

Thursday, 18 April 2024

*Te Hui o Te Kaunihera ā-Rohe o Heretaunga*  
**Hastings District Council**  
**Council Meeting**

*Kaupapataka*

# Attachments

---

*Te Rā Hui:*  
Meeting date: **Thursday, 18 April 2024**

---

*Te Wā:*  
Time: **1.00pm**

---

*Te Wāhi:*  
Venue: **Council Chamber  
Ground Floor  
Civic Administration Building  
Lyndon Road East  
Hastings**

---

**Watch Council meetings  
streamed live on our website  
[www.hastingsdc.govt.nz](http://www.hastingsdc.govt.nz)**

---

| ITEM          | SUBJECT   | PAGE |
|---------------|---|------|
| <b>13.</b>    | <b>POLICY FOR FREEDOM OF THE DISTRICT AND APPROVAL OF CHARTER PARADE</b>            |      |
| Attachment 1: | Policy for the Freedom of the District & Policy for the Custodianship of the Guidon | 3    |
| Attachment 2: | 2024 Charter (Bilingual)  | 29   |



**TE KAUNIHERA Ā-ROHE O HERETAUNGA**  
HASTINGS DISTRICT COUNCIL

**Kaupapa Here**  
Policy and Procedures

**KAUPAPA HERE MŌ TE TOHU  
WHAIMANA O HERETAUNGA  
POLICY FOR GRANTING FREEDOM  
OF THE DISTRICT OF HASTINGS**

Policy for Charters Granting Freedom of  
Entry and Keys to the District

Policy for the Custodianship of the 9<sup>th</sup>  
Wellington East Coast Mounted Rifles  
Regimental Guidon

Policy: Freedom of Entry and Keys to the District of Hastings July 2023

1

## CONTENTS

|  |    |
|--|----|
| 1. PURPOSE .....   | 4  |
| 2. SCOPE.....  | 4  |
| 3. ROLES AND RESPONSIBILITIES .....  | 4  |
| 4. POLICY STATEMENTS.....  | 5  |
| 4.1 Te Tiriti o Waitangi The Treaty of Waitangi .....  | 5  |
| 4.2 Charters Granting Freedom of Entry: .....  | 5  |
| 4.3 Exercising the Right to Freedom of Entry:.....   | 6  |
| 4.4 The Granting of Keys to the District .....   | 6  |
| 4.6 Revoking of Keys to the District.....  | 6  |
| 4.5 Care and Maintenance of Charters, Records, and Gifts .....   | 6  |
| 5. LEGISLATIVE AND STRATEGIC CONTEXT .....   | 7  |
| 6. DEFINITIONS .....   | 7  |
| 7. ASSOCIATED DOCUMENTS.....   | 7  |
| 8. POLICY REVIEW .....   | 7  |
| 9. PROCEDURES FOR CHARTERS GRANTING FREEDOM OF THE DISTRICT .....  | 8  |
| 9.1 Expressions of Interest:.....  | 8  |
| 10. PROCEDURES FOR CHARTER PARADES .....   | 8  |
| 10.1 Request to Exercise Freedom of Entry:.....  | 8  |
| 10.2 Charter and Ceremonial Scroll Design Requirements .....   | 9  |
| 10.3 Suggested Event Timeline .....  | 9  |
| 11. PROCEDURES FOR GRANTING KEYS TO THE DISTRICT.....  | 11 |
| 11.1 Application Process.....  | 11 |
| 11.2 Ceremony.....   | 11 |
| APPENDIX 1: HISTORICAL OVERVIEW OF CHARTER PARADES .....   | 12 |
| APPENDIX 2 CHARTER PARADE SEQUENCE AND ROUTE .....   | 14 |
| .....  | 19 |
| POLICY FOR THE CUSTODIATIONSHIP OF THE 9 <sup>th</sup> WELLINGTON EAST COAST MOUNTED RIFLES<br>REGIMENTAL GUIDON ..... | 20 |
| 1. PURPOSE .....   | 21 |
| 2. SCOPE.....  | 21 |
| 3. STATEMENT OF REGIONAL SIGNIFICANCE.....   | 21 |
| 3.1 THE 9 <sup>th</sup> WELLINGTON EAST COAST MOUNTED RIFLES REGIMENTAL GUIDON .....                                   | 22 |
| 4. POLICY STATEMENTS.....  | 23 |
| 4.1 Display, Care and Maintenance: .....   | 23 |
| 4.2 Military Ceremonial Protocol:.....   | 24 |

4.3 Remembrance: ..... 24

5. DEFINITIONS ..... 24

6. ASSOCIATED DOCUMENTS..... 25

7. PROCEDURES ..... 25

7.1 WECMR Guidon Active Remembrance..... 25

7.2 Access to WECMR Guidon..... 25

DRAFT

## 1. PURPOSE

To effectively coordinate the administration of the Council's granting and exercising of Freedom of the District of Heretaunga Hastings in the two forms of:

- **Charters Granting Freedom of Entry** bestowing rights to military units, ships and establishments who have long standing and significant links to the Heretaunga Hastings community and/or the District of Heretaunga Hastings in accordance with military law and tradition; and
- **Keys to the District** bestowing rights to the above-mentioned military entities, or to other individuals or groups from Heretaunga Hastings that have made a profound contribution in their field of endeavour, or to individuals or groups from elsewhere that have made a profound contribution to Heretaunga Hastings.

## 2. SCOPE

This policy applies to official relationships on behalf of the District and civic ceremonies, events and activities approved by Te Kaunihera ā-Rohe o Heretaunga Hastings District Council.

This policy does **not** apply to remembrance services or parades, such as ANZAC Day or Armistice Day, which are arranged by Clubs Hastings.

In circumstances where appropriate a Charter Parade may coincide with a significant day of remembrance requiring joint planning with the Clubs Hastings members.

## 3. ROLES AND RESPONSIBILITIES

**Mayor:** The Mayor is responsible for accepting and scrutinising expressions of interest for Freedom of the District. If in agreement, the Mayor then recommends bestowing Freedom of the District to the Council and the Heretaunga Takoto Noa Kōmiti for joint approval.

With joint approval the Mayor grants Freedom of the District and signs the Charter on behalf of the District of Heretaunga Hastings. The Mayor is the primary relationship holder for all engagements with those granted Freedom of the District.

A Charter is ordinarily renewed through a formal ceremony with all new Mayors.

**Chief Executive:** The Chief Executive is responsible for the administration and record keeping of Charters and documents relating to the Freedom of the District.

The Chief Executive is a signatory to the Charter and accompanies the Mayor at Charter Parades. The Chief Executive proclaims the Charter to the people during the Charter ceremony.

**Council:** Council have an opportunity to raise any issues relating to the nomination. With full agreement the Council accept the Mayor's recommendation.

**Heretaunga Takoto Noa Kōmiti:** The Heretaunga Takoto Noa Kōmiti, as representatives for Mana Whenua, also have an opportunity to raise any issues relating to the nomination. With full agreement the Kōmiti accept the Mayor's recommendation.

**Military Units:** To engage in civic life with trust and respect, and to support the Mayor in their ceremonial duties. To proactively engage into renewed relationships into the future.

**Individuals:** Those individuals granted Freedom of the District are to uphold the values for which they have been acknowledged, and positively represent the District of Heretaunga Hastings as recognised ambassadors.

## 4. POLICY STATEMENTS

Te Kaunihera ā-Rohe o Heretaunga Hastings District Council endorse the following policy statements:

### 4.1 Te Tiriti o Waitangi The Treaty of Waitangi

Decision making regarding Freedom of the District is underpinned by the principles of the Treaty of Waitangi: Participation, Protection and Partnership.

The Mayor and Council ensure participation of mana whenua through the partnership with the Heretaunga Takoto Noa Kōmiti for joint decision-making when granting the Freedom of the District.

The granting and exercising of Freedom of the District will be undertaken with the lead of Te Reo Māori me ōna Tikanga as guided by the Council Kaumātua and Heretaunga Takoto Noa Kōmiti.

Charters and Certificates will be issued in Te Reo Māori and English and will be signed by the Mayor and Council Kaumātua on behalf of the District and stamped with the Common Seal of Council.

### 4.2 Charters Granting Freedom of Entry:

The Freedom of Entry (FoE) to the District is an ancient honour bestowed to a military unit with historic ties to the area governed by an authority.

Eligibility for FoE requires a military unit to demonstrate a significant attachment to the District of Heretaunga Hastings.

Charters granting Freedom of Entry bestow upon military units the right to parade through the streets of the District on ceremonial occasion and to be present at official functions and ceremonies. In accordance with military law and tradition this gives the unit the right to march through the streets with swords drawn, bayonets fixed, and drums beating, bands playing, and colours and banners flying. The unit may carry out this privilege without a police escort.

FoE to the District of Heretaunga Hastings may only be granted by a resolution of Council and Heretaunga Takoto Noa Kōmiti.

An official civic function may be granted in conjunction with FoE events. It is at the discretion of the Mayor in conjunction with the Chief Executive to determine the date, time, location, invitation list and hospitality to be provided.



#### 4.3 Exercising the Right to Freedom of Entry:

A unit which has previously been granted a Charter for Freedom of Entry to the District may exercise that Charter when invited to do so.

An invitation for a unit to exercise their right to parade may be given annually, or at a mutually agreed time with the said unit.

The exercising of FoE of the District enables Council to honour a distinguished unit of the New Zealand Armed Forces, and strengthen its ties between citizens and service people.

A renewal of the Charter and exercising of FoE will take place following election of a new Mayor and Council at which there is an opportunity for the Mayor and Commanding Officer of the unit to meet and if necessary to mutually agree on revised wording of the Charter.

All renewed Charters and any revised wording may only be granted by a resolution of Council and Heretaunga Takoto Noa Kōmiti.

#### 4.4 The Granting of Keys to the District

Granting Keys to the District is a symbolic gesture to honour an individual or group for a significant contribution to the District.

Keys to the District of Heretaunga Hastings may only be granted by a resolution of Council and the Heretaunga Takoto Noa Kōmiti.

This ceremony is a variation on the FoE tradition, allowing for non-current units of the New Zealand Defence Force, or other members and groups in the community to have their service both at home and abroad acknowledged.

#### 4.6 Revoking of Keys to the District

Keys to the District may be revoked in instances where individuals or groups do not uphold the dignity and respect of this highest acknowledgement.

Revoking Keys to the District is the discretion of the Mayor in consultation with the Council and Heretaunga Takoto Noa Kōmiti, and is formalised by a resolution of Council.

#### 4.5 Care and Maintenance of Charters, Records, and Gifts

Council will ensure the proper recording and archiving of Charters, Certificates and Gifts and this information may be accessed by the public.

Appropriate care will be given to the display of Charters, Certificates, and Gifts. These will be displayed in the Civic Administration Building only and requests for display in other appropriate situations may be granted by the Mayor.

FoE may be celebrated through the exchange of gifts and Council will provide a wooden shield emblazoned with the Coat of Arms of the Council as a symbol of the relationship between the people of the District and the unit, group or individual.

Gifts of significance may require their own care and maintenance plan incorporated into ongoing budgets.

## 5. LEGISLATIVE AND STRATEGIC CONTEXT

Legislative context is the Local Government Act 2002 Section 41A in part:

- The role of the Mayor is to provide leadership to the people in the District.

In the context of this policy the leadership is the carrying out of civic and ceremonial duties on behalf of the people in the District while maintaining custodianship of historic relationships significant to the District.

Local Government Act 2002 Section 4: The Treaty of Waitangi in part:

- To maintain and improve opportunities for Māori to contribute to local government decision-making processes.

The granting of Freedom of the District has no legal bearing, however is a significant decision of the District and requires the partnership of the Heretaunga Takoto Noa Kōmiti.

## 6. DEFINITIONS

Key terms and acronyms used in the policy, and their definitions:

- **History of Charters Granting Freedom of Entry.** The right of FoE to the District is a symbolic honour, demonstrating trust, loyalty and sense of community between a District and a military unit.
- **The Charter** is the physical document (often referred to as a scroll) which outlines the agreement wording as agreed between the Mayor and the Commanding Officer of the unit. The honour conveys no legal right but does allow military units the privilege of parading.
- **Granting of Keys to the District.** In modern times, an ornamental key or certificate is presented. This practice is a variation on the FoE tradition and has similar symbolic meaning.

## 7. ASSOCIATED DOCUMENTS

Strategies, procedures, references, guidelines or other documents that have a bearing on this policy and that may be useful reference material for users of this policy, follow:

- HDC Events Strategy 2020.
- Heretaunga Ararau Reo Māori Policy
- Heretaunga Ringahora Māori Engagement Framework
- Policy for the Custodianship of the 9<sup>th</sup> Wellington East Coast Mounted Rifles Regimental Guidon.

## 8. POLICY REVIEW

This policy will be reviewed every three years.

## 9. PROCEDURES FOR CHARTERS GRANTING FREEDOM OF THE DISTRICT

### 9.1 Expressions of Interest:

The Granting of Freedom of the District is not bestowed lightly and must demonstrate trust and longevity of the unit, ship, or group expressing an interesting in forming a relationship with the honours and privileges of the Freedom of the District.

All expressions of interest must be made through direct request in writing and face-to-face meeting with the Mayor. The expression of interest must outline the meaning and significance the Freedom of the District provides to both parties, inclusive of any specific requests or promises made to the District.

It is the discretion of the Mayor and Chief Executive to recommend a unit, ship, or group to Council.

Charters Granting Freedom of the District may be granted only by a resolution of Council and the Heretaunga Takoto Noa Kōmiti.

## 10. PROCEDURES FOR CHARTER PARADES

### 10.1 Request to Exercise Freedom of Entry:

Requests to exercise FoE in the form of a Charter Parade are to be provided in a written statement, which addresses the significant attachment to the District of Heretaunga Hastings, to the Mayor clearly outlining:

- Proposed dates and times
- Significance of occasion, if any
- All arrangements requested to be made and/or funded by the District.

The Mayor will assess the 'significant attachment' outlined in the letter of request, and determine if the request will be presented to Council for formal consideration.

Any corresponding ceremonial arrangements, including marches, celebrations and other formalities, that are proposed to be arranged by the District, will be included in the report to Council for formal consideration.

A civic function may be granted in conjunction with the FoE event. It is at the discretion of the Mayor in conjunction with the Chief Executive to determine the date, time, location, invitation list and hospitality to be provided.

Once approved, the Mayor will formally advise the requesting unit, which will include details such as funding arrangements, date and location of the event.

## 10.2 Charter and Ceremonial Scroll Design Requirements

The Council is responsible for administering this process.

The unit is to provide an appropriate electronic version of its units crest or badge to be included in the design of the Charter.

The wording of the Charter may be reviewed by the Mayor, Council Kaumātua, and Commanding Officer of the unit and any changes are to be approved by resolution of Council and the Heretaunga Tokoto Noa Kōmiti with a summation of why the changes have been made.

The Charter is to be translated to te reo Māori.

The Charter design is to be approved by Council and the unit with five copies produced and signed by the Mayor, Council Kaumātua, and Chief Executive conferring the right to FoE on the unit:

- One copy is for the Council to be displayed publically.
- One copy is for the Commanding Officer of the unit.
- One copy is to be produced for a ceremonial scroll used during the Charter Parade and recorded in the Council archive.

On the day of the Charter Parade after the scroll has been presented by the Mayor, the three Charters are to be signed by the unit Commanding Officer (CO) indicating the acceptance of the Charter.

Following the parade two Charters are to be framed and the scroll deposited to the archives.

## 10.3 Suggested Event Timeline

### 4-6 months:

- Date, time and name of event arranged. Secure event location, parade route and public space.
- Approval letter to military unit.
- Traffic Management Plan (TMP) application and notification of a Charter Parade with Hastings Police.
- Resolutions obtained from Council and Heretaunga Takoto Noa Kōmiti for revised wording to commence design of the Charter and ceremonial scroll.
- Book a pre-event meeting with the unit Commanding Officer and Regimental Sergeant Major formally hosted by the Mayor, Council Kaumātua, and Chief Executive.

### 3 months:

- Communications plan created with a public announcement of the exercising of the Charter.
- Advise Mayor, Chief Executive, Lead Team and Elected Members of the Charter Parade and book in calendars.
- Compile guest list with Mayors Office.
- Create invitation design and send out both hard copy and digital invitations.
- Receive RSVPs until one week out.
- Audio-visual equipment, seating and event logistics arranged.

**2 months:**

- Programme, MC, photographer, band and additional support confirmed.
- Food and beverage confirmed at venue.
- Arrange First Aiders through St John's Ambulance.
- Management of media communications.
- Organise vehicle permits for access and parking.
- Charter and scroll design approved and prepared for signing.
- Frames ordered for Charter.

**1 Month:**

- Official party confirmed.
- Arrival signage for civic reception, run sheets and speeches confirmed.
- Arrange run through of order of proceedings with Mayor, Council Kaumātua, and Chief Executive.
- Customer Services Business Continuity Plans confirmed.
- Request for grounds maintenance confirmed.
- Briefing is arranged with Hastings Police for the Police Challenge.

DRAFT

## **11. PROCEDURES FOR GRANTING KEYS TO THE DISTRICT**

### **11.1 Application Process**

Individuals and organisations who are considered to have made a profound contribution to the District of Heretaunga Hastings and/or attained excellence in their chosen field are eligible for being bestowed the Keys to the District. Nominations for an individual or group are to be provided in a written statement addressed to the Mayor, which addresses the significant contribution and/or achievement in humanitarian work at an international level. The Keys will only be bestowed once to any one person or group.

Each nomination must have two independent referees who can talk knowledgeably about the nominee and achievements identified. All applications will be assessed and awarded equitably. Nominations are confidential and under no circumstances will the nominee be contacted directly by Hastings District Council staff for any information.

Keys to the District of Heretaunga Hastings are the highest honour of Council and may only be granted by a resolution of Council and the Heretaunga Takoto Noa Kōmiti.

### **11.2 Ceremony**

The Ceremony Granting Keys to the District of Heretaunga Hastings is usually presided by the Mayor at a civic ceremony in the Council Chamber. It is at the discretion of the Mayor in conjunction with the Chief Executive to determine this date, time, location, guest list along with the hospitality provided.

## APPENDIX 1: HISTORICAL OVERVIEW OF CHARTER PARADES

The following historical overview is provided courtesy of the Wellington East Coast Squadron QAMR and is officially read during Charter Parades:

Charter Ceremonies have their roots in Tudor England when the burgesses of thickly populated and wealthy cities and boroughs often had reason to fear the appearance of armed bands in the streets. The beat of the drum was the dreaded call to arms.

Mayors who were considered lax in raising levies and cash had no welcome for armed bands within their bounds. Few bandits observed civil laws, and they were owned by their commanders, who in default of payment by the Crown or other authority did not hesitate to seek money, clothing and rations by force of arms.

There were also conflicts between the Crown and local authorities. The ancient and wealthy City of London resented any suggestions by Parliament and Whitehall. On one occasion the Lord Mayor had the city gates slammed against the emissaries and troops of the King and Parliament, and as a further safeguard against surprise raids, by-laws were enacted forbidding marching in the streets with drums beating and arms bared without the Mayor's permission.

Today silken cords at Holborn Bar and Temple Bar stand for the gates. On state occasions, the Lord Mayor waits at Temple Bar to offer his sword to the Sovereign in token of the City's allegiance. But to the Sovereigns forces the City Marshall gives the traditional challenge '*Who comes there?*' All was well if after naming their unit the Commanding Officer could add '*... by the Lord Mayor's permission.*' These are trusted Regiments with whom the City of London has long established relations, they hold the City's Charter and do not have to seek permission to march through the streets of London.

### WELLINGTON EAST COAST SQUADRON, QUEEN ALEXANDRA'S MOUNTED RIFLES REGIMENT, R.N.Z.A.C.

At a Ceremonial Parade on 7<sup>th</sup> September 1958, Hastings formally adopted the 4<sup>th</sup> Armoured Regiment in a colourful ceremony entitling them to receive the Freedom of the City. The then Mayor Sir Edwin Bate gave the Commanding Officer, Major C. C. Jordan, the Charter which gives the Regiment '*the right and privilege without further permission being obtained, of marching at all times with drums beating, band playing, colour flying, bayonets fixed and swords drawn through the streets of the City of Hastings.*'

The granting of Freedom of the City acknowledges the historic relationship of the unit from its first formation as the 9<sup>th</sup> (Wellington East Coast) Mounted Rifles Regiment TF, officially raised on 17 March 1911. In 1914 the NZEF Mounted Regiments wanted to foster linkages with the established Territorial Force Regiments that were not being sent overseas. So the badge of the 9<sup>th</sup> (Wellington East Coast) Mounted Rifles Regiment TF was worn by the 9<sup>th</sup> (Wellington East Coast) Squadron of the Wellington Mounted Rifles Regiment NZEF throughout its service in the Gallipoli, Sinai, and Palestine campaigns.

In 1921 the 9<sup>th</sup> (Wellington East Coast) Mounted Rifles Regiment became the 7<sup>th</sup> (Wellington East Coast) Mounted Rifles Regiment, and later the Wellington East Coast Mounted Rifles, which was absorbed into the newly established 2<sup>nd</sup> Armoured Regiment on 29<sup>th</sup> March 1944.

Hawke's Bay was a big source for troops and leaders in the 2nd New Zealand Divisional Cavalry in the Second World War. They excelled, they supported each other, and they stuck together like glue.

On 1<sup>st</sup> April 1956 the unit was renamed the 4<sup>th</sup> Armoured Regiment (Wellington East Coast) RNZAC with the Headquarters based in Hastings. On being granted the Freedom of the City of Hastings on 7<sup>th</sup> September 1958 the unit name was adjusted to 4<sup>th</sup> ARMOURED REGIMENT (WELLINGTON EAST COAST – CITY OF HASTINGS OWN) RNZAC.

In 1963 the unit was amalgamated into 1 Armoured Squadron (Queen Alexandra's) and on 1<sup>st</sup> September 1970 it was renamed Queen Alexandra's (Waikato/Wellington East Coast) Squadron RNZAC with its Headquarters based in at Waiouru.

On 4<sup>th</sup> June 1982 Waikato and Wellington East Coast Squadron (WaiWEC) RNZAC became part of the newly formed 1 Armoured Group and over the next 11 years was manned with a combination of both Regular Force and Territorial Force personnel. Upon the activation of Queen Alexandra's Mounted Rifles as a Regiment in 1993, it was decided to rename the Squadrons to A, B, and Support Squadron with the Territorial Force component being WaiWEC Squadron.

In 2003 WaiWEC Squadron underwent a title change to better identify the geographic location of its Territorial Force members and the title of Waikato Mounted Rifles was approved by the then Chief of Army. In this approval letter the Chief of Army also directed that the Wellington East Coast Guidon be formally laid up and kept in the preserve of Hastings District Council.

#### **MEANING OF THE FREEDOM OF THE DISTRICT TO HASTINGS DISTRICT AND THE QUEEN ALEXANDRA'S MOUNTED RIFLES REGIMENT**

The key words in the Charter presented by the District of Hastings are that both parties '*are desirous of establishing mutual relations.*' All else that follows is proof of the existence of mutual confidence, harmony, goodwill and trust.

The Regiment is to have '*the right and privilege without further permission being obtained, of marching at all times with drums beating, band playing, colour flying, bayonets fixed and swords drawn through the streets of the City.*' That is the Districts gift. It means that the Mayor, Councillors and Residents have such confidence in the integrity of the Regiment that in future, permission will not have to be sought to march through the streets in the panoply of war.

The Regiment on its part is to confer on the Mayor and Councillors the honour of viewing a parade once a year, for the purpose of inspection by the Mayor. It is also to provide two officers in uniform to attend the Mayor on all official important occasions.

These honours also have a meaning. The first means that the Regiment and its operation are as an open book to the Mayor and Councillors. The second symbolises the Regiment's particular interest in the protection of the City.

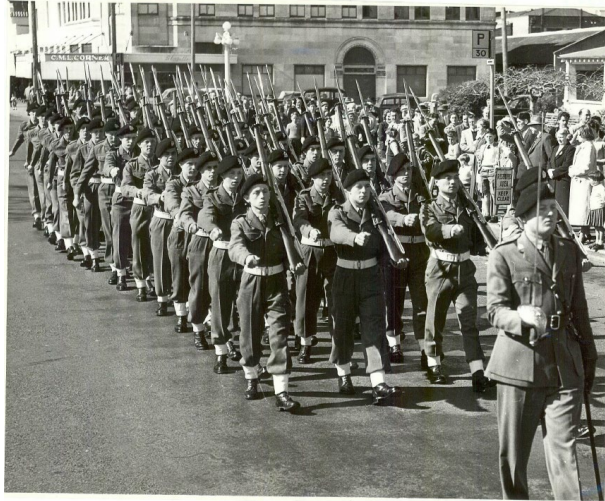
Between the Regiment and the District of Hastings there has been an exchange of rights, privileges and honours not lightly to be sought or lightly granted for they are steeped in history.



## APPENDIX 2 CHARTER PARADE SEQUENCE AND ROUTE

The honorary unit may initiate their own specific parade sequence and route which will require implementing however, general sequence of events noted:

- A. The parade forms-up at a point outside of the CBD and step-off with *drums beating, band playing, colour flying, bayonets fixed and swords drawn.*



- B. Led by the Commanding Officer, the parade makes its way to a point where it is ceremonial stopped by a Police Officer who challenges the parade with the words "*Halt who goes there*". The Commanding Officer accepts the challenge replying with the units name asking to continue by permission of the Mayor. The Police Officer steps to the side and allows the parade to pass.



As the Colour Party passes, people pay their respects by bowing their heads or removing their hats. People in uniform come to attention and salute the Guidon.

- C. The parade makes its way to the point of ceremony and prepare for the arrival of the Mayor and Officers who receive a General Salute from a dais.



- D. The Commanding Officer then marches forward and informs the Mayor that the parade is ready for inspection.



- E. The Mayor and Chief Executive, led by the Commanding Officer, inspect the Troops and Band. As the Mayor passes the Guidon the Mayor removes their headdress.



When the Commanding Officer is back in position and the Mayor is standing in front their seat, the Mayor then moves forward and asks the Commanding Officer to *“Please stand your guard at ease”*.

- F. The Mayor is seated and the Chief Executive comes forward to the microphone to proclaim the Charter. Concluding the proclamation the Chief Executive then calls upon the Mayor to address the unit and the people present.



- G. Concluding their speech, the Mayor is handed the rolled Charter by the Chief Executive. The Mayor then calls forward the Commanding Officer to receive the Charter.
- H. The Commanding Officer mounts the dais to receive the Charter and a handshake from the Mayor, who remains standing alongside the Commanding Officer as they say words of thanks to the Mayor and District of Hastings.



- I. The Mayor and Officers receive a General Salute from the dais and depart for another point from where they review the parade march past with eyes right.

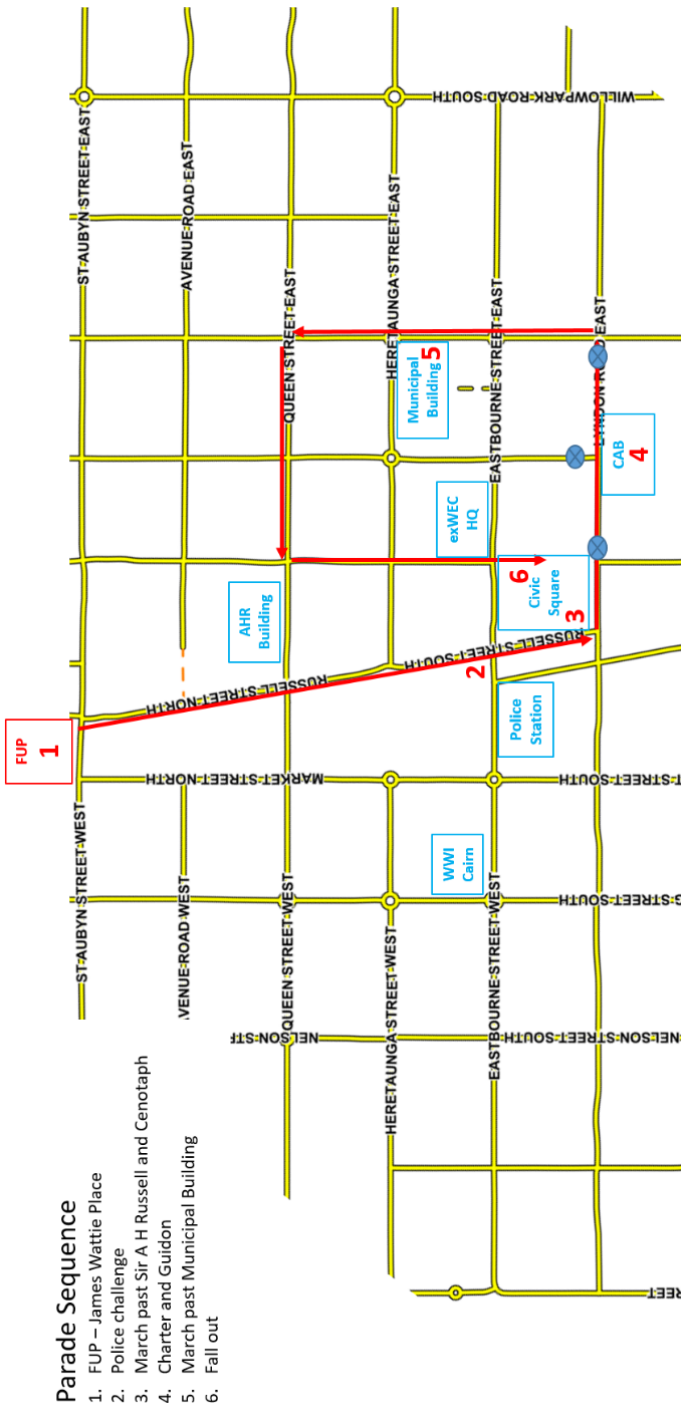


- J. The parade continues to proceed through the CBD exercising their right of marching at all times with drums beating, band playing, colour flying, bayonets fixed and swords drawn through the streets of the City of Hastings.'



- K. The Mayor and Official Party leave the viewing point and make their way to the Mayoral Reception for speeches, presentation of the framed Charter, commemorations, and hospitality.

PREFERRED PARADE ROUTE AND SEQUENCE



Policy: Freedom of Entry and Keys to the District of Hastings July 2023

**TE KAUNIHERA Ā-ROHE O HERETAUNGA**  
HASTINGS DISTRICT COUNCIL

**Kaupapa Here**  
Policy and Procedures

**POLICY FOR THE CUSTODIATIONSHIP  
OF THE 9<sup>th</sup> WELLINGTON EAST  
COAST MOUNTED RIFLES  
REGIMENTAL GUIDON**

Item 13

Policy: Freedom of Entry and Keys to the District of Hastings July 2023

20

## 1. PURPOSE

To ensure Council uphold active kaitiakitanga *custodianship* of the 9<sup>th</sup> Wellington East Coast Mounted Rifles (WECMR) Regimental Guidon, a significant gift from the Queen Alexandra's Mounted Rifles Regiment to the District of Heretaunga Hastings.

This policy ensures the ongoing remembrance of actions of the Regiment and those who fought in the battles commemorated through the Guidon by:

- Acknowledging days of remembrance in Council meetings with silence and recitation of Binyon's Lines.
- Allowing public access to the Guidon on days of remembrance.
- Maintaining the encased Guidon in accordance with military tradition.

## 2. SCOPE

This policy applies to the care, maintenance and ongoing remembrance of the WECMR Guidon. The scope of the policy extends to the Standing Orders of Council with official remembrance days acknowledged in the annual governance calendar of Council.

This policy acknowledges the special relationship the Guidon has with the Charter Granting Freedom of the District to the Wellington East Coast Squadron, Queen Alexandra's Mounted Rifles, R.N.Z.A.C.

## 3. STATEMENT OF REGIONAL SIGNIFICANCE

Te Kaunihera ā-Rohe o Heretaunga Hastings District Council are honoured stewards of the WECMR Regimental Guidon. The unique decision was made by the unit for the Guidon to be laid-up and entrusted to the preserve of the Council on behalf of the District.

The Mayor and Council acknowledge that the Regimental Guidon is a World War One memorial of regional significance held in trust by the Council.

The origin of carrying Colours goes back to the days of early warriors, who fixed their family badges to poles and held them aloft in battle for the dual purpose of indicating their position and to act as rallying points should the occasion arise. Medieval chivalry followed the same principle when armorial bearings were placed on their banners so that these could be seen well above the melee.

Guidons have evolved from the banners of the knights of the Middle Ages. The Guidon (an ensign or standard ending with a tail, point, or swallow tail) was carried by a banneret. When the banneret was created a knight, the end of his Guidon was cut off, transforming it into a Standard.

Initially The New Zealand Mounted Rifles Regiments were not authorised to carry a Standard of any kind, with the result that it was necessary to request permission from the Imperial authorities. In 1927 the New Zealand Mounted Rifles Regiments received permission from King George V to carry Guidons.

The Guidon was presented to the Regiment during a unit camp at Marewa, Napier on 12<sup>th</sup> May 1935. The Guidon was designed, paid for, and presented by Major General Sir Andrew Russell, the former Commanding Officer of both the Wellington East Coast



Mounted Rifles and Wellington Mounted Rifles Regiment, the Brigade Commander of the Mounted Rifles Brigade at Gallipoli and the General Officer Commanding the 1<sup>st</sup> New Zealand Expeditionary Force in France 1916-1918.



The consecration of the Guidon was conducted by the Reverend R. H. Williams Bishop of Waiapu. The Commanding Officer for the parade was Lieutenant Colonel H. B. Maunsell, a former officer of the 9<sup>th</sup> (Wellington East Coast) Squadron who had been wounded at Gallipoli in 1915. A crowd of up to 4000 people attended the parade.

The Guidon was placed in Saint Matthew's Church Hastings from 1941-1958. Initially it had been placed in the church for safe-keeping during World War II.

In August 1959 the Guidon was placed in the Hastings City Council Chambers for public display and safekeeping. Over the years the Guidon has been retrieved by the successive units of the Armoured Corps that have inherited Freedom of the City and District of Hastings. For some time the Guidon was also used by the Queen Alexandra's Squadron because no replacement Guidon had been sourced since it was laid up in Hawera.

As the Guidon like all Standards and Colours is consecrated it is never touched with the bare hand by anyone other than the Padre of the Regiment.

### 3.1 THE 9<sup>th</sup> WELLINGTON EAST COAST MOUNTED RIFLES REGIMENTAL GUIDON

The Guidon of the 9<sup>th</sup> Wellington East Coast Mounted Rifles Regiment is unique for its distinct New Zealand design and incorporation of the regional black and white of Hawke's Bay. The Guidon is made of black and white silk damask embroidered and fringed with gold. The tassels and cord of crimson and gold mixed. The sleeve at the pole end is crimson silk.

The Guidon is divided horizontally into five white and four black bands. In the centre is the badge of the Wellington East Coast Mounted Rifles in gold, surrounded by a wreath of green New Zealand ferns. The whole centrepiece is surmounted by the Kings Crown in full colour. The Regimental Badge is of a horse rampant surmounting the Regimental Motto "FORTES FORTUNA JUVAT" *Fortune Favours The Brave*.

The battle honours of the unit are emblazoned on both sides of the Guidon with black lettering on gold scrolls, and placed in sequence from left to right down the Guidon. A gold scroll with Wellington East Coast Mounted Rifles in black is at the base of the Guidon.

The following battle honours and campaigns are emblazoned on the Guidon:

**SOUTH AFRICA 1900-1902**  
**HILL 60 (ANZAC)**  
**RUMANI**  
**EGYPT 1915-1917**  
**JAFFA**  
**PALESTINE 1917-1918**  
**JORDAN (AMMAN)**  
**GAZA BEERSHEEBA**  
**MAGHDABA RAFFA**  
**SARI BAIR**  
**DEFENCE OF ANZAC**

#### 4. POLICY STATEMENTS

Te Kaunihera ā-Rohe o Heretaunga Hastings District Council endorse the following policy statements:

##### 4.1 Display, Care and Maintenance:

The Mayor and Council acknowledge the sacred essence of the Guidon and its association with WECMR during WWI, therefore the Guidon is to be accorded the highest respect and honour in its display, care and maintenance.

In accordance with military tradition the Guidon will not be conserved to museum standards and will decay in its permanent encasement.

The Guidon will remain permanently encased while displayed and the exterior of the encasement will be polished regularly. Under no circumstance is the Guidon to be moved or disturbed from its position.

As a memorial of regional significance the Guidon must be permanently displayed and at appropriate times be available for public remembrance.

The key for the Guidon encasement will be held by the Mayor's Office and may only be unlocked and opened by permission of the Mayor.

#### 4.2 Military Ceremonial Protocol:

The Mayor and Council pay special tribute to the strong relationship held with the QAMR through the stewardship of the Guidon over many years, and the granting of Freedom of the District and regular exercising of the Freedom of Entry.

The WECMR Guidon is retired from active service and under no circumstance must it be paraded, or disturbed with naked hands.

Council acknowledge the need from time-to-time to host significant remembrance events associated with the WECMR and Guidon Battle Honours.

#### 4.3 Remembrance:

Active guardianship of the WECMR Guidon demands active remembrance of the World War One battles honoured on the Guidon:

|                        |                        |                           |
|------------------------|------------------------|---------------------------|
| SOUTH AFRICA 1900-1902 | 31 May (Sunday before) | Armistice 1902            |
| HILL 60 (ANZAC)        | 29 August              | Battle 21-29 August 1915  |
| RUMANI                 | 5 August               | Battle 3-5 August 1916    |
| EGYPT 1915-1917        | 31 October             | Campaign ended 1918       |
| JAFFA                  | 16 November            | Occupation 1917           |
| PALESTINE 1917-1918    | 31 October             | Campaign ended 1918       |
| JORDAN (AMMAN)         | 31 March               | Battle 27-31 March 1918   |
| GAZA BEERSHEEBA        | 31 October             | Battle 31 October 1917    |
| MAGHDABA RAFFA         | 23 December            | Battle 23 December 1916   |
| SARI BAIR              | 6 August               | Landing at Suvla Bay 1915 |
| DEFENCE OF ANZAC       | 30 June                | Battle 8 May-30 June 1915 |

In accordance with military tradition where a formal Council meeting falls on one of these remembrance dates, the Mayor will open the meeting with memorial silence and recitation of Binyon's Lines in te reo Māori and English.

Council will make available opportunities for public remembrance where appropriate outside of formal Council or Committee meeting times.

Requests may be made in writing to the Mayor for public remembrance outside of Council business hours.

## 5. DEFINITIONS

Key terms and acronyms used in the policy, and their definitions:

- **Guidon.** The word *Guidon* derives from the Italian *Guidone* Guide and the French equivalent of *Guide-homme* Guide-Man. Guidon in battle were always carried into battle under the guard of an armed escort. In recent times, the use of the Guidon as a rallying point has no longer been necessary, yet even today when Guidon are paraded they are always under the guard of an armed escort.

- **Kaitiakitanga Stewardship Custodianship.** A set of inalienable responsibilities, duties and obligations that are not able to be delegated or abrogated. Kaitiakitanga is also considered 'active guardianship' which is demonstrated through the policy statements for remembrance.
- **Battle Honours.** A battle honour is an official public recognition of a battle, action, or engagement approved by the Sovereign for inclusion on a unit's colours, standard, or guidon.

## 6. ASSOCIATED DOCUMENTS

Strategies, procedures, references, guidelines or other documents that have a bearing on this policy and that may be useful reference material for users of this policy, follow:

- Policy for the Freedom of the District
- Charter Granting Freedom of the District to the Wellington East Coast Squadron, Queen Alexandra's Rifles, R.N.Z.A.C.

## 7. PROCEDURES

### 7.1 WECMR Guidon Active Remembrance

All remembrance dates commemorated on the WECMR Guidon will be added to the governance calendar for each Triennium.

Where a remembrance date coincides with a Council meeting, the Manager for Democracy and Governance Services will include within the agenda, a formal paper acknowledging remembrance date and Battle Honour being commemorated. The paper is to include:

- An historical narrative
- Binyon's Lines "The Ode" in English and Te Reo Māori
- A moments silence

### 7.2 Access to WECMR Guidon

Requests for access to hold remembrance services or other events relating to the WECMR Guidon must be submitted in writing to the Mayor stating:

- The purpose of requesting access to the WECMR Guidon
- The time and duration for the remembrance service or access to the WECMR Guidon
- The number of people attending
- Catering and event management expectations

It is at the discretion of the Mayor in conjunction with the Chief Executive to grant access to the WECMR Guidon and it is expected that any costs associated with hosting a remembrance service will be covered by the submitter.



Hastings District Council

Charter

Queen Alexandra's Mounted Rifles Regiment

R.N.Z.A.C.

Whereas the Mayor, Councillors, and Citizens of the Hastings District, being sensible of the honourable record and traditions of the Queen Alexandra's Mounted Rifles Regiment R.N.Z.A.C. and being desirous of recognising, cementing and fostering the intimate association which is now and has for so long been enjoyed between both Hastings City and Hastings District and the Regiment in which so many of their sons and daughters have been proud to serve.

Now Therefore the Mayor and Councillors of the Hastings District Council do hereby confer upon the said Queen Alexandra's Mounted Rifles Regiment R.N.Z.A.C. the right and privilege, without further permission being obtained, of marching (when such processions are approved) with drums beating, band playing, colours flying, bayonets fixed, and swords drawn through the streets of the Hastings District,

And

Do Hereby accept the honour of viewing the Queen Alexandra's Mounted Rifles Regiment R.N.Z.A.C. once in each year for the purposes of an inspection by Her Worship The Mayor,

And

Do Hereby accept the further honour of having two officers of the said Regiment in uniform in attendance upon Her Worship The Mayor on important official occasions.

The Common Seal of the  
Hastings District Council was  
hereto affixed pursuant to a  
Resolution of the said Council  
this ..... day of ..... 2023  
in the presence of:

Mayor

S. Hazelhurst

Kaumātua

O. J. Hāpuku M.N.Z.M.

Chief Executive

To'osavili N. Bickle

Te Kaunihera ā-Rohe o Heretaunga

Tūtohunga

Queen Alexandra's Mounted Rifles Regiment

Ngāti Tūmatauenga

E mahara ana te Kahika rātou ko ngā Kaikaunihera, ko ngā Tāngata o te Rohe o Heretaunga, ki te hītori hirahira me ngā tikanga a te Queen Alexandra's Mounted Rifles Regiment R.N.Z.A.C. Waihoki, kei te hiahia ki te whakaū, ki te poipoi hoki i te hononga piritata mauroa o te Tāone o Heretaunga, te Rohe o Heretaunga me te Ope Hōia. Tokomaha ngā tama me ngā tamāhine kua whai wāhi atu ki taua ope.

E tuku ana te Kahika me ngā Kaikaunihera o Te Kaunihera ā-Rohe o Heretaunga te mōtika me te whakaaetanga ki te Queen Alexandra's Mounted Rifles Regiment R.N.Z.A.C, ehara i te mea me whai whakaaetanga atu anō, kia hīkoi i ngā tiriti o Heretaunga (kia whakaaetia te tukanga ara waka) me te patu i ngā pahū, te whakatangi i te rōpū puoro, te whakatairanga i ngā tae, te whakaita i ngā pēneti, me te mau i ngā hoari,

Waihoki

E whakaae ana ki te hōnore kia kotahi kitenga i te Queen Alexandra's Mounted Rifles Regiment R.N.Z.A.C. i ia tau, ā, ka mātaihia ai e Te Kahika,

Waihoki

E whakaae ana ki tētahi anō hōnore o te whai i ngā āpiha e rua o taua Ope e mau ana i ngā kahu ōkawa kia noho atu ki Te Kahika i ngā kaupapa ōkawa hirahira.

He mea hoatu te Hīra Ōkawa a te  
Kaunihera ā-Rohe o Heretaunga e ai  
ki te Whakatau a taua Kaunihera i tēnei rā,  
te ..... o ..... 2023 i te aroaro o:

Te Kahika

S. Hazelhurst

Kaumātua

O. J. Hāpuku M.N.Z.M.

Tumu Whakarae

To'osavili N. Bickle