

# NZ Community Boards' Executive Committee

Minutes of a meeting of the New Zealand Community Boards' Executive Committee  
held on Monday 17 November 2008 at Level 6, 114-118 Lambton Quay, Wellington

NC20-07

Present: Yvonne Palmer (Chairperson), Mike Cohen, Chris Stark, Louella Jensen,  
Lyal Cocks, Adrienne Staples

In attendance: Dianne McPhail, Mike Reid (part)

## 1. Welcome and introduction

The Chair welcomed everybody to the meeting.

## 2. Apologies

An apology was received from Mike Reid (part).  
An apology was received from Mike Cohen for lateness  
Eugene Bowen had intended to catch up over lunch but was subsequently tied up on a long  
distance conference call.

### Resolved:

That the Executive Committee **ACCEPT** the apologies.

*Jensen / Cocks*  
CARRIED

There were no declarations of conflict of interest.

## 3.a Confirmation of Minutes

The minutes of the meeting held on 15 August 2008 were received.

### Resolved:

That the Executive Committee **CONFIRM** the minutes of the meeting held on 15 August 2008.

*Palmer / Cohen*  
CARRIED

## 3.b Matters Arising

The following matters arising were considered:

### *i. 2009 Community Board Conference*

The Chair advised that due to the deferred release of the Royal Commission decision on an Auckland Supercity, the panel discussion that was to have taken place on Friday 20 March had to be cancelled. There was some discussion on what could be a suitable replacement. In the event of a panel model being retained, one of the questions that should be asked of it is that of councillors who are appointed to community boards but who are not sworn in as board members. Technically, those councillors do not have voting rights if they are not sworn in as board members. The Executive was tasked with giving the matter further thought and emailing suggestions to the Chair. Various other logistical matters were also discussed.

*ii. Z3 Representative position*

Following the resignation of the Zone 3 Representative, Nigel Ensor, Tararua District Council had taken the unprecedented step of nominating another Dannevirke Board member to take his place. However, when the Chair contacted the replacement it transpired that he was unaware of the responsibilities he would be taking on and he felt he would not be able to commit fully to the position. The Chair had had informal discussions with the President about the matter.

In the meantime, the Rangitikei District Council had corresponded about the Chair of the Taihape Community Board expressing an interest in the Z3 Deputy position, if this had not been filled. The Chair was unable to meet with the Taihape Community Board Chair in the near future; she suggested that in the meantime, Louella might like to communicate with Z3 boards at the same time as her Z4 boards, to plug the gap in Z3 until Richard Aslett could be contacted and, possibly, to attend the next one or two Zone meetings. Financial reimbursement would be made available for travel costs incurred. It might be that the Z3 community board members attending the conference could be consulted about the best way to fill the vacancy.

The Chair was concerned that the large geographical area which Z3 comprises could affect the zone's attendance rate at meetings.

**Resolved:**

That Louella undertake to communicate with Zone 3 Boards as Acting Z3 Representative for a period of six months, to be reviewed after the community board conference.

*Cohen / Stark*  
CARRIED

**4.a Ruth Paul, Chair Makara/Ohariu Community Board  
Community Board representative on Standards NZ Committee**

The Chair welcomed Ruth to the meeting and introduced her to the Executive. Ruth is the first community board representative appointed to an external committee. She has been on the Standards NZ committee looking at wind turbine noise since June and the Executive was keen to know what progress she has made. The committee is made up of 13 people, 11 of them statisticians or acousticians. It had probably been a political move to get a local 'community' representative.

The difficulty lay in the confidential nature of the committee's deliberations - it was hard to be an 'informed' community voice without being able to freely discuss some aspects. However, the committee regarded hers as an important view and it has turned out well for the committee to be shown that aspect, and to balance the 'tone' of the discussions.

Much of the information was akin to drawing a line in sand; research must be conducted up to a point, but at some point a decision must be made, or a compromise reached. New Zealand research is quite advanced in terms of the size and number of wind turbines, but the standards around the noise generated by them is much looser.

Looking at skills required by future appointees to committees, Ruth emphasised that having a background in and involvement with wind turbines has been essential. In addition, it is important to nominate somebody who is good at putting their point across, and who can manage a meeting.

Ruth also wanted to acknowledge Wellington City Council, who agreed to pay her to go to the committee meetings, with no obligations or benefits, except that the Council will gain from a better standard. Wellington City Council has three wind farms in its bailiwick. Ruth said that, typically, background reading would take up 6-7 hours a week. This is where the background knowledge comes in useful, as much of the reading is highly technical. There have been several meetings, all of them a full day's duration.

Ruth tabled a draft pre-consultation paper for interest. A draft discussion paper would be put out for community/public consultation in February 2009, and committee members were expected to consult widely within their fields.

It was noted that Ruth had set a benchmark and that Standards New Zealand had indicated that it will consider appointing other community board members in the future. The Chair asked whether Ruth was to attend the conference in March, as it would provide a great networking opportunity. However, Ruth said the consultation period would not have closed by then and she was unable to take the time off.

Adrienne asked whether the Standard could override the District Plan? Ruth said it may, if it becomes part of a National Policy Statement.

**Resolved:**

That the CBEC write to Wellington City Council thanking them for their financial support enabling Ruth to be appointed to the Standards NZ committee,

*Palmer / Cohen*

CARRIED

**4.b *Jeremy Wood, Crime Prevention Unit, Ministry of Justice***

The Chair welcomed Jeremy to the meeting. She explained that her reasons for inviting the CPU were twofold; firstly, under her hat of 'Safer Christchurch' and secondly, to share the role of community boards in making communities safer and progress made by boards in crime and crash reduction. She also spoke about sponsorship of the Conference. Jeremy explained that the current Department's funding to June 2010 had already been allocated; projects are funded for three years. There might be a small amount of graffiti funding in 2009, but its allocation is very specific.

Jeremy outlined the roles of the CPU and then offered to provide clarity on how the funding works. The CPU communicates with local government officials but does not have the resources to correspond at all levels. Yvonne asked whether information could be sent through the CBEC and Executive members could ensure that information was distributed at board level.

The CPU (the Unit) has been around for 15 years; it moved from the Department of Prime Minister and Cabinet to the Ministry of Justice in 2000. The Unit has three teams - Policy, Operations, and Restorative Justice. The Policy Team provides on crime prevention policy and practice; the Operational Team develops support and funds community-based action; and the Restorative Justice Team manages policy and operational functions for adult restorative justice and also provides funding and support.

The National Crime Reduction Strategy provides the framework for the Unit's activities. The common streams in all the Unit's strategies are Maori; Pacific Peoples; at risk families; and people with alcohol, drug or gambling issues. The strategies the Unit focuses on are family violence; sexual violence; road safety; youth offending; burglary; vehicle crime; and organised crime.

Three pieces of work being done by the Policy Team include the: Stop Tagging our Place (STOP) and Organised Crime Strategies; and the Priority Offenders Initiative (pilot). The STOP Strategy focuses on prevention; management; and enforcement. The taskforce overseeing implementation of this Strategy includes many 'heavy weight' graffiti bodies, including several local authorities. The larger chain DIY stores are strongly supportive of recent legislative changes and lock spray paints behind glass, requiring assistance to purchase them. In conjunction with this there is a funding programme for the Strategy to the tune of \$2m per annum for the three years to 2010. This is largely in the form of small grants to allow people to implement programmes or to develop new initiatives, and larger grants for local government to implement graffiti strategies. The Unit sees local government as taking the lead co-ordination role in graffiti prevention. Applicants can apply for one, two or three year grants with two and three year grants being contingent on reaching set annual targets. Community boards could apply for this funding as part of a Council; the grant would be paid through the parent council and accountability would sit with the council.

The Unit is about to produce a graffiti eradication manual which will provide a detailed guide on what to do with graffiti. This should be available on the Unit's website early in 2009.

The Unit is responsible for the National Crime Strategy; the four focuses are community resilience; prevention; intelligence; and enforcement. There is a department being set up within the Police to focus on high-end organised crime which will work closely with the Unit. The Priority Offenders Initiative focuses on the relatively small number of prolific offenders responsible for a large proportion of offending. The Initiative focuses largely on voluntary response in six pilot areas and encourages local agencies to work together to respond to the needs of those offenders and their families. This is a supportive approach with the backing of the local Police.

Jeremy directed the Executive to the Unit's website for further information, or for information on how to apply for grants. The Chair reminded the Executive of their role of advocating for their communities, not just locally but also at a national level; and to be proactive in promoting safer communities. This could include, if necessary, advocating for more funding to be made available in some areas.

#### **4.c *Inspector Carey Griffiths, Police HQ***

Superintendent Bill Searle, who regularly liaised with the CBEC in the past, has now moved on to Waitemata and Inspector Griffiths has temporarily taken over from him. Without reinventing the wheel, he was happy to discuss the Police vision and current initiatives. "Safer Communities Together" is the vision and it is the organisation's mission to be a world class Police service working in partnership with citizens and communities to prevent crime and road trauma, to enhance public safety and to maintain law and order.

Community reassurance is a key strategic goal, achieved through the channels of participation, prioritising, forging partnerships and protection. Community policing is based on: problem solving; an integrated approach; ownership of community problems; and local responses to local problems. The Community Policing Group (CPG) is working on a model which demonstrates the responsibilities at each level for determining priorities, determining tasks and responses, and feeding it to the Police tactical framework.

Road Safety Action Plans (RSAPs) exist in each local authority area, and involve Police, councils, road controlling authorities, ACC, NZTA and other groups. Crash issues are prioritised for a multi-agency response. Some districts use a similar process for crime, but the approach isn't consistent nationally. It would be desirable to integrate crime, crash and other safety issues together, as there are multiple structures and multiple lines of accountability. Alignment with various community groups, NGOs, support agencies, Police and local authorities needs to occur to project a coordinated approach. The Inspector felt that community boards should be an important voice in the overall prioritisation of crime and crash issues, and a key contributor to the response and overall information sharing.

The Police Ethnic Strategy to 2010 centres on its Maori, Pacific and Ethnic Services (MPES) and the CPG have a natural alignment, together with Neighbourhood Support NZ. The Neighbourhood Support National Manager is co-located with Police and is very much part of the 'team' response. Community patrols now number over 100 groups, with approximately 4000 members (including several community board members). These patrols are very positive and have achieved much success. Funding for the community patrols is ad hoc at a local level.

The Inspector also spoke briefly about the Crime Line pilot (single line reporting) in Auckland; the Counties Manukau model goes live on 20 January 2009. Further details about the pilot are available on the Police website - [www.police.govt.nz](http://www.police.govt.nz).

#### ***Roger Eynon, Neighbourhood Support***

Roger tabled the NSNZ business plan for 2008/09. The plan centres around two main areas: communication and liaison; and operations. NSNZ aims to make our homes, streets, neighbourhoods and communities safer and more caring places in which to live. Neighbourhood Support Groups enable people to share information, ideas and insights. It is

unclear how many members NSNZ had as different measures are used in different areas. The easiest count is per household.

Regular dissemination of information is seen as a key focus, with distribution of crime statistics, news and topical information being shared with community police, the CPU and other partners. The NSNZ reports to the CPU quarterly on the creation, implementation and reporting of tangible results for use by the CPU onwards for Ministry of Justice consideration. The NSNZ produces a number of fact sheets to assist with neighbourhood issues. A quick look at the agency's website lists some 56 various fact sheets on all aspects of community safety.

There was some discussion about the situation in North Shore; Mike Cohen said he would like to work with Roger to promote Neighbourhood Support in the North Shore.

Roger said he had recently returned from attending a neighbourhood watch conference in Australia. At that conference New Zealand's was the only presentation that touched on ethnic communities. The NSNZ is committed to developing safe ethnic communities, and to engage with isolated or ethnic communities. The NSNZ also engages with and develops strategic relationships with other emergency/community safety providers, such as Civil Defence and the Fire Service.

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

Mike Reid highlighted progress on various issues, including a project he was working on to provide training for councillors and community board members in the area of understanding financial governance in local authorities. Much of it is based around helping elected members to ask the right questions about the accounts. It uses money allocated in the last Budget; a contractor has been employed for three days a week to help set the project up. There are three criteria to the project: financial governance; decision making; and governance generally, which is likely to cover chairing meetings. Victoria University has been commissioned to produce the additional modules. Three pilots have been run with councillors in New Plymouth, Waimate and Environment Canterbury. 20 workshops have been scheduled in 2009. The costs for these workshops have not yet been established. The Chair and Deputy Chair highlighted the importance of having community board members at these workshops.

There was some discussion on training budgets for board members. Mike mentioned that in NSW they have set up a 'training path' for councillors. When you are elected you get from *LGNZ* a parcel of information on what you might need to know. Mike said he was looking at producing a similar 'training path' for newly elected members; this would also provide a useful base for CEOs to set personal development training budgets. Adrienne highlighted the difficulties of a small council with three boards where training programmes used up a percentage of rates which could have been spent on local roads or other community programmes. The Chair added that she has been trying to find a way to change the name of the Conference to reflect that the event is a training exercise, so that council training budgets could be used to send more board members to attend.

There was also discussion on the LGC report around the areas of targeted rates for community board funding and the +/-10% formula. Mike presented his thoughts on the possibility - or otherwise - of a local government reform bill being considered in the near future and the issues which were likely to be high on the new Minister's agenda.

The issue of Police as elected members was also discussed. Mike defended *LGNZ's* stance against discriminating against members of Police as elected local body members on the grounds of conflicts of interest, stating that such decisions should be a matter for the police person standing for election and their employer to agree, and should not be entrenched in regulation.

The Chair also spoke about a NZTA booklet she had managed to procure at a recent International Safer Communities conference titled "Neighbourhood Accessibility Plans: Information for local authorities planning for or starting projects". *Local Government New*

*Zealand* had had some input into the document. She asked whether the term 'councillors' could be amended to 'elected members' in future input, to include both councillors and board members (and Mayors). She had also attended a Road Safety Forum at which a Waikato University lecturer was talking about accessible communities and total mobility planning, promoting more pedestrian-safe passages. She felt that he would be a useful person to talk to the Zones. The issue of mobility scooters has grown, with added safety concerns, particularly where footpaths are narrow. Sedgways have also become something of an issue, in that they go at quite a reasonable pace. Louella said that Kapiti Coast DC has looked at these issues in their forward planning; it could be worth asking the council to share the thinking behind this planning with other areas where these issues are arising, or perhaps to consider this at the Community Board workshop at the local government conference.

## **5.b National Council Portfolio Holder's report**

Adrienne reported that from a National Council point of view, things had gone into a holding pattern during the change in government. There was some discussion about the Minister of Local Government being outside of Cabinet. But until the full Cabinet was appointed and relationships could be forged, any debate was just speculation. The Chair also made an informal arrangement with Adrienne to discuss the CBEC report to the National Council before it meets in order to highlight any important issues, and to keep the report short.

## **6. Chairperson's report**

An issue of concern to the Chair is the number of by-elections since the October 2007 local body elections and the huge cost this poses to ratepayers. The average cost of holding a by-election is \$50K. A list of some 20 by-elections in the past year had been compiled, including both community board members and councillors, but this list was by no means complete. The Chair said she had never known a time when so many by-elections had been held in such a short period of time. She felt that this created bad vibes but also reflected a lack of commitment. One of the problems is that when people put themselves forward there is an imbalance of what their expectations of the job are, and what they are actually able to do. It is imperative that people have good information before they accept nomination. It might be as easy as including a clause in the nomination form that requires the nominee to confirm that they are aware of the requirements of the position and accept them, and that they are available to fulfil that role. Discussion returned to the importance of having a performance assessment system.

## **7. Zone reports**

### ***i. Zone 1***

Mike apologised for not providing a written report. However, there were two reports he wanted to draw attention to on the Royal Commission website - one by Mary Richardson and one by Mike Richardson. Things would probably be in limbo in Auckland until the Royal Commission's report was released in March 2009, or later. He felt that with the reduction of 'red tape' in RMA cases and other similar situations, and 'average' citizens possibly losing their ability to appeal, that there would be a lot more frustration in the community and their inability to deal with development or to influence what happens in their communities would create problems.

### ***ii. Zone 2***

The Zone 2 report was tabled. Chris Stark said she was thrilled with the recent zone forum and congratulated the way in which the Mayor of Thames-Coromandel became involved in the forum and provided her support. She also said that John Forbes had been very well received.

*iii. Zone 4*

The Zone 4 report was tabled. Louella also discussed the recent Zone 4 forum and, likewise, highlighted the support provided by both the Mayor of Kapiti Coast and the local regional council representative. There was also discussion about issues one board was creating for the council which was undermining its performance in the community.

*iv. Zone 6*

The Zone 6 report was tabled. Lyal highlighted the Emissions Trading Scheme as being of real concern, also the Waste Bill. Two concerns that keep coming through are remuneration and lack of compensation for additional workload or representation on committees. The Chair encouraged the Executive to use the timesheet as a basis for highlighting the work that is involved in community consultation. Adrienne said they should also remember that they are accountable to ratepayers at the end of the day. Lyal also spoke about the local bid for the rugby World Cup.

## 8. General business

*a. 20 year Certificates*

It had been decided at the previous meeting to produce certificates acknowledging community board members who had been elected continuously for 20 years, and council staff who had provided support to community boards since 1989, in line with the March conference celebrating 20 years of community boards. Dianne produced a mock-up certificate for the Executive to comment on. The certificates would be framed before being presented at the conference.

A small gift would accompany each certificate; suggestions for possible gift ideas were also handed around for comment. It had been decided to avoid bottles of wine, or chocolates, as gift ideas. Mike was thanked for providing the budget for the certificates and gifts.

*b. LTCCP consultation*

A suggestion which came out of the Zone 2 forum was whether an approach could be made to change the election period from three years to four, to enable planning to be done over a four-year period; the LTCCP would then be reviewed every four years and not every three, which would save a lot of money. It was acknowledged that changing the election period was somewhat remote; also that an election term was not in any way linked to a council's 10 year plan.

An alternative suggestion was that the LTCCP is reviewed at a mid-point in its 10 year span. This suggestion had been raised with the then Minister of Local Government, Nanaia Mahuta, and with Sandra Goudie MP, and had met with favourable response as being an idea that had merit and was worth investigating. The Chair undertook to include this suggestion in her next report to the National Council.

Bruce Robertson, of the OAG, at recent zone meetings had highlighted the role that community boards play in LTCCP consultation and reminded council staff that while their work and input was valuable, they should refrain from leading the boards during these times.

*c. Development of KPIs for measuring performance*

This issue was not discussed and will be addressed at a later meeting.

## 9. Correspondence

The correspondence summary was tabled. It was also noted that letters to the Minister of Local Government and to the Prime Minister inviting them to address the conference in March had been drafted and would be sent shortly.

**Resolved:**

That the correspondence summary, as tabled, be received.

Palmer / Stark  
CARRIED

**10. Other business**

*i. Mary Richardson's report and budget provision for 2009/10*

Mike Reid reported there had been good feedback on Mary's report community board roles and functions which he wanted to share. He also mentioned that he would be thinking about the 2009/10 budget soon, and asked whether, in light of the success of Mary's report, there was any project or research the Executive would like him to put some money aside for. Suggestions would need to be made soon. The Chair suggested looking at what delegations community boards should be working with; also evaluation models for community board performance assessment. There was some discussion about the need for boards to develop strategic plans for one, two and three years. Adrienne said her boards had produced a simple document which had been found to be very effective. She agreed to share it with the Executive. Mike Cohen also suggested that guidelines on working with different 'personalities' and getting diverse groups to work together would be useful. A further possibility could be to advocate for funding for young sporting or artistic hopefuls to enable them to participate in overseas sponsored groups and events.

*ii. Human Rights Commission - research undertaken by Dr Judy McGregor*

Over the next two years the HRC will embark on a national project to learn what would make a difference for people to achieve equality and fairness at places of work, travelling to 16 locations to meet with employers and employees. Dr Judy McGregor has requested a meeting with Yvonne to discuss how HRC might engage with community boards to reach a wider community audience. The Chair said she would update the Executive on the outcomes at the next meeting in March.

*iii. Council fees to Local Government Zones*

All councils pay a fee to their zones for zone functions. The Chair felt that the time had come for community boards to be part of that function.

*iv. Representation Review training*

Louella said that Kapiti Coast would undergo representation reviews in 2009; she wondered if there was any training available, other than that provided by the council, which would prepare board members for this review. The Chair felt that this topic could be addressed at zone forums and that while Local Government Commissioners could not be asked to provide this training, there were other people who could be approached to assist, such as Kerry Marshall, Mayor of Nelson City, or Linda Constable.

*v. 2011 Conference*

The Chair said she had been approached by two North Island councils enquiring about hosting the 2011 conference, but had received no formal expressions of interest so far. However, she was confident that a bid would be received shortly from Rotorua District Council.

**11. Next Meeting**

Wednesday 18 March 2009, commencing 1.00pm, in Christchurch. The venue would be advised. The Mayoral Reception was being held at 5.30pm; the Chair said she would attempt to secure a meeting room at Christchurch City Council. A walk-through of the conference venue would be arranged for Thursday 19<sup>th</sup>.

There being no further business the meeting ended at approximately 3.09 pm. The Chair wished everybody a happy and safe Christmas.

## TABLED PAPERS

1. Endorsement of Ruth Paul as 'community' representative on the Standards NZ committee reviewing NZS6808 - wind turbine noise - by the Committee Project Manager, Bruce Taylor, and the Committee Chair, Stephen Chiles (on file, but not included)
2. P6808 Initial Findings pre-consultation draft discussion document (not included as the document was still confidential)
3. Presentation material by Jeremy Wood (not included in these Minutes, as an electronic copy has been forwarded to you - with the express wish that it be used with discretion)
4. Presentation material by Inspector Carey Griffiths of the NZ Police (booklet titled "Working Together with Ethnic Communities" tabled but not included; Community Policing Model diagramme tabled and included)
5. Neighbourhood Support NZ Business Plan 2008/09 (on file, but not included with these minutes)
6. LTNZ booklet titled "Neighbourhood Accessibility Plans" - Information for local authorities planning for or starting projects (procured by the Chair at a recent Safer Communities conference) (not included)
7. Chair's report (included)
8. Zone 2, 4, 6 reports (included)
9. Submissions by Mary Richardson and Mike Richardson to the Royal Commission of Inquiry into Auckland Infrastructure (not included as 43 and 112 pages respectively; however they can be found on the Royal Commission website - [www.royalcommission.govt.nz](http://www.royalcommission.govt.nz))
10. Correspondence summary (included)