$15,000 for this work. Therefore any funding considered should be limited to this amount.
- 4.9. It should also be noted that the Resource Consent, if granted, would not have an expiry date and would be valid for the event as it currently stands.

Option 1 – Council providing funding of up to \$15,000 on production of GST Invoices, to include planning advice and consenting requirements that support a Resource Consent application for Muscle Car Madness. This is the recommended option.

Option 2 – Council declines to provide funding to the Muscle Car Madness. This is not the recommended option.

4.10. **Implications for Community Wellbeing**

There are implications on community wellbeing by the issues and options that are the subject matter of this report. Muscle Car Madness is a popular event that brings a significant number of people to the district.

Past events have also had a negative impact on some surrounding residents due to the noise generated by the event. The resource consent and reports required to support the consent application are intended to mitigate the effects of the event on the surrounding environment.

- 4.11. The Management Team has reviewed this report.

5. **COMMUNITY VIEWS**

5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the subject matter of this report.

5.2. **Groups and Organisations**

There are not groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

5.3. **Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report. As noted above, the resource consents and reports required to support the consent application are intended to mitigate the effects of the event on the surrounding environment.

It is also recognised that the event draws a significant number of visitors to the district, which may be a benefit to local businesses.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

There are financial implications of the decisions sought by this report. This report seeks approval of up to \$15,000, on production of GST Invoices, that was unplanned.

This budget is not included in the Annual Plan/Long Term Plan. It is proposed, if the amount was approved, to be funded from the General Rates Account, on the basis the activity provides overall benefit / cost to the district and therefore funded by the account.

This amount is expected to be a one cost. If regularly activity, it would need to be assessed in relation to the principles of the Revenue and Rating policy, which would require determination of the benefit and cost, and the apportionment of rate as a rate on the value of the property or fixed charge.

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.

There is the risk that other organisations or individuals that will need to incur additional, unanticipated expenses to meet the requirements of the PODP will also look to Council to fund the expenditure.

The shift from the 2005 Operative District Plan to the Partially Operative District Plan will mean that a number of activities will require consent that did not previously or that the requirements to obtain consent will be more extensive than previously. This is not unanticipated as the PODP is intended to address the effects of various activities on the environment and provide for sustainable use of land within the district.

It should also be noted, that there are also now more clear and efficient pathways for other activities that will lead to a reduction in costs for these organisations and individuals.

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**

The Resource Management Act 1991 is relevant in relation to resource consents.

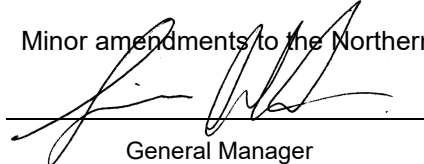
7.3. **Consistency with Community Outcomes**

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

- Enterprises are supported and enabled to succeed

7.4. **Authorising Delegations**

The Council has the delegation to approve unanticipated expenditure.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** BYL-74 / 250722133691**REPORT TO:** COUNCIL**DATE OF MEETING:** 2 September 2025**AUTHOR(S):** Sylvia Docherty, Policy & Corporate Planning Team Leader**SUBJECT:** Minor amendments to the Northern Pegasus Bay Bylaw**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)

 General Manager


 Chief Executive
1. SUMMARY

- 1.1. The purpose of this report is to seek Council approval to make minor amendments to the Northern Pegasus Bay Bylaw. The proposed changes are intended to enable easier interpretation and enforcement of the Bylaw.
- 1.2. The Canterbury Recreational Aircraft Club requested further clarity around the designated area for the landing and taking off of aircraft. Clause 13.2 of the updated Bylaw addresses this issue.
- 1.3. The Dog Control Act 1996 has been added to Clause 1.1 of the updated Bylaw as the empowering legislation for Bylaw Clauses 16.1 to 16.9.

Attachments:

- i. Track Changes Version of the Northern Pegasus Bay Bylaw 2025 (250724136344)

2. RECOMMENDATION**THAT** the Council:

- (a) **Receives** Report No. 250722133691.
- (b) **Adopts** the Northern Pegasus Bay Bylaw 2025 (250724136344)
- (c) **Notes** the Northern Pegasus Bay Bylaw 2025 (250724136344) provides further clarification on restrictions to aircraft activity in the Ashley Rakahuri Estuary.
- (d) **Notes** the Northern Pegasus Bay Bylaw 2025 (250724136344) adds the Dog Control Act 1996 to the Bylaw clause 1.1 identifying legislation that enables the Bylaw.
- (e) **Notes** the Community and Recreation Committee approved the Ashley Rakahuri Estuary Aircraft User Agreement (250409062043) at the meeting on 26 August 2025.
- (f) **Notes** the Community and Recreation Committee received an update on progress of the Northern Pegasus Bay Bylaw Implementation Plan at the meeting on 26 August 2025 (250806144978)
- (g) **Circulates** this report to Community Boards for information.

3. **BACKGROUND**

- 3.1. The *Northern Pegasus Bay Bylaw* (Bylaw) applies to all of the beaches within the Waimakariri District Council's jurisdiction and its purpose is to control activities on the beaches in order to manage conflicting recreational uses, minimise any environmental impacts arising from this activity, protect and promote public health and safety and minimise the potential for offensive behaviour in public places.
- 3.2. The Bylaw was adopted at a Council meeting on 1 October 2024, after undergoing a formal review process between 2023 and 2024.

4. **ISSUES AND OPTIONS**

- 4.1. Following adoption of the 2024 version of the Bylaw staff have identified two minor issues that can be resolved with minor amendments to the Bylaw.
 - 4.1.1. During the development of the Aircraft User Agreement members of the Canterbury Recreational Aircraft Club highlighted that the wording in the Bylaw does not clearly identify that the activity is only restricted in the Ashley Rakahuri Estuary.
 - 4.1.2. Currently the Dog Control Act 1996 is identified in the preamble to the Bylaw but is not included in the Bylaw clause that indicates the legislation that enables the Bylaw.
- 4.2. Staff have also reviewed the Bylaw in relation to the Partially Operative District Plan and there are no amendments to the coastal environment chapter that need to be updated in the Bylaw.
- 4.3. The Council can choose to accept the minor amendments to the Bylaw.

Implications for Community Wellbeing

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

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

5. **COMMUNITY VIEWS**

5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are not likely to be affected by, or have an interest in the subject matter of this report. Mana whenua have previously indicated that their involvement in the work of the Bylaw will be through representatives on the Te Kōhaka o Tūhaitara Trust Board.

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 Northern Pegasus Bay Advisory Group was established to represent the groups and organisations most affected by this Bylaw and are actively engaged with Greenspace and Strategy and Business staff on the implementation of the Bylaw.

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.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

There are not financial implications of the decisions sought by this report.

Effective implementation of the Northern Pegasus Bay Bylaw 2024 requires coordination of a range of activities, including public awareness, education and enforcement. The budget for the implementation of the Bylaw was confirmed in the Long Term Plan 2024-2034, the remainder of the budget for the LTP cycle is shown in the table below, note that budget increases are linked to CPI which is subject to change.

Budgets	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31	FY31/32	FY32/33	FY33/34
Coastal & Native Conservation Capital Works	\$22,549	\$23,227	\$23,227	\$24,474	\$25,062	\$25,639	\$26,203	\$26,753	\$27,288
Pegasus Bay Bylaw	\$22,730	\$23,413	\$23,413	\$24,670	\$25,263	\$25,844	\$26,412	\$26,967	\$27,507
ECan Ranger Service	\$32,130	\$33,095	\$33,095	\$34,873	\$35,711	\$36,533	\$37,336	\$38,120	\$38,883
Total Budgets	\$77,409	\$79,736	\$81,888	\$84,109	\$86,036	\$88,017	\$89,952	\$91,842	\$93,680

6.2. **Sustainability and Climate Change Impacts**

The recommendations in this report do have sustainability and/or climate change impacts.

The Northern Pegasus Bay Bylaw is supported with an Implementation Plan that contains a variety of actions relating to the promotion and protection of the coastal environment. Actions with impacts on sustainability/climate change including the following themes:

- Ashley-Rakahuri Estuary
- Education
- Working with others
- User Agreements
- Enforcement
- Research and Monitoring

6.3 **Risk Management**

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

6.3 **Health and Safety**

There are 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**

7.3. The legislation and associated documents relevant to the Northern Pegasus Bay Bylaw 2024 are as follows:

- Local Government Act 2002.
- Treaty of Waitangi
- New Zealand Bill of Rights Act 1990
- Resource Management Act 1991
- Marine and Coastal Area (Tukutai Moana) Act 2011.

- Wildlife Act 1953.
- Marine Mammals Protection Act 1978.
- Conservation Act 1987.
- Ngai Tahu Claims Settlement Act 1998.
- Land Transport Act 1998.
- Reserves Act 1977.
- Dog Control Act 1996.
- Forest and Rural Fires Act 1977.
- New Zealand Coastal Policy Statement 2010.
- Regional Coastal Environment Plan for the Canterbury Region.
- Proposed Canterbury Conservation Management Strategy.
- Waimakariri District Council District Plan.
- Waimakariri District Council Partially Operative District Plan.
- Waikuku Beach Reserve Management Plan 2010 (Reserves Act 1977)
- 2018 Waimakariri Coastal Natural Character Study
- Environment Canterbury Ashley Rakahuri Management Plan 2023.
- WDC Memorandum of Understanding with Te Ngāi Tūāhuriri Rūnanga.
- Mahaanui Iwi Management Plan 2013.
- Kemp's Deed
- WDC Dog Control Bylaw 2019.
- Environment Canterbury Navigation Safety Bylaws 2010.

7.4. **Consistency with Community Outcomes**

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

7.5. The Northern Pegasus Bay Bylaw supports the following community outcomes:

Social

- Public spaces are diverse, respond to changing demographics and meet local needs for leisure and recreation.

Environmental

- People are supported to participate in improving the health and sustainability of our environment.
- The natural and built environment in which people live is clean, healthy and safe.
- Our communities are able to access and enjoy natural areas and public spaces.

7.6. **Authorising Delegations**

The Community and Recreation Committee has delegated authority to administer bylaws for its activities. The most relevant of the listed activities is parks and reserves but only a small parcel of Council-owned reserve land at Kairaki Beach is located within the Northern Pegasus Bay Bylaw area.

The full Council is the decision maker to adopt the Northern Pegasus Bay Bylaw due to the significance of the coastal area.

WAIMAKARIRI DISTRICT COUNCIL

NORTHERN PEGASUS BAY BYLAW ~~2024~~2025

Adopted Council meeting held on
~~01 October 2024~~2 September 2025

Chief Executive

Governance Manager



Table of Contents

PREAMBLE	5
NORTHERN PEGASUS BAY BYLAW 2024 LEGISLATIVE AREAS	10
1. TITLE	11
2. DATE OF COMMENCEMENT	11
3. APPLICATION AND PURPOSE	11
4. DEFINITIONS AND INTERPRETATION	12
Part 1 – Prohibited and restricted activities in beach and adjacent land areas	16
5. PROHIBITED VEHICLE ACCESS	16
6. RESTRICTED VEHICLE ACCESS	16
7. USE OF VEHICLES - GENERAL CONDITIONS	17
8. PROHIBITED HORSE ACCESS	17
9. RESTRICTED HORSE ACCESS	18
10. EQUINE ACTIVITIES – GENERAL CONDITIONS	19
11. INTERFERENCE WITH BEACH AREAS AND OTHER BEACH USERS	19
12. PROHIBITED FREEDOM CAMPING AREA	20
13. RESTRICTED AND PROHIBITED AREAS FOR SPECIFIED RECREATIONAL ACTIVITIES	20
14. FIRES	20
15. FIREWORKS	20
16. DOG CONTROL	21
Part 2 – Other Matters	21
17. EXEMPTIONS	21
18. PERMISSION UNDER THIS BYLAW	22
19. FEES	23
20. BREACHES AND PENALTIES	23
21. REVOCATIONS AND SAVINGS	24
22. REVIEW OF BYLAW	24
Part 3 – Schedules	25
23. SCHEDULE 1: VEHICLE ACCESS MAP	25
24. SCHEDULE 2: HORSE ACCESS MAP	25
25. SCHEDULE 3: DOG ACCESS MAP	25
26. SCHEDULE 4: LAND YACHT ACCESS MAP	25
27. SCHEDULE 5: AIRCRAFT ACCESS MAP FOR ASHLEY RIVER/ RAKAHURI AND SALTWATER CREEK ESTUARINE AREAS	25
28. SCHEDULE 6: RECREATION ACTIVITY MAP FOR ASHLEY RIVER/ RAKAHURI AND SALTWATER CREEK ESTUARINE AREAS	25
29. SCHEDULE 7: VEHICLE ACCESS MAP FOR ASHLEY RIVER/RAKAHURI AND SALTWATER CREEK ESTUARINE AREAS	26

30. SCHEDULE 8: DOG ACCESS FOR GAMEBIRD HUNTING PERMIT HOLDERS MAP FOR ASHLEY RIVER/RAKAHURI AND SALTWATER CREEK ESTUARINE AREAS	<u>26</u>
31. SCHEDULE 9: ASHLEY/RAKAHURI RIVER MOUTH MOTOR VEHICLE ACCESS PERMIT SYSTEM.....	<u>26</u>
32. AMENDMENT OF SCHEDULES 1 TO 8	<u>27</u>
PREAMBLE.....	4
NORTHERN PEGASUS BAY BYLAW 2024 LEGISLATIVE AREAS	9
1. TITLE	10
2. DATE OF COMMENCEMENT	10
3. APPLICATION AND PURPOSE	10
4. DEFINITIONS AND INTERPRETATION	11
Part 1 Prohibited and restricted activities in beach and adjacent land areas	15
5. PROHIBITED VEHICLE ACCESS	15
6. RESTRICTED VEHICLE ACCESS	15
7. USE OF VEHICLES GENERAL CONDITIONS	16
8. PROHIBITED HORSE ACCESS	16
9. RESTRICTED HORSE ACCESS	17
10. EQUINE ACTIVITIES GENERAL CONDITIONS	18
11. INTERFERENCE WITH BEACH AREAS AND OTHER BEACH USERS	18
12. PROHIBITED FREEDOM CAMPING AREA	19
13. RESTRICTED AND PROHIBITED AREAS FOR SPECIFIED RECREATIONAL ACTIVITIES	19
14. FIRES	19
15. FIREWORKS	19
16. DOG CONTROL	19
Part 2 Other Matters	20
17. EXEMPTIONS	20
18. PERMISSION UNDER THIS BYLAW	21
19. FEES	22
20. BREACHES AND PENALTIES	22
21. REVOCATIONS AND SAVINGS	23
22. REVIEW OF BYLAW	23
Part 3 Schedules	24
23. SCHEDULE 1: VEHICLE ACCESS MAP	24
24. SCHEDULE 2: HORSE ACCESS MAP	24
25. SCHEDULE 3: DOG ACCESS MAP	24
26. SCHEDULE 4: LAND YACHT ACCESS MAP	24
27. SCHEDULE 5: AIRCRAFT ACCESS MAP	24
28. SCHEDULE 6: RECREATION ACTIVITY MAP FOR ASHLEY RIVER/ RAKAHURI AND SALTWATER CREEK ESTUARINE AREAS	24

29. —	SCHEDULE 7: VEHICLE ACCESS MAP FOR ASHLEY RIVER/RAKAHURI AND SALTWATER CREEK ESTUARINE AREAS	24
30. —	SCHEDULE 8: DOG ACCESS FOR GAMEBIRD HUNTING PERMIT HOLDERS MAP FOR ASHLEY RIVER/RAKAHURI AND SALTWATER CREEK ESTUARINE AREAS	25
31. —	SCHEDULE 9: ASHLEY/RAKAHURI RIVER MOUTH MOTOR VEHICLE ACCESS PERMIT SYSTEM	25
32. —	AMENDMENT OF SCHEDULES 1 TO 8	25

WAIMAKARIRI DISTRICT COUNCIL NORTHERN PEGASUS BAY BYLAW 2025⁴

PREAMBLE

This preamble is intended to explain the bylaw's context and general intention.

A number of agencies own or manage land within or adjacent to the area covered by this bylaw. These are the Waimakariri District Council, Environment Canterbury, the Department of Conservation, Land Information NZ Toitū Te Whenua and Te Kōhaka o Tūhaitara Trust.

The proposed bylaw seeks to address the following key issues:

- Health and safety of beach users.
- Conflicts between incompatible recreation activities.
- The impact of offensive behaviour on other beach users' enjoyment or use of the beach.
- Impacts of recreation use on the dune systems and on the wildlife and vegetation of the estuaries and lagoons.
- Disturbance and destruction of foreshore habitats.

Legislative Context and Links to other Documents

The management of the coastal environment is legislated by various Acts. These include, but are not limited to, the Resource Management Act 1991, Ngāi Tahu Claims Settlement Act 1998, Marine and Coastal Area (Tukutai Moana) Act 2011, Local Government Act 2002, Land Transport Act 1998, Reserves Act 1977, Conservation Act 1987, Wildlife Act 1953, Marine Mammals Protection Act 1978, Dog Control Act 1996, Fire and Emergency NZ Act 2017, Freedom Camping Act 2011 and Whitebait Fishing Regulations 2021.

Additional documents that have been taken into consideration in developing this bylaw include the following:

- Treaty of Waitangi.
- Kemp's Deed.
- Waimakariri District Council Memorandum of Understanding with Te Ngāi Tūāhuriri Rūnanga.
- Mahaanui Iwi Management Plan 2013.
- NZ Coastal Policy Statement 2010 (Resource Management Act 1991).
- Regional Coastal Environment Plan for the Canterbury Region 2005 (Resource Management Act 1991).
- Waimakariri District Council District Plan ~~2025~~ and Proposed District Plan (Resource Management Act 1991).
- Waikuku Beach Reserve Management Plan 2010 (Reserves Act 1977).
- 2018 Waimakariri Coastal Natural Character Study
- Environment Canterbury Ashley Rakahuri Management Plan 2023.
- Canterbury (Waitaha) Conservation Management Strategy 2016 (Conservation Act 1987).
- Environment Canterbury Navigation Safety Bylaw 2016 (Local Government Act 1974).
- Estuarine Research Report 38 – impacts of vehicles on juvenile tuatua on Pegasus Bay surf beaches 2010.
- Estuarine Research Report 39 – assessment of intertidal tuatua 2009.

The legislative boundaries map at the end of this section shows the interface between the various rules and policies contained within the Regional Coastal Environment Plan (coastal marine area boundary), the Waimakariri District Council's District Plan (coastal marine area boundary), the Canterbury Conservation Management Strategy (conservation areas), the proposed Ashley/Rakahuri Regional Park Management Plan, the Reserves Act 1977 (local purpose reserves) and the Ngāi Tahu Claims Settlement Act 1998 (Fenton Reserves and Entitlements).

There are also other Council bylaws that apply to the coastal area. These include the Waimakariri District Council Dog Control Bylaw 2019 and the Alcohol Control Bylaw 2018. Reference has been made in this bylaw to the relevant clauses in bylaws listed, to prevent coastal users having to research other Council bylaws to find out what rules apply.

Significance of Ashley River/Rakahuri and Saltwater Creek Estuarine Areas

The Ashley River/Rakahuri and associated estuarine areas link up with the 550-hectare Tūhaitara Coastal Reserve which stretches 10.5 km from the estuary and contains many protected wetlands. This string of wetlands has important values for some special invertebrate and plant communities and combined creates a large area of significant attraction to birdlife, the majority of which are indigenous and regarded as taonga by local iwi. The estuary, with its large areas of tidal mudflats at the conjunction of the Ashley River/Rakahuri and Pacific Ocean, is recognised as one of the best shorebird feeding sites on the South Island's eastern coastline. It is the largest, least modified estuary in Canterbury with a variety of ecosystems and habitats and observations of up to sixty bird species at any visit are common.

The Ashley River/Rakahuri estuarine area is recognised by the International Union for the Conservation of Nature (IUCN) as a wetland of 'international significance'. The Regional Coastal Environment Plan for the Canterbury Region lists the Ashley River/Rakahuri and Saltwater Creek Estuary as an area of 'significant natural value with Māori cultural values; wetlands, estuaries, and coastal lagoons; marine mammals and birds; ecosystems, flora and fauna habitats; historic places; and coastal landforms and associated processes' occurring in the area. The Ashley River/Rakahuri Estuary and wider Pegasus Bay wetlands are designated 'Important Bird Areas' by Birdlife International (of which Forest and Bird is the NZ partner) and the threatened native braided river birds breeding on the river are a priority for protection in the Biodiversity Strategy for the Canterbury Region. The Department of Conservation rates the area as being of 'significant conservation value' and is the administering body for five Local Purpose Reserves under the Reserves Act 1977 and two stewardship areas under the Conservation Act 1987 located in the area. One of these stewardship areas, known as the Conservation Area Pacific Ocean Foreshore, is described by the Department as being a 'priority ecosystem'. The Banks Peninsula Marine Mammal Sanctuary runs up the coastline extending four nautical miles out to sea from the mean high water springs mark.

The estuarine wetlands are the feeding, roosting, and breeding grounds of a large number of native birds, including some threatened and critically endangered species such as the black-billed gull (the world's most endangered gull), the black-fronted tern, banded dotterel and wrybill. Wrybill, the only bird in the world with a bill that bends sideways, feed in the estuary and breed upstream in the braided river. The wetlands are an important summer resting and feeding site for a large number of locally resident and migrant wader species. Wrybills, banded dotterels, pied stilts and pied oystercatchers start to pass through in late August with small numbers of other northern hemisphere wading birds arriving in September and staying into April. Godwits also arrive in September to feed and rest after an 11,000 km non-stop trip from Alaska, preparing for their return journey in later March. In winter the Estuary is home to the white heron and very rare black stilt. The area is also an important breeding ground for fish such as flounder and whitebait.

Local conservation-orientated organisations and bird specialists identify a number of activities that could have a negative impact on the important ecological and wildlife values of the Ashley River/Rakahuri and Saltwater Creek estuarine areas. The bylaw attempts to reduce the tension between environmental protection and recreational use by prohibiting activities that are able to be carried out elsewhere on the beach and restricting other site-specific activities. Examples of prohibited activities that can be carried out in other less ecologically sensitive coastal areas are horse riding, exercising dogs, land yachting, using model aircraft and drones, and taking off or landing aircraft, including microlights and helicopters.

Aerial activities can be seen as a threat to some birds who stay in the air while these are taking place. This interferes with their normal feeding, resting, nesting and roosting activities and puts chicks at risk of overheating or predation.

Scientific studies show that the presence of dogs causes disturbance and stress to birds causing physical displacement that impacts where the birds feel safe to feed, breed and rest. The 2016 bylaw prohibited dogs from the estuary, apart from permitted gamebird dogs during the gamebird hunting season, in order to offer greater protection to critically endangered or threatened bird species. Consultation for the 2023/24 bylaw review identified a need to extend the prohibited area for dogs in the estuarine area to include the entirety of the spit south of the Ashley River/Rakahuri. This 2024 bylaw has also removed the exemption for gamebird dogs.

The estuary is the only safe training and self-landing area for kite surfing within the district and this is a restricted activity, subject to an agreement between the Council, kite surfing community and bird conservation groups.

The bylaw also recognises the significance of the area as a regional sport fishery and provides limited vehicle access via a permit system for the annual open season set by the Whitebait Fishing Regulations 2021, currently 1 September to 30 October (inclusive).

Protection of Foreshore Habitats

The intertidal coastal area is a very important feeding area for birds. Vehicles disturb birds feeding, resting, and nesting in built-up areas of driftwood. They also disrupt their food sources by killing or stressing species such as tuatua that live in the sand.

A 2010 study of tuatua found that juvenile tuatua were largely found just adjacent to and beneath the high tide line along the beach whilst adult tuatua were found closer to the low tide line along the beach. Another study in 2010 found a relationship between the number of vehicle passes and tuatua damage with juvenile tuatua being more at risk from crushing than the larger more mature adults. The compactness of wet sand was also found to favour tuatua survival.

The bylaw offers some protection to tuatua by providing vehicle free areas and attempting to reduce the number of vehicles driving on the rest of the beach. Vehicles are also required to be driven below the high tide mark, apart from at the Waimakariri River Mouth where this is unsafe because of changes in levels along the side of the river. While vehicles driving on wet sand will damage adult tuatua, the more vulnerable juvenile tuatua living higher up the beach will be better protected. The impact of horse hooves on tuatua has been found to be similar to that of vehicles and the equestrian free area at Waikuku offers some protection.

Protection of Dune System

The 2018 Waimakariri Coastal Natural Character Study identifies the most significant dunes of the Canterbury coastline are located along the backshore of Pegasus Bay. The dunes provide beach settlements with some protection against coastal hazards, including those exacerbated

by climate change. Damage to the vegetation caused by vehicles and motorbikes accelerates coastal erosion.

Vehicles have been prohibited from the dunes, and motorcycles have been prohibited from the beach altogether to try and address this problem as well as other safety concerns.

Safety Concerns of Beach Users, Conflicts between Different Types of Recreational Activity and Public Nuisance

A Beach User Survey has been conducted in 2019, 2021 and 2023/24. These surveys provide Council staff and the Northern Pegasus Bay Advisory Group with feedback and evidence of what's important to locals and visitors to our beaches as well as highlighting main issues and any conflict occurring along the Northern Pegasus Bay coastline. All three surveys identify unsafe or inappropriate driving of vehicles as the main issue followed by the lack of dog control by some users. Vehicles and motorbikes continue to be a problem, particularly in Waikuku, Pines, Kairaki and Ashworths Beaches. A summary report for each of the surveys is available on the council's website.

The bylaw attempts to resolve identified public health, safety and nuisance issues in a way that is no more than reasonably necessary by:

- Giving priority to the most vulnerable beach users, such as children, bathers and other people on foot.
- Designating zones away from the most popular swimming beach (Waikuku Beach) for activities such as recreational horse riding, horse training, land yachting and driving.
- Prohibiting dogs, vehicles and horse trainers from passing through flagged surf patrol areas and requiring recreational horse riders to take due care and land yacht operators to dismount if passing through on a return trip is unavoidable.
- Reducing the number of vehicles on the beach by prohibiting recreational driving and motorcycles.
- Clearly setting out personal responsibilities around the use of a vehicle on the beach (the same as on a road).
- Requiring beach users to have effective control of their dogs at all times.
- Prohibiting or restricting dogs from areas with high biodiversity value, where there are critically endangered or threatened bird species.
- Requiring the use of the beach for horse training to be in accordance with a user agreement.
- Requiring all beach users to be aware of each other and not impact on another's use or enjoyment of the beach.

Te Ngāi Tūāhuriri Values

Ngāi Tūāhuriri concepts involving land, water and resources are determined by a very complex system of inter-relations and while free to utilise the resources, Ngāi Tūāhuriri are also restrained by a system of controls.

In an economic sense, the resources of an area determined the welfare of the people. The abundance, or lack of, directly affected the mana (prestige) of every tribal group. Traditionally the acquisition and maintenance of the exclusive right to those resources was central to the core of Māori society. The seasonal collection of these resources and the resulting community effort therefore also formed a very important part of the community's strength.

These seasonal activities were a time for Whanaungatanga – renewing contacts with distant relations, Whakatinana o ngā uara – of reinforcing traditional and cultural values, and Tikanga – of maintaining controls; thus providing a tangible link with the past. Another important example of cultural resource values is that of Manaakitanga – hospitality, towards guests. Tradition dictates that as hosts, Tūāhuriri whānau of this area must prepare the best local foods for manuhiri.

Mahinga kai was specifically recognised and protected in Kemp’s Deed in 1848 and advanced within Te Kerēme, the Ngāi Tahu Claims Settlement Act 1998. It describes the natural resources gathered by Māori and the places and practices used in doing so. Mahinga kai is an important value and activity that will be acknowledged and provided for within the bylaw process and through ongoing partnership.

The Rakahuri Awa/Ashley River and Northern Pegasus Bay coastal area was a significant area for mahinga kai. Fenton Reserves and Fenton Entitlements were set aside for occupation and access to mahinga kai and some of these are located in or close to the estuary. Fenton Reserve owners and holders of Fenton Entitlements have a legal right to access waterways associated with these reserves and entitlements for mahinga kai purposes. The Ngāi Tahu Claims Settlement Act 1998 makes provision for Fenton Reserve owners and holders of Fenton Entitlements to have access up to 210 days per year for the above purposes, including the erection of temporary camping shelters. In the preparation of this bylaw these rights have been considered and applied.

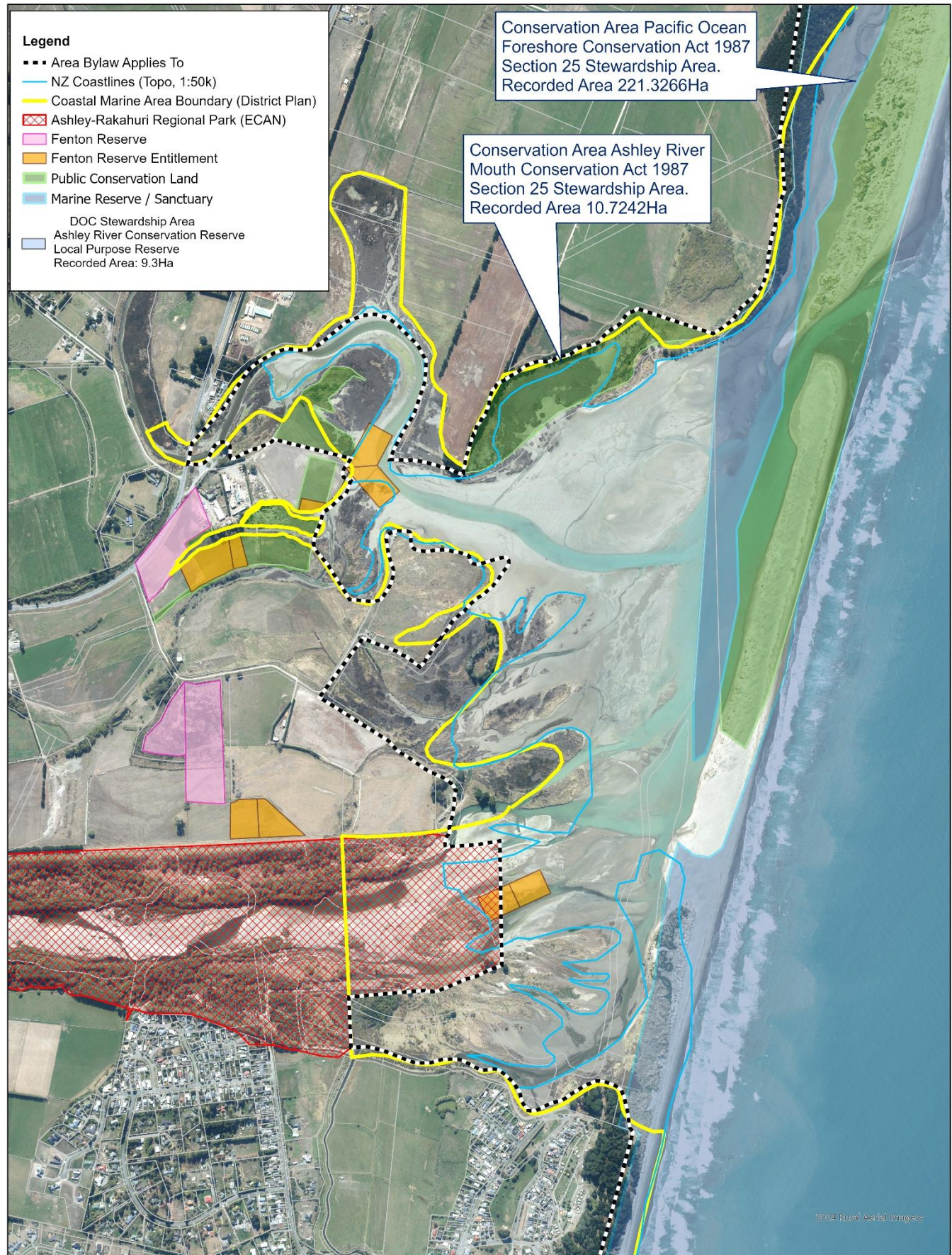
Traditional values and controls regarding water are included in the Tribe’s spiritual beliefs and practices. This recognises and reinforces the absolute importance of water quality and quantity to both mahinga kai and hygiene. Water is held in the highest esteem because the welfare of all life that it contains determines the welfare of the people reliant on those resources.

Traditionally water was the centre of all activity within Māori society. It provided the preferred transport medium, supported fish and shellfish populations and was used in religious ceremonies, including burials, and also for recreational activities. For these reasons and like most other cultures, settlements were centred beside, or in close proximity to major waterways.

This dependence on kai-moana, kai-awa and kai-roto is a subject that has remained constant throughout Ngāi Tūāhuriri history. Over time Ngāi Tūāhuriri accumulated an extensive amount of knowledge about the resources within its’ rohe, particularly water-sourced foods. Harvesting methods reflect a sophisticated understanding of the breeding cycles, migration times and feeding habits of all the important fresh and salt-water species, with different names being used for the same fish at different parts of its life cycle.

Connected to the concept of water guardianship is the matter of tapu. Water was declared tapu for several reasons. The best examples of Wai-Tapu are those waterways that act as burial places. Because of their primary use, food is not taken from these places. One such incident associated with this bylaw area is along the South bank of the Rakahuri, where Te Rauparaha dug up the remains of an elderly Ngai Tūāhuriri woman. Subsequently those Tūāhuriri whānau knowledgeable in this history do not gather kai awa from that particular stream and surrounding area.

The Council acknowledges the sensitivity around the scattering of human ashes within the area covered by this bylaw and the concern Te Ngāi Tūāhuriri Runanga has for the impact on cultural values and customs and advises avoiding using mahinga kai areas and associated waterways for this purpose.



Legislative Areas Northern Pegasus Bay Bylaw 2025

Job 24-027	SCALE (A3) 1:10,000
Version D	DATE 20/08/2025



1. TITLE

- 1.1. This bylaw is made pursuant to sections 145, 146 (b)(vi) and 153 (3) of the *Local Government Act 2002*, ~~and~~ sections 22AB(1)(b), 22AB(1)(c), 22AB(1)(f) and 22AB(1)(zk) of the *Land Transport Act 1998* and the Dog Control Act 1996.
- 1.2. This bylaw is the Waimakariri District Council *Northern Pegasus Bay Bylaw 2024*.

2. DATE OF COMMENCEMENT

- 2.1. This bylaw replaces the Waimakariri District Council *Northern Pegasus Bay Bylaw 2016 (amended 2023) 2024* and comes into force on ~~031 September~~ November 2025.

3. APPLICATION AND PURPOSE

- 3.1. The purpose of this bylaw is to control activities on the beaches, including the foreshore and adjacent land areas of Northern Pegasus Bay, in order to:
 - a) Protect the natural values of the foreshore and estuary environment while acknowledging community values associated with its use
 - b) Manage recreational uses for the benefit and enjoyment of all users
 - c) Minimise environmental impacts arising from this recreation activity
 - d) Protect, promote and maintain public health and safety
 - e) Protect the public from nuisance
 - f) Minimise the potential for offensive behaviour in public places.
- 3.2. Activities that are prohibited from the whole of the bylaw area include recreational driving, all motorcycles and unregistered and unlicensed vehicles. Freedom camping, fires, fireworks, interfering with wildlife, erecting or interfering with buildings and permanent structures without permission and introducing substances that could harm other people, animals or plants are also prohibited.
- 3.3. Activities that are prohibited from the Ashley River/Rakahuri and Saltwater Creek estuarine areas include equestrian and dog-related activities; operating land yachts, drones and model aircraft. Driving vehicles without a permit or exemption is also prohibited in this area.
- 3.4. Vehicles are also generally prohibited from between the Ocean Outfall and the Ashley/Rakahuri River Mouth. Land yachts are prohibited from the area between the beach entrance to the Waikuku Beach Horsefloat Car Park and Access Trail and the District's northern boundary.
- 3.5. Restricted activities (activities that have conditions attached) include:
 - 3.5.1. Driving vehicles
 - a) between the Kairaki Beach Car Park and the Ocean Outfall
 - b) within the Ashley River/Rakahuri and Saltwater Creek estuarine areas

- c) from the northern boundary of the district to the north of the Ashley/Rakahuri River Mouth

3.5.2. Horse training

3.5.3. Dog-related activities

3.5.4. Kite surfing in the Ashley River/Rakahuri and Saltwater Creek estuarine area

3.5.5. Using a land yacht between the Kairaki Beach Car Park and the beach entrance to the Waikuku Beach Horsefloat Car Park and Access Trail.

3.5.6. Landing and taking off of aircraft

- 3.6. This bylaw applies to all of the beach, including the foreshore and adjacent land and water areas of Pegasus Bay between the southern boundary of the Waimakariri District, located at the Waimakariri River Mouth, and the northern boundary with Hurunui District, as described and set out in schedules 1, 2, 3, 4, 5, 6, 7 and 8. Some of this land is under the control of the Waimakariri District Council and some is under the control of Environment Canterbury, Department of Conservation, Land Information NZ Toitū Te Whenua and Te Kōhaka o Tūhaitara Trust.
- 3.7. This bylaw acknowledges the Hurunui District Council (HDC) Northern Pegasus Bay Bylaw noting similar issues and purpose. Clauses in the HDC bylaw are not necessarily the same as this bylaw.

4. DEFINITIONS AND INTERPRETATION

In this bylaw, unless the context requires otherwise:

Absolutely protected or partially protected wildlife means all wildlife throughout New Zealand and New Zealand fisheries waters except for those specified in Schedules 1, 2, 3, 4 and 5 of the Wildlife Act 1953.

Access Route means an unformed track through sand that provides vehicle access, including that from the Ashley/Rakahuri River Mouth Car Park to the Ashley/Rakahuri River Mouth and foreshore, as shown in schedules 1 and 7.

Access Trail means a cleared defined pathway providing access to the beach for horses, as shown in schedule 2.

Aircraft means any vehicle, with or without an engine, that can fly, including microlight and helicopter.

Authorised Officer means any person appointed by the Council to perform duties required under this bylaw, irrespective of the designation given to that person.

Beach means any land in the Waimakariri District adjacent to any seacoast which is part of the foreshore, as defined in this bylaw, or is land contiguous to and used in connection with the foreshore and including dunes, and to which the public has a right of access. For the purposes of this bylaw, the beach therefore includes the foreshore and coastal land on both sides of the level of mean high-water spring. The coastal marine areas diagram included in this section depicts the location of mean high-water spring.

Bed means in relation to the sea, the submarine land areas covered by the sea. The coastal marine areas diagram depicts the location of the bed.

Building means a temporary or permanent movable or immovable structure (including a structure intended for occupation by people, animals, machinery or chattels) as defined in section 8 (1)(a) of the Building Act 2004. This does not include any structure erected by beach users for shade or shelter for less than one day's duration.

Coastal Environment means the environment in which the coast is a significant part or element. It includes the coastal marine area and, the water, plants and animals associated with that area, and the atmosphere above it, and dunes, beaches, areas of coastal vegetation and fauna, areas subject to coastal erosion or flooding, salt marshes, coastal wetlands and estuaries, and coastal landscapes. The coastal marine areas diagram included in this section depicts the location of the coastal environment.

Coastal Marine Area means the foreshore, seabed, and coastal water, and the air space above the water –

- a) of which the seaward boundary is the outer limits of the territorial sea;
- b) of which the landward boundary is the line of mean high-water springs, except that where that line crosses a river, the landward boundary at that point shall be whichever is the lesser of –
- c) one kilometre upstream from the mouth of the river; or
- d) the point upstream that is calculated by multiplying the width of the river mouth by 5.

Council means the Waimakariri District Council, or any Officer authorised to exercise the authority of the Council.

Council/s means the Waimakariri District Council and/or the Environment Canterbury (ECan), or any Officer authorised to exercise the authority of one of these Councils.

Detritus means a build-up of organic matter such as driftwood, shells and seaweed on the foreshore due to wave or tide action.

District means the district within the jurisdiction, and under the control of the Waimakariri District Council.

Enforcement Officer means an officer or other person appointed by the Council/s to enforce the provisions contained in this bylaw and includes:

- a) any person warranted by the Council/s in accordance with section 177 of the Local Government Act 2002 as an enforcement officer.
- b) any ranger appointed by the Council/s under the Reserves Act 1977.
- c) any dog ranger or dog control officer appointed by the Council under the Dog Control Act 1996.
- d) any parking warden appointed by the Council under the Land Transport Act 1988.
- e) any enforcement officer defined as an enforcement officer under the Land Transport Act 1998.

Fenton Entitlement means an entitlement granted in favour of the holder (in this instance, particular people within Ngāi Tahu Whānui and their descendants) to occupy temporarily and exclusively the entitlement land for up to 210 days in any calendar year (excluding days on and from 1 May to 15 August). The entitlement is granted for the

purposes of permitting the holders to have access to the waterway for lawful fishing and gathering of other natural resources on the terms and conditions set out in the Entitlement and allows holders to erect camping shelters or similar temporary dwellings.

Fenton Reserve means a Fenton Reserve established by Judge Fenton in 1868 in accordance with Kemp's Deed to ensure on-going access by the beneficial owners to the associated waterways and their mahinga kai.

Firework means an object containing hazardous substances with explosive properties.

Foreshore means any land covered and uncovered by the flow and ebb of the tide at mean spring tides and, in relation to any such land that forms part of the bed of a river, does not include any area that is not part of the coastal marine area. The coastal marine areas diagram depicts the location of the foreshore.

Freedom Camp means to camp (other than at a camping ground) within 200 metres of a motor vehicle accessible area or the mean low-water springs line of any sea or harbour, or on or within 200 metres of a formed road or a Great Walks Track, using one or more of the following:

- a) a tent or other temporary structure.
- b) a caravan.
- c) a car, campervan, housetruck, or other motor vehicle.

Freedom camping does not include the following activities.

- a) temporary and short-term parking of a motor vehicle.
- b) recreational activities commonly known as day-trip excursions.
- c) resting or sleeping at the roadside in a caravan or motor vehicle to avoid driver fatigue.

Horse training/Horse trainers means an equestrian activity that is carried out in relation to an involvement with the horse racing industry.

Kite Surfing means being propelled over water by means of a kite on a board or similar craft.

Land Yacht means a wind-driven recreation vehicle, usually consisting of three wheels supporting a bare-frame structure, mast and sail. In this context the term also refers to recreation vehicles known as blokarts and sand yachts. Land yachts are used especially on beaches and other sandy areas.

Last High Tide means the last time after a low tide (there is approximately a 12-hour cycle from high tide to high tide) that the tide has been at its fullest so that the sea water reaches its highest level on the foreshore. The last high tide mark is generally able to be identified by a band of wet sand and detritus.

Mean High Water Spring means the highest level to which spring tides reach on average. This level is generally close to being the 'high water mark' where detritus accumulates on the shore annually. The coastal marine areas diagram depicts the location of mean high-water spring.

Mean Low Water Spring means the lowest level to which spring tides retreat on average. The coastal marine areas diagram depicts the location of mean low water spring.

Motorcycle means a motor vehicle, running on 2 wheels, or not more than 3 wheels when fitted with a sidecar, as defined in section 2 (1) of the Land Transport Act 1998 and any amending or replacement legislation. It includes a vehicle with motorcycle controls that is approved as a motorcycle by the Transport Agency but does not include a moped.

Motor Vehicle means a vehicle drawn or propelled by mechanical power, including a trailer, as defined in section 2 (1) of the Land Transport Act 1998 and any amending or replacement legislation. It does not include a mobility device.

Permission shall include a permit or exemption under this bylaw.

Recreational Driving means driving on the beach as an activity in itself and/or primarily for the pleasure of driving.

Recreational Horse Riders means the leading/riding/driving of horses along trails and the foreshore for pleasure/leisure, and for the enjoyment of the natural environment. This includes horse trainers delivering organised equestrian activities that fall outside of the horse racing industry such as riding lessons and treks.

Regional Council means the Environment Canterbury (ECan), or any officer authorised to exercise the authority of the Council.

Shall indicates a mandatory requirement while the use of should indicates a recommendation.

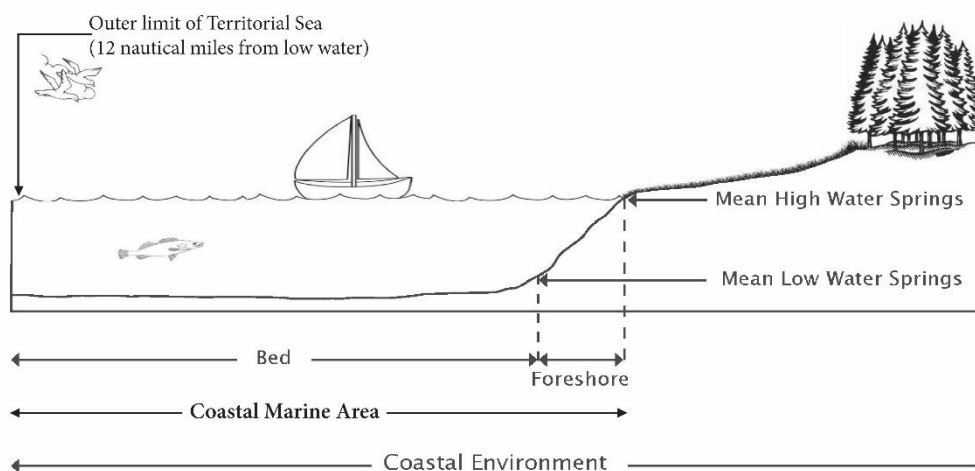
Sign includes a notice, label, inscription, billboard, plaque or placard.

Te Rūnanga o Ngāi Tahu means Te Rūnanga o Ngāi Tahu established by Section 6 of Te Rūnanga o Ngāi Tahu Act 1996.

Under Control means that the dog is not causing a nuisance or danger and that the person in charge of the dog is able to obtain an immediate and desired response from the dog by use of a leash, voice commands, hand signals, whistles or other effective means.

COASTAL MARINE AREAS DIAGRAM

The following diagram shows where the various marine terms referred to in this bylaw are located within the coastal environment.



Part 1 – Prohibited and restricted activities in beach and adjacent land areas

5. PROHIBITED VEHICLE ACCESS

- 5.1. No person shall drive a motor vehicle to, from or on a beach, including the dunes, if prohibited from doing so by any clause within this bylaw.
- 5.2. No person shall ride a motorcycle on the beach, including the dunes.
- 5.3. No person shall drive a motor vehicle on the beach except in the areas outlined in Section 6 - Restricted Vehicle Access and described and set out in schedules 1 and 7 of this bylaw.
- 5.4. No person shall drive a motor vehicle on the beach for any purpose other than those specified in clauses 6.2, 6.3, 6.4 and 6.5 of this bylaw.
- 5.5. Recreational driving on the beach, as defined in section 4 is prohibited.

6. RESTRICTED VEHICLE ACCESS

- 6.1. Clauses 6 and 7, and the sub-clauses thereto, set out restrictions that apply to driving on any Council beaches that are authorised by this bylaw, notwithstanding the provisions of clauses 5.1 to 5.5.
- 6.2. A person may drive a motor vehicle from the Kairaki Beach Car Park, located at the Waimakariri River Mouth, to the Ocean Outfall, as described and set out in schedule 1. Vehicle access in this area is only for the purposes of boat launching or retrieval, taking machinery and equipment used for legitimate recreational purposes (this may include, but is not limited to jet skis, wind surfing boards and land yachts) to and from the water's edge, fishing, whitebaiting, mahinga kai gathering, or to enable disability access for holders of mobility parking permits.
- 6.3. A person may drive a motor vehicle in the restricted vehicle area, as described and set out in schedule 1, from the Waimakariri District's northern boundary to the north of the Ashley/Rakahuri River Mouth. Vehicle access in this area is only for the purposes of boat launching or retrieval, taking machinery and equipment used for legitimate recreational purposes (this may include, but is not limited to jet skis, wind surfing boards and land yachts) to and from the water's edge, fishing, whitebaiting, mahinga kai gathering, or to enable disability access for holders of mobility parking permits.
- 6.4. A person, upon obtaining a permit, may drive a motor vehicle through the locked gate at the Ashley/Rakahuri River Mouth Car Park and along the access route, as described and set out in schedules 1 and 7, to gain access to the Ashley/Rakahuri River Mouth. Permits may be issued for the purposes of boat launching or retrieval, fishing, whitebaiting and mahinga kai gathering, and are subject to the terms and conditions described and set out in schedule 9 of this bylaw.
- 6.5. A person holding a permit in accordance with clause 6.4 of the bylaw shall remain on the access route marked by the Council, from the Ashley/Rakahuri River Mouth Car Park to the beach and then remain below the last high tide mark, as described and set out in schedules 1 and 7.

- 6.6. The access route marked by the Council from the Ashley/Rakahuri River Mouth Car Park to the River Mouth, as described in schedules 1 and 7, may be physically relocated from time to time by the Council, following receipt of river management engineering and ecological advice. Signage will be used to advise users of any changes to the location of the route.
- 6.7. People driving permitted or exempted motor vehicles shall stay clear of areas of driftwood and other detritus likely to be used for bird habitats in the Ashley River/Rakahuri and Saltwater Creek estuarine areas or on beach areas adjacent to the estuary.

7. USE OF VEHICLES - GENERAL CONDITIONS

- 7.1. The *Land Transport Act 1998* defines the beach as a road and therefore all motor vehicles driven on the beach are required to be registered and licensed, and all drivers are required to be licensed, where they are required to be registered and licensed under the Act.
- 7.2. No person shall drive a motor vehicle on a beach other than below the last high tide mark, unless it is unsafe to do otherwise, except when using an access route specified in this bylaw, or when at the Waimakariri River Mouth.
- 7.3. No person shall drive a motor vehicle through a beach area that is flagged for surf lifesaving patrols, except as provided for by approval under clause 17, and subject to the conditions set out in any such approval.
- 7.4. No person shall drive a motor vehicle on a beach area that has been reserved, by the Council from time to time and for periods set by the Council, for events from which vehicular activities are excluded.
- 7.5. No person shall drive a motor vehicle on any beach, adjacent land area or access track at a speed in excess of 30 kilometres per hour or at a speed in excess of 10 kilometres per hour within 50 metres of any other person not in the motor vehicle.
- 7.6. No person shall drive or ride a vehicle on any part of the beach where vehicles are allowed, in a manner, which having regard to all the circumstances of the case, is or might be dangerous to the public or to any person.
- 7.7. All persons operating a motor vehicle on a beach shall give way and show due consideration to all bathers, persons on foot, horses and other animals at all times. Birds and their nests must be avoided.
- 7.8. Any person who obtains a permit, permission or exemption under this bylaw to take a motor vehicle onto any beach shall strictly comply with any terms and conditions included within that permit or permission.

8. PROHIBITED HORSE ACCESS

- 8.1. No person shall drive, ride, lead, let wander or otherwise use any horse or horses within the prohibited area extending from immediately north of the beach entrance to the Waikuku Beach Horse Float Car Park and Access Trail to the north of the Ashley /Rakahuri River Mouth, as described and set out in schedule 2 of this bylaw.

- 8.2. Horse training is prohibited on the beach outside of the permitted northern and Woodend Beach areas, as described and set out in schedule 2 of this bylaw.
- 8.3. Horses are prohibited from accessing the beach via the Pines Beach horse accessway at the end of Reid Memorial Avenue.

9. RESTRICTED HORSE ACCESS

- 9.1. Clauses 9 and 10, and the subclauses thereto, set out the restrictions on horse access that are authorised by this bylaw, notwithstanding the provisions of clauses 8.1 to 8.3.
- 9.2. Recreational horse riders and horse trainers may drive, ride, lead or otherwise use a horse or horses in the restricted horse area, as described and set out in schedule 2, from the Waimakariri District's northern boundary to the north of the Ashley/Rakahuri River Mouth.
- 9.3. Recreational horse riders may drive, ride, lead or otherwise use a horse or horses in the restricted horse area, as described and set out in schedule 2, from Kairaki Beach to the south side of the beach entrance to the Waikuku Beach Horse Float Car Park and Access Trail.
- 9.4. Horse trainers may drive, ride, lead or otherwise use a horse or horses in the restricted horse training area, as described and set out in schedule 2, which runs approximately 3.2 km's (2-mile training run) either side of the beach entrance to the Woodend Beach Horse Float Car Park and Access Trail.
- 9.5. Open access to the beach for recreational horse riders will be provided from the Kairaki Beach Car Park and at Pines Beach, via a horse step over bar located at the eastern end of Reid Memorial Avenue, as described and set out in schedule 2.
- 9.6. Open access to the beach for recreational horse riders and horse trainers will be provided along a trail from the Woodend Beach Horse Float Car Park, via a horse step-over bar, as described and set out in schedule 2. Access via a gate is also available during day light hours at the discretion of Te Kōhaka o Tūhaitara Trust. That trail only, and not surrounding land, shall be used for horse access.
- 9.7. A permit shall be required by all people seeking to take a horse through the locked access gate at the Waikuku Beach Horse Float Car Park and then along a trail to the beach, as described and set out in schedule 2. That trail only, and not surrounding land, shall be used for horse access.
- 9.8. Recreational horse riders should not pass through flagged surf lifesaving patrol areas. In the event this is unavoidable on a return trip, riders must take all care to safely pass through the flagged area.
- 9.9. Horse trainers shall not drive, ride, lead or otherwise pass with a horse through a flagged surf lifesaving patrol area.
- 9.10. No person shall drive, ride, lead, let wander or otherwise use any horse or horses, on a beach area that has been reserved by the Council from time to time and for periods set by the Council, for events from which those equine activities are excluded.

10. EQUINE ACTIVITIES – GENERAL CONDITIONS

- 10.1. Any person undertaking an equine-related activity on a beach area shall remain below the last high tide mark, except when on an access trail as described and set out in schedule 2, when moving from the access trail to the last high tide mark, when at the Waimakariri River Mouth, or to avoid a potentially unsafe situation.
- 10.2. Any person undertaking an equine-related activity on a beach area shall give way and show due consideration to pedestrians at all times.
- 10.3. Any person driving a horse and sulky shall stay well clear of pedestrians at all times and ensure their driving does not endanger any person, bird or other animal.
- 10.4. The use of the designated horse training area at Woodend Beach will be in accordance with a user agreement between the Council and Woodend Beach horse training representatives. This agreement is to be reviewed annually prior to the start of each summer season.
- 10.5. Any person in charge of a horse shall remove the faeces passed by their horse/s from the horse float car parks.

11. INTERFERENCE WITH BEACH AREAS AND OTHER BEACH USERS

- 11.1. Without the prior written permission of an authorised officer, no person shall on a beach, or adjacent land area:
 - a) Remove, destroy, damage, displace, deface, or otherwise interfere with any sign, post, fence, barrier, warning device, structure or building erected by the Council, Environment Canterbury, Te Kōhaka o Tūhaitara Trust, Department of Conservation, Canterbury Surf Life Saving Association or an approved surf lifesaving club.
 - b) erect, construct, fix or place any sign, post, fence, barrier, warning device, structure or building except when the person is otherwise expressly authorised by the Council, Environment Canterbury, Te Kōhaka o Tūhaitara Trust, Department of Conservation, Canterbury Surf Life Saving Association or an approved surf lifesaving club to do so.
 - c) introduce any substance that may cause injury to another person, animal or plant life.
 - d) destroy, injure, disturb or otherwise interfere with or cause distress to any roosting, nesting, resting or feeding birds or remove or destroy any bird nest or the contents of a bird nest.
- 11.2. No person shall intentionally obstruct, disturb, or interfere with any other person's legitimate use or enjoyment of the beach or adjacent land areas.
- 11.3. No person shall, without lawful authority, hunt, kill, dispose of, or have in his or her possession, any part of any absolutely protected or partially protected wildlife or marine wildlife, or rob, disturb, destroy, or have in his or her possession the nest of any such wildlife as per sections 3, 63 and 63A of the Wildlife Act 1953.

12. PROHIBITED FREEDOM CAMPING AREA

No person shall freedom camp within the bylaw area (See glossary for definition).

13. RESTRICTED AND PROHIBITED AREAS FOR SPECIFIED RECREATIONAL ACTIVITIES

- 13.1. The use of a drone or model aircraft within the Ashley River/Rakahuri and Saltwater Creek estuarine areas is prohibited, as described and set out in schedule 6.
- 13.2. The landing and taking off of aircraft — including microlights and helicopters — within the Ashley River/Rakahuri and Saltwater Creek estuarine areas are permitted ~~Taking off and landing of aircraft, including a microlight or helicopter, shall only occur within~~ the designated restricted area at Ashworths Beach, as described and set out in ~~schedule~~ Schedule 5. These activities must be carried out, and in accordance with a user agreement between the Council and the Canterbury Recreational Aircraft Club. This ~~user~~ agreement is subject to annual ~~be reviewed annually,~~ and may be reviewed more frequently if whenever significant changes to the coastal environment ~~necessitate additional reviews~~ warrant it.
- 13.3. The Ashley River/Rakahuri and Saltwater Creek estuarine area, as described and set out in schedule 6, is a restricted area for kite surfing in accordance with a user agreement between the Council, and the Northern Pegasus Bay kite surfing community. This user agreement is to be reviewed annually prior to the start of the kite surfing season, which runs from November to April, and whenever significant changes to the coastal environment during this period necessitate additional reviews.
- 13.4. Land yachts shall only be operated on the beach in the area between Kairaki Beach and the beach entrance to the Waikuku Beach Horse Float Car Park and Access Trail.
- 13.5. Land yacht operators shall not pass through flagged surf lifesaving patrol areas. In the event this is unavoidable on a return trip, operators must dismount and push their yacht through the flagged area.
- 13.6. Environment Canterbury's Navigation Safety Bylaw 2016 applies to the Ashley River/Rakahuri and estuary area. This bylaw requires powered watercraft to stay within a 5-knot speed limit when on the river or any of its tributaries, downstream of the State Highway 1 Bridge.

14. FIRES

- 14.1. Fires in the open air are prohibited within the bylaw area. Exemptions may be granted with prior written approval from the Waimakariri District Council.

15. FIREWORKS

- 15.1. Setting off any firework, flare or any other explosive material within the bylaw area is prohibited. Exemptions may be granted with prior written approval from the Waimakariri District Council.

16. DOG CONTROL

- 16.1. All dogs on the beach shall be kept under continuous and effective control at all times in accordance with this bylaw and the Dog Control Bylaw 2019.
- 16.2. All dogs are prohibited from the Ashley River/Rakahuri and Saltwater Creek estuarine areas, as described and set out in schedule 6, notwithstanding the provisions of clause 16.3.
- 16.3. Holders of Fish and Game Hunting Licenses are restricted to use dogs for the activity of gamebird hunting in a specified area of the Ashley River/Rakahuri and Saltwater Creek estuarine areas during gamebird hunting season, as described and set out in schedule 8.
- 16.4. All dogs shall be on a leash on the seaward facing spit adjacent to the estuarine area to the low tide mark north of the Waikuku northern car park and south of the Ashley/Rakahuri River Mouth, as described and set out in schedule 3. In accordance with this Bylaw and the Dog Control Bylaw 2019.
- 16.5. All dogs are prohibited from staying within the areas marked by surf lifesaving patrol flags and from an area extending 50 metres beyond the flags but can pass directly through provided the dog is on a short leash and under effective control, in accordance with this bylaw and the Dog Control Bylaw 2019.
- 16.6. Dogs which are not able to be kept under effective voice control around horses shall be placed on a leash when in the vicinity of a horse.
- 16.7. Any dog found not under continuous and effective control on the beach may be seized and detained by any authorised officer, or a person employed by the Council, and be impounded in accordance with this bylaw and the Dog Control Bylaw 2019.
- 16.8. No person being the owner of, or having the control of, any dog shall permit the dog to foul any part of the beach with droppings, provided that no offence shall be deemed to have been committed against this bylaw and the Dog Control Bylaw 2019 when the person having control of the dog removes the droppings immediately.
- 16.9. The owner or person in charge of any dog on the beach shall carry a suitable receptacle for the removal of any faeces defecated by that dog in accordance with this bylaw and the Dog Control Bylaw 2019.

Part 2 – Other Matters

17. EXEMPTIONS

- 17.1. This bylaw does not apply to any person who commits an act that is done:
 - a) in accordance with a valid and current contract for services with the Council; or
 - b) on a voluntary basis in accordance with a valid and current agreement entered into with the Council; or
 - c) by a member of the emergency services in the course of carrying out his or her duties as a member of the emergency services; or

- d) in accordance with any operative reserve management plan, or pursuant to any resource consent under the Resource Management Act 1991.
- 17.2. This bylaw does not apply to owners of Fenton Reserves and holders of Fenton Entitlements located within the bylaw area when exercising their legal rights to access waterways associated with these reserves and entitlements for mahinga kai purposes.
- 17.3. Notwithstanding any prohibition or restriction on driving a vehicle set out in this bylaw, a person may drive a vehicle on a beach in the following circumstances, providing permission is first obtained from an authorised officer:
- a) by or on behalf of the Council, Environment Canterbury, a government agency, or the Fish and Game Council, or an approved voluntary group, for the provision of enforcement services, for monitoring or ranger services, or for the rescue, protection, or disposal of marine animals or other wildlife or animals; or
 - b) by or on behalf of the Council, Environment Canterbury or a government agency for water quality sampling, flood protection, the control or cleanup of contaminants, or resource investigations or monitoring; or
 - c) by or on behalf of the Council, Environment Canterbury or a government agency, the Canterbury Surf Lifesaving Association or a surf lifesaving club, Te Kōhaka o Tūhaitara Trust, an approved 4WD club, or an approved voluntary group, for track maintenance, beach and beach facility maintenance, pest control, or the removal of rubbish or beach cast material; or
 - d) by or on behalf of the Council, Environment Canterbury, a government agency, the New Zealand Police, the New Zealand Fire Service, the New Zealand St. Johns Ambulance Service, the New Zealand Defence Force, the Canterbury Surf Lifesaving Association or a surf lifesaving club, the New Zealand Coastguard or an approved 4WD club, for the undertaking of civil defence, police, medical, temporary military training activities, rescue or firefighting training.

18. PERMISSION UNDER THIS BYLAW

- 18.1. A written permission granting exemption from a provision or provisions of this bylaw may be given on written request to the Council or an authorised officer of the Council who has been delegated this role by the Council.
- 18.2. A permission given under this bylaw may relate to:
- a. an activity or event or a series of activities or events, as the case may be.
 - b. one or more clauses under this bylaw as is appropriate in the circumstances.
- 18.3. Any permission given under this bylaw may be subject to such terms and conditions as the Council or authorised officer giving the permission thinks fit.

18.4. The permission shall set out:

- a. the activity or event or activities or events which is, or are permitted or exempted; and
- b. the duration of the permission or exemption; and
- c. the areas to which the permission or exemption relates; and
- d. any conditions to which the permission or exemption is subject.

18.5. The Council may review and alter or cancel any permission or exemption given under this bylaw and will provide reasonable notice of any alteration or cancellation to the affected party.

18.6. Where this bylaw refers to written permission, that permission may be in electronic form.

19. FEES

19.1. For every application made for a permit, permission or exemption or other authority under this bylaw, the applicant shall pay to the Council such fee as the Council may prescribe in accordance with section 150 of the *Local Government Act 2002*.

19.2. The Council may, from time to time, by resolution that is publicly notified, specify the fees payable in respect of the issue of any permit, permission or exemption under this bylaw. The Council will consult on, and publicly notify its intended fees prior to making a resolution to fix such fees.

20. BREACHES AND PENALTIES

20.1. Every person commits a breach of this bylaw who:

- a) commits, or causes to be committed, any act contrary to this bylaw; or
- b) omits, or knowingly permits to remain undone, any act required by this bylaw; or
- c) refuses or neglects to comply with any direction, permit, permission, exemption, notice or any condition in any such notice whether public or private, given pursuant to this bylaw; or
- d) obstructs or hinders any authorised or enforcement officer of the Council in the performance of any power, or duty conferred upon him or her by this bylaw or fails to comply with the instructions of an authorised or enforcement officer given pursuant to this bylaw; or
- e) fails to give their name and address to an enforcement officer when requested to do so if the officer considers this bylaw has been breached.

20.2. A breach of this bylaw is an offence, and every person is liable on summary conviction to the applicable penalty provided for in the *Local Government Act 2002*

and the *Land Transport Act 1998*, or such other penalty as may be prescribed in any other legislation in force at any applicable time.

- 20.3. In addition to summary conviction, a person may also be liable for an infringement fee as prescribed in the *Land Transport Act 1998*, *Resource Management Act 1991*, *Dog Control Act 1996* or in regulations made under the *Local Government Act 2002*.
- 20.4. The Council may apply to the District Court to grant an injunction restraining a person from committing a breach of this bylaw, notwithstanding that proceedings for any offence constituted by the breach have not been taken.
- 20.5. On being shown a current warrant of appointment by an enforcement officer, any person who is requested to do so shall provide their name and address and the name and address and whereabouts of any person connected in any way with the alleged breach, to the enforcement officer if that officer believes on reasonable grounds that a provision of the bylaw has been or is being breached.
- 20.6. Every person who breaches this bylaw, shall on request by an enforcement officer immediately stop the activity, and leave the beach or adjacent land area, including any prohibited area, if instructed to do so by the enforcement officer and may be prohibited from returning for such period as the enforcement officer deems fit.
- 20.7. Any person failing with all reasonable speed to comply with a request under clause 20.6 commits a further offence against this bylaw.
- 20.8. The Council reserves the right to cancel a vehicle or horse access permit, any user agreement or any written permission or exemption held by a person who is breaching or has breached this bylaw.

21. REVOCATIONS AND SAVINGS

- 21.1. The Waimakariri District Council Northern Pegasus Bay Bylaw 2016 (amended 2023) is hereby revoked.
- 21.2. Any approval, permission or authorisation under the Waimakariri District Council Northern Pegasus Bay Bylaw 2016 (amended 2023) that is in effect at the commencement of this bylaw, continues to have full force and effect for the purposes of this bylaw, as long as it is consistent with any relevant clause in this bylaw.
- 21.3. The revocation of the Waimakariri District Council Northern Pegasus Bay Bylaw 2016 (amended 2023) under clause 21.1 does not prevent any legal proceedings, criminal or civil, being taken to enforce that bylaw and such proceedings shall continue to be dealt with and completed as if the bylaw had not been revoked.

22. REVIEW OF BYLAW

- 22.1. A comprehensive review of this bylaw shall be carried out no later than 2029 as required by the *Local Government Act 2002*.
- 22.2. The Council reserves the right to carry out an early review of any aspect of the bylaw that has not been found to have been effective in addressing identified user conflicts, health and safety concerns, matters of public nuisance and environmental issues.

Part 3 – Schedules

23. SCHEDULE 1: VEHICLE ACCESS MAP

Schedule 1 is a map (see attached) showing approved vehicle access routes and prohibitions and restrictions on vehicle use on Waimakariri District beaches, as specified in clauses 5, 6 and 7 of this bylaw.

24. SCHEDULE 2: HORSE ACCESS MAP

Schedule 2 is a map (see attached) showing designated horse float car parks, horse access trails and permitted areas for recreational riding and horse training on the Waimakariri District's beaches as well as prohibited areas, as specified in clauses 8 and 9 of this bylaw.

25. SCHEDULE 3: DOG ACCESS MAP

Schedule 3 is a map (see attached) showing prohibited and restricted areas for walking dogs on the Waimakariri District's beaches, as specified in clauses 16.2, 16.4 and 16.5 of this bylaw.

26. SCHEDULE 4: LAND YACHT ACCESS MAP

Schedule 4 is a map (see attached) showing permitted and prohibited areas for operating land yachts on the Waimakariri District's beaches, as specified in clauses 13.4 and 13.5 of this bylaw.

27. SCHEDULE 5: AIRCRAFT ACCESS MAP FOR ASHLEY RIVER/ RAKAHURI AND SALTWATER CREEK ESTUARINE AREAS

Schedule 5 is a map (see attached) showing where permitted and prohibited areas for landing and taking off of aircraft on the Waimakariri District's beaches is permitted in the Ashley River/Rakahuri and Saltwater Creek estuarine area, as specified in clause 13.2 of this bylaw.

28. SCHEDULE 6: RECREATION ACTIVITY MAP FOR ASHLEY RIVER/ RAKAHURI AND SALTWATER CREEK ESTUARINE AREAS

Schedule 6 is a map (see attached) showing the Ashley River/Rakahuri and Saltwater Creek estuarine areas where the recreational activities specified in clauses 8.1, 13.1 and 16.2 of the bylaw are prohibited. It also shows the activities that are restricted, as specified in clauses 13.3 and 13.6 of this bylaw.

29. SCHEDULE 7: VEHICLE ACCESS MAP FOR ASHLEY RIVER/RAKAHURI AND SALTWATER CREEK ESTUARINE AREAS

Schedule 7 is a map (see attached) showing where vehicles are prohibited in the Ashley River/Rakahuri and Saltwater Creek estuarine areas, the location of the car park, vehicle access gate and access route for permitted vehicles, as specified in clauses 6.4 and 6.5 of this bylaw. Permitted vehicles shall stay clear of areas of driftwood and other detritus likely to be used for bird habitats on the access track, as set out in clause 6.7 of this bylaw. The map also shows the Fenton Reserves and Entitlements located in the general area.

30. SCHEDULE 8: DOG ACCESS FOR GAMEBIRD HUNTING PERMIT HOLDERS MAP FOR ASHLEY RIVER/RAKAHURI AND SALTWATER CREEK ESTUARINE AREAS

Schedule 8 is a map (see attached) showing where holders of Fish and Game Hunting Licences are permitted to use dogs while hunting during gamebird hunting season in the Ashley River/Rakahuri and Saltwater Creek estuarine areas, as set out in clause 16.3 of this bylaw.

31. SCHEDULE 9: ASHLEY/RAKAHURI RIVER MOUTH MOTOR VEHICLE ACCESS PERMIT SYSTEM

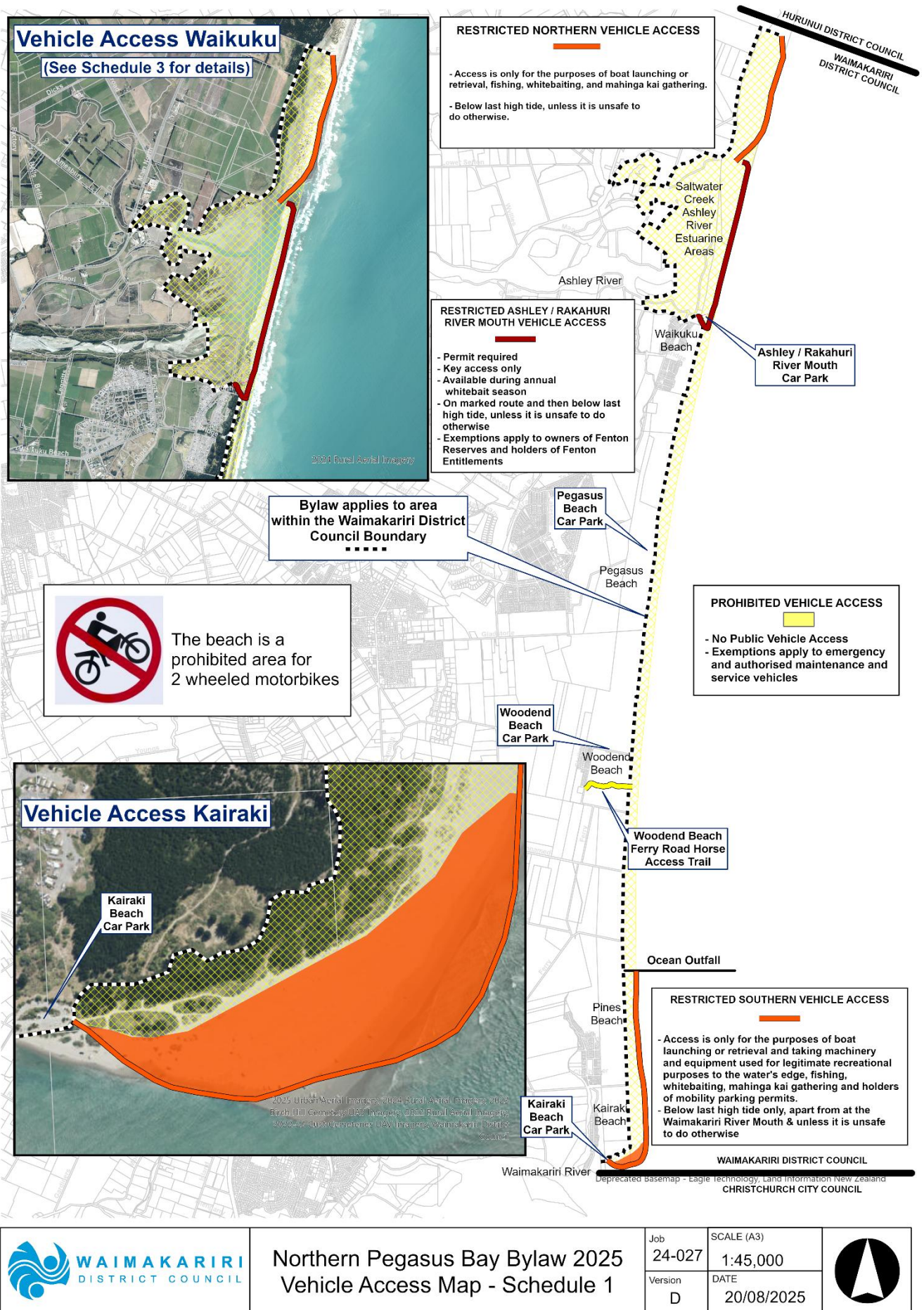
31.1. The schedule below specifies the terms and conditions, as determined by Council resolution from time to time, which apply to the permits required for vehicle use in the restricted areas described and set out in schedules 1 and 7 and is in addition to clauses 6 and 7 of the bylaw.

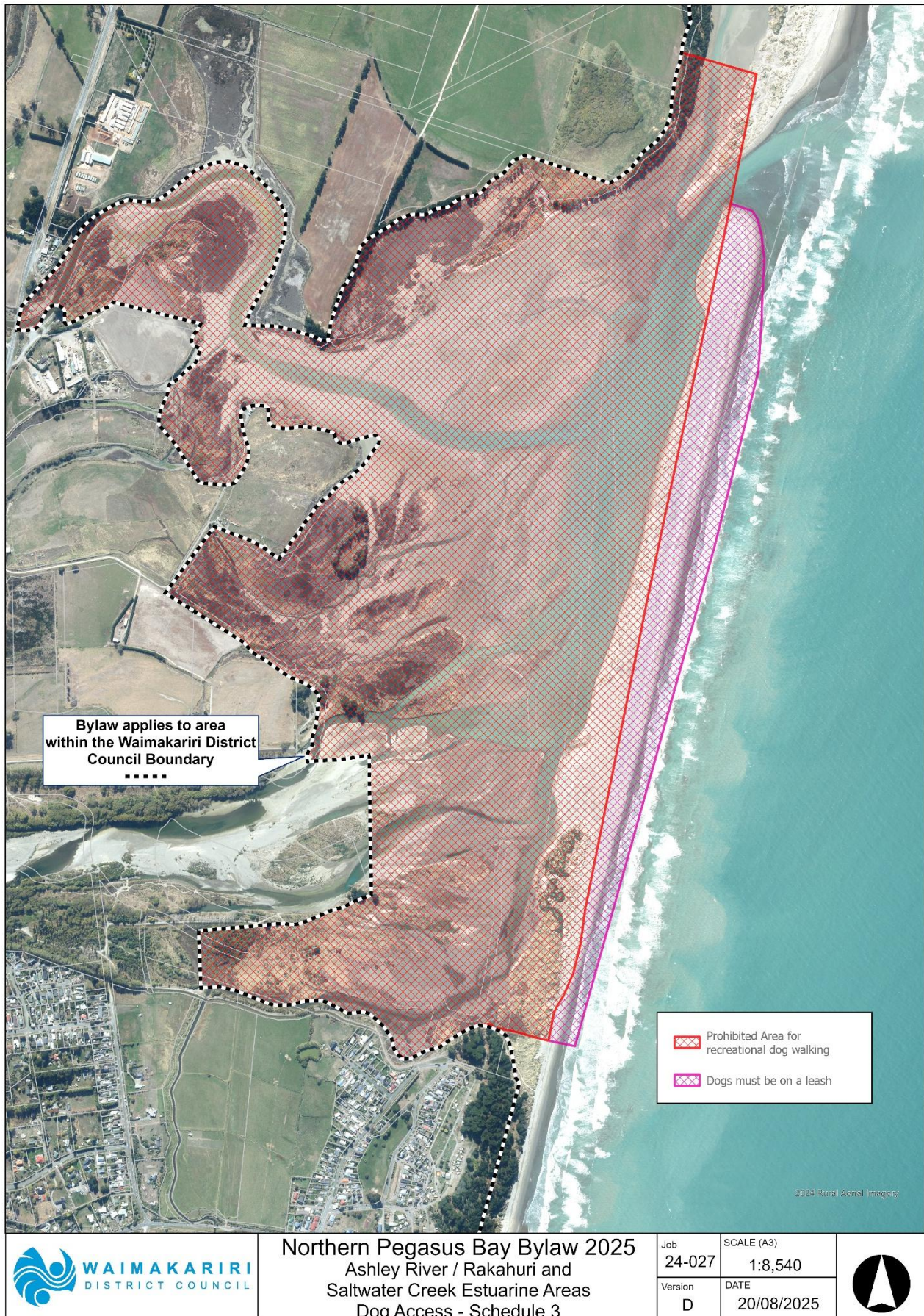
- a) A permit is issued to a person, not a vehicle, and shall be carried by the holder at all times they seek to make use of it.
- b) Permits are not transferable to any other person. They may be immediately revoked, and penalties and/or prosecution may be imposed for breaches of the conditions. They do not supersede any requirements under other legislation including by way of example only, but not limited to, the *Land Transport Act 1998*, *Resource Management Act 1991* and the *Wildlife Act 1953* and their amendments and replacements, etc.
- c) A sticker issued to a permit holder shall be displayed on the vehicle in a prominent position to enable it to be easily identified by an enforcement officer.
- d) Applicants shall be required to provide vehicle registration and license details and other vehicle description details, as well as the purpose the permit is being applied for, as part of their permit application for any vehicle that is intended for use on the beach.
- e) Approved permit holders will be issued a key upon payment to the Council of a fee as specified by the Council by resolution from time to time. These permits

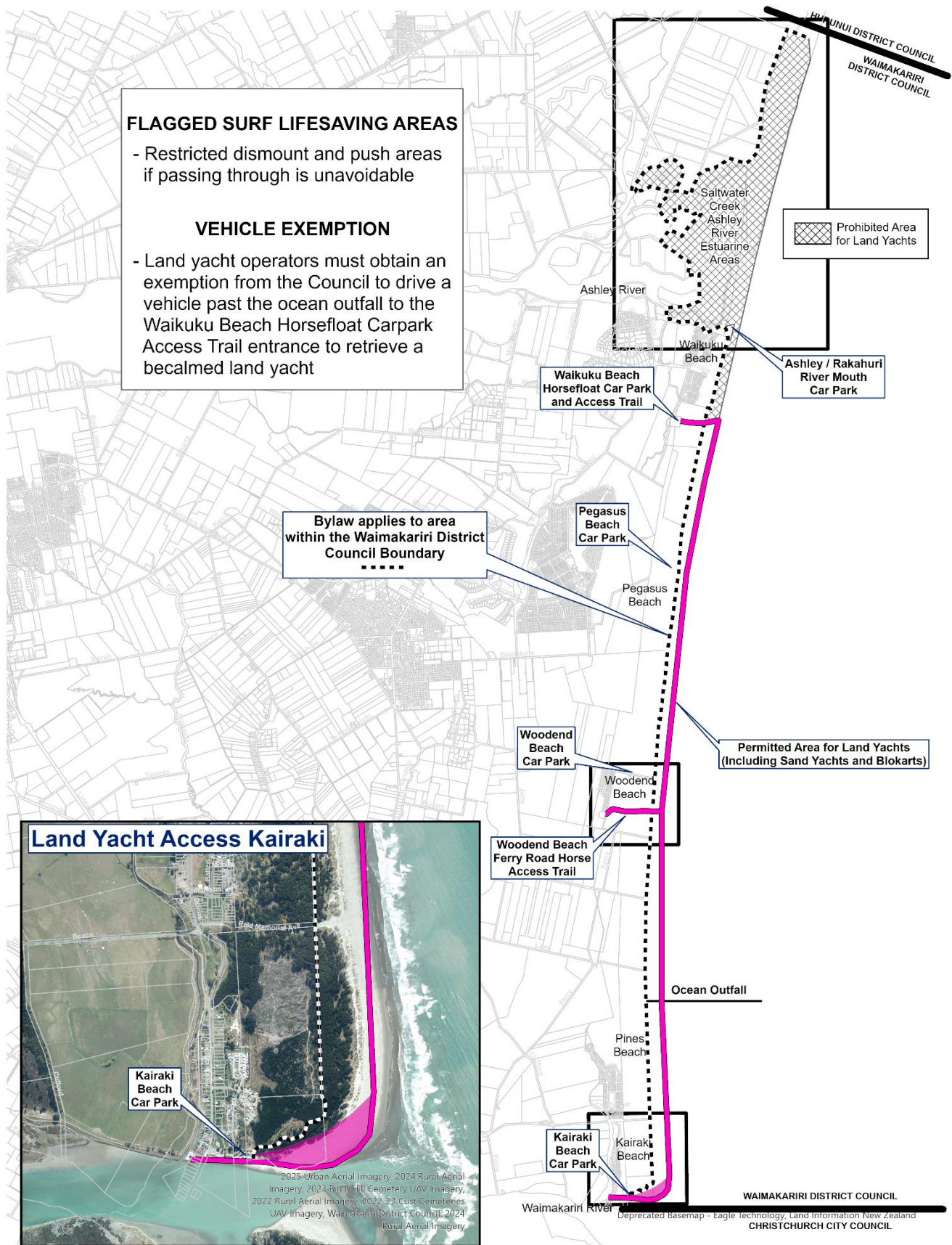
are only available for use during the whitebait season as defined by the Department of Conservation.

32. AMENDMENT OF SCHEDULES 1 TO 8

Schedules 1 to 8 may be amended by the Council from time to time as new aerial photography becomes available and/or to indicate physical changes that are occurring to the characteristics or topography of the beaches and estuarine areas included in the bylaw area.



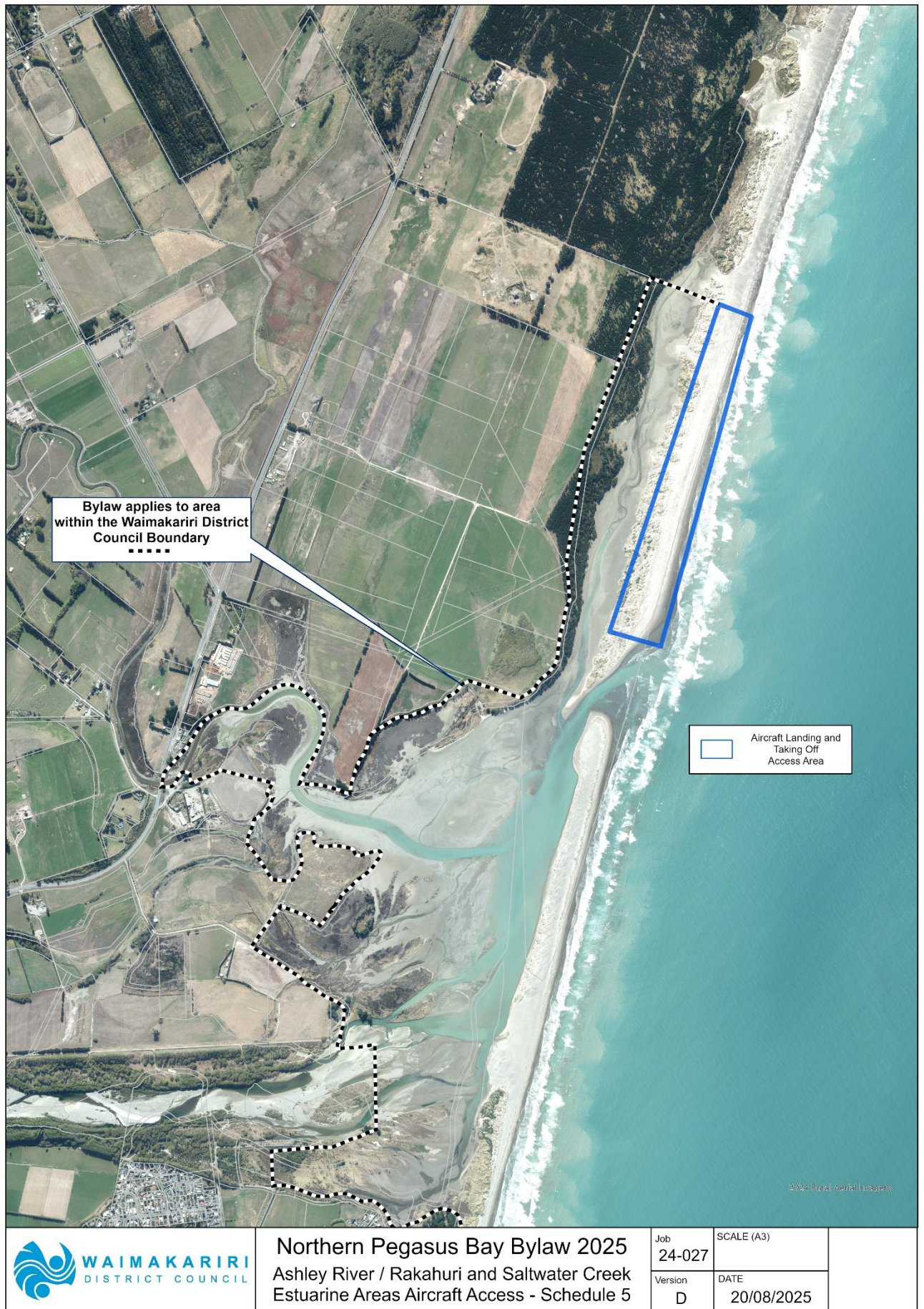


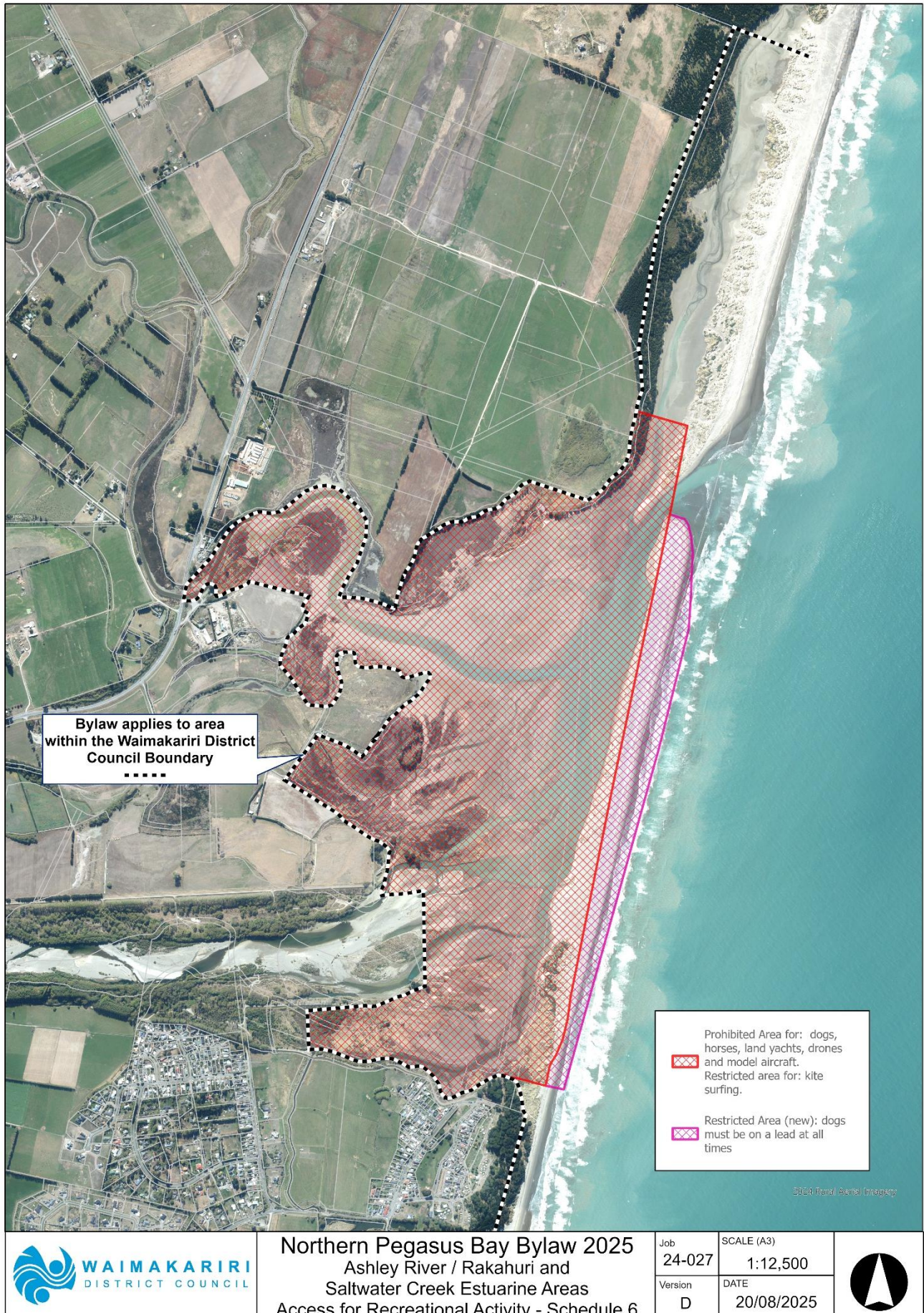


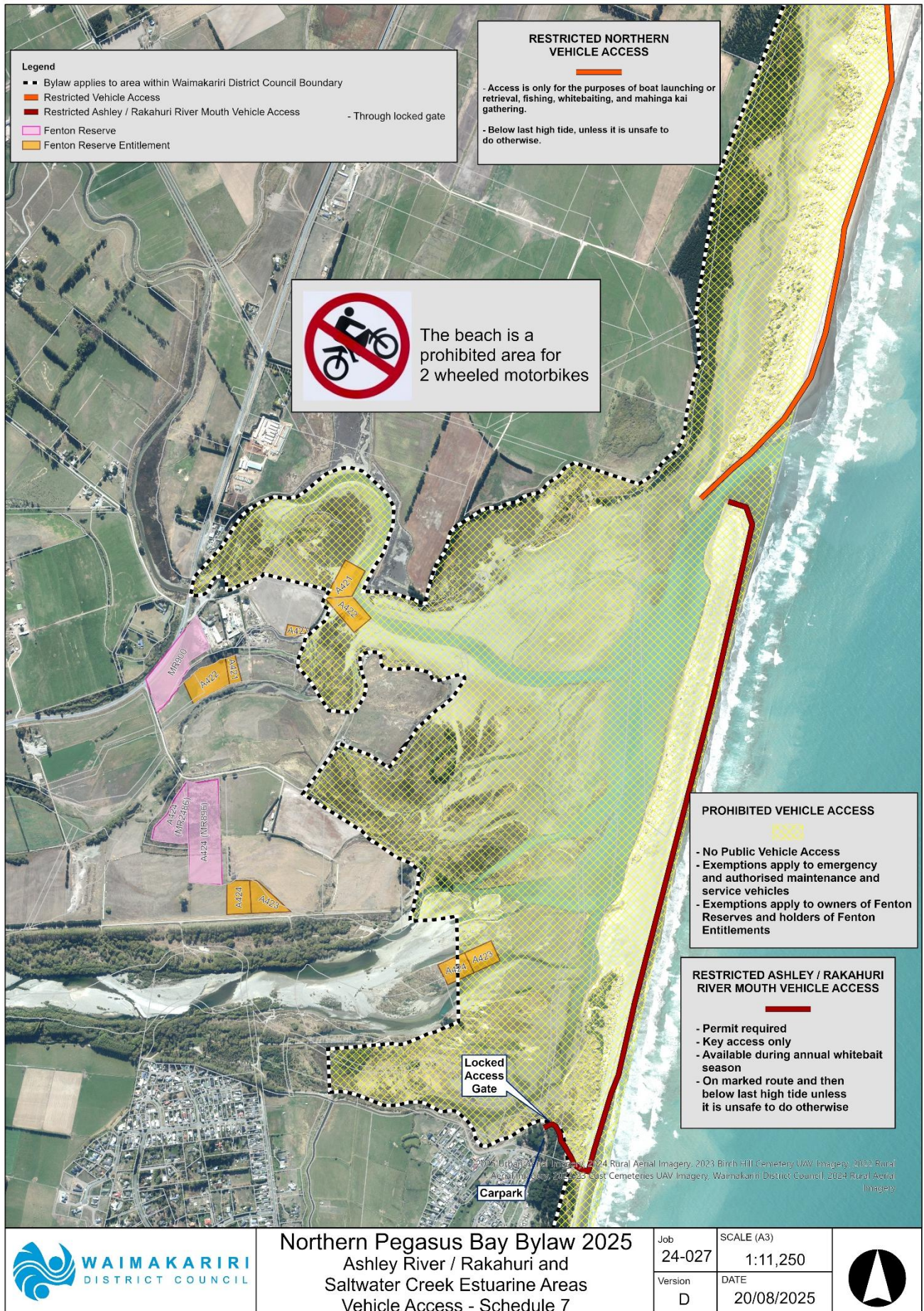
Northern Pegasus Bay Bylaw 2025 Land Yacht Access Map - Schedule 4

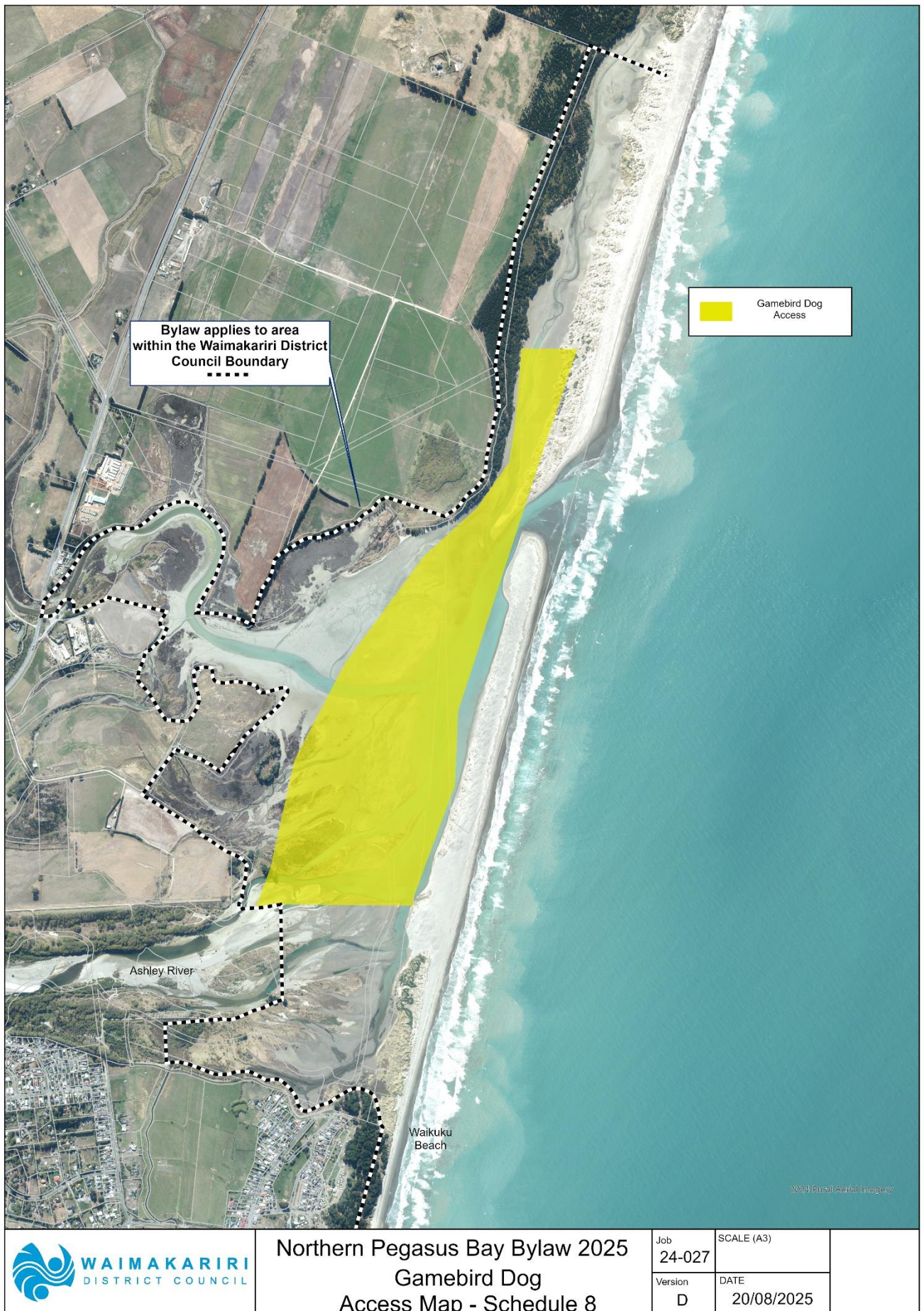
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WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR / DECISION

FILE NO and TRIM NO: 250822155594

REPORT TO: Council

DATE OF MEETING: 2nd September 2025

AUTHOR(S): Aaron Haymes, Building Unit Manager

SUBJECT: Addition to Building Act Delegations - Section 91

ENDORSED BY:

(for Reports to Council,
Committees or Boards)

General Manager

Chief Executive

1. SUMMARY

- 1.1. The purpose of this report is to seek an additional delegation by Council of the Building Act S91 powers to the General Manager Planning and Regulation and Environment by amending section 2 of the original delegation.
- 1.2. At an assessment of Council's Building Consent Authority, (BCA), undertaken by the accreditation body, International Accreditation New Zealand (IANZ), in June this year, the body identified a section of the Building Act which includes powers that it believes should be delegated to Council staff.
- 1.3. The relevant section is Section 91, and Council's powers relate to the issue of Code Compliance Certificates, including those where a building consent was issued by another Building Consent Authority. (This includes both Territorial Authority BCA's and Private BCA's).
- 1.4. To ensure that the matter identified by IANZ can be cleared, supporting ongoing building consent authority accreditation, staff are seeking a resolution from Council to delegate the Building Act S91 powers to the General Manager Planning and Regulation and Environment by amending section 2 of the original delegation.

2. RECOMMENDATION

THAT the Council

- (a) **Receives** Report No. 250822155594
- (b) **Notes** that the assessment by International Accreditation New Zealand identified the absence of the delegation of section 91 of the Building Act 2004 and acknowledges that the delegation is required to close out the IANZ assessment item to ensure ongoing Building Consent Authority accreditation.
- (c) **Notes** that the functions under Building Act Section 91, have not been required or performed by the BCA in the past and the powers are rarely required if ever.
- (d) **Approves** delegation of its powers under Section 91 of the Building Act 2004 to the General Manager Planning and Regulation and Environment by inserting the following section to the existing delegations:

Section	Delegation
91	Issuing Code Compliance Certificates, including where a building consent was issued by another Building Consent Authority

3. **BACKGROUND**

- 3.1. At an assessment of Council's Building Consent Authority, (BCA), undertaken by the accreditation body, International Accreditation New Zealand (IANZ), in June this year, the body identified a section of the Building Act which includes powers that it believes should be delegated to Council's BCA staff.
- 3.2. The relevant section is Section 91, and Council's powers relate to the issue of Code Compliance Certificates, including those where the building consent was issued by another authority.
- 3.3. A situation where the Waimakairi District Council BCA has had the need to consider issuing a code compliance certificate where another authority issued the building consent has not occurred in the past, and it is likely to be a rare occurrence in the future, if ever.
- 3.4. Section 91 of the act reads as follows:

91 Building consent authority that grants building consent to issue code compliance certificate

- (1) *A building consent authority that granted the building consent for building work to which a code compliance certificate relates is the only person who may issue that certificate.*
- (2) *However, another building consent authority may issue a code compliance certificate if the following persons agree:*
 - (a) *the owner of the building to which the building work relates; and*
 - (b) *the building consent authority that it is proposed will issue the code compliance certificate.*
- (3) *Subsection (4) applies if—*
 - (a) *a building consent authority that is not a territorial authority or a regional authority is unable or refuses to issue a code compliance certificate in relation to building work for which it granted a building consent; and*
 - (b) *no other building consent authority will agree to issue a code compliance certificate for the building work under subsection (2).*
- (4) *The owner of the building to which the building work relates must apply for a certificate of acceptance under section 96.*

- 3.5. Council has previously delegated a range of Building Act powers to the General Manager Planning and Regulation and Environment.
- 3.6. The additional delegation, if approved by Council, is to be inserted into Part 4, Section 2 Building Act delegations as follows:

Building Act 2004

Delegations as follows:

Section	Delegation
91	Issuing Code Compliance Certificates, including where a building consent was issued by another Building Consent Authority

4. ISSUES AND OPTIONS

- 4.1. Option 1 – the Council can delegate the powers under Section 91 of the Building Act 2004 to the General Manager Planning and Regulation and Environment.
- 4.2. This is the recommended option and supports ongoing BCA accreditation and Councils ability to continue to issue building consents and code compliance certificates for building work in Waimakariri District.
- 4.3. Option 2 – the Council can decline to delegate the powers under Section 91 of the Building Act 2004 to the General Manager Planning and Regulation and Environment.
- 4.4. This option is not recommended as it will impede the ability to secure ongoing BCA accreditation.

5. IMPLICATIONS FOR COMMUNITY WELLBEING

The decision supports ongoing BCA accreditation, ensuring that Council can continue to issue building consents, which in turn contributes to the economic prosperity of Waimakariri District.

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

6. COMMUNITY VIEWS

6.1. Mana whenua

Te Ngāi Tūāhuriri hapū are not likely to be affected by, or have an interest in the subject matter of this report.

6.2. Groups and Organisations

There are not groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

6.3. Wider Community

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

7. OTHER IMPLICATIONS AND RISK MANAGEMENT

7.1. Financial Implications

Where a decision is made in line with the staff recommendation there are no financial implications of the decisions sought by this report.

Failing to secure ongoing accreditation for the BCA will likely have financial consequences linked to the inability to issue building consents which are not further discussed.

The costs associated with this decision are administrative only and budget is included in the Annual Plan/Long Term Plan.

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

6.3 Health and Safety

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

8. CONTEXT

8.1. Consistency with Policy

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

8.2. Authorising Legislation

8.3. Building act 2004

8.4. Consistency with Community Outcomes

The Council's community outcomes are supported by the actions arising from recommendations in this report, including,

Housing is available to match the aspirations and changing needs of our community

8.5. Authorising Delegations

8.6. Councils' authority to delegate functions to staff

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** GOV-01-11 / 250818151779**REPORT TO:** COUNCIL**DATE OF MEETING:** 2 September 2025**AUTHOR(S):** Thea Kunkel, Governance Team Leader**SUBJECT:** Amendments to Standing Orders for Council, Committees, Sub-Committees, Joint Committees and Hearing Panels**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 that the Council adopt updated Standing Orders for Council, Committees, Sub-Committees, Joint Committees and Hearing Panels. This follows a workshop discussion with the Council on 22 July 2025.

Attachments:

- i. Proposed Updated Waimakariri District Council's Standing Orders for Council, Committees, Sub-Committees, Joint Committees and Hearing Panels – September 2025 (with tracked changes) (Trim 250818151937).

2 RECOMMENDATION**THAT** the Council:

- (a) **Receives** report No. 250818151779.
- (b) **Adopts** the updated Waimakariri District Council, Committees and Sub-Committees, Joint Committees and Hearing Panels Standing Orders May 2023 (Trim 250818151937), effective from 4 September 2024.
- (c) **Recommends** that any proposed Standing Orders for Community Boards should be consistent with the Council, Committees, Sub-Committees, Joint Committees and Hearing Panels Standing Orders, except for those areas which relate specifically to Community Boards.
- (d) **Notes** that the Community Board's current Standing Orders (Trim 230314034912) remain active until they consider and adopt the proposed amendments to the Council's current Standing Orders at their inaugural meeting in late October 2025.
- (e) **Notes** that as part of the Council's induction process, new elected members and staff members will receive training in meeting protocol, including the Standing Orders.
- (f) **Circulate** this report to the Community Boards for information.

3 **BACKGROUND**

- 3.1 A Council is required to operate with Standing Orders for conducting its meetings and the meetings of its Committees, Sub-Committees, Joint Committees and Hearing Panels. Community Boards must also adopt Standing Orders, and the Standing Orders must not contravene any Act.
- 3.2 Although it is mandatory that local authorities adopt Standing Orders for the conduct of their meetings, they do not need to be 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 Council adopted the Standing Orders (2023) on 16 May 2023. The incoming Council is required to adopt a set of Standing Orders at its inaugural meeting, held in late October. By the outgoing Council amending changes now (relatively minor), it enables a smooth transition for the incoming Council, which must adopt Standing Orders at its inaugural meeting at the end of October. The 2025-28 Council will review Standing Orders in 2026 once more the Local Government (Systems Improvements) Amendment Bill progresses.
- 3.4 Local Government New Zealand (LGNZ) released its latest updated Standing Orders template earlier this year, which was based on industry practice and legislation. However, the Council can and do make adaptations where it deems appropriate. An assessment has, therefore, been undertaken of the amendments proposed by LGNZ to ensure consistency and relevance as well as to identify any areas of significant difference. Subsequently, a workshop occurred on 22 July 2025 to discuss several suggested amendments.

4 **ISSUES AND OPTIONS**

- 4.1 LGNZ's 2025 Updated Standing Orders template aimed to:
 - Write the Standing Orders into plain English, so that everyone can understand them.
 - Incorporate recent legislative changes.
 - Make the design more user-friendly.
 - Strengthen the principles underpinning the Standing Orders and give them more prominence.
- 4.2 LGNZ also developed a Guide for Governance Professionals to assist councils applying their Standing Orders in practice and provide examples of good practice.
- 4.3 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. Subsequently, a workshop session was held with the Council on 22 July 2024, where the proposed amendments to the Standing Orders were discussed. Overall, there were no substantive changes, and the minor amendments or additions were primarily to make the document more user-friendly and to ensure legislation alignment. All proposed changes are printed in red in the attached proposed document. Feedback from the workshop has been incorporated into the proposed September 2024 Standing Orders document.
- 4.4 Although the proposed changes and/or additions to the Council's current Standing Orders, as discussed at the workshop, are highlighted in **Attachment 1**, we wish to emphasise the following:
 - 4.4.1 **Additional Definitions proposed by LGNZ (Section 2)** – The following definitions were added:
 - Casting Vote: A second vote exercised by a chairperson to break a tied vote.
 - Deliberative Vote: The ordinary vote of a member (as compared to the casting vote of a chairperson).
 - Original motion means the first motion moved in a debate, before amendment (if any).

- Present at the meeting to constitute a quorum means the member must either be physically present in the room or attend the meeting via audio/visual link, if permitted by these standing orders.
- Public excluded session refers to those meetings or parts of meetings from which the public is excluded by the council as provided for in LGOIMA, also referred to as a confidential or in-committee session.

4.4.2 **Delegated Authority (Section 6.1, 6.2 and 6.6)** – The Sections had been added for more clarity; however, this is a basic rewording of Sections 6.7 to 6.10 and Section 7.4, and there are no substantial changes from the previous Standing Orders.

4.4.3 **Elected members on Membership of Committees and Subcommittees (Section 7.5)** - At least one member of a committee must be an elected member.

4.4.4 **Inclusion of provision for an Urgent meeting (Sections 8.10 to 8.13)** - In August 2023, Parliament amended the Local Government Act 2002 to enable a Chief Executive to call an urgent meeting of a Council if, in the Chief Executive's opinion, the Council needs to deal with a matter urgently before the first meeting of the Council has been called, and members sworn in.

An urgent meeting can only be called:

- If an event occurs that, in the opinion of the Chief Executive, requires the local authority to deal with a matter urgently, and
- if an application for a recount has been made,
- if the results of that recount are yet to be known

4.4.5 **Restrictions (Section 15.2)** - The Chairperson has the discretion to decline to hear a speaker or to terminate a presentation at any time where the speaker has disrupted multiple previous committee and/or council meetings.

4.4.6 **Sample order of business (Appendix 10)** – Inclusion of reports from the Waimakariri Water Services Unit

4.4.7 **Proposed Clauses to be moved to the Standing Orders' Guide** - The following clauses would be moved to the guide because they were operational in nature:

- Clause 7.4: Committees and subordinate decision-making bodies subject to the direction of the local authority.
- Clause 8.9: The Chief Executive is to make any other arrangements for the notification of meetings
- Clause 9.10: List of Committee members publicly available.

4.5 As part of the Local Government (Systems Improvements) Amendment Bill, the Government is proposing to issue standardised Codes of Conduct and Standing Orders which will apply to all councils. Currently, councils adopt Codes of Conduct and Standing Orders that reflect each council's local democratic intentions regarding how it will conduct its business and dealings. However, how it will promote greater transparency and accountability is not clear. It is therefore anticipated that the Council's Standing Orders will have to be revised once more information regarding the proposed Bill becomes available in the new year.

4.6 As part of the Council's induction process, new elected members and staff members will receive training in meeting protocol, including the Standing Orders.

4.7 Adoption or amendment of the Council's Standing Orders requires a resolution supported by 75% or more of the members.

4.8 **Implications for Community Wellbeing**

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

4.9 The Management Team has reviewed this report and supports the recommendations.

5. **COMMUNITY VIEWS**

5.1 **Mana whenua**

Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the subject matter of this report.

5.2 **Groups and Organisations**

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

5.3 **Wider Community**

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

6.4 **Health and Safety**

The Standing Orders support the Council's responsibilities, being a good employer, and raising awareness of unacceptable behaviour. In addition, standing Orders develop a culture of mutual trust, respect and tolerance between the members of the Council.

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**

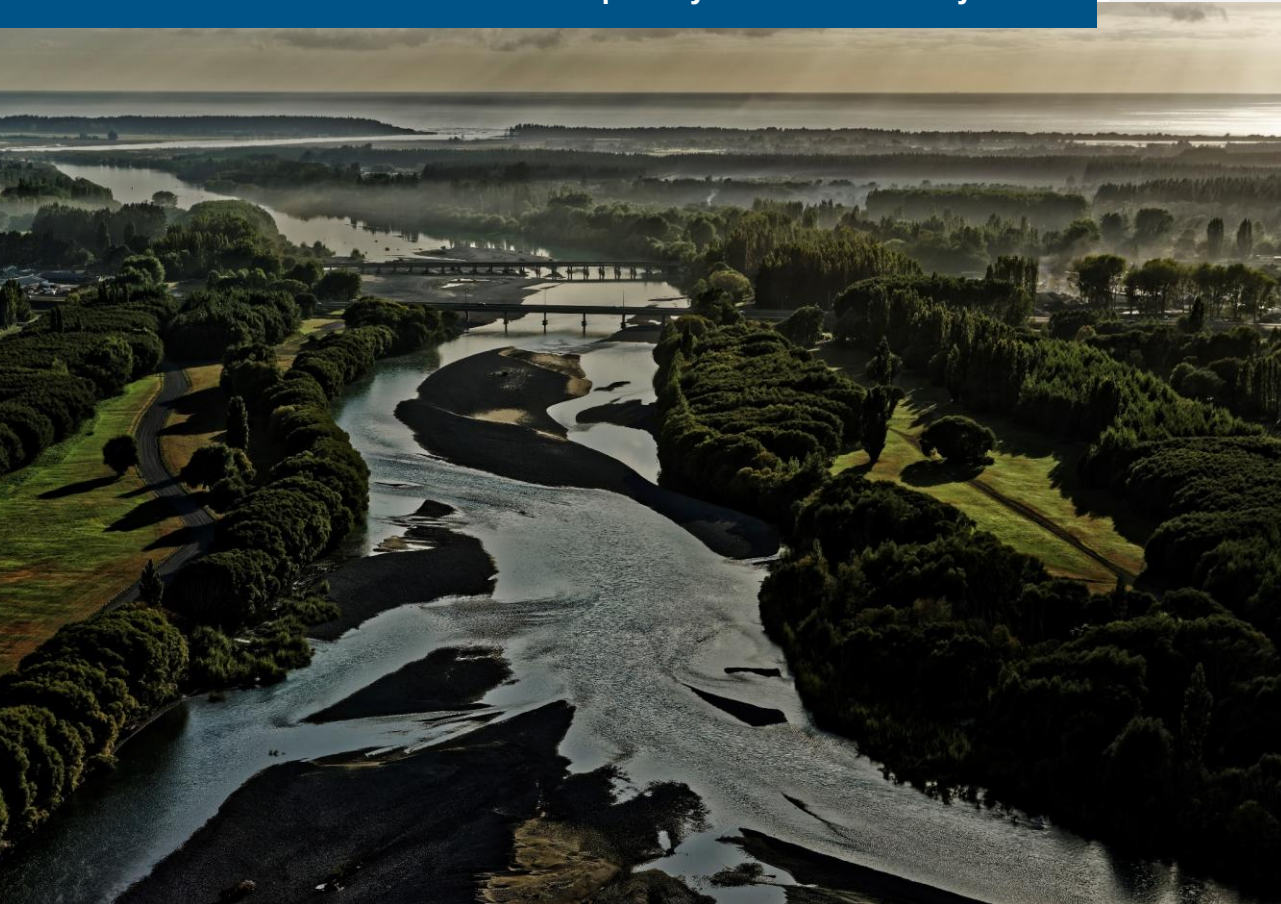
Not applicable as the Council is required, by legislation, to always have Standing Orders operable.



Standing Orders

For Meetings of the Council, Committees, Subcommittees
and Hearing Panels

Adopted by Council ~~on 16 May 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.~~ They meet the requirements of the Local Government Act 2002 (LGA 2002) and the Local Government Official Information and Meetings Act 1987 (LGOIMA) in relation to the conduct of meetings.

In doing so, the application of Standing Orders contributes to greater public confidence in the quality of local governance and democracy in general. ~~Although it is mandatory that councils adopt standing orders for the conduct of their meetings, it is not necessary that they be adopted every triennium. However, we recommend that standing orders be reviewed within the first six months after an election. This is to ensure that they meet the needs of relevant bodies for running effective and inclusive meetings (see LGA 2002, sch 7, cl 27).~~

~~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 that Standing Orders do not apply to advisory, steering, or working groups, briefings, and workshops unless specifically incorporated into their terms of reference.

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

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

PREFACE	1
1 Introduction	8
1.1 Principles	8
1.2 Statutory References	9
1.3 Acronyms	9
1.4 Application	9
2 Definitions /	10
GENERAL MATTERS	15
3 Standing Orders	15
3.1 Obligation to adopt Standing Orders	15
3.2 Process for adoption and alteration of Standing Orders	15
3.3 Members must obey Standing Orders	15
3.4 Application of Standing Orders	15
3.5 Temporary suspension of Standing Orders	15
3.6 Exclusions for meetings at which no Resolutions or Decisions are made	16
3.7 Quasi-judicial Proceedings	16
3.8 Physical address of members	16
4 Meetings	16
4.1 Legal requirement to hold meetings	16
4.2 Meeting Duration	16
4.3 Language	17
4.4 Webcasting Meetings	17
4.5 First Meeting (Inaugural)	17
4.6 Requirements for the first meeting	17
5 Appointments and elections	18
5.1 Mayoral appointment of the Deputy Mayor, Committee Chairpersons and Members	18
5.2 Council discharge of a Mayoral appointment	18
5.3 Establishment of Committees by the Mayor	18
5.4 Elections Deputy Mayors and Deputy Chairpersons	19
5.5 Removal of a Deputy Mayor	19
5.6 Voting system for Deputy Mayors and Committee Chairpersons	19
6 Delegations	20
6.1 Limits on Delegations	20
6.2 Committees may delegate	20
6.3 Use of Delegated Powers	20
6.4 Decisions made under Delegated Authority cannot be rescinded or amended	21
6.5 Committees and Subcommittees subject to the direction of the local authority	21
6.6 Duty to consider Delegations to Community Boards	21
6.7 Delegations related to Bylaws and other Regulatory Matters	21

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7	Committees	21
7.1	Appointment of Committees and Subcommittees	21
7.2	Discharge or reconstitution of Committees and Subcommittees	22
7.3	Appointment or discharge of Committee members and Subcommittee members	22
7.4	Committees and subordinate decision-making bodies subject to direction of local authority	22
7.5	Elected members on Committees and Subcommittees	23
7.6	Local authority may replace members if Committee not discharged	23
7.7	Minimum numbers on Committees and Subcommittees	23
7.8	Membership of Mayor	23
7.9	Ex Officio Member	23
7.10	Decision not invalid despite irregularity in membership	24
7.11	Appointment of Joint Committees	24
7.12	Status of Joint Committees	24
7.13	Power to appoint or discharge individual members of a Joint Committee	24
	PRE-MEETING	25
8	Giving notice	25
8.1	Public notice – Ordinary Meetings	25
8.2	Notice to members - Ordinary Meetings	25
8.3	Extraordinary meeting may be called	25
8.4	Notice to members - Extraordinary Meetings	25
8.5	Emergency meetings may be called	26
8.6	Process for calling an Emergency Meeting	26
8.7	Public notice – Emergency and Extraordinary meeting	26
8.8	Chief Executive may make other arrangements	26
8.9	Meetings not invalid	27
8.10	Resolutions passed at an Extraordinary or Emergency Meeting	27
8.11	Meeting schedules	27
8.12	Non-receipt of notice to members	27
8.13	Meeting cancellations	28
9	Meeting Agenda	28
9.1	Preparation of the Agenda	28
9.2	Process for raising matters for a decision	28
9.3	Chief Executive may delay or refuse request	28
9.4	Order of Business	28
9.5	Chairperson's Recommendation	29
9.6	Chairperson may prepare report	29
9.7	Public availability of the Agenda	29
9.8	Public inspection of Agenda	29
9.9	Agenda to be made available to public who are at meetings	29
9.10	List of Committee members publicly available	30
9.11	Withdrawal of Agenda items	30
9.12	Distribution of the Agenda	30
9.13	Status of Agenda	30
9.14	Items of business not on the Agenda which cannot be delayed	30
9.15	Discussion of minor matters not on the Agenda	30
9.16	Public excluded business on the Agenda	31
9.17	Qualified privilege relating to Agenda and Minutes	31

MEETING PROCEDURES	31
10 Opening and Closing	31
11 Quorum	31
11.1 Council meetings	31
11.2 Committees and Subcommittee meetings	32
11.3 Joint Committees	32
11.4 Requirement for a quorum	32
11.5 Meeting lapses where no quorum	32
11.6 Business from lapsed meetings	32
11.7 Exclusions for meetings at which no resolutions or decisions are made	32
12 Public access and recording	33
12.1 Meetings open to the public	33
12.2 Grounds for removing the public	33
12.3 Local authority may record meetings	33
12.4 Public may record meetings	33
13 Attendance	33
13.1 Members right to attend meetings	33
13.2 Attendance when a Committee is performing Judicial or Quasi-judicial functions	34
13.3 Leave of Absence	34
13.4 Apologies	34
13.5 Recording Apologies	34
13.6 Absent without leave	34
13.7 Right to attend by Audio or Audio-visual link	35
13.8 Member attend meetings by Electronic link's status: Quorum	35
13.9 Member attend meetings by Electronic link's status: Voting	35
13.10 Chairperson's duties regarding attendance by Electronic link	35
13.11 Conditions for attending by audio or audio-visual link	35
13.12 Request to attend by audio or audio-visual link	36
13.13 Chairperson may terminate link	36
13.14 Giving or showing a document	36
13.15 Link failure	36
13.16 Confidentiality	37
14 Chairperson's role in meetings	37
14.1 Council meetings	37
14.2 Other meetings	37
14.3 Addressing the Chairperson	37
14.4 Chairperson's Rulings	37
14.5 Chairperson standing	37
14.6 Member's right to speak	38
14.7 Chairperson may prioritise speakers	38
15 Public Forums	38
15.1 Time limits	38
15.2 Restrictions	38
15.3 Questions at Public Forums	39
15.4 No resolutions	39

16	Deputations	39
16.1	Deputations were heard	39
16.2	Urgency or major public interest	39
16.3	Time limits	39
16.4	Restrictions	39
16.5	Questions of a Deputation	40
16.6	Resolutions	40
17	Petitions	40
17.1	Form of Petitions	40
17.2	Petition presented by petitioner	40
17.3	Petition presented by member	41
18	Exclusion of public	41
18.1	Motions and Resolutions to exclude the public	41
18.2	Code of Conduct Committee	41
18.3	Specified people may remain	42
18.4	Public Excluded items	42
18.5	Non-disclosure of information	42
18.6	Release of information from public excluded session	42
19	Voting	43
19.1	Decisions by Majority Vote	43
19.2	Open voting	43
19.3	Chairperson does NOT have a casting vote	43
19.4	Method of voting	43
19.5	Calling for a division	43
19.6	Restating the motion	43
19.7	Request to have votes recorded	44
19.8	Members may abstain	44
20	Conduct	44
20.1	Calling to order	44
20.2	Behaviour consistent with Code of Conduct (Disrespect)	44
20.3	Retractions and apologies	44
20.4	Disorderly Conduct	44
20.5	Contempt	44
20.6	Removal from meeting	45
20.7	Financial conflicts of interests	45
20.8	Non-financial conflicts of interests	45
20.9	Qualified privilege for meeting proceedings	46
20.10	Qualified privilege additional to any other provisions	46
20.11	Electronic devices at meetings	46
21	General Rules of Debate	46
21.1	Chairperson may exercise discretion	46
21.2	Time limits on speakers	47
21.3	Questions to staff	47
21.4	Questions to be in writing	47
21.5	Questions may be deferred	47
21.6	Questions to be concise	47
21.7	Questions of clarification	47
21.8	Members may speak only once	47

21.9	Limits on number of speakers	48
21.10	Seconder may reserve speech	48
21.11	Speaking only to relevant matters	48
21.12	Reading of speeches	48
21.13	Personal explanation	48
21.14	Explanation of previous speech	48
21.15	Restating motions	48
21.16	Criticism of Resolutions	48
21.17	Objecting to Words	49
21.18	Right of reply	49
21.19	No other member may speak	49
21.20	Adjournment motions	49
21.21	Chairperson's acceptance of closure motions	50
22	General procedures for speaking and moving motions	50
22.1	Options for speaking and moving	50
22.2	Procedure if no resolution reached	50
23	Motions and Amendments	50
23.1	Proposing and seconding motions	50
23.2	Motions in writing	51
23.3	Motions expressed in parts	51
23.4	Substituted motion	51
23.5	Amendments to be relevant and not direct negatives	51
23.6	Foreshadowed Amendments	51
23.7	Lost amendments	51
23.8	Carried amendments	52
23.9	Where a motion is lost	55
23.10	Withdrawal of motions and amendments	52
23.11	No speakers after reply or motion has been put	52
23.12	Amendment once moved	52
23.13	Procedure until resolution	52
24	Revocation or Alteration of Resolutions	53
24.1	Member may move revocation of a decision	53
24.2	Revocation must be made by the body responsible for the decision	53
24.3	Restrictions on actions under the affected resolution	54
24.4	Revocation or alteration by resolution at same meeting	54
24.5	Revocation or alteration by recommendation in report	54
25	Procedural motions	54
25.1	Procedural motions must be taken immediately	54
25.2	Procedural motions to close or adjourn a debate	55
25.3	Closure motion on amendment	55
25.4	Voting on procedural motions	55
25.5	Debate on adjourned items	55
25.6	Remaining business at adjourned meetings	55
25.7	Other business not superseded	55
25.8	Other types of procedural motions	56

26	Points of order	56
26.1	Members may raise points of order	56
26.2	Subjects for points of order	56
26.3	Contradictions	56
26.4	Point of order during division	56
26.5	Chairperson's decision on points of order	56
27	Notices of motion	57
27.1	Notice of intended motion to be in writing	57
27.2	Refusal of notice of motion	57
27.3	Mover of notice of motion	57
27.4	Alteration of notice of motion	57
27.5	When notices of motion lapse	58
27.6	Referral of notices of motion	58
27.7	Repeat notices of motion	58
27.8	Second repeat where notice of motion rejected	58
28	Minutes	58
28.1	Minutes to be evidence of proceedings	58
28.2	Matters recorded in Minutes	59
28.3	No discussion on Minutes	59
28.4	Minutes of last meeting before election	60
29	Keeping a record	60
29.1	Maintaining accurate records	60
29.2	Method for maintaining records	60
29.3	Inspection	60
29.4	Inspection of public excluded matters	60
Appendix 1:	Grounds to exclude the public	62
Appendix 2:	Sample resolution to exclude the public	64
Appendix 3:	Motions and amendments (WDC)	67
Appendix 4:	Table of procedural motions	68
Appendix 5:	Webcasting protocols	70
Appendix 6:	Powers of a Chairperson	71
Appendix 7:	Mayors' powers to appoint under s.41A	76
Appendix 8:	Process for removing a Deputy Mayor from office	77
Appendix 9:	Workshops/Briefings	78
Appendix 10:	Sample order of business	80
Appendix 11:	Process for raising matters for a decision	81

1. Introduction

These Standing Orders have been prepared to enable the orderly conduct of local authority meetings. They incorporate the legislative provisions relating to meetings, decision-making and transparency. They also include practical guidance on how meetings should operate so that statutory provisions are complied with, and the spirit of the legislation fulfilled.

To assist elected members and officials the document is structured in three parts:

- Part 1 deals with General Matters.
- Part 2 deals with Pre-meeting Procedures.
- Part 3 deals with Meeting Procedures.

The Appendix, which follows Part three, provides templates and additional guidance for implementing provisions within the Standing Orders. Please note, the Appendix is an attachment to the Standing Orders and not part of the Standing Orders themselves; consequently, amendments to the Appendix do not require the agreement of 75% of those present.

1.1. Principles

~~Standing Orders are part of the framework of processes and procedures designed to ensure that our system of local democracy and in particular decision-making within local government is transparent and accountable. They are designed to give effect to the principles of good governance, which include that a local authority should:~~

Commented [TK2]: Proposed amendments for clarity

The LGNZ Standing Orders provide rules for local authorities to use when making decisions. Underpinning the standing orders are several principles, the most important being that councils and their members:

- ~~• 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.~~
- Conduct their business in a transparent manner through public notice of meetings, provision of access to information, publicly open discussions, and meetings that are open to the public.
- Respect confidentiality, in accordance with relevant legislation, when making decisions that contain sensitive information.

- Represent their community when making decisions by taking account of the diversity of its communities, their views and interests, and the interests of communities in the future.
- Acknowledge, and, as appropriate, make provision for Te Ao Māori and local tikanga in meeting processes.
- Ensure that decision-making procedures and practices meet the standards of natural justice, in particular, that decision-makers are seen to have open minds.
- Have a high standard of behaviour which fosters the participation of all members, including the expression of their views and opinions, without intimidation, bullying, or personal criticism.
- Act with professionalism by ensuring their conduct is consistent with the principles of good governance and the behaviours outlined in the Council's Code of Conduct.

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).

In addition, the application of these standing orders must comply, as appropriate, with the decision-making provisions of Part 6, LGA 2002, and be consistent with section 39, LGA 2002, which states 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 essential to note that statutory references in the Standing Orders remain applicable throughout the duration of a meeting, regardless of whether 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 working parties, working group, panels, forums, portfolio groups, 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.~~ Technology that enables audio communication between participants at a meeting when one or more of them are not physically present at the meeting location.

~~Audiovisual 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.~~ Technology that enables audio communication between participants at a meeting when one or more of them are not physically present at the meeting location.

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.

Casting Vote: A second vote exercised by a chairperson to break a tied vote.

Commented [TK3]: New Definition Included

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.

Commented [TK4]: Definition amended

Deliberative Vote The ordinary vote of a member (as compared to the casting vote of a chairperson).

Commented [TK5]: New Definition included

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 audiovisual 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.~~ **if the context requires, any community boards, local boards, committees or subordinate decision-making bodies established by the territorial authority.**

Commented [TK6]: Definition amended

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 publication; and this includes every publication that at any time accompanies and is distributed along with any newspaper.

Non-elected member See Appointed Member.

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, 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.

Original motion means the first motion moved in a debate, prior to amendment (if any).

Commented [TK7]: New Definition Included

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 a quorum means the member is to be physically present in the room, subject to clause 13.8 of the Standing Orders.~~ **Present at the meeting to constitute a quorum** means the member is to be either physically present in the room or attending the meeting by audio/visual link, if allowed by these standing orders.

Commented [TK8]: Definition amended

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 has 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 excluded session refers to those meetings or parts of meetings from which the public is excluded by the council as provided for in LGOIMA. Also referred to as a confidential or in-committee session.

Commented [TK9]: New Definition included

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.~~ **An original motion which has been amended by the meeting**

Commented [TK10]: Definition amended

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.

Amended

GENERAL MATTERS

3. Standing Orders

3.1. Obligation to adopt Standing Orders

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

Commented [TK11]: Proposed Amendment for clarity

- Councils are required to adopt a set of standing orders.
- Standing orders set out how meetings are conducted.
- Standing orders must not contravene any Act.
- If a standing order is inconsistent with a legal requirement, that requirement prevails over the standing order.

This obligation applies to city and district Councils, regional councils, local boards and community boards.

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

3.2. Process for adoption and alteration of Standing Orders

The adoption of Standing Orders and any amendment to Standing Orders must be made by the Council 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 Council, including members of Committees and Subcommittees, Joint Committees and Hearing Panels, 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 Council, 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 Council, 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.~~

Commented [TK12]: Proposed Amendment for clarity

A meeting can temporarily suspend a standing order(s), provided the suspension does not contravene any legislative requirement.

The meeting must suspend standing order(s) by resolution.

The meeting's motion to suspend a standing order(s), must include:

- The reason for suspending the standing order(s).
- The standing order(s) being suspended.

A motion to suspend standing order(s) can be taken before or during a debate.

Once seconded, the meeting chairperson must put the motion without debate.

To be carried, at least 75 per cent of members present and voting must support the motion.

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 Council or of any Committee or Subcommittee or other subordinate decision-making body of the Council 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.~~

Commented [TK13]: Proposed Amendment for clarity

A meeting which is undertaking quasi-judicial proceedings may set its own meeting procedures.

Quasi-judicial proceedings are held to conduct hearings and/or consider disputes.

Some committees may have additional powers under the Commissions of Inquiry Act 1908.

3.8. Physical address of members

Every member of the Council must give to the Chief Executive a physical residential or business address within the district or region of the local authority and, if desired, an electronic or other address, to which notices and material relating to meetings and local authority business may be sent or delivered. Members are to provide their address within five working days of the publication of the declaration of the election results. Public

access to those addresses is subject to the Privacy Act, 2020, and permission of the individual elected member.

4. Meetings

4.1. Legal requirement to hold meetings

The Council 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 10.30 pm 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 to 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 be translated and printed in English or te reo Māori.

If a member intends to address the meeting in New Zealand Sign Language or te reo Māori, when the normal business of the meeting is conducted in English, they must give prior notice to the Chairperson at least 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.

Any written materials should be forwarded to the Chief Executive at least two days before the meeting for translation.

Commented [TK14]: Condition Added

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 Council, 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 Mayor has made an oral declaration and attested the declaration (see LGA 2002, sch 7, cl 21(4)).

The Mayor will chair the meeting once they have made their oral and written declarations.

Commented [TK15]: Condition added

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

- (a) The making and attesting of the oral and written declarations required of the Mayor (if any) and 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 local authority, or the adoption of a schedule of meetings; and
- (e) ~~The election of the Deputy Mayor or Deputy Chairperson in accordance with the LGA 2002, sch 7, cl 17.~~ Where the Mayor has not appointed a Deputy Mayor (s41A(3)(a) of the LGA 2002) prior to the meeting, the election of the Deputy Mayor

Commented [TK16]: Proposed amendment

Commented [TK17]: Deleted

Commented [TK18]: Proposed Amendment

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

~~It is common for Councils 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.~~

The general explanation of Acts can also include the LGA provisions relating to the Register of members' pecuniary interests (ss 54A – 54I).

Commented [TK19]: Proposed Amendment

- If an audio-visual

the business that must be conducted at the first meeting will not include any business dealt with at that Urgent Meeting.

~~**Note** that the election of a Deputy Mayor is not required if the Mayor has already made the appointment under s 41A(3)(a) of the LGA 2002 prior to the meeting. Nothing limits a territorial authority from removing a Deputy Mayor from office in accordance with cl 18 of sch 7 of the LGA 2002.~~

5. Appointments and elections

5.1. Mayoral appointment of the Deputy Mayor, Committee Chairpersons and Members

A Mayor may appoint the Deputy Mayor, the Chairperson, and the members of each Committee of the territorial authority. The names of any appointments made by the Mayor must be tabled at the first meeting of the Council after the appointments are made. The Mayor may also appoint themselves.

LGA 2002, s 41A(3).

5.2. Council discharge of a Mayoral appointment

Nothing, however, limits or prevents the Council from discharging a Deputy Mayor, a Chairperson or a member of a Committee appointed by the Mayor. Any decision by the Council to discharge a Deputy Mayor shall follow the procedure in Standing Order 5.5.

If the Mayor declines to appoint a Deputy Mayor or Committee Chairpersons in accordance with LGA 2002, s 41A, the Council (or a Committee, if directed by the Council) must elect those positions in accordance with Standing Order 5.4.

LGA 2002, sch 7, cl 31.

5.3. Establishment of Committees by the Mayor

The Mayor may establish Committees of the Council. Where a Mayor exercises this right, a list of the Committees and their terms of reference must be tabled at the next following meeting of the Council. Should the Mayor decline to establish Committees under s 41A, then any decision to establish Committees must follow the processes set out in these Standing Orders.

Nothing, however, limits or prevents the Council from discharging or reconstituting, in accordance with cl 30 of sch 7, LGA 2002, a Committee established by the Mayor, or appointing more Committees in addition to any established by the Mayor.

Note a Mayor is a member of every Committee 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 (3) and (4).

5.4. Elections Deputy Mayors and Deputy Chairpersons

The Council (or a Committee responsible for making the appointment) must decide by resolution to use one of two voting systems (see standing order 5.6) when electing people to the following positions:

- the Deputy Mayor.
- the Chairperson and Deputy Chairperson of a Committee; and
- a representative of Council.

Note *this provision does not apply in situations where a Mayor has used their powers under LGA 2002, s 41A to appoint a Deputy Mayor, or Committee chairs. See [Appendix 7](#).*

LGA 2002, sch 7, cl 25.

5.5. Removal of a Deputy Mayor

A Deputy Mayor, whether appointed by the Mayor under the Standing Order 5.1, or elected by the Council, can only be removed in accordance with cl 18, sch 7, of the LGA 2002. See [Appendix 7](#).

LGA 2002, sch 7, cl 18.

5.6. Voting system for Deputy Mayors and Committee Chairpersons

When electing a Deputy Mayor or a Committee Chairperson the local authority 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 local authority 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. Only the holder of a delegated authority can rescind or amend a previous decision

Where a Council or a Committee has delegated authority to another body, member or officer, they cannot rescind or amend a decision made under that delegated authority.

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

However, the current holder of the delegated authority may rescind or amend a previous decision made under the same authority.

6.2. Duty to consider delegations to Community Boards

A Council that has community board(s) must consider whether to delegate to a community board if the delegation will enable the community board to best achieve its role.

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

6.3. 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.

Commented [TK20]: New Section Added

Commented [TK21]: New Section Added

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

6.4. Committees may delegate

A 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).

6.5. Use of Delegated Powers

The 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 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).*

6.6. Bodies are subject to the direction of the Council

A committee, subcommittee, or other subordinate decision-making body is subject to the control of the local authority or committee that appointed it in all matters.

A committee, subcommittee or other subordinate decision-making body must carry out all general and special directions given to them by the local authority or committee.

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

6.7. ~~Decisions made under Delegated Authority cannot be rescinded or amended~~

~~Nothing in these Standing Orders allows the Council, Committee, and Subcommittee 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).*~~

6.8. ~~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).*~~

6.9. ~~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).*~~

Commented [TK22]: New Section added

Commented [TK23]: Sections Deleted

Commented [TK24]: Section Deleted

Commented [TK25]: Section Deleted

~~6.10. Delegations related to Bylaws and other Regulatory Matters~~

Commented [TK26]: Section Deleted

~~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 Council may appoint the 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 Council.

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

7.2. Discharge or reconstitution of Committees and Subcommittees

Unless expressly provided otherwise in legislation or regulation:

- (a) A local authority may discharge or reconstitute a Committee or Subcommittee, or other subordinate decision-making body; and
- (b) A Committee may discharge or reconstitute a Subcommittee.
- (c) 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 Council may appoint or discharge any member of a Committee and, if established by the Council, a Subcommittee. A Committee may appoint or discharge any member of a Subcommittee appointed by the Committee unless directed otherwise by the Council.

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

7.4. ~~Committees and subordinate decision-making bodies subject to direction of local authority~~

Commented [TK27]: Section Deleted

~~A Committee 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 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 local authority 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 Membership of Committees and Subcommittees

Commented [TK28]: Proposed Amedments

- ~~The members of a Committee or Subcommittee may be, but are not required to be, elected members of a local authority. A Council or Committee may appoint non-elected members (appointed members) to a committee or subcommittee.~~
- At least one member of a committee must be an elected member.
- The Council 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 Council 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.

Commented [TK29]: Additional condition added

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

7.6. Local authority may replace members if Committee not discharged

If the Council 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 Council 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

Committees may set the quorum for their Subcommittees by resolution, if it is not less than two members

LGA 2002 sch 7, cl. 31(6)

7.8. Membership of the 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 Council, and Committees, is not invalidated if:

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

LGA 2002, sch 7, cl 29.

7.11. Appointment of Joint Committees

The Council 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) - (3).

Note: A Mayor who is a member of a joint committee by virtue of s 41A(5), is not counted as part of the quorum of that joint committee.

LGA 2002, Sch.7, cl 30A(6A)

7.12. Status of Joint Committees

A Joint Committee is deemed both a Committee of the Council 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 Council 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.~~

Individual members of a joint committee may only be discharged or appointed by the council or public body that made the original appointment.

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

Commented [TK30]: Proposed Amedment

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. Public notice/publicly notified means:

- (a) publicly available on the council's internet site; and
- (b) published in at least:
 - i. 1 daily newspaper which circulates in the region or district of the Council; or
 - ii. 1 or more other newspapers that have a combined circulation equivalent to the newspaper in i) above.

LGA 2002 s.5, LGOIMA, s.2 & s 46, (see LGNZ Guide to Standing Orders for more information).

Commented [TK31]: New Section added

8.3. Notice to members - Ordinary Meetings

The Chief Executive must give notice in writing to each member of the Council of the date, time, and place of any meeting. Notice must be given at least 14 days before the meeting unless the Council 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).

8.4. Extraordinary meeting may be called

An extraordinary Council meeting may be called by:

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

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

8.5. 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 Council 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).

8.6. Emergency meetings may be called

If the business that the Council 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 Mayor; or
- (b) If the Mayor is unavailable, the Chief Executive.

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

8.7. 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 Council, and to the Chief Executive, at least 24 hours before the time appointed for the meeting.

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

8.8. Public notice – Emergency and Extraordinary meeting

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

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

LGOIMA 1987, s 46(3).

8.9. ~~Chief Executive may make other arrangements~~

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

~~*LGOIMA 1987, s. 46(5).*~~

Commented [TK32]: Section Deleted

8.10. An urgent meeting may be called

The Chief Executive may call an urgent meeting of the Council before candidates to be declared elected after a recount are known if:

- (a) An application for a recount has been made following a triennial general election; and
- (b) An event occurs that, in the chief executive's opinion, requires the council to deal with a matter urgently; and
- (c) The first meeting of the Council has not yet been called.

LGA 2002, Sch. 7, cl 21A (1 & 2)

Commented [TK33]: New Section added

8.11. Process for calling an urgent meeting

If the Chief Executive calls an urgent meeting, the Chief Executive must give notice of that meeting as soon as practicable to every person who:

- (a) is not an affected candidate; and
- (b) has been declared to be elected to the Council.

Notice must be given to each of those persons:

- (a) by whatever means is reasonable in the circumstances; and
- (b) at least 24 hours before the meeting commences.

The notice must specify:

- (a) the time and place of the urgent meeting; and

Commented [TK34]: New Section added

- (b) the matter for determination at the urgent meeting.

LGA 2002, Sch.7, cl 21A (3(a) & 5), Sch.7, cl 21A (3)(b)

8.12. Public notice – urgent meetings

Commented [TK35]: New Section added

Where an urgent meeting is called and the public notice requirements of LGOIMA and/or these Standing Orders cannot be met, the council must still publicly notify the meeting.

The public notice must include the general nature of the matter being discussed at the meeting and must:

- (a) be publicly notified as soon as practicable before the meeting; or
- (b) if it is not practicable to publish in newspapers before the meeting, it must be notified:
 - i. as soon as practicable on the council's website; and
 - ii. in any other manner which is reasonable in accordance.

LGA 2002, Sch.7, cl 21A(4) & LGOIMA, s 46(3).

8.13. Conduct of urgent meetings

Commented [TK36]: New Section added

The Council may only conduct the following business at an urgent meeting:

- (a) in respect of the persons described in LGA 2002, sch7, cl21A(3)(a), the oral and written declarations of the mayor (if any) and members (under clause 14);
- (b) a general explanation of LGOIMA and other laws affecting members, including the appropriate provisions of LAMIA; ss 99, 105, and 105A of the Crimes Act 1961; the Secret Commissions Act 1910; the Financial Markets Conduct Act 2013, and the LGA2002 provisions relating to the register of members' pecuniary interests (ss54A – 54I);
- (c) The matter in respect of which the urgent meeting has been called.
- (d) The election of a member to preside at the urgent meeting (if required).

Councils cannot consider any items other than those specified above.

If multiple urgent meetings are required, the items outlined in a) and b) (above) may be omitted from the business to be conducted if they have previously been dealt with.

The Chief Executive (or their nominee in the chief executive's absence) must chair the urgent meeting until:

- (a) the mayor (if any) has made their oral and written declarations; or
- (b) the members that are present have:
 - i. made their oral and written declarations; and
 - ii. elected one of their number to preside at the urgent meeting.

An affected candidate cannot participate in the meeting but may attend the meeting if it is open to the public.

LGA 2002, Sch. 7 Cl21B

8.14. Meetings not invalid

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

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

LGOIMA 1987, s 46(6).

8.15. Resolutions passed at an Extraordinary or Emergency Meeting

A local authority must, as soon as practicable, publicly notify any resolution passed at an extraordinary or emergency meeting of the Council 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.

8.16. Meeting schedules

Where the Council adopts a meeting schedule, it may cover any period that the Council 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 notify each meeting publicly.

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

8.17. Non-receipt of notice to members

A meeting of the Council is not invalid if notice of that meeting was not received, or not received in due time, by a member of the Council 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 Council may waive the need to be given notice of a meeting.

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

8.18. 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 their delegate) to prepare an agenda for each meeting, listing and attaching information on the items of business to be brought before the meeting, as 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.~~

At least two working days prior to a meeting the chief executive must prepare an agenda for the meeting, to be circulated to all members attending the meeting.

Commented [TK37]: Proposed Amendment for clarity

Even though the agenda is the chief executive's responsibility, where practicable, the chief executive should consult the chairperson for the meeting about the agenda.

The agenda must:

- (a) list the items to be brought before the meeting;
- (b) include the reports and other attachments associated with the list of items in the agenda; and
- (c) indicate which items are expected to be discussed with the public excluded. (see also standing order 9.14.).

9.2. Process for raising matters for a decision

Requests for reports may be made by a resolution of the Council, Committee, Subcommittee, and subordinate decision-making body, and, in the case of all decision-making bodies other than the Council, 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 Committee 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 9.

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 may, at the meeting, 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 Council, or Committee, 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 Council and Committees 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.

While the documents must be available for viewing at least two working days before a meeting, they should be made available with as much notice as possible before the meeting date.

- (a) It is sufficient for the documents to be available for electronic inspection.
- (b) No charge can be imposed for the inspection of the agendas (including reports).

LGOIMA, s 46A(1) - (3).

Commented [TK38]: Additional conditions added

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 Committee members publicly available~~

~~The members of each Committee 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 Council 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, based on reasons or grounds outlined in LGOIMA sections 5, 6, 7, 8 and 17.~~

The Chief Executive may exclude a report, or part of a report, from an agenda where they expect it to be discussed once the public has been excluded (by resolution) from the meeting.

Commented [TK39]: Section amended for clarity

Where reports, or parts of reports, are withheld, the agenda and proposed recommendation must clearly indicate:

- (a) the matter is expected to be discussed with the public excluded.
- (b) the general subject of any items to be considered while the public is excluded.
- (c) the reasons for passing a resolution (with reference to the particular provision relied on for each matter). and
- (d) the actual ground in section 48(1) relied on to exclude the public.

LGOIMA, s. 46A(8)-(9) and 48(3)

Note: The Ombudsman advises that the reason for passing a resolution should contain specific details about the harm the Council is trying to avoid, rather than simply reciting the clause from section 6 or section 7(2) as it is written in the LGOIMA.

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 Council and Committees 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. Council meetings

The quorum for a meeting of the Council 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 Council 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 Council.

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. Local authorities participating in the Joint Committee may decide, by agreement, whether the quorum includes one or more members appointed by each local authority or any party.

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

Commented [TK40]: Remove the requirement to allow for members attending the meeting by audio/visual link

11.4. Mayor as a member of a Joint Committee

Commented [TK41]: New Section added

A Mayor is a member of all Joint Committees.

If the Mayor is a member solely due to s 41A(5), the Mayor is not counted as a member of the committee for determining:

- (c) The number of members required to constitute a quorum; or
- (d) Whether a quorum exists at a meeting.

LGA 2002, s 41A(5), Sch. 7, cl30A(6A)

11.5. 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).

11.6. Meeting lapses where no quorum

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

No business may be conducted while waiting for the quorum to be reached.

Commented [TK42]: Proposed Amendment

Minutes must record when a meeting lapses due to a lack of a quorum, along with the names of the members who attended and left, causing the quorum to lapse.

11.7. Business from lapsed meetings

Where meetings lapse, the remaining business will be adjourned and 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.

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

Commented [TK43]: Section Deleted

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 local authority, 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 Council authority, its Committees, and Subcommittees, must be open to the public.

Members of the news media are considered to be members of the public.

Commented [TK44]: New condition added

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.~~

Commented [TK45]: Deleted

LGOIMA 1987, s 50(1).

12.3. The Council may record meetings

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

12.4. Public may record meetings

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

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

13. Attendance

13.1. Members right to attend meetings

A member of the Council, or of a Committee of a local authority, has, unless lawfully excluded, the right to attend any meeting of the Council local authority or committee.

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

If a member of the Council 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 local authority 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 Council / Committee may grant a member leave of absence following an application from that member. The Council/ Committee may delegate the power to grant a leave of absence to the Mayor/ Chairperson in order to protect a members' privacy and the Council/ Committee may approve an application from the Mayor/ Chairperson. The Mayor/ Chairperson will advise all members of the Council/Committee 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 Mayor (or 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 Council business where their absence is a result of a commitment made on behalf of the Council.

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

13.5. Recording Apologies

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

13.6. Absent without leave

Where a member is absent from four consecutive meetings of the Council, or Committees 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 Council 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.~~

Commented [TK46]: Deleted for clarity

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

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

Where a meeting has a quorum, determined by the number 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).

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 Council 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 Council 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. Council meetings

The Mayor must preside at meetings of the Council unless they vacate the chair for a part or all of a meeting. If the Mayor is, absent from a meeting or vacates the chair, the Deputy Mayor must act as Chairperson. If the Deputy Mayor is also absent the Council 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 Mayor 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 local authority.

In the case of a 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 that requires a decision must be considered at a meeting, accompanied by a 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 local authority meeting.

Speakers can speak for up to five minutes. (excluding questions).

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.

Requests to speak at a public forum must be:

- (a) made to the Chief Executive (or their delegate);
- (b) made at least one clear day before the meeting; and
- (c) must outline the items that will be addressed by the speaker(s).

The Chairperson has discretion to:

- (a) extend a speaker's allocated speaking time;
- (b) where there are more than six speakers presenting in the public forum, restrict one or more speakers allocated speaking time, or
- (c) waive the time requirement for requesting permission to speak in the public forum.

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

Commented [TK47]: Additional conditions included

- (f) the speaker has caused disruption at multiple previous committee and/or council meetings;
- (g) The matter is subject to legal proceedings; and
- (h) The matter is subject to a hearing, including the hearing of submissions where the local authority or Committee sits in a quasi-judicial capacity.
- (i) decision-making authority on the matter rests with another body or individual.

Commented [TK48]: Additional conditions included

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.

The speaker may not ask questions of either members or staff.

Commented [TK49]: Additional conditions included

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 Council 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 repetitive 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.~~

Commented [TK50]: Proposed Amendment for clarity

Unless the chairperson has restricted the speaking time under Standing Order 16.2:

- (a) speakers can speak for up to five minutes (excluding questions); and
- (b) no more than two speakers can speak on behalf of a deputation.

16.4. Restrictions

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

- i. A speaker is repeating views presented by an earlier speaker at the meeting.
- ii. The speaker is criticising elected members and / or staff.
- iii. The speaker is being repetitious, disrespectful, or offensive.
- iv. The speaker has previously spoken on the same issue.
- v. The matter is subject to legal proceedings; and
- vi. The matter is subject to a hearing, including the hearing of submissions where the local authority or Committee sits in a quasi-judicial capacity.
- vii. where a member of the public has previously caused a disruption at multiple meetings, the chairperson may decline a deputation request and require the individual to provide their views in writing.

16.5. Questions of a Deputation

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

16.6. Resolutions

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

17. Petitions

17.1. Form of Petitions

Petitions may be presented to the Council or any of its Committees ~~provided the subject matter falls within the terms of reference of the intended meeting.~~

Commented [TK51]: Additional conditions added

Petitions must:

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

- (b) be received by the Chief Executive at least five working days before the meeting at which they will be presented. The Chairperson may waive the requirement that petitions are required five working days before the meeting.
- (c) must not be disrespectful, use offensive language or include malicious, inaccurate, or misleading statements (see Standing Order 19.9 on qualified privilege).
- (d) May be written in English or te reo Māori. Petitioners planning to present a petition in te reo Māori or sign language should notify the relevant Chairperson Chief Executive at least two working days prior to the meeting to allow for translation and reprinting, if necessary.

17.2. Petition presented by petitioner

A petitioner who presents a petition to the Council 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.

Commented [TK52]: Proposed Amendment

- (d) The resolution will form part of the meeting's Minutes.

Note: Section 7(2)(f)(i) (free and frank expression) cannot be used as a ground to exclude the public from meetings.

Commented [TK53]: Note added for clarity

LGOIMA 1987, s 48.

18.2. Code of Conduct Committee

Commented [TK54]: Section Deleted

Should a Code of Conduct Committee be called, the Chairperson has the right to exclude elected members who are not directly involved in the Committee, based on LGOIMA reasons related to the 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 Council for advice on the matter under consideration.

LGOIMA 1987, s 48(6).

18.4. Public Excluded items

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

LGOIMA 1987, s 46A(8).

18.5. Non-disclosure of information

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

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

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

18.6. Release of information from public excluded session

A local authority may provide for the release to the public of information which has been considered during the public-excluded part of a 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 local authority 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 local authority 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 Mayor, 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 Council's Code of Conduct, the Chairperson may call upon that member, or speaker, to withdraw the offending comments, and may require them to apologise. If the member refuses to do so the Chairperson may direct that they should leave the meeting immediately for a specified time and / or make a complaint under the Code of Conduct.

20.4. Disorderly Conduct

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

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

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

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 Council 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 should physically withdraw from the table when the matter is considered. It is recommended that members should leave the room until the item has been concluded. The Minutes must record the declaration, reason why 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 local authority in accordance with the rules adopted by the local authority 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 local authority.

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.

- (a) resolution, or
- (b) at the Chairperson's discretion.

Commented [TK55]: Propose Amendment

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 during debate

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.

Commented [TK56]: Propose Amendment

21.5. Questions to be concise

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

21.6. Questions to be in writing

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

21.7. Questions may be deferred

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

21.8. Members may speak only once

A member may not speak more than once to a motion at a meeting of a local authority, 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. Mover and Second 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.

Commented [TK57]: Propose Amedment

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 of 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 Committee or Community Board, is to be considered at the next ordinary meeting of that Committee or 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.
 (This does not apply when the mover or seconder of a motion to adopt a report of a committee wants to amend a matter in the report. In this case, the original mover or seconder may also move or second the amendment).
- (b) Only members who have not spoken to the original, substituted or substantive, 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.~~ Members can speak to any amendment. The meeting may reword a motion provided that:
 - i. the mover and seconder agree to the rewording; and
 - ii. the majority of members agree to the rewording.
- (e) ~~The meeting, by agreement of the majority of members present, may amend a motion with the agreement of the mover and seconder.~~

Commented [TK58]: Propose Amendments

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 Committee 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 Council, 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 local authority, including vacancies. Notice can be sent via email and include the scanned electronic signatures of members.~~

Commented [TK59]: Deleted

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

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

25. Procedural Motions

25.1. Procedural motions must be taken immediately

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

25.2. Procedural motions to close or adjourn a debate

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

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

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

25.3. Closure motion on amendment

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

25.4. Voting on procedural motions

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

25.5. Debate on adjourned items

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

25.6. Remaining business at adjourned meetings

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

25.7. Other business not superseded

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

25.8. Business referred to the Council, Committee or Community Board

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

25.9. Other types of procedural motions

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

26. Points of Order

26.1. Members may raise points of order

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

26.2. Subjects for points of order

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

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

26.3. Contradictions

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

26.4. Point of order during division

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

26.5. Chairperson's decision on points of order

The Chairperson may decide a point of order immediately after it has been raised or may choose to hear further argument about the point before making a decision. 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 contains offensive language or statements made with malice; or
- (b) Is not related to the role or functions of the local authority or meeting concerned; or
- (c) Contains an ambiguity or a statement of fact or opinion which cannot properly form part of an effective resolution, and where the mover has declined to comply with such requirements as the Chief Executive 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 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 Committee of the local authority or Community Board must be referred to that Committee or Board by the Chief Executive.

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

27.7. Repeat notices of motion

When a motion has been considered and rejected by the Council or a Committee:

- (a) 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.
- (b) Where the local authority has adopted a notice of motion, 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 local authority, 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.~~

Commented [TK60]: Section Deleted

28. Minutes

28.1. Minutes to be evidence of proceedings

The Council, 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 has decided that Minutes will be kept electronically, rather than in 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 Council 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 Council and Committees before the next election of members.

29. Keeping a record

29.1. Maintaining accurate records

A local authority 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.

Amended

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 1974~~
- Public Records Act 2005
- Resource Management Act 1991 (RMA)
- Sale and Supply of Alcohol Act 2012
- Secret Commissions Act 1910
- Securities Act 1978

Appendix 1: Grounds to exclude the public

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

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; or
- (c) Maintain legal professional privilege; or
- (d) Enable any Council holding the information to carry out, without prejudice or disadvantage, commercial activities; or
- (e) Enable any Council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or
- (f) 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.

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*)

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:

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: i. a right of appeal lies to any Court or tribunal against the final decision of the Council/Committee in those proceedings; or ii. the local authority is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings. 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)).

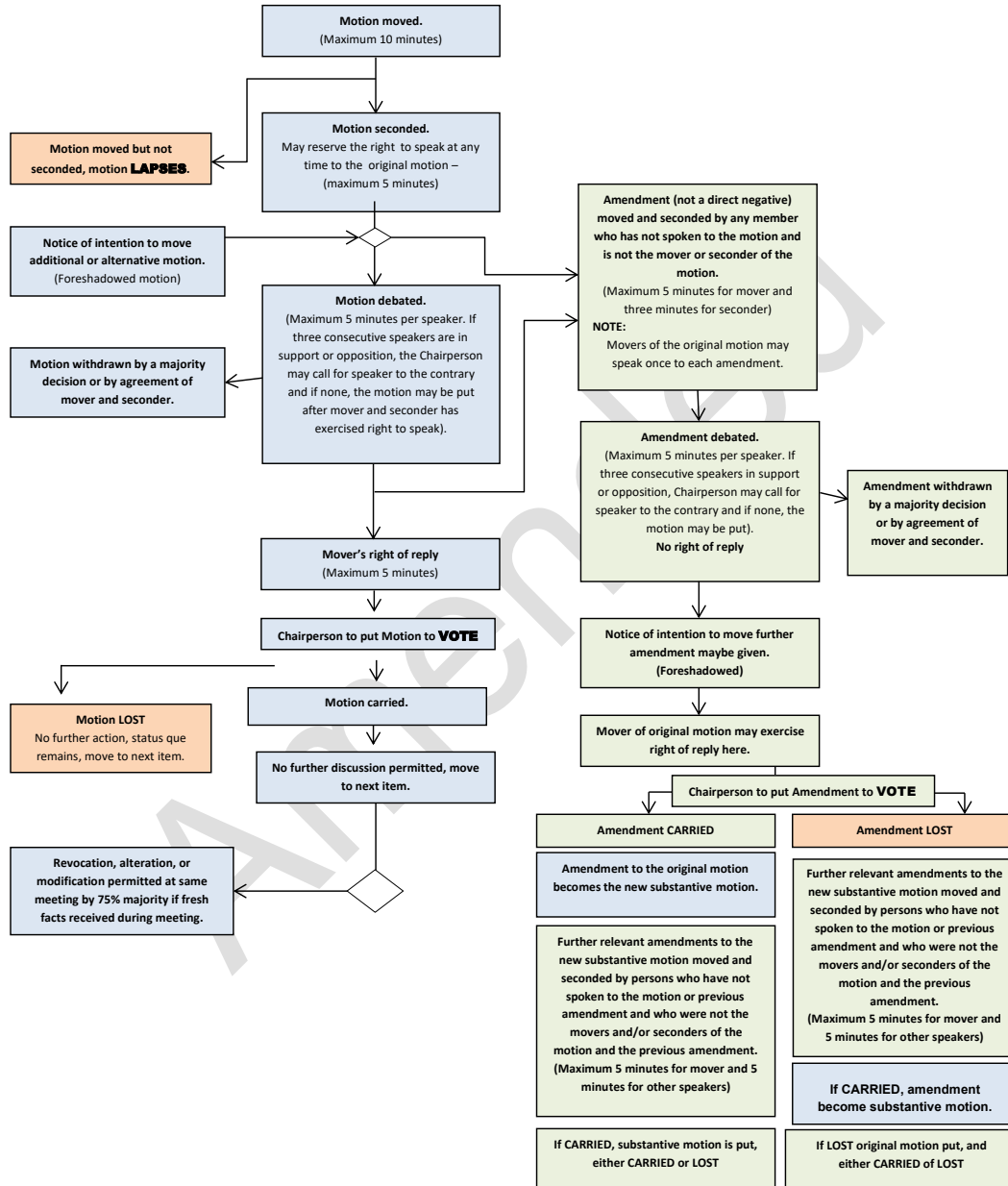
Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public:
		To protect the privacy of natural persons, including that of deceased natural persons (s 7(2)(a)).
		To protect information which if public would; i. disclose a trade secret; or ii. unreasonably prejudice 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, from improper pressure or harassment (s 7(2)(f)(ii)).

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public.
		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.)*

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 committee, to 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.

Amended

Appendix 7: Mayors' powers to appoint under s.41A

The role of a Mayor is:

- (a) to provide leadership to councillors and the people of the city or district.
- (b) to lead development of the council's plans (including the long-term and annual plans), policies and budgets for consideration by councillors.

The Mayor has authority to:

- (a) Appoint the deputy Mayor.
- (b) Establish Council committees, their terms of reference, appoint the Chairperson of each of those committees and the members.
- (c) Appoint themselves as the Chairperson of a committee.
- (d) Decline to exercise the powers under clause a) and b) above but may not delegate those powers to another person.

The Council retains the ability to:

- (a) Remove a deputy Mayor appointed by the Mayor.
- (b) Discharge or reconstitute a committee established by the Mayor.
- (c) Discharge a committee Chairperson who has been appointed by the Mayor.

The Mayor is a member of each committee of the Council.

Appendix 8: Process for removing a Deputy Mayor from office.

1. At a meeting that is in accordance with this clause, a local authority may remove its Deputy Mayor from office.
2. If a Deputy Mayor is removed from office at that meeting, the territorial authority may elect a new deputy mayor at that meeting.
3. A meeting to remove a Deputy Mayor may be called by:
 - (a) a resolution of the territorial authority; or
 - (b) a requisition in writing signed by the majority of the total membership of the territorial authority (excluding vacancies).
4. A resolution or requisition must:
 - (a) specify the day, time, and place at which the meeting is to be held and the business to be considered at the meeting; and
 - (b) indicate whether or not, if the Deputy Mayor is removed from office, a new Deputy Mayor is to be elected at the meeting if a majority of the total membership of the territorial authority (excluding vacancies) so resolves.
5. A resolution may not be made, and a requisition may not be delivered less than 21 days before the day specified in the resolution or requisition for the meeting.
6. The Chief Executive must give each member notice in writing of the day, time, place, and business of any meeting called under this clause not less than 14 days before the day specified in the resolution or requisition for the meeting.
7. A resolution removing a Deputy Mayor carries if a majority of the total membership of the territorial authority (excluding vacancies) votes in favour of the resolution.

LGA 2002cl, sch 7, 18.

Appendix 9: 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 Council 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 Council. **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 local authority or its committees
- (b) the Mayor,
- (c) a committee Chairperson or
- (d) the Chief Executive
- (e) by member or staff request.

Process for calling workshops/briefings

Regular Council briefings and workshops shall be held in accordance with the Waimakariri District Council Meeting Schedule monthly with the Council. 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 Councillors with the agenda.

The Mayor or Chief Executive may call additional briefing and workshop sessions for the Council 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 10: 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) Public Forum
- (g) Deputations and Presentations
- (h) Petitions
- (i) Adjourned Business
- (j) Reports
- (k) Reports from the Waimakariri Water Services Unit
- (l) Matters referred from Committees
- (m) Matters referred from Community Boards
- (n) Health & Safety (CE Report every month)
- (o) Committee Minutes for Information
- (p) Community Board Minutes for Information
- (q) Correspondence
- (r) Mayor's Diary
- (s) Council Portfolio Updates
- (t) Questions Under Standing Orders
- (u) Urgent General Business Under Standing Orders
- (v) Matters to be considered with the public excluded
- (w) 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) Reports from the Waimakariri Water Services Unit
- (g) Reports referred from Committees and/or Community Boards
- (h) Resolutions of matters considered in public excluded

Standing Committees

Same order as above

Appendix 11: Process for raising matters for a decision

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

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

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

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

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

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION****FILE NO and TRIM NO:** EXC-57 / 250819152916**REPORT TO:** COUNCIL**DATE OF MEETING:** 2nd September 2025**AUTHOR(S):** Jeff Millward – Chief Executive**SUBJECT:** Health, Safety and Wellbeing Report – July 2025 to current**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)_____
Department Manager
Chief Executive**1. Summary**

- 1.1. This report provides an update to the Council on Health, Safety and Wellbeing (HS&W) matters between July 2025 and August 2025. The dashboard reporting in the appendices cover trends between July 2024 and August 2025.
- 1.2. There were 24 incidents which occurred from mid-July 2025 and mid-August 2025 which resulted in 0 hours lost time to the organisation. Both Flamingo Scooter and Rangiora Airfield incidents are reported within this period.
- 1.3. Section 4 of the report provides details on the following areas:
 - 4.1 Incidents, Accidents & Hazards
 - 4.2 Asbestos Management - Assura

Attachments:

- i. Appendix A: Incidents, Accidents and Near-misses
- ii. Appendix B: Health, Safety and Wellbeing Dashboard Reports.
- iii. Appendix C: Contractor Health and Safety Capability Pre-qualification Assessment (drawn from the Site Wise database)

2. Recommendation**THAT** the Council:

- (a) **Receives** Report No 250819152916
- (b) **Notes** that there were no notifiable incidents this month. The organisation is, so far as is reasonably practicable, compliant with the duties of a person conducting a business or undertaking (PCBU) as required by the Health and Safety at work Act 2015.
- (c) **Circulates** this report to the Community Boards for their information.

3. **Background**

- 3.1. The Health and Safety at Work Act 2015 requires that Officers must exercise due diligence to make sure that the organisation complies with its health and safety duties.
- 3.2. An officer under the Health and Safety at Work Act 2015 is a person who occupies a specified position or who occupies a position that allows them to exercise a significant influence over the management of the business or undertaking. Councillors and the Chief Executive are considered to be Officers of the Waimakariri District Council.

4. **Issues and Options**

4.1. Incidents, Accidents & Hazards

- 4.1.1. Mid-June 2025 to mid- July 2025 shows themes in adverse interactions, minor accidents and vehicle damage.
- 4.1.2. The injuries are comprised of day-to-day tasks/activities, where staff have either strained or obtained minor injuries from task based activities and a higher awareness of surroundings is needed. No lost time recorded for this period.
- 4.1.3. Property and vehicle damage incidents reported in this period vary between employee and contractor and member of the public errors. No major damage was incurred. Incident investigations have been shared and learnings have been undertaken.
- 4.1.4. Adverse Interactions have consisted of threatening behaviour from members of the public via face to face interactions, email or social media platforms. These have been notified to the police. Trespass notices have been applied where appropriate.
- 4.1.5. Adverse Interactions continue to be a consistent incident theme. Staff have had training in Situational Safety and de-escalation. The Compliance Officers are equipped with body worn camera's for evidence and are proving to be useful as a deterrent for escalation.
- 4.1.6. Staff are offered support and training where appropriate. We continue to involve the Police as necessary to ensure the safety and wellbeing of our staff.
- 4.1.7. All current on ground and CCA Airfield incident reports are included in Appendix A - WDC Incident Reports. 2 reports for this reporting period.
- 4.1.8. Flamingo Scooter incidents included in the body of the report.
- 4.1.9. All incidents are either closed with mitigations or currently under investigation. Key learnings have been shared with teams. Reporting of all incident occurrences has been consistent with staff and incident information has been thorough.

4.2. Asbestos Management System – Assura

- 4.2.1. PCBUs have specific legal obligations related to asbestos registers and management plans under the Health and Safety at Work Act 2015 and the Health and Safety at Work (Asbestos) Regulations 2016. All properties are required to be reviewed every 5 years or earlier depending on the condition, type of asbestos and accessibility.
- 4.2.2. The Asbestos Management System and Asbestos Register has been added to the Health and Safety Assura system. Configuration and testing is underway.
- 4.2.3. Stakeholders have been contacted for consultation regarding the type of properties and Asbestos applicable to their assets. This will ensure reporting and auditing is consistent with the information within surveys.
- 4.2.4. Accurate Consulting has begun reviewing the Asbestos Management Policy and Asbestos Register fields for compliance.

5. Implications for Community Wellbeing

- 5.1.1. There are no implications for community wellbeing by the issues and options that are the subject matter of this report.
- 5.1.2. The Management Team has reviewed this report and support the recommendations.

6. Community Views

- 6.1.1. **Mana whenua**
Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the subject matter of this report.
- 6.1.2. **Groups and Organisations**
There are no groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.
- 6.1.3. **Wider Community**
The wider community is likely to be affected by, or to have an interest in the subject matter of this report.

7. Other Implications and Risk Management

- 7.1. Financial Implications
There are no financial implications of the decisions sought by this report.
- 7.2. Sustainability and Climate Change Impacts
The recommendations in this report do not have sustainability and/or climate change impacts.

7.3. Risk Management

The organisation has reviewed its health and safety risk and developed an action plan. Failure to address these risks could result in incidents, accidents or other physical or psychological harm to staff or the public.

The regular review of risks is an essential part of good safety leadership.

7.4. Health and Safety

There are health and safety risks arising from the adoption/implementation of the recommendations in this report. Continuous improvement, monitoring, and reporting of Health and Safety activities are a key focus of the health and safety management system.

8. **Context**

8.1. Consistency with Policy

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

8.2. Authorising Legislation

The key legislation is the Health and Safety at Work Act 2015.

The Council has a number of Human Resources policies, including those related to Health and Safety at Work.

The Council has an obligation under the Local Government Act to be a good employer.

8.3. 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.
- Our District has the capacity and resilience to quickly recover from natural disasters and adapt to the effects of climate change.

The Health, Safety and Wellbeing of the organisation, its employees and volunteers ensures that Community Outcomes are delivered in a manner which is legislatively compliant and culturally aligned to our organisational principles.

8.4. Authorising Delegations

An officer under the Health and Safety at Work Act 2015 is a person who occupies a specified position or who occupies a position that allows them to exercise a significant influence over the management of the business or undertaking. Councillors and Chief Executive are considered to be the Officers of WDC.

Appendix A
WDC Incident Reports

Date	Event Description	Incident Type	Person Type	Outcome & Response
14/07/2025	A roading compliance officer has been receiving abusive emails from a member of the public regarding an ongoing issue.	Adverse Interaction	Employee	Police informed.
17/07/2025	A staff member was filling chlorine containers from a tank when the handle snapped, causing some to spill and contact their skin.	Injury	Employee	Sought medical attention for skin irritation. Tank has been repaired.
20/07/2025	Emergency and Police attended a fire at a pensioner unit in Kaiapoi.	Property/Vehicle Damage	Member of the Public	Further investigations need to be made as to the extent of damage to the roof. The tenant was taken to hospital by ambulance. Report from FENZ pending.
21/07/2025	Interaction with motorist- potential violence.	Adverse Interaction	Employee	The staff member activated their body camera when the member of the public advanced closer. The staff member backed away and the member of the public left.
22/07/2025	Staff Harassment. Member of the public constantly harassing a staff member via online platforms with discriminate information.	Adverse Interaction	Employee	Police Informed.
23/07/2025	A staff member cut their shin when checking for leaks on a watermain.	Injury	Employee	Staff member had basic first aid. No medical attention needed.
25/07/2025	Unaccompanied minor not leaving the Rangiora Library at late night close. Staff member submitted a report to the police over the phone with my concerns around the unaccompanied minor safely leaving our spaces. The police contacted Oranga Tamariki who attended site.	Other	Member of the Public	The situation was resolved. No further action was required.
27/07/2025	A member of the public was issued with a trespass notice from the Aquatic Centre after a complaint regarding inappropriate behaviour.	Other	Member of the Public	Under Police investigation.

28/07/2025	Power to traffic signals were disconnected by power retailer. ICP disconnected at the request of property unit as the ICP was incorrectly thought to be related to recently sold property. Disconnected right on evening rush hour had potential to cause traffic accident/ serious injury.	Near Miss	Contractor	Further investigations are under way. A list of ICPs and who manages each ICP is being obtained for future use.
28/07/2025	A staff member experienced a headache and mild dizziness after the smell of gas was present in the building.	Illness/Medical Incident	Employee	Building was evacuated. Fire brigade attended. No gas detected. Staff member returned to work the next day. No medical attention needed.
28/07/2025	A staff member almost caught their finger in the safe door when they tried to close it and their finger was in between.	Injury	Employee	No medical attention or first aid required.
28/07/2025	A member of the public notified staff of drug paraphernalia in the bathroom in Kaiapoi Library.	Other	Member of the Public	Staff safely disposed of the paraphernalia, locked toilet door, put out of order sign up and contacted a cleaning contractor for a deep clean. User was identified on cameras and the incident lodged with Police 105 number.
29/07/2025	There was a four vehicle nose to tail incident within controlled traffic management, set up by contractors.	Property/Vehicle Damage	Contractor	No one was injured, minor damage to vehicles. Driver error was determined as they were distracted.
29/07/2025	A staff member hit their eye on the corner of book crate. The front crate was full and they reached over to get to back crate and hit their eye on corner of the front crate.	Injury	Employee	No first aid or medical attention required. Awareness was discussed for future.
29/07/2025	Contractor found suspected asbestos product when removing carpet which had a paper backing product glued to the floor. They closed down site.	Other	Contractor	WDC arranged for testing. Sample taken, results came back positive. Full contamination survey carried out 30/7. Swab tests negative in the room where the carpet was removed. Also tested vinyl in kitchen, which is positive, so that is being removed under class A conditions. Work to commence 4 Aug and will be completed by 8th August

06/08/2025	Waste Management staff member assaulted by Member of the public.	Adverse Interaction	Employee	Police attended. Staff member was not injured. Support offered to the staff member. Under investigation.
07/08/2025	Adverse interaction between a staff member and member of the public.	Adverse Interaction	Employee	A letter of apology was handed in to the staff member. No further investigation is required.
07/08/2025	A staff member sprained their ankle when rushing and overloaded with equipment.	Injury	Employee	No medical attention required.
08/08/2025	An Airfield user departing the airfield on Airfield Road had to brake suddenly to avoid an aircraft on short final approach. The van driver indicated that the aircraft's main wheels were below the height of the top of the vans windscreen. The pilot indicated that the aircraft profile was normal and touched down beyond the displaced threshold markers. The drivers view on the approach slope is obscured by trees to the left on ECAN land. Testing also showed that rear view mirrors in cars are also likely to add to the visibility of the approach because drivers have to look up at an angle to their left to look for aircraft.	Near Miss	Member of the Public	ECAN have approved WDC to undertake tree topping to improve visibility for drivers. Investigation on-going. This incident has been reported to CAANZ.
11/08/2025	A member of the public disagreed with enforcement protocol. Staff turned on their body camera The member of the public threatened physical harm. The staff member walked away and spoke to the police, who were nearby.	Adverse Interaction	Employee	Police were notified as they were in the location at the time.
12/08/2025	Rear end collision with a work vehicle and a member of the public. School time traffic, cars parked for pick up and it was hard to see.	Property/Vehicle Damage	Employee	Small amount of damage to both vehicles. Insurer have been informed.

13/08/2025	Member of public abused a staff member while issuing an infringement notice. The staff member turned their body camera on. The member of the public drove away.	Adverse Interaction	Employee	Under investigation.
13/08/2025	An Aircraft suffered a flat tyre on landing and was disabled. Decisions was made by an airfield user to use a forklift to lift the aircraft so that a new tyre could be fitted. The forklift operator realised too late that ground was too soft to support the weight of the forklift and it became stuck causing deep wheel tracks in the runway surface. The airfield emergency tractor was then used to tow the forklift off the runway and the airfield manager was notified.	Property/Vehicle Damage	Member of the Public	The Airfield Manager engaged a contractor for repairs to the runway the next day. Further investigation is on-going.
18/08/2025	Aggressive emails received. Two insulting emails were received, but part of an ongoing pattern of unpleasant, aggressive and intimidatory communications.	Adverse Interaction	Employee	Ongoing investigation.

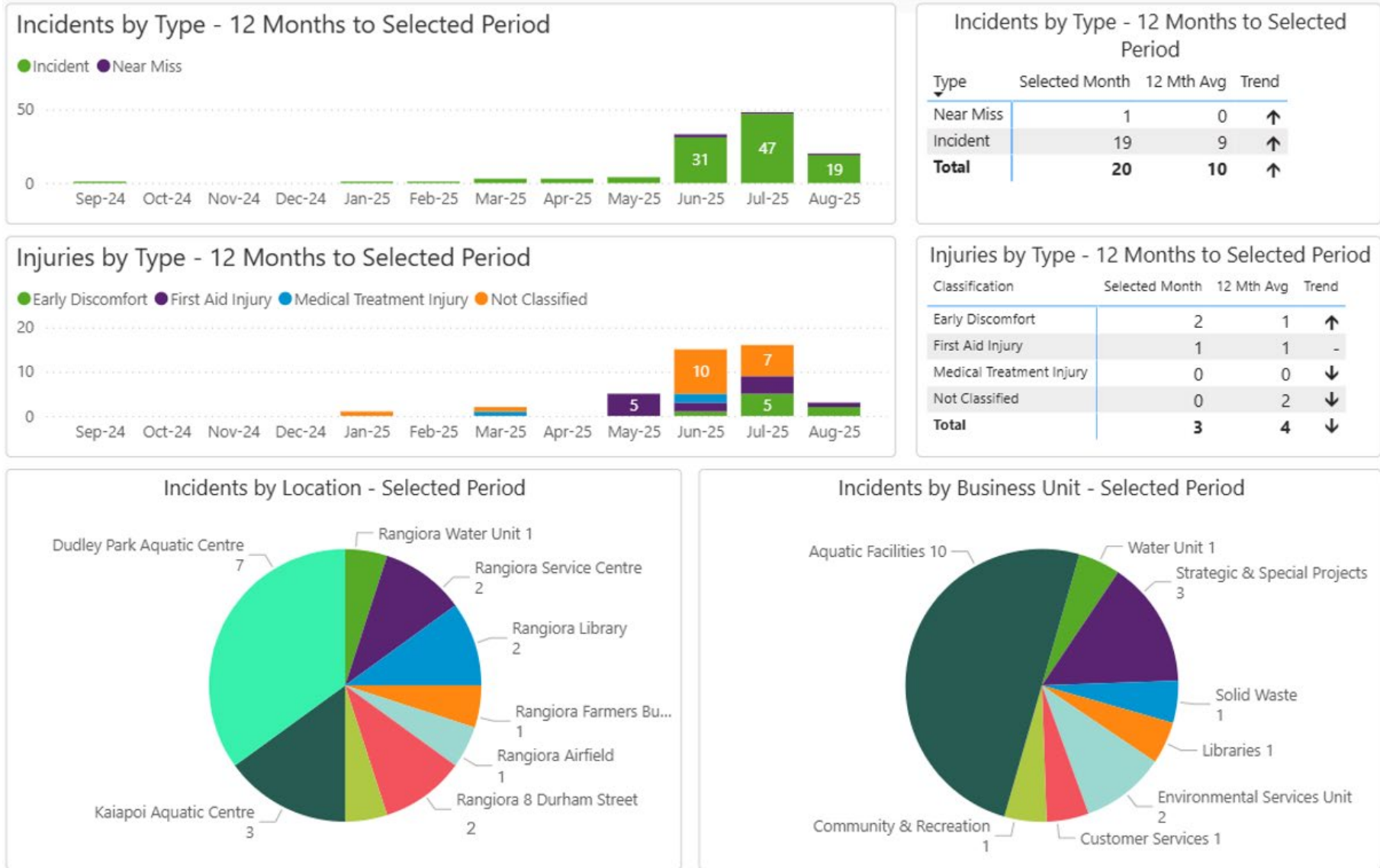
Flamingo Scooter Incident Reports:

Date and Time	Sunday 6th July at 2:07am
Location	Williams Street, Kaiapoi
Severity	Significant
Details	A rider reported having an accident
Root cause	Rider error
Corrective actions	<p>Flamingo promptly contacted the rider to ensure they were okay and obtain further details regarding the incident. The rider explained that they were on the footpath about to cross the road when they fell from the scooter. They recalled accelerating at the time, did not believe there were any issues with the brakes and confirmed that no one else was involved.</p> <p>The rider sustained head and knee injuries but is recovering well. As a goodwill gesture, Flamingo refunded the trip and arranged for a care package to be delivered to their home.</p> <p>The scooter involved was promptly collected for inspection. No issues were found and the scooter passed a full maintenance inspection checklist before being returned to service.</p>

Safety Inspections (Workplace Walkarounds)	<ul style="list-style-type: none"> • Workplace Walkarounds next due September 2025 • First Aid Kit checks next due October 2025
Training Delivered	<ul style="list-style-type: none"> • First Aid training 1-31 July 2025 (15 staff) • Wheels, Tracks & Rollers driver licence endorsement 15 August (1 staff) • AA Defensive Driving training course 22-31 July (1 staff) • Health & Safety Representative training 29 July 2025 (1 staff) • Cable Location (CAT4) foundation training 1 & 8 August 2025 (4 staff)
Scheduled Training	<ul style="list-style-type: none"> • First Aid training 27 August 2025 (17 staff & 9 CDEM volunteers confirmed) • First Aid training 5 November 2025 (up to 25 staff) • Asbestos Awareness seminar 2 September 2025 (up to 12 staff)

Appendix B

(All graphs in Appendix B show information recorded in the new Health and Safety Management System to date)



Hazards in 12 Months to Selected Period

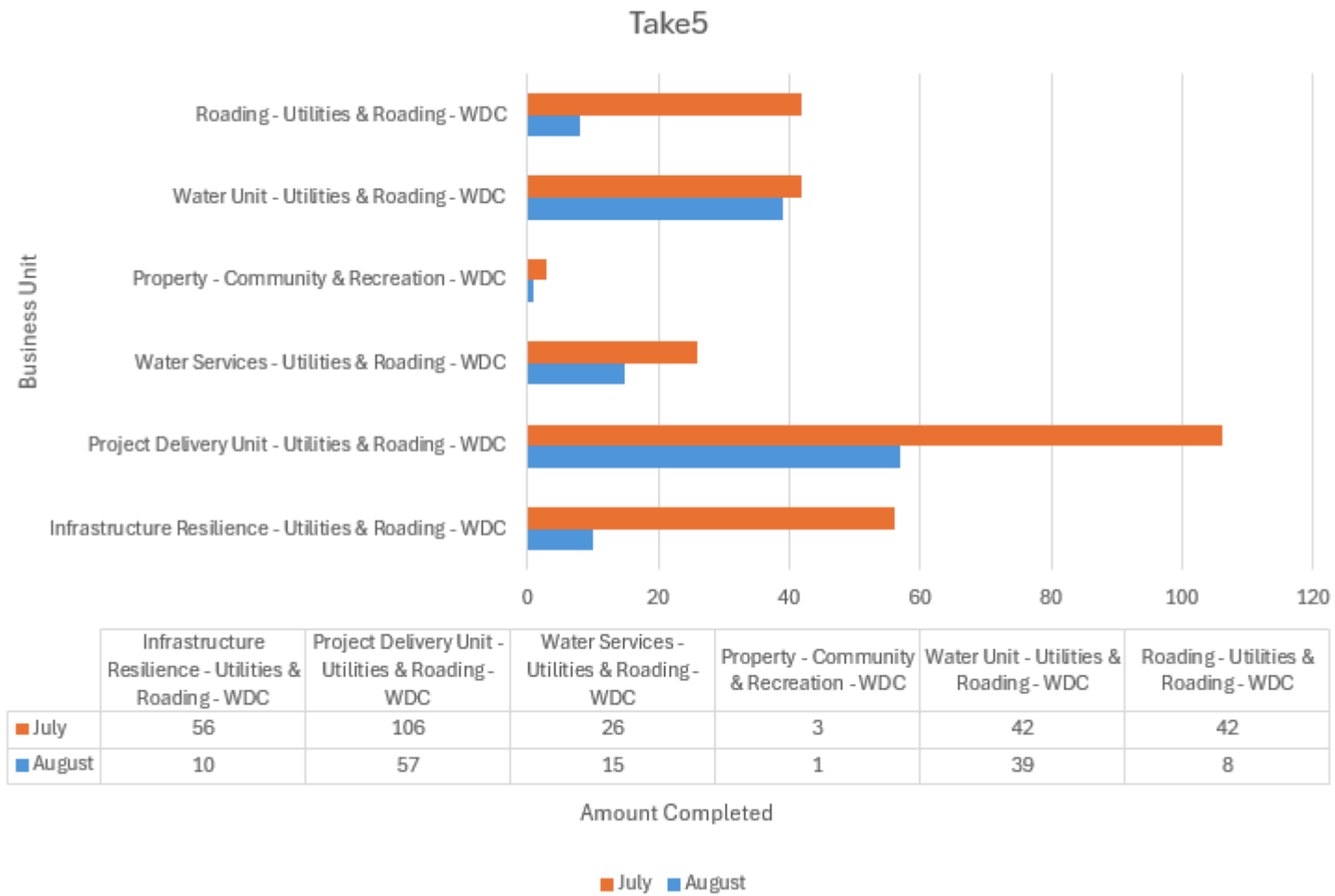


Take5 in 12 Months to Selected Period

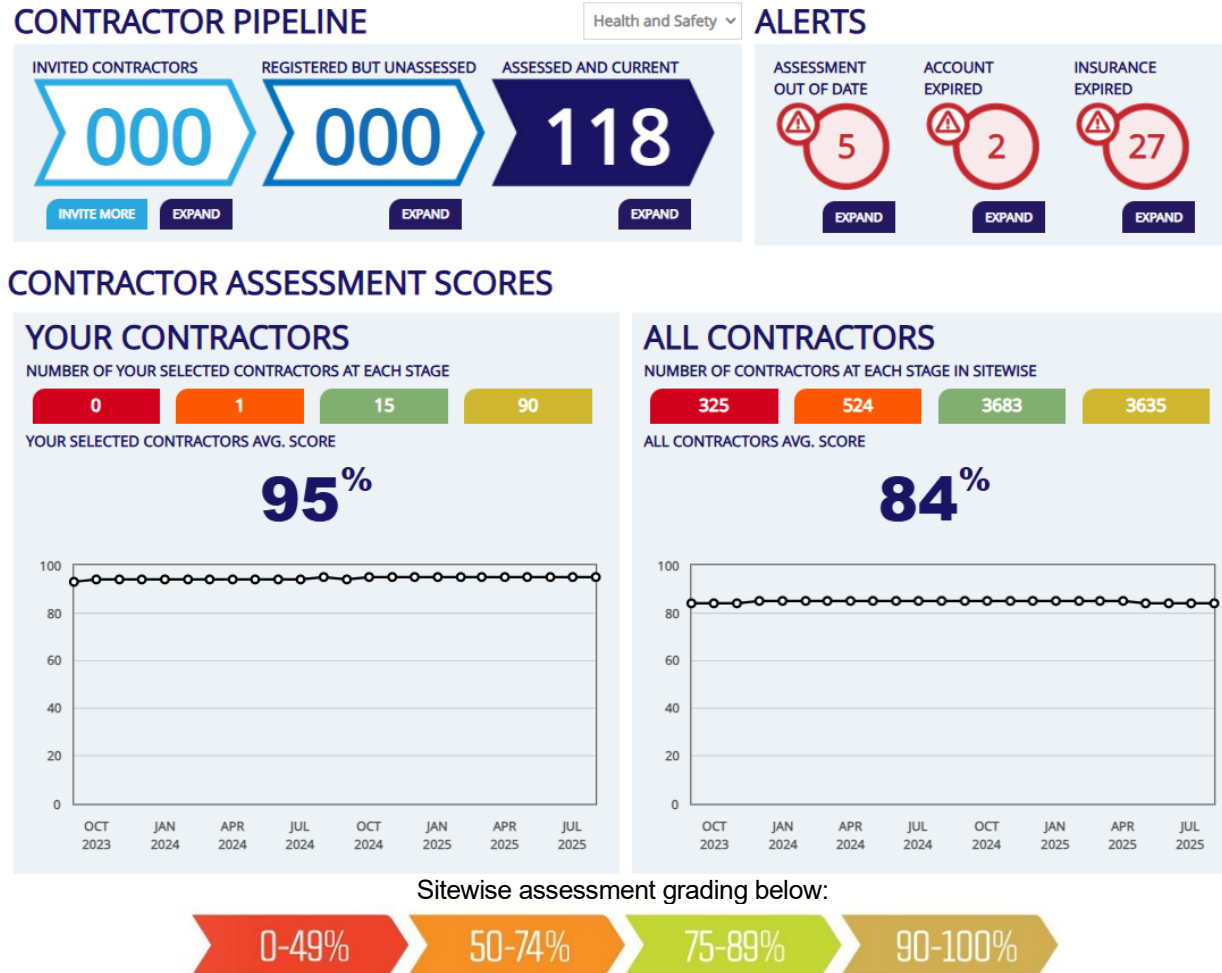


Lost Hours in 12 Months to Selected Period





Appendix C



Above is the current status of our preferred contractor database held within SiteWise.

Alerts are the contractors currently out of assessment date, expired and their insurance has expired. We do not engage these contractors until they are reassessed by SiteWise.

SiteWise issue reminders as well as the HS&W team once a month until they have updated them.

“YOUR CONTRACTORS” is referring to our preferred contractor list. “ALL CONTRACTORS” is referring to the full contractor list.

“INVITED CONTRACTORS” is referring to the number of new contractors we have invited and as preferred this past month. “REGISTERED BUT UNASSESSED” is referring to the contractors that have applied to Sitewise but have not submitted documentation for assessment yet.

WAIMAKARIRI DISTRICT COUNCIL

MINUTES OF A MEETING OF THE AUDIT AND RISK COMMITTEE HELD IN THE COUNCIL CHAMBER, RANGIORA SERVICE CENTRE, 215 HIGH STREET, RANGIORA, ON TUESDAY 12 AUGUST 2025 AT 9 AM.

PRESENT

Deputy Mayor Atkinson (Acting Chairperson), Councillors T Fulton, J Ward, P Williams and Mayor D Gordon.

IN ATTENDANCE

Councillors B Cairns and P Redmond.

J Millward (Chief Executive), P Christensen (Finance Manager), A Gray (Communications and Engagement Manager) and K Rabe (Governance Advisor).

1. APOLOGIES

Moved: Councillor Ward

Seconded: Councillor Williams

THAT the Audit and Risk Committee

- (a) **Receives and sustains** an apology for absence from Councillor Goldsworthy.

CARRIED

2. CONFLICTS OF INTEREST

- Item 9.2 – Mayor Gordon declared a conflict of interest as a member of the Local Authority Protection Programme (LAPP) Board.

3. CONFIRMATION OF MINUTES

3.1 Minutes of a meeting of the Audit and Risk Committee held on Tuesday 10 June 2025

Moved: Councillor Fulton

Seconded: Councillor Ward

THAT the Audit and Risk Committee:

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of a meeting of the Audit and Risk Committee, held on 10 June 2025.

CARRIED

3.2 Matters Arising (From the Minutes

There were no matters arising.

4. PRESENTATION/DEPUTATION

There were no presentations or deputations.

5. REPORTS

5.1 Enterprise North Canterbury (ENC) 2025/26 Approved Statement of Intent (SOI) and Associated Annual Business Plan – S Hart (General Manager Strategy, Engagement and Economic Development) and A Gray (Communications and Engagement Manager)

A Gray presented the report, which sought the approval of the 2025/26 Enterprise North Canterbury's (ENC) Statement of Intent and Business Plan, a draft of which was presented at the March 2025 meeting.

In response to Councillor Fulton's question regarding the change in thinking from the Government regarding community outcomes, J Millward advised that the community outcomes were integrated into ENC's Work Programme, and no matter how the current Government approached community outcomes, ENC's day-to-day business needed to proceed.

Moved: Mayor Gordon

Seconded: Councillor Williams

THAT the Audit and Risk Committee:

- (a) **Receives** report No 250627117085.
- (b) **Approves** the Enterprise North Canterbury's Statement of Intent 2025/26 (250626115618).
- (c) **Approves** the Enterprise North Canterbury's Annual Business Plan 2025/26 (250626115615).
- (d) **Circulate** this report and attachments to the Community Boards for information.
- (e) **Thanks**, Enterprise North Canterbury Trustees and staff, for their continued efforts in supporting businesses and economic development in the Waimakariri District.

CARRIED

Mayor Gordon noted that he and Mayor Marie Black from the Hurunui District Council were Council's Trustee representatives on the Board while the Chief Executives of both councils were advisory Trustees to ENC's Board, which was a well-led and a respected organisation which provided a professional service. ENC had a good relationship with the Hurunui and Kaikoura District Councils, which ensured the whole of North Canterbury was well represented and promoted. Mayor Gordon noted that he received many positive comments from businesses in the Waimakariri District, acknowledging that ENC had assisted several small operators to become well-established businesses.

Councillor Fulton noted that ENC's objectives were to assist economic growth and benefit the people of North Canterbury. It achieved this by positive and simple promotions, which yielded results, such as Pie July. The promotions encouraged smaller businesses and improved retail, while encouraging people to travel throughout the district. The Pie Trail had been a very successful initiative and had introduced people to different pie experiences while boosting retailer sales.

Councillor Cairns acknowledged the work done by Heather Warwick and her team and the outstanding achievements gained with limited funding, especially the latest promotion 'Proud to be Here' and would have liked to ask how businesses could get involved.

Councillor Ward observed how ENC had grown the profile of the Waimakariri District. She commented that ENC was a small team that did an incredible amount of work. She looked forward to the North Canterbury Business Awards, noting the tremendous benefit the ENC brought to the district.

Deputy Mayor Atkinson stated he had been involved in setting up the ENC. He noted that it was essential to ensure that both the ENC and the Council were on the same page and there was no confusion on what was expected by both parties. Therefore, scrutiny of the Statement of Intent and business plan was needed to ensure the partnership was achieving the best possible results for the district.

5.2 **Reporting on LGOIMA Requests for the period 1 April 2025 to 30 June 2025 – T Kunkel (Governance Team Leader)**

J Millward presented the report, which provided an overview of the last quarter for information requests under the Local Government Official Information and Meetings Act 1987.

There were no questions from elected members.

Moved: Councillor Williams

Seconded: Councillor Fulton

THAT the Audit and Risk Committee:

- (a) **Receives** Report No. 250730139649 for information.
- (b) **Notes** that the Council received 69 official requests and responded to 85 official requests for information from 1 April 2025 to 30 June, 14 more than the 71 official requests responded to in the same period in 2024.

CARRIED

6. **PORTFOLIO UPDATES**

6.1 **Audit, Risk, Annual / Long Term Plans – Councillor Joan Ward**

Councillor Ward noted that the Auditors were onsite, and the audit was underway.

6.2 **Communications and Customer Services – Councillor Joan Ward**

Communications

Continued to receive approximately 35 plus media queries per month, with 13 engagement projects in the last quarter.

- *Water Services Delivery Plan (WSDP) adopted, and a new unit established*

The Waimakariri District was the second council nationwide to have its WSDP adopted by the Department of Internal Affairs (DIA) – and the first in-house unit. Staff had been working closely with the Water Services team as well as the DIA to ensure that the announcement of this had been coordinated, approved, and showed a unified approach. It was also a good opportunity to look back at the good work the Council achieved with Councils for Local Delivery (C4LD), advocating for better water reform, and to remind the community of its prudent financial performance, which was key to being able to lead with an in-house unit. The support from residents was overwhelmingly positive.

- *Elderly Housing on Courtenay Drive engagement*

The Communication and Engagement Team had supported the Property Team on a proposal to develop the former regeneration/red-zoned land through targeted and in-person engagement with neighbouring properties. Often, such proposals got a 'fear of the unknown' response; however, by having a well-crafted narrative, links to community outcomes, good visuals, and key messages developed ahead of time, this engagement went well. Construction was expected to start in the coming weeks.

- *Youth Action Plan engagement*

Again, a targeted engagement success – the Communication and Engagement Team utilised connections through the North Canterbury Principals Network to reach young people in schools. Over 2,000 young locals viewed the Action Plan, and over 1,000 completed the survey, providing a wealth of data that helped the Council understand the key needs and concerns of young people and what role the Council could have in developing a District they would want to remain in.

- *Hikurangi Tsunami series*

Staff had been busy promoting the many Hikurangi Tsunami sessions held across the district in conjunction with Civil Defence and Emergency Management (CDEM). These had been popular events and had shown that there was a growing interest in knowing more about the risks and hazards near where people live.

- *Community Service Awards citations*

The Communication and Engagement Team had been busy attending interviews and working its magic to turn these into slick and smooth citations to be read out on the night.

- *Proposed District Plan announced*

The Council announced the finalisation of the proposed District Plan – a project many years in the making. Due to the litigious nature of planning, this release had to strike a balance between being understandable to a normal resident and maintaining a positive sentiment towards the Council, without getting the Council into legal strife with any developers/developments who were seeking to challenge the decision. We succeeded by focusing on retaining the aspects of the district which gave Waimakariri its unique feel. It also helped ensure the Council did not get drawn into the result of numerous private plan changes.

- *New event - Girls Can Do Car Maintenance*

Council teamed up with Rangiora Motor Group and Zonta to run a free evening session for women to learn more about car maintenance. Tickets sold out almost immediately, and positive feedback was received from attendees. The road safety team ran this event, and it was a great example of how collaboration could help local women become more confident in maintaining their cars.

Customer Services

- The team had been busy over the last six weeks with dog registration applications, registering almost 14,000 dogs.
- Rates notices were posted out in mid-July, and payments and enquiries had been steady. The number of ratepayers on direct debit was currently 43% and increasing. As expected, there had been some disappointment at the ending of the discount policy. The new multiple dwelling rates remission policy had been implemented smoothly, although several late applications were received. These were accepted for the current year due to bedding in the new process.
- Letters had been sent to 911 ratepayers who had rates in arrears with a request to either pay or set up a payment arrangement before the end of August 2025.
- Rates rebate processing started a bit later this year as system changes were required to cater for the two levels of eligibility created in the Government's Budget announcements. The Business and Technology Team did a great job getting the system ready, so there were not too many processing days lost. Processing was being extended for a few days into September 2025. The impact of the new eligibility levels was noticed with more ratepayers qualifying and an increase in the individual rebates being granted. Households with a gross income in the high \$60,000s may now receive a partial rates rebate.
- Last year, 2,965 were granted with rates rebates totalling \$2,198,879.47.
- The District Rating Revaluation was progressing well with the Valuer General's audit programmed for early September 2025. If the audit progressed within the planned timeframe, the new values would be implemented in late September 2025.

- LIM numbers in July continued to be high and may have just started to drop off slightly. Last month's 251 LIMs issued, which was the highest number for July since statistics were started in 1995.

7. QUESTIONS

Nil.

8. URGENT GENERAL BUSINESS

Nil.

9. 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: Councillor Ward

Seconded: Councillor Fulton

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

- Item 9.1 Minutes of the Public Excluded Portion of the Audit and Risk Committee held on Tuesday, 10 June 2025
- Item 9.2 Insurance Renewal Report
- Item 9.3 Credit Rating Services

The general subject of each matter to be considered while the public was 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 were as follows:

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public-
MINUTES			
9.1	Minutes of the Public Excluded Portion of the Audit and Risk Committee held on Tuesday 10 June 2025	Good reason to withhold exists under section 7	To protect the privacy of natural persons, including that of deceased natural persons. LGOIMA Sections 7(2) (a).
REPORTS			
9.2	Insurance Renewal Report	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) LGOIMA Sections 7(2) (i).
9.3	Credit Rating Services	Good reason to withhold exists under section 7	To protect the privacy of natural persons, enable local authority to carry out without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and to maintain legal professional privilege. LGOIMA Sections 7(2) (a), (g) and (i).

CARRIED

CLOSED MEETING

The public excluded portion of the meeting was held from 9.30am to 10.59am.

OPEN MEETING**NEXT MEETING**

The next meeting of the Audit and Risk Committee would be held on Tuesday, 9 September 2025, at 9 am, in the Council Chambers, Rangiora Service Centre.

THERE BEING NO FURTHER BUSINESS, THE MEETING CONCLUDED AT 10.50AM.

CONFIRMED

Chairperson

Date

MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD AT THE MANDEVILLE SPORTS CLUB, 431 MANDEVILLE ROAD, SWANNANOA ON WEDNESDAY 6 AUGUST 2025 AT 6.30PM.

PRESENT

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

IN ATTENDANCE

G Cleary (General Manager Utilities and Roading), G Stephens (Design and Planning Team Leader), K Howat (Parks and Facilities Team Leader) and K Rabe (Governance Advisor).
Councillor B Cairns and Board Member K Barnett.

There were 17 members of the public present.

1. APOLOGIES

There were no apologies.

2. PUBLIC FORUM

2.1. Shirley Boys High School Students – Kane Arona and Jack Cockburn

K Arona and J Cockburn spoke to the letter sent to the Board in July 2025 (Refer to Item 8 of the agenda). Students had raised safety concerns regarding the Tram Road intersection. K Arona advised that he had spoken to the Council's Senior Transportation Engineer, S Binder, who had advised that the Council had funding set aside to build a roundabout at the intersection; however, to proceed, this would need a funding contribution from the New Zealand Transport Agency (NZTA).

K Arona noted that he also intended to send a letter to the Waimakariri Member of Parliament, the Hon. Matt Doocey, to request his support for the installation of the roundabout.

S Barkle thanked K Arona and J Cockburn for their interest and presentation, commending them on following through with an issue and directing their concerns in the right place. She noted that the Board has advocated for and is supportive of safety improvements at this intersection and others along Tram Road. S Barkle acknowledged sending a letter to Hon. Matt Doocey and to Waka Kotahi would be a well-directed next steps, as without funding support, the Council may not be able to proceed with the proposed roundabout.

2.2. Ohoka Residents Association – AJ Lowe

AJ Lowe, a representative of the Ohoka Residents Association, thanked the Board, especially S Barkle and T Robson, for their work in opposing Plan Change 31.

2.3. Ian Shrimpton – Weatherfield Lane

I Shrimpton raised his concern regarding the stockwater race on the border of his property. He noticed that the stockwater race was either dry or flooded, which caused challenges for neighbouring properties whose berms were periodically flooded.

S Barkle noted that the stock water race was managed by Waimakariri Irrigation Ltd (WIL). She explained that the excess flow could be when water had been ordered up stream and not fully utilised, causing more water downstream. The best place to contact would be WIL as they would likely know why variation in flow was happening. S Barkle would bring the issue up at the next Water Race Advisory meeting. G Cleary also offered to follow up on this matter on behalf of the resident.

2.4. **Valarie and Tim Parrott – Ashworths Road, Ohoka**

Concern was raised regarding the maintenance of drains on private property. V Parrott noted that there were several streams on private land, which the Council may not be aware of, which caused flooding due to inadequate maintenance of the drainage of minor streams.

G Cleary requested that the residents email him the details of the stream concerned and offered to follow up and liaise with residents on this matter. S Barkle commented that she was on the Ohoka Rural Drainage Advisory Group and would raise the matter with them as well.

2.5. **Lyn and John King – Redfern Lane, Swannanoa**

Concern was raised at the lack of information regarding Stage 1 of the Mandeville Resurgence Project.

G Cleary noted that the design work was currently underway, and funding for the project had been allocated in the 2025/26 financial year. Once the design work had been completed, the Council would be contacting residents with an update and a possible timeline for the work.

S Barkle expressed the Board's understanding of resident's situation and that the Board would continue to support and advocate for residents in this particular area to ensure some work is carried out.

2.6. **Mike Tyree**

M Tyree raised concerns regarding the process of the Proposed District Plan (PDP), noting that he and 21 other property owners had been advised when purchasing their properties that they would be able to subdivide after seven years. However, this was not the case according to the PDP. Residents had paid to have the area surveyed and had requested a change in the zoning.

G Cleary, S Barkle and N Mealings explained the District Plan process; and understood the disappointment that some people, including himself, would feel with some of the decisions.

2.7. **Lindsey Eason – Clear View Lane, Swannanoa**

L Eason spoke to his tabled letter (Trim Ref: 25080714586), which raised concerns regarding the uncompleted drainage work carried out in Clear View Lane, Swannanoa.

G Cleary stated that he was unaware of any further work schedule for this area; however, he would follow up and advise the residents.

2.8. **Louise Rietveld – Mandeville Domain Shelterbelt Replacement**

L Rietveld raised various concerns regarding the Mandeville Domain Entrance Shelterbelt Replacement Plan, such as the topping of the hedge, the light spillage from the sports fields and the lack of irrigation for new plantings. These were addressed during the consideration of Item 7.1.

3. **CONFLICTS OF INTEREST**

Item 7.2 – T Robson declared a conflict of interest as he was a member of the Pearson Park Advisory Group.

4. **CONFIRMATION OF MINUTES**

4.1. **Minutes of the Oxford-Ohoka Community Board Meeting – 4 June 2025**

Moved: M Wilson

Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 2 July 2025, as a true and accurate record.

CARRIED

4.2. **Matters Arising (From Minutes)**

There were no matters arising.

5. **DEPUTATIONS AND PRESENTATIONS**

5.1. **Brent Cairns – Food Forest**

B Cairns tabled his draft design (Trim Ref: 250807145800) for the proposed Oxford Food Forest and requested the Board's support of this initiative. He explained that the horseshoe design around the food forest was intended to include traditional medical plants, which would act as a windbreak for the rest of the forest.

B Cairns noted that a new food forest had been established at Pines/Karaki Beach and had a very successful launch with the community getting involved. Northbrook Reserve in Rangiora was scheduled to launch soon.

In response to T Robson's query, B Cairns confirmed that the community would be involved, and currently, Jo Ealam was the driving force behind the initiative.

The Board requested that Council staff investigate location options and designs and bring a report on this matter back to the Board for a decision.

6. **ADJOURNED BUSINESS**

Nil.

The meeting adjourned for a workshop at 7.31pm and resumed at 8.08pm.

7. **REPORTS**

7.1. **Mandeville Domain Entrance Shelterbelt Replacement Plan – G Stephens (Design and Planning Team Leader)**

G Stephens presented the report, which sought approval to consult on the proposed Mandeville Domain Entrance Shelterbelt Replacement Plan. The large Old Man Pines had reached their end of life and were now becoming a risk both to members of the Mandeville Sports Club and the residents in the vicinity. The intention was to manage this in a two-phase approach with the removal of the trees and replanting with natives to form a shelterbelt. The current hedge would be topped to make it safer during wind events. Once the new plantings were established and had reached the desirable height, the current hedging could be removed and replanted to act as a screen to neighbouring properties if desired.

Regarding the light spillage from the sports fields, G Stephens explained that the trees had to be removed due to health and safety reasons; as such, the proposed removal of the trees did not fall under the auspices of the Board. If residents were concerned about light spillage, this should be dealt with via enforcement, who would test and work with the Club to adjust the lights if necessary.

G Stephens stressed that the Board was only requested to approve the Proposed Mandeville Domain Entrance Shelterbelt Replacement Plan, which included consultation regarding the type of replacement plantings required. He acknowledged the concern relating to irrigation of new plantings, advising that this would be the responsibility of the Club. However, the Council would continue to work with the Club to ensure that appropriate irrigation could be achieved.

T Fulton raised concerns about what planting could be sources for such an arid environment, noting that it would be challenging to source native trees that would grow to the required height.

R Harpur agreed with the comments made by T Fulton and suggested that staff work with the original arborist to get advice on the best plants for the area.

N Mealings raised concerns that currently there was no waterpipe in the area where the new plantings would be planted. G Stephens assured her that the Council would assist the Club to achieve the desired outcome to ensure the plantings had adequate water.

M Brown asked if the stumps of the trees would be ground out, and G Stephens replied that the Council usually did not grind stumps, which was a costly procedure. Replacement trees would be planted between the stumps. To make the project as cost-effective as possible, the timber would be sold, and any remaining debris would be chipped and used in gardens and reserves throughout the district.

T Fulton queried what would happen if the new trees did not reach the required height to block the lights, and G Stephens replied that the Council could not retain dangerous trees to block lights for neighbours.

Moved: T Robson

Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 250718132334.
- (b) **Approves** the Proposed Mandeville Domain Entrance Shelterbelt Replacement Plan (Trim:250721132924).
- (c) **Approves** the implementation of Stage 1 of the Proposed Mandeville Domain Entrance Shelterbelt Replacement Plan, which includes the removal of the old man pines, replanting with native screening plants and the height reduction of the Arizona hedge.
- (d) **Notes** that stage one removal of trees is estimated at \$35,000 to be funded from the existing Street, Reserve and Cemetery Tree Maintenance Contract (GL 10.533.100.2500), which is included in the Annual Plan/Long Term Plan.
- (e) **Notes that** the tree replacement is estimated to cost \$30,000. At present, there is not a line item for this replanting, and it should be put forward to the annual plan to have it planted in Spring 2026.

- (f) **Notes** that, as an alternative to the above, the Oxford Ohoka Community Board may wish to utilise the existing capital tree planting budget (100303.000.5224). This has \$12,960 for the Oxford Ohoka Ward, so its use would mean no other planting can be done during the year across the Ward.
- (g) **Approves** a review period of five years from the time of planting before any decision is made regarding the implementation of Stage 2 and the removal of the Arizonica hedge. Once the native species are of an appropriate size, Staff will work with the neighbours and the MSCB to confirm this and approach the Board/Council for approval and budget to undertake Stage 2 if this is deemed necessary.
- (h) **Notes** that staff have engaged with the Mandeville Sports Club Board and adjoining landowners, and they are supportive of this proposal.
- (i) **Notes** that if approved, staff will continue to work with the Mandeville Sports Club Board and adjoining landowners to keep them informed and up to date with the timeframes and logistics regarding these works.

CARRIED

7.2. **Pearson Park Pump Track Consultation – K Howat (Parks and Facilities Team Leader)**

Having previously declared a Conflict of Interest; T Robson sat back from the table and took no part in the discussion or decision on this item.

K Howat presented the report, which sought approval to undertake consultation on the location for the proposed pump track in Pearson Park in Oxford. This was a community initiative funded by Bike Oxford and the community to provide a formalised high-end asphalt pump track.

S Barkle questioned whether the informal dirt bike track was still an option, and K Howat confirmed that it was. However, this was a separate matter and would be reported on if it came to fruition.

P Merrifield sought clarification on recommendations (c) and (e), which looked to be similar. K Howat agreed that it was a duplication and requested that recommendation (e) be removed.

S Barkle stated that the Farmers Market operated at the park which may impact on the area being considered and also noted that this was the vehicle access for the Gym. S Barkle also expressed concern regarding the practicality of dealing with two such similar requests concurrently and the public perception and understanding regarding these two initiatives. She believed that a full explanation should go out with the consultation which explained the difference between the two proposals.

M Brown noted that the Farmers Market had a formalised lease on an area of Pearson Park and queried if this had been taken into consideration. K Howat stated he was unsure of how much of the park the lease covered, however would confirm prior to consultation.

Moved: T Fulton

Seconded: N Mealings

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 250410063642.
- (b) **Approves** that Council staff undertake consultation with user groups and residents to gather feedback on the proposed location for a community-funded pump track at Pearson Park.

- (c) **Notes** that the Oxford-Ohoka Community Board has the delegation to allocate Pearson Park land for a bike pump track; however, Council will have to consider the acceptance of the asset as this has a level of service and ongoing financial implications.
- (d) **Notes** that a subsequent report will be brought back to the Community Board, detailing the consultation results.
- (e) **Notes** Bike Oxfords preference is for Council to maintain, depreciate and renew the asset once it is built.
- (f) **Notes** that Council approval will be required to accept the proposed pump track as a gifted asset from Bike Oxford.
- (g) **Notes** that the Pearson Park Advisory Group supports the proposal.
- (h) **Notes** that the exact location and size of the proposed community-funded pump track are yet to be determined and will be confirmed once the final design is completed.

CARRIED

7.3. **Application to the Oxford-Ohoka Community Board's 2025/26 Discretionary Grant Fund – K Rabe (Governance Advisor)**

K Rabe took the report as read, noting that it was common for sports groups to seek funding for the purchase of uniforms and equipment.

S Barkle raised the concern about the limited amount of funding available and the increase in requests for the maximum funding. She believed that the new Board would need to review the criteria to either tighten the requirements or to change the maximum allocated at one time.

Moved: T Fulton

Seconded: N Mealing

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 250707122837.
- (b) **Approves** a grant of \$500 to the Ohoka Netball Club to purchase new uniforms for the players.

CARRIED

8. CORRESPONDENCE

8.1. **Letter from Shirley Boys High School Students regarding Tram Road Safety Concerns**

The following correspondence was tabled:

- Memo regarding a complaint on unruly dogs (Trim 250730139538)
- Letter from Lindsay Eason regarding flooding issues in Clear View Lane (Trim 250807145786).

Moved: T Robson

Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the correspondence.

CARRIED

9. CHAIRPERSON'S REPORT

9.1. Chairperson's Report for July 2025

- 16 July – Wolffs Bridge Committee Meeting.
Attending a meeting where they looked at the draft Memorandum of Understanding and made a few minor changes. Looked at some more fundraising ideas. Awaiting bank accounts and incorporated society status.
- 23 July – Meeting with Mayor and Chairs.
Catch up on what other Community Boards discussed, and end-of-term dinner rather than Christmas dinner this year.
- Attended All Boards Session.
- 25 July – Meeting about Woodstock Quarry (WQL).
Met with some people regarding WQL to ascertain if their expertise could be used as part of our evidence.
- 29 July – Proposed District Plan Drop-in in Oxford.
Attended the Oxford PDP drop-in to assist with public concerns.
- 30 July – Wolffs Road Bridge meeting with Council Staff.
Completed the final draft of the MOU. Discussed health and safety documents and the different territorial authorities in the area.
- Other:
 - New Zealand Police – possible restructure. It had been announced that there may be some restructuring of the policing system. This could potentially leave outlying rural communities under-resourced with longer wait times for police during emergencies, as they would be travelling from further afield – although the New Zealand Police do not believe this would be the case. This was something that the Board were likely to need to advocate on. At this stage, the New Zealand Police was undergoing internal conversations; it was then expected that public consultation would occur. Mayor Gordon was going to organise a letter on behalf of all of the major stakeholders in the rural sector to allow them to voice their concerns. The hope was that these might be considered during decision-making times.
 - Woodstock Quarry Ltd- We have engaged some witnesses and a planner to assist with the Board's case. We have received the two councils' evidence and were now formulating the Boards. Submissions were to be lodged by Friday 15 August 2025.
 - Resurgence: These channels were still running reasonably high.

Moved: S Barkle

Seconded: M Wilson

THAT the Oxford-Ohoka Community Board:

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

CARRIED

10. MATTERS FOR INFORMATION

- 10.1. Woodend-Sefton Community Board Meeting Minutes 14 July 2025.
- 10.2. Rangiora-Ashley Community Board Meeting Minutes 9 July 2025.
- 10.3. Kaiapoi-Tuahiwi Community Board Meeting Minutes 21 July 2025.
- 10.4. May 2025 Flood Event Response and Recovery – Expenditure and Funding Sources – Report to Council Meeting 1 July 2025 – Circulates to all Boards
- 10.5. Adoption of Alcohol Control Bylaw – Report to Council Meeting 1 July 2025 – Circulates to all Boards
- 10.6. Libraries Update to 3 July 2025 – Report to Community and Recreation Committee Meeting 15 July 2025 – Circulates to all Boards
- 10.7. Aquatics July Report – Report to Community and Recreation Committee Meeting 15 July 2025 – Circulates to all Boards
- 10.8. Youth Action Plan Early Engagement Update – Report to Community and Recreation Committee Meeting 15 July 2025 – Circulates to all Boards.
- 10.9. Approval to Install No-Stopping Restrictions on Flaxton Road at Camwell Park – Report to Utilities and Roding Committee Meeting 15 July 2025 – Circulates to Rangiora-Ashley and Kaiapoi-Tuahiwi Community Boards.
- 10.10. Project Update Under Infrastructure Resilience Fund 2024/25 and May 2025 Flood Recovery Progress Update – Report to Utilities and Roding Committee Meeting 15 July 2025 – Circulates to all Boards.

Moved: P Merrifield

Seconded: T Fulton

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the information in Items 10.1 to 10.10.

CARRIED

11. MEMBERS' INFORMATION EXCHANGE

11.1. Tim Fulton

- Attended:
 - North Canterbury Neighbourhood Support meeting.
 - National Freshwater Policy Reform – DairyNZ webinar.
 - Council Briefing.
 - Tender Opening – Springbank Mill community meeting in Cust.
 - Community Networking meeting in Kaiapoi.
 - Tim Kenneth site visit – roadside verge issues, Ashley Gorge Road.
 - Dan's Mayoral drop-in – Swannanoa.
- Tony Banks site visit – roadside sign issues, Butchers Road in Ohoka.
- Utilities and Roding, Community and Recreation Committee meetings and briefing.
- Local Government New Zealand (LGNZ)
- District Plan public drop-in Rangiora.

- Oxford Promotion Association Committee (OPAC) – Special meeting, constitutional changes, Oxford Council workshop.
- Tender opening, All Boards, Rangiora District Plan public drop-in, Kaiapoi.
- Oxford Health and Fitness Centre Trust Meeting, Oxford.
- District Plan public drop-in, Oxford.
- Wolffs Bridge meeting Rangiora.

11.2. **Pete Merrifield**

- Oxford-Ohoka Community Board meeting.
- Utilities and Roothing Committee meeting.
- Wolffs Road Footbridge meeting - Still working through setup and liaising with Council.
- Oxford Museum Committee meeting – It was becoming frustrating trying to assist the Committee organise a storage unit on site. He had contacted the Mayor, but so far no response
- All Boards Session - Speed zone update for around schools. Policy on Board presentations to Hearings, there is now a \$40,000 fund! Election 2025 update
- Grey Power meeting
- Working on Museum storage option.

11.3. **Michelle Wilson**

- Kaiapoi Art Expo – Great event as always, celebrating local artists. High standard of school entries.
- Ohoka Residents' Association – Unable to attend due to the changed date and a meeting clash. AGM would be on 10 September 2025.
- All Boards Session – speed zones outside schools and pre-election information.
- Alcohol and Drug Harm Prevention Steering Group – Discussion re Local Alcohol Policy Submission, Youth Survey results, Stronger Communities event well attended and regular Community Forums to gather feedback.

11.4. **Ray Harpur**

- Discussions with Oxford Pharmacy were ongoing, and parking nearby was still an issue.
- Waimakariri District Council were undertaking a review of carparking in 2026. Council had requested feedback. Waimakariri Accessibility Group (WAG) were aware that many improvements could be made, including:
 - More car parking in the Blake Street carpark.
 - More mobility parks in Rangiora.
 - Improvements to existing mobility parks.
 - More spaces needed around bus stops.
- The Youth Council requested that a Community Board member attend their meetings in the new term.
- The question was raised around the painting of red 50k signage on the road entrance to Oxford.
- Inclusive Sports Day was the best so far, with around 65 attendees. A free BBQ was held with donations from New World and Woolworths.

- Waimakariri Access Group AGM 15 August at 10:30am in Council chambers. It was noted:
 - No. 1 bus route stopped at Wrights Road in South Kaiapoi. The northbound stop was right beside a ditch just north of the Challenge Petrol Station. Could this be changed.
 - ECAN had just signed off on a new bus service from Waimak to West Melton and Darfield.
 - Nowhere to park or charge electric wheelchairs at the libraries.
- Concern at the dropping of #G services from October, as many devices (including pacemakers) rely on this service.
- All Boards Session – Attended, election protocols discussed, and School speed zones were outlined.

11.5 **Niki Mealings**

- Property Portfolio Working Group meeting.
- Inclusive Sports Festival – another awesome event with its largest turnout to date. All attendees had a great day.
- Biodiversity Portfolio projects update
- Attended drop-in at Mandeville Sports Club.
- Council Briefing / Workshop
- Attended Drop-in at West Eyreton – drop-in session with the Mayor held at West Eyreton Hall.
- Attended Drop-in at Swannanoa - drop-in session with the Mayor held at Swannanoa Hall.
- Kaiapoi Art Expo – attended opening night – was a great success.
- Utilities and Roading Committee meeting.
- Community and Recreation Committee meeting
- Attended Local Government New Zealand (LGNZ) conference
- Mandeville Sports Club and Board meeting – attended the All Clubs meeting and the board meeting following it. Mandeville Sports Club concept plan was under development and discussion about the trees.
- Canterbury CC Champions meeting
- District Plan Drop-in – attended the Drop-in session at Rangiora.
- Oxford Promotion Association Committee AGM and general meeting.
- Council workshop.
- Ohoka Residents Association meeting
- Alcohol and Drug Harm Prevention meeting
- All Boards Session
- Community Wellbeing North Canterbury Trust board meeting
- District Plan Drop-in at Oxford
- Waimakariri Youth Council meeting – youth features Expo to be held on 12 August from 4 to 8 pm at MainPower Stadium.
- Meeting with year 13 Rangiora High School students – Had a panel discussion with students about their various social action policy impact projects.
- Ohoka Bush working Bee – took part in the usual monthly working bee held every first Sunday of the month at the Ohoka Domain. Come and join us.
- Council meeting
- Arohatia Te Awa meeting – last meeting of the triennium.

11.6 **Thomas Robson**

- Ashley Gorge Advisory Group meeting – discussed the pavilion.
- Met with the New Zealand Police to discuss the proposed changes to police services.

11.7 **Mark Brown**

- Retail jingle promoted and resulted in an increase in Oxford retail.
- Rural Drainage Group meeting.
- District Plan drop-in – disappointing numbers.

12. **CONSULTATION PROJECTS**

12.1. **Canterbury Street Reserve Playspace Renewal**

<https://letstalk.waimakariri.govt.nz/canterbury-street-reserve-playspace-renewal>

Consultation Closed on 6 August 2025.

12.2. **Waimakariri Play and Public Spaces Survey**

<https://letstalk.waimakariri.govt.nz/waimakariri-play-public-spaces-survey>

Survey closed on 10 August 2025.

The Board noted the consultation projects.

13. **BOARD FUNDING UPDATE**

13.1. **Board Discretionary Grant**

Balance as at 31 July 2025: \$5,874.

13.2. **General Landscaping Fund**

Balance as at 31 July 2025: \$14,330, carry forward to be calculated.

The Board noted the funding update

14. **MEDIA ITEMS**

Nil.

15. **QUESTIONS UNDER STANDING ORDERS**

Nil.

16. **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil

NEXT MEETING

The next meeting of the Oxford-Ohoka Community Board was scheduled for 6.30pm, Wednesday 3 September 2025 at the Ohoka Community Hall.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 9.17PM.

CONFIRMED

Chairperson

Date

Workshop

(7.31pm to 8.08pm)

- *School Speed Zone Planning - Individual School Proposals – Peter Daly (Road Safety Coordinator) and Joanne McBride (Roading and Transport Manager) – (See Trim Ref: 250811147492)*

MINUTES FOR THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD HELD AT THE WOODEND COMMUNITY CENTRE, SCHOOL ROAD, WOODEND ON MONDAY 11 AUGUST 2025 AT 5.30PM.

PRESENT

S Powell (Chairperson), M Paterson (Deputy Chairperson) (arrived 5:46pm), B Cairns, I Fong, R Mather and A Thompson.

IN ATTENDANCE

K LaValley (General Manager Planning, Regulation and Environment), G MacLeod (Greenspace Manager), J McBride (Roading and Transport Manager), P Daly (Road Safety Coordinator), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer).

There was one member of the public present.

1 APOLOGIES

Moved: S Powell Seconded: B Cairns

THAT an apology for absence be received and sustained from P Redmond and for lateness from M Paterson who arrived at 5:46pm.

CARRIED

2 CONFLICTS OF INTEREST

There were no conflicts declared.

3 CONFIRMATION MINUTES

3.1 Minutes of the Woodend-Sefton Community Board Meeting – 14 July 2025

Moved: B Cairns Seconded: R Mather

THAT the Woodend-Sefton Community Board:

- (a) **Confirms**, as a true and accurate record, the circulated minutes of the Woodend-Sefton Community Board meeting held on 14 July 2025.

CARRIED

3.2 Matters Arising (from minutes)

There were no matters arising.

3.3 Notes of the Woodend-Sefton Community Board Workshop – 14 July 2025

Moved: R Mather Seconded: A Thompson

THAT the Woodend-Sefton Community Board:

- (a) **Receives**, the circulated notes of the Woodend-Sefton Community Board workshop, held on 14 July 2025.

CARRIED

4 DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY

Nil.

5 **ADJOURNED BUSINESS**

Nil.

6 **REPORTS**

6.1 **Surf Life Saving Update – C Taylor-Claude (Parks Officer) and G MacLeod (Greenspace Manager)**

G MacLeod spoke to the report noting staff had been to the Board a few times regarding this matter. Primarily the report suggested the dates that the surf lifesaving data had indicated would be the most appropriate for patrols to be present at the beaches. G MacLeod stated that Surf Life Saving would be recruiting from 4 August through to 24 August 2025. The report noted that patrols had increased from 99 days to 110 as well as the continuation of the volunteer effort present at the beaches.

B Cairns asked if Surf Life Saving did not patrol during the 110 days specified would the Council be billed for 110 days or only when they were present on the beach. G MacLeod replied that this was a service the Council were paying for so the Surf Life Saving would be obligated to patrol on the days contracted.

S Powell asked if it would be possible to move the start date two days forward to start on Wednesday 24 December 2025 and use those two days to do the last weekend in January and start of February 2026. G MacLeod noted he would speak with the Surf Lifesaving Club about that however did not believe it would be a problem.

S Powell would like to see a communications plan regarding the times the beaches would be patrolled as it was difficult for the public to identify what dates would have lifesaving coverage last season. G MacLeod agreed that he would work with the Communication and Engagement team to achieve better coverage.

A Thompson asked why the 24 December would be the preferred start date rather than 22 December as indicated by the data supplied by Surf Life Saving Club. S Powell replied that the change would allow for two extra days which would mean there would be patrols the weekend of the 31 January and 1 February 2026 which usually had weather more appropriate for beach outings than December. There was more activity on those dates from the data the community member had collected during the last season.

Moved: S Powell

Seconded: I Fong

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 250715128820.
- (b) **Requests** the 2025 – 2026 season dates be slightly amended for a fully-funded surf lifesaving service at Pegasus and Woodend Beaches from 24 December 2025 to 25 January 2026 as well as the weekend of 31 January and 1 February 2026 and for a weekday service at Waikuku Beach from 15 December 2025 to 6 February 2026 with volunteers covering weekends at Waikuku Beach.
- (c) **Notes** in May 2025, Council approved additional budget of \$41,502 for Surf Life Saving New Zealand to extend the patrol season from 99 to 110 days. The total budget for the upcoming season is \$162,192, and annual inflation adjustments will be applied in future budgets.
- (d) **Requests** that a full communication plan, to be signed off by the Chairperson, be developed to inform the public of the times and dates that Surf Life Saving will be patrolling the Woodend, Pegasus and Waikuku Beaches.

CARRIED

B Cairns thanked staff for the report. He noted not a lot of councils provided funded surf lifesaving. He believed that it was important for the Council to fund items that promoted safety within the district. There were a lot of people that drowned at sea, and he believed having surf lifesaving, particularly when Waimakariri had an extensive beach line, was a worthwhile initiative for the Council.

A Thompson requested that staff, as part of the survey that they were doing regarding the car park and toilet renewal, should include the Surf New Zealand data on the numbers of beach goers at Waikuku. This would highlight the number of people requiring toilet facilities at each of the beaches and would give viable evidence to the importance of the toilet renewal project over the parking area renewal.

In her right of reply, S Powell commented that the Council providing paid patrols was important as there were no pool facilities in the area and the beaches served that purpose as well as bringing visitors from all over the district to the Waimakariri.

6.2 **Application to the Woodend-Sefton Community Board's 2025/26 Discretionary Grant Fund – K Rabe (Governance Advisor)**

K Rabe spoke to the report noting the Spring Flower Show Committee had successfully applied for funding in the previous financial year. She noted although the application indicated that funding would be going towards printing costs, engraving of trophies and insurance, it also mentioned hall hire, she advised the Board to exclude this expense if it did consider funding the Committee as it was not considered an appropriate use of the fund.

R Mather asked if the Committee could be directed to the appropriate channels to apply for discounted hire costs and K Rabe undertook to do this when responding to the applicant.

Moved: A Thompson

Seconded: R Mather

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No. 250703120583.
- (b) **Approves** a grant of \$750 to the Woodend Spring Flower Show Committee towards printing costs, engraving of trophies, insurance and prizes.

CARRIED

A Thompson commented that it was a good community event.

R Mather noted that it appealed to a wide audience and was a well-run event. She supported what staff had said about the funding not going towards hall costs and it would be great if staff could let the Committee know there was another channel to pursue in relation to hall hire costs.

The Board held a workshop on School Speed Zone Planning from 5:46pm to 6:10pm

7 **CORRESPONDENCE**

Nil.

8 **CHAIRPERSON'S REPORT**

8.1 **Chairpersons Report for July 2025**

Moved: S Powell

Seconded: I Fong

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the report from the Woodend-Sefton Community Board Chairperson (Trim: 250804142707).

CARRIED

9 **MATTERS FOR INFORMATION**

- 9.1. Oxford-Ohoka Community Board Meeting Minutes 2 July 2025.
- 9.2. Rangiora-Ashley Community Board Meeting Minutes 9 July 2025.
- 9.3. Kaiapoi-Tuahiwi Community Board Meeting Minutes 21 July 2025.
- 9.4. May 2025 Flood Event Response and Recovery – Expenditure and Funding Sources – Report to Council Meeting 1 July 2025 – Circulates to all Boards
- 9.5. Adoption of Alcohol Control Bylaw – Report to Council Meeting 1 July 2025 – Circulates to all Boards
- 9.6. Libraries Update to 3 July 2025 – Report to Community and Recreation Committee Meeting 15 July 2025 – Circulates to all Boards
- 9.7. Aquatics July Report – Report to Community and Recreation Committee Meeting 15 July 2025 – Circulates to all Boards
- 9.8. Youth Action Plan Early Engagement Update – Report to Community and Recreation Committee Meeting 15 July 2025 – Circulates to all Boards.
- 9.9. Project Update Under Infrastructure Resilience Fund 2024/25 and May 2025 Flood Recovery Progress Update – Report to Utilities and Roothing Committee Meeting 15 July 2025 – Circulates to all Boards.

Moved: R Mather

Seconded: B Cairns

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the information in Items 9.1 to 9.9.

CARRIED

10 **MEMBERS' INFORMATION EXCHANGE**

B Cairns

- Menzshed Woodend Dog Park completed shelters.
- Pegasus Residents Golf Tournament coming up – looking for sponsors.
- Attended Waimakariri Access Group meeting
- Inclusive Sports day photographer - a great event well done to Martin Pugh and Zack Lappin.
- Kaiapoi Art Expo - opening and Have a Go weekend.
- Blackwells Winter festival.
- Pegasus Residents' Group Annual General Meeting.
- Teddy Bears picnic at the Sterling - really good event.
- Abbeyfield Annual General Meeting - well attended by the community and look forward to working with the Council regarding identifying suitable land.
- Kaiapoi Promotions Annual General Meeting - small turn out.
- Attended Oxford-Ohoka Community Board meeting to talk about food forests.
- Met with staff and residents at Northbrook Reserve Rangiora regarding community food forest.
- Kaiapoi Promotions monthly meeting.
- Art on the Quay opening night - Kaiapoi High students.
- Local Government New Zealand conference - the first day felt like a beat up from Government regarding rates and how Councils spent funds and rates capping.
- Attended Neill Price's funeral.

- Waikuku Drop in - general acceptance of wanting money spent on facilities while carparking could wait.
- Kaiapoi Drop in regarding the District Plan.
- Kaiapoi East Residents Association planting day with Japanese students from Kaiapoi High School, Japanese Consul, another planting day was planned.
- Woodpecker Trust Annual General Meeting - good turnout.
- Met with local residents regarding noise off the motorway, which included New Zealand Transport Agency staff.
- Visited multiple times to St Barnabas Food Friday - donating food.
- Invited to attend Northern Bulldogs prize giving, the clubrooms were packed.
- Invited to Ako Maths event at the Kaiapoi Library, showcasing maths and art from local schools. Well done Michelle from Tuahiwi and Jason from the library.
- Drop in session with Mayor Dan Gordon.
- Invited to St Patricks playground opening - they funded upgrade to swings.
- Visited Noaia Trust, food forest designs and have started to provide training along with trees and plants.
- Meet the Neighbours at Silverstream event.
- Satisfy Food Rescue 10th birthday celebration.
- North Canterbury Neighbourhood Support meeting, along with visit to Amberley regarding car replacement.
- Food Secure North Canterbury hui in Amberley.
- Food Secure monthly meeting - developed a map of where all North Canterbury producers and growers were.
- Oxford Promotions meeting.
- Hosted ARA students visiting food forests - they were developing templates and process for community food forests.
- Hosted Vision West visit to Kaiapoi food forest.
- Kaiapoi Museum meeting - still trying to sort the lift to mezzanine.
- Met with a young student who was raising funds to travel to the United States of America. He introduced him to businesses and funding ideas.
- Kaiapoi Club Annual General Meeting - the room was packed.
- Invited to Baptist church playgroup event.
- Was part of a panel of Councillors that heard from Rangiora High students about ideas they had.
- Visited North Canterbury Wellbeing to talk about what was said by Rangiora High students

M Paterson

- Woodpecker Annual General Meeting good turnout.
- Woodend Community Association Meeting.
- No response happening with Gladstone Park in work on the drainage with the upper sports field.

11 CONSULTATION PROJECTS

Nil.

12 BOARD FUNDING UPDATE**12.1 Board Discretionary Grant**

Balance as at 31 July 2025: \$9,455.

12.2 General Landscaping Budget

Balance as at 31 July 2025: \$14,640, carry forward to be determined.

The Board noted the funding update.

13 MEDIA ITEMS

Nil.

14 QUESTIONS UNDER STANDING ORDERS

Nil.

15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

NEXT MEETING

The next meeting of the Woodend-Sefton Community Board is scheduled for 5.30pm, Monday 8 September 2025 at the Woodend Community Centre, School Road, Woodend.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 6:28PM.

CONFIRMED

Chairperson

Date

Workshop (5:46pm to 6:10pm)

- *School Speed Zone Planning – Peter Daly (Road Safety Coordinator) and Joanne McBride (Roading and Transport Manager) – Trim Ref: 250818151898.*