

# NZ Community Boards' Executive Committee

NC20-07

7 November 2008

Monday 17 November 2008  
*Local Government New Zealand*, Level 6, 114-118 Lambton Quay, Wellington

## DRAFT AGENDA

Time	Item	Agenda item	Page #	Presenter
9.00am		Coffee/tea available		
9.15am	1	Welcome and introduction	2	Yvonne Palmer
	2	Apologies and declaration of conflict of interest	3	Yvonne Palmer
9.20am	4a	Ruth Paul, Makara/Ohariu Community Board	6	
9.40am	3a	Confirmation of Minutes	4	Yvonne Palmer
9.45am	3b	Matters arising:	5	Yvonne Palmer
		i. 2009 community board conference ii. Z3 Representative position		
10.00am	4c	Lesley Daly, Crime Prevention Unit, MoJ	6	
10.30am	5a	Key Issues Report	7	Mike Reid
10.40am	7	Zone Reports	13	All
11.00am	8a	20 year certificates	19	Yvonne Palmer
	8b	LTCCP consultation (see Z2 Report)	19	Yvonne Palmer
	8c	development of KPIs for measuring performance	19	Yvonne Palmer/ All
12.00pm		Lunch		
12.30pm	6	Chairperson's report	9	Yvonne Palmer
12.50pm	5b	Verbal update by NC Portfolio Holder	7	Adrienne Staples
1.00pm	4b	Insp Carey Griffiths, NZ Police Roger Eynon, Neighbourhood Support	6	
1.30 pm	9	Correspondence	20	Yvonne Palmer/ (Dianne McPhail)
1.50pm	10	Other business	21	All
2.15pm	11	Next meeting and Close	21	Yvonne Palmer

## Programme Outline

1.	Welcome and Introduction
2.	Apologies and Declarations
	a. Apologies - Mike Reid (part)
	b. Declarations of Conflict of Interest
3.	Confirmation of Minutes
	a. Confirmation of minutes of the meeting held on 15 August 2008
	b. Matters arising -
	i. 2009 community board conference
	ii. Z3 Representative position
4.	Guest speakers
	a. Ruth Paul, Makara/Ohariu Community Board
	b. Insp Carey Griffiths, Police HQ / Roger Eynon, Neighbourhood Support
	c. Lesley Daly, Policy Manager, Crime Prevention Unit - tbc
5.	a. <i>Local Government New Zealand</i> Key Issues report
	b. Verbal update from National Council Portfolio Holder
6.	Chairperson's update - <i>attached</i>
7.	Zone Representatives' reports
	a. Zone 1 report - to be tabled
	b. Zone 2 report - <i>attached</i>
	c. Zone 3 report - no report
	d. Zone 4 report - <i>attached</i>
	e. Zone 6 report - <i>attached</i>
8.	General business
	a. 20 year certificates
	b. LTCCP consultation
	c. development of KPIs for measuring performance
9.	Correspondence
	a. Summary to be tabled
10.	Other business
11.	Next meeting
	a. Confirmation of date
	b. Agenda items
	c. Report deadline
	d. Speakers

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## 2. Apologies

Apologies have been received from:

Lawrence Yule  
Eugene Bowen (will catch up over lunch)  
Mike Reid (part attendance)

## Recommendation

That the Executive Committee ACCEPT the apologies received.

## Declaration of Conflict of Interest

Members are requested to declare any conflict of interest for this meeting.

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## **3a. Minutes**

The Minutes of the Community Boards' Executive Committee meeting held on 15 August 2008 are attached for members' consideration and confirmation.

## **Recommendation**

That the Executive Committee CONFIRM the minutes of the Community Boards' Executive Committee meeting held on 15 August 2008.

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## 3b. Matters arising

The following matters arising from the Minutes of the Community Boards' Executive Committee meeting require discussion and have been included as separate items on the agenda -

- i. 2009 community board conference update
- ii. Z3 Representative position

Members have the opportunity to raise any other matters arising not covered elsewhere in the Agenda.

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## 4. Guest speakers

- a. **Ruth Paul**, Chair Makara/Ohariu Community Board  
Informal update on what it's like to represent communities on the Standards NZ committee looking at the review of NZS6808 - acoustics associated with wind generation
- b. **Insp Carey Griffiths**, Office of the Police Commissioner  
**Roger Eynon**, Neighbourhood Support  
Catch-up  
(Supt Bill Searle has left the Commissioner's office to take up the position of Waitemata Area Commander)
- c. **Lesley Daly**, Policy Manager, Crime Prevention Unit  
Ministry of Justice

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## 5.a *Local Government New Zealand* Key Issues report

Attached is the Key Issues report from *Local Government New Zealand* for September - October 2008.

### **Recommendation**

That the Executive Committee RECEIVE the *Local Government New Zealand* report.

- 5.b The National Council Portfolio Holder will have an opportunity to provide an update on issues facing National Council

*Key issues report*

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## 6. Chairperson's update

Attached is the Chairperson's update for the period September - October 2008.

### **Recommendation**

That the Executive Committee RECEIVE the report from the Chair.

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## Report to Zones - September-October 2008

### 1. *Community Board Best Practice Awards*

Best Practice Award entries held as part of the Community Board Conference close on 16 December 2008, and we are hoping for a large number of entries. There have been several calls from boards or staff clarifying criteria for their boards' entries. Boards have undertaken many admirable projects and initiatives, and the Awards are an excellent way of sharing how boards can be effective in their wards, sometimes at limited cost.

The judging panel has been appointed, and is made up as follows:

Chair Peter Dow

Cr Carole Evans, Environment Canterbury

Stephanie Humphries

Mike Reid, *Local Government New Zealand*.

Agencies who are sponsoring certain categories will provide their own judge and criteria.

### 2. *2009 Community Board Conference*

The Conference Committee has progressed the programme and sponsorships, and programme distribution met the 1 September 2008 deadline. Registrations are being received daily, and the Ibis Hotel has held several rooms at a good rate for conference attendees. Early bird registrations close on 16 December 2008 and qualifiers are entered into a prize draw.

The Conference Committee appreciates the financial support offered by Selwyn District and Auckland City Councils by sponsoring workshops. Selwyn District will also host one of the community tours on Thursday 19<sup>th</sup> March. Other organisations have confirmed their participation by sponsorship or corporate support.

### 3. *Auckland Royal Commission*

The Auckland Royal Commission Chair has advised that the report on the Auckland regional structure has been delayed until the end of March. Consequently, the Chair has apologised that he will not be able to attend the community board conference or take part in the panel discussion.

### 4. *Community Board Zone Forums*

**Zone 4** held a Forum in early September at Raumati, hosted by Kapiti District Council, with good attendance and speakers. It was good to see attendance by Mayor Jenny Rowan, Councillors and Community Board members, especially the new members. A very good programme had been arranged by Louella Jensen.

**Zone 2** held a Forum on Friday 31 October at Thames, hosted by Thames-Coromandel District Council, also with a good attendance. Chris Stark had arranged a good line up of speakers. The Minister of Local Government, Hon Nanaia Mahuta, attended and addressed the meeting.

**5. 2011 Community Board Conference**

Expressions of Interest have been called for the 2011 Community Board Conference to be hosted in the North Island. To date two councils have made enquiries regarding criteria plus financial information. We would ask councils to make their application by 28 November to enable the NZ Community Boards' Executive Committee to make the decision.

The 2009 conference programme will include a handover ceremony from the Mayor of Christchurch to the Mayor of the 2011 Host Council.

**6. 20 year Certificates for Elected Community Board Members and Staff**

At the 2009 Community Board Conference 20 year certificates will be presented to those community board members and council staff servicing community boards, who have done 20 years continuous service. Some community board members will have served both as an elected councillor and board member prior to 2002 when changes were made to the LG Act about being elected to both.

Can names not already forwarded be sent ASAP to Dianne McPhail at [dianne.mcphail@lgnz.co.nz](mailto:dianne.mcphail@lgnz.co.nz) .

**7. Zone 3 Representative**

The Executive Committee is seeking a person to represent Zone 3 following the resignation of Nigel Ensor who has shifted to Hastings. Information on the roles of both Executive Representative and Deputy can be obtained from either Dianne McPhail or Yvonne Palmer, along with details of reimbursement of travel costs to attend meetings held in Wellington.

**Yvonne Palmer**

Chair

NZ Community Boards' Executive Committee

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## 7. Zone Representative reports

Attached are the Zone representative reports received for the period September-October 2008.

### Recommendation

That the Executive Committee RECEIVE the Zone representatives' reports.

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## 7a. Zone 1 Report

*to be tabled*

Mike Cohen  
Zone 1 Representative

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## 7b. Zone 2 report

### 1. *Zone 2 Community Board Forum*

Finally we managed to hold a Community Board Forum in our zone. It has taken a while to get organised. It was quite a successful event with 24 attendees and a good few apologies from others who would have liked to have participated. Some board members had to set out really early to get to Thames by 10 o'clock with Don Campbell travelling all the way from Turangi.

Speakers included: Snr Sgt Sandra Venable from Coromandel Peninsula District Police on public safety; Mayor Philippa Barriball on the work of the National Council Climate Change Committee, climate change and subsequent requirements of Government; Mayor John Forbes gave us a run down on the make up of *Local Government New Zealand* and the National Council. He also explained the work of the Rural Committee in particular, and *Local Government New Zealand* in general. Board members found this very interesting as not many of them realized exactly what *Local Government New Zealand* and the National Council do.

There seems to be considerable resentment of the Emissions Trading Scheme with genuine concern at the possible effects this may have on rural communities.

The Minister of Local Government, Hon Nanaia Mahuta, took time out of her busy election timetable to attend the meeting. She spoke about her vision for local government, answered a considerable number of questions and took away a few more as well as a good few suggestions.

My special thanks go to Mayor Philippa Barriball for her support and sponsorship of this forum and to Mayor John Forbes who travelled a considerable distance to talk to us.

### 2. *LTCCP review*

One of the suggestions that has come through to me recently from a member of the Tairua/Pauanui Community Board, is the idea of changing the timetable of LTCCP reviews. Considering that an annual plan must be done every year and there is provision in the LTCCP for significant changes to be made, it is suggested that the long-term plan need only be reviewed every 4 or 5 years. Five years, of course, would be halfway through the term of the plan. This would save Councils a *considerable* amount of money.

I have put this idea to the National, Green and Labour Party candidates for our area, who all agreed it could be a good idea. Hon Nanaia Mahuta also agreed it could be looked at. I have been asked to bring this proposal to the Executive Committee for support and promotion.

I have had nothing of significance brought to me from any other Boards.

Chris Stark  
Zone 2 Representative

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7c. Zone 3 report

*No report*

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## 7d. Zone 4 report

1. A Zone 4 Community Board forum was held in Raumati South, hosted by the Kapiti Coast District Council, on Saturday 20 September. South Wairarapa District, Lower Hutt City, Wellington City and the Kapiti Coast District Councils were represented, however not all the community boards were.
  - There were a variety of reasons for apologies including the fact many elected members work fulltime and this entails weekend work. Given the number that could have attended versus those who did it was disappointing - however, according to the participants the time was well spent.
  - Kapiti Mayor Jenny Rowan, a well known supporter of community boards, spoke of her expectations of board members and their role with Council and the communities they represent. There was good interaction from all.
  - Our guest speakers included Di Das, National Co-ordinator for Computers in Homes and Francis Wevers, Chief Executive of the Charity Gaming Association - those attending the previous CBEC meeting heard the same presentations.
  - Cr Nigel Wilson, the Kapiti Coast representative on the Greater Wellington Regional Council, and our final presenter, left us all with a better insight to his role and also to how he can work with community boards. For some attendees it was a learning curve, we could have listened longer.
  - I am appreciative of the guidance from our Chair, Yvonne Palmer, for this forum and her attendance was most welcome - not everyone has had the opportunity to attend conferences and it was a mutual "getting to know Yvonne" session. Yvonne fuelled us with fresh ideas on how to become more interactive both with and in our communities.
2. I am now very much aware there is not a lot of communication between Chairs and board members and this concerns me - I am hopeful this will improve and I have some ideas on the subject.
3. It is planned to hold another forum in mid May next year after the Christchurch conference.
4. I attended the *Zone 4 Local Government New Zealand* meeting in Greytown, South Wairarapa on 30 October.

Louella Jensen  
Zone 4 Representative

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## 7e. Zone 6 report

### 1. *Zone 6 Meetings 2008*

No Zone 6 Community Board meeting held this period.

### 2. *Local Government New Zealand Zone 6 Meeting*

The next meeting will be on the 6 November 2008 in Invercargill, which I am attending and will report on at the CBEC meeting.

### 3. *General*

- a. As reported last meeting, still the most significant event down here is the downturn in the economy, and in particular the demise of financial institutions. In some areas where large developments are underway or planned, this squeeze on funding may have an affect on Council revenues, in particular development contributions, and this needs to be managed.
- b. I have had some communication from other boards in the zone. There is no interest in the Deputy position at this stage. One response strongly stated that remuneration for board members does not compensate adequately for time and effort and therefore there is no incentive or ability to take on extra responsibilities.

Lyal Cocks  
Zone 6 Representative

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## 8. General business

The following issues are to be discussed as part of the Executive Committee Agenda -

- a. 20 year service certificates
- b. LTCCP consultation (see Z2 report)
- c. Development of KPIs for measuring performance

At the May CBEC meeting it was suggested that a number of key performance indicators be developed to assist community board chairs assess whether their board is successful, and whether they are an effective chair. According to Wikipedia, KPIs are frequently used to 'value' difficult to measure activities such as the benefits of leadership development, engagement, service, and satisfaction. Work has not yet begun on developing these KPIs. Executive Committee members are requested to advise the goals against which these KPIs are to be set.

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## 9. Correspondence

September - October 2008  
Summary of Correspondence

*to be tabled*

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## 10. Other business

Members have the opportunity to raise any other matters of concern.

## 11. Next meeting

- a. The next Executive Committee meeting is scheduled for Wednesday 18 March 2009, to be held in Christchurch.
- b. Agenda items - please consider any agenda items to be included in the next Executive Committee agenda.
- c. Zone representative reports - zone representative reports are due by Monday 9 March 2009.
- d. Speakers - please advise which speakers should be invited to the next meeting, bearing in mind this will take place in Christchurch.