

11. ADMINISTRATION MANAGERS UPDATE

11.1 COMMUNITY BOARD PROTOCOLS

Many of the processes used by Christchurch City Community Board's differ quite markedly from the processes employed by the former Banks Peninsula Boards. The following have been included in this update for Board members information.

AGENDA PAPER

The order of the agenda paper will be as follows:

- 1. Apologies**
Self explanatory
- 2. Confirmation of Report**
Confirmation of the report from the previous Board meeting
- 3. Petitions**
For the presentation of petitions from the public
- 4. Correspondence**
Items of correspondence, specifically addressed to the Board and which may require a Board decision or recommendation or are for members information.
- 5. Residents Associations / Community Groups**
A timeslot allocated to associations and groups which may wish to address the Board
- 6. Deputations by Appointment**
Basically like a public forum but contained within the meeting and therefore subject to Standing Orders. It is preferable that people wanting to make a deputation book in prior to the agenda being distributed so that the speaker and a subject matter can be noted on the agenda, however deputations can also be accepted on the day.
- 7. Reports**
This will include both staff reports and Committee reports – e.g. Akaroa Museum Advisory Committee
- 8. Administration Managers Update**
Items for Board members information which have come to the Administration Managers attention
- 9. Notices of Motion**
For members to formally notify issues that they require a report on or a Board decision
- 10. Questions**
Members may at any ordinary meeting put a question to the Chairman concerning any matter relevant to the role or function of the Community Board concerning any matter that does not appear on the order paper. All questions are subject to Standing Orders 4.1.1 to 4.1.5. These Standing Orders specify the subject matter that can be covered in a question, along with the process to be followed in asking and answering of questions.
- 11. Board Members Information Exchange**
An opportunity for Board members to have recorded any pertinent issues which may have arisen at community meetings they have attended. Also an opportunity for Board members to clarify Council issues with the Councillor appointed to the Board, and vice versa.

Delegations

The Boards' main roles are:

- Represent and act as advocate for the interests of its community.
- Consider and report on all matters referred to it by the Council, or any matter of interest to the Board.
- Maintain an overview of services provided by the Council within the community.
- Prepare an annual submission to the Council for expenditure within the community.
- Communicate with community organisations and special interest groups within the community.
- Each year funding is made available to each Community Board. A portion is used for Discretionary funding with the balance put towards projects and capital works in each individual Board area. Requests for Discretionary funding can be made at any time of the year. The request is usually addressed at the next meeting of the Board.

A copy of the delegations made to Community Board's is attached.

Terms of Reference

A copy of the Terms of Reference for Community Board's is also attached for members information.