



Christchurch City Council

FENDALTON/WAIMAIRI COMMUNITY BOARD AGENDA

TUESDAY 18 NOVEMBER 2008

AT 4.00PM

**IN THE BOARDROOM
FENDALTON SERVICE CENTRE
CORNER JEFFREYS AND CLYDE ROADS**

Community Board: Val Carter (Chairperson), Cheryl Colley (Deputy Chairperson), Sally Buck, Faimah Burke, Jamie Gough, Mike Wall and Andrew Yoon.

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- PART A - MATTERS REQUIRING A COUNCIL DECISION
- PART B - REPORTS FOR INFORMATION
- PART C - DELEGATED DECISIONS

INDEX	PG NO	
PART C	3	1. APOLOGIES
PART C	3	2. CONFIRMATION OF MINUTES – 5 NOVEMBER 2008
PART B	3	3. DEPUTATIONS BY APPOINTMENT 3.1 Karen Kingsbury – Nunweek Park Footpath Request
PART B	3	4. PRESENTATION OF PETITIONS
PART B	3	5. NOTICES OF MOTION
PART B	3	6. CORRESPONDENCE
PART B	3	7. BRIEFINGS 7.1 Riccarton Bush Trust 7.2 NZ Police
PART C	6	8. WORKS, TRAFFIC AND ENVIRONMENT COMMITTEE – MINUTES OF 3 NOVEMBER 2008
PART C	10	9. COMMUNITY SERVICES COMMITTEE – MINUTES OF 5 NOVEMBER 2008
PART C	13	10. APPLICATION TO THE FENDALTON/WAIMAIRI COMMUNITY BOARD'S YOUTH DEVELOPMENT SCHEME – AMAKA GESSLER

PART C	15	11.	APPLICATION TO THE FENDALTON/WAIMAIRI COMMUNITY BOARD'S YOUTH DEVELOPMENT SCHEME – THOMAS MARTIN AND MARGOT GIBSON
PART C	17	12.	APPLICATION TO THE FENDALTON/WAIMAIRI COMMUNITY BOARD'S YOUTH DEVELOPMENT SCHEME – ROSY HOGBEN
PART C	19	13.	COMMUNITY BOARD CODE OF CONDUCT
PART B	36	14.	COMMUNITY BOARD ADVISER'S UPDATE 14.1 Current Issues 14.2 Board Funding Update for 2008/09 14.3 CSR Report for October 2008
PART B	36	15.	ELECTED MEMBERS' INFORMATION EXCHANGE
PART B	36	16.	QUESTIONS UNDER STANDING ORDERS

1. APOLOGIES

Cheryl Colley.

2. CONFIRMATION OF MEETING MINUTES – 5 NOVEMBER 2008

The minutes of the Board's ordinary meeting of 5 November 2008 are **attached**.

CHAIRPERSON'S OR STAFF RECOMMENDATION

That the minutes of the Board's ordinary meeting be confirmed.

3. DEPUTATIONS BY APPOINTMENT



3.1 KAREN KINGSBURY – NUNWEEK PARK FOOTPATH REQUEST

Karen Kingsbury, a resident in the vicinity of Nunweek Park, will be in attendance to discuss with the Board the possibility of a footpath across Nunweek Park to cater for the increased usage by pedestrians and cyclists.

4. PRESENTATION OF PETITIONS

Nil.

5. NOTICES OF MOTION

Nil.

6. CORRESPONDENCE

Nil.

7. BRIEFINGS



7.1 RICCARTON BUSH TRUST

Rob Dally, Manager of Riccarton Bush Trust, will be in attendance to brief the Board about the proposed amendments to the Riccarton Bush Act.

7.2 NEW ZEALAND POLICE

Inspector Andy McGregor and Constable Vinnie Munro, New Zealand Police, will be in attendance to discuss matters relevant to the Fendalton/Waimairi ward.

18. 11. 2008

- 4 -

ATTACHMENT TO CLAUSE 2

11. 12. 2008

**FENDALTON/WAIMAIRI COMMUNITY BOARD
5 NOVEMBER 2008**

**Minutes of a meeting of the Fendalton/Waimairi Community Board
held on Wednesday 5 November 2008 at 8.40am
in the Boardroom, Fendalton Service Centre.**

PRESENT: Val Carter (Chairperson), Sally Buck, Faimeh Burke, Cheryl Colley,
Jamie Gough, Mike Wall and Andrew Yoon.

APOLOGIES: Nil.

The Board reports that:

PART B – REPORTS FOR INFORMATION

1. DEPUTATIONS BY APPOINTMENT

Nil.

2. PRESENTATION OF PETITIONS

Nil.

3. NOTICES OF MOTION

Nil.

4. CORRESPONDENCE

Nil.

5. BRIEFINGS

Nil.

6. COMMUNITY BOARD ADVISER'S UPDATE

Nil.

7. ELECTED MEMBERS' INFORMATION EXCHANGE

Nil.

18. 11. 2008

- 5 -

ATTACHMENT TO CLAUSE 2

8. QUESTIONS UNDER STANDING ORDERS

Nil.

PART C – DELEGATED DECISIONS TAKEN BY THE BOARD

9. CONFIRMATION OF MEETING MINUTES – 21 OCTOBER 2008

The Board **resolved** that the minutes of the Board's ordinary meeting of 21 October 2008 be confirmed as a true and accurate record of that meeting.

The meeting concluded at 8.45am.

CONFIRMED THIS 18th DAY OF NOVEMBER 2008

**VAL CARTER
CHAIRPERSON**

8. WORKS, TRAFFIC AND ENVIRONMENT COMMITTEE – MINUTES OF 3 NOVEMBER 2008 MEETING

General Manager responsible:	General Manager Regulation and Democracy Services, DDI 941 8462
Officer responsible:	Democracy Services Manager
Author:	Graham Sutherland, Community Board Adviser

PURPOSE OF REPORT

The purpose of this report is to submit the following outcomes of the Works, Traffic and Environment Committee meeting held on Monday 3 November 2008 at 8.00am.

The meeting was attended by Cheryl Colley (Chairperson), Sally Buck, Faimeh Burke, Val Carter, Mike Wall and Andrew Yoon.

An apology was received and accepted from Jamie Gough.

1. ARUNDEL GATE – PROPOSED NO STOPPING RESTRICTION

The Committee's recommendation was sought for Board approval for the installation of a "no stopping" restriction in Arundel Gate, Hyde Park, Avonhead.

The Committee's recommendations regarding this matter are detailed under clause 4.1 of this report.

2. BRISTOL STREET NEIGHBOURHOOD IMPROVEMENT PROJECT

The Committee's recommendation was sought for Board approval for that part of the Bristol Street neighbourhood improvement project which is within the Fendalton/Waimairi ward, to proceed to detailed design, tender and construction.

The Committee's recommendations regarding this matter are detailed under clause 4.2 of this report.

3. HAMILTON AVENUE/CHILCOMBE STREET - UPDATE

An information memorandum and reports on safety audits on the Hamilton Avenue/Chilcombe Street upgrade projects were presented to the members for their information.

The Committee received the information and thanked staff for their work on this matter.

4. COMMITTEE RECOMMENDATIONS

4.1 Arundel Gate – Proposed No Stopping Restriction

That the Board approve:

- (a) That the stopping of vehicles be prohibited at any time on the north-west side of Arundel Gate commencing at a point 29 metres north from its intersection with Hatfield Place and extending in a northerly direction for a distance of 13 metres.
- (b) That the stopping of vehicles be prohibited at any time on the north-west side of Arundel Gate commencing at the northern end of the cul-de-sac and extending in a southerly direction for a distance of 20 metres.
- (c) That the stopping of vehicles be prohibited at any time on the north-east side of Arundel Gate commencing at the northern end of the cul-de-sac and extending in a southerly direction for a distance of 4 metres.

8. Cont'd

- (d) That the stopping of vehicles be prohibited at any time on the eastern side of Arundel Gate commencing at its intersection with Hatfield Place and extending in a northerly direction for a distance of 53 metres.

4.2 Bristol Street Neighbourhood Improvement Project

That the Board:

- (a) Approve the Bristol Street project (as it relates to the Fendalton/Waimairi ward area) to proceed to detailed design, tender and construction as shown on the plans for Board approval at **attachment 1**.
- (b) Approve the following traffic and parking restrictions:

New "No Stopping":

- (i) That the stopping of vehicles be prohibited at any time on the southern side of St Albans Street commencing at the extension of the Bristol Street kerb line, on the west side, and extending 12 metres in a westerly direction.
- (ii) That the stopping of vehicles be prohibited at any time on the northern side of St Albans Street commencing at a point 7 metres west from the extension of the Bristol Street kerb line, on the west side, and extending 18 metres in an easterly direction.
- (iii) That the stopping of vehicles be prohibited at any time on the west side of Bristol Street commencing at the extension of the Webb Street kerb line, on the north side, and extending in a northerly direction for a distance of 11 metres.
- (iv) That the stopping of vehicles be prohibited at any time on the west side of Bristol Street commencing at the extension of the Webb Street kerb line, on the south side, and extending in a southerly direction for a distance of 11 metres.

Existing bus stop to be revoked:

- (v) That the existing bus stop on the south side of St Albans Street commencing at a point 6 metres west from its intersection with the west side of Bristol Street and extending in an westerly direction for a distance of 19 metres be revoked.

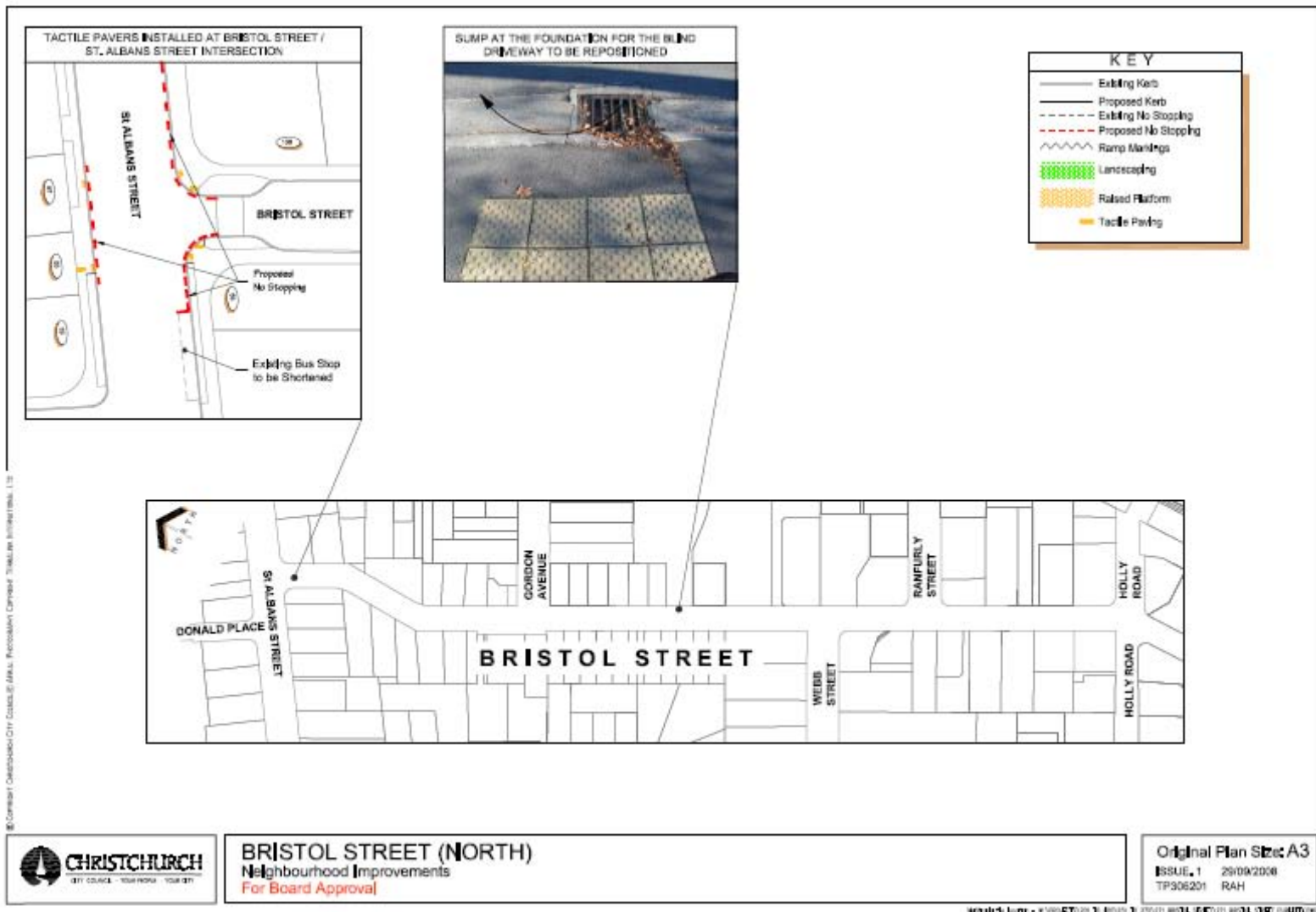
New bus stop:

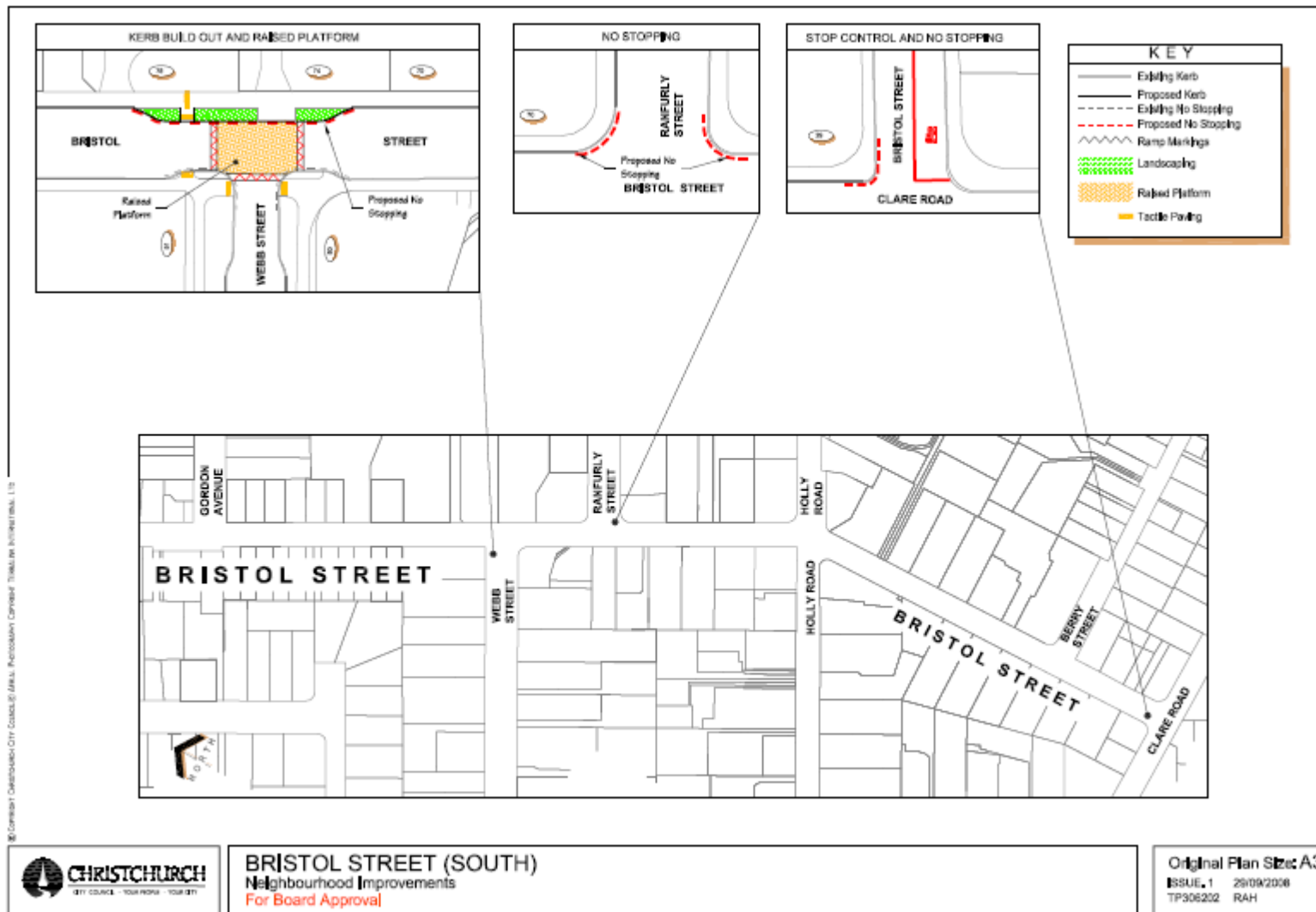
- (vi) That a bus stop be installed on the south side of St Albans Street commencing at a point 12 metres west from the extension of the Bristol Street kerb line, on the west side, and extending in a westerly direction for a distance of 14 metres.

The meeting concluded at 8.25am.

STAFF RECOMMENDATION

That the report be received and the recommendations therein be adopted.





9. COMMUNITY SERVICES COMMITTEE – MINUTES OF 5 NOVEMBER 2008 MEETING

General Manager responsible:	General Manager Regulation and Democracy Services, DDI 941 8462
Officer responsible:	Democracy Services Manager
Author:	Graham Sutherland, Community Board Adviser

PURPOSE OF REPORT

The purpose of this report is to submit the following outcomes of the Community Services Committee meeting held on Wednesday 5 November 2008 at 8.00am.

The meeting was attended by Faimeh Burke (Chairperson), Sally Buck, Val Carter, Cheryl Colley, Jamie Gough, Mike Wall and Andrew Yoon.

An apology for lateness was received and accepted from Sally Buck, who arrived at 8.05am and was absent for clauses 1, 2, and 3.

1. APPLICATION TO THE BOARD'S YOUTH DEVELOPMENT SCHEME – MOLLY PROBERT

The Committee's recommendation was sought for Board approval for funding from the Board's 2008/09 Youth Development Scheme for Molly Probert to compete in the Pacific School Games.

The Committee's recommendation regarding this matter is detailed under clause 7.1 of this report.

2. APPLICATION TO THE BOARD'S DISCRETIONARY RESPONSE FUND – FENDALTON BOWLING CLUB

The Committee's recommendation was sought for Board approval for funding from the Board's 2008/09 Discretionary Response Fund for the Fendalton Bowling Club to purchase a new bowling green spray unit.

The Committee's recommendation regarding this matter is detailed under clause 7.2 of this report.

3. APPLICATION TO THE BOARD'S DISCRETIONARY RESPONSE FUND – YALDHURST TENNIS CLUB

The Committee's recommendation was sought for Board approval for funding from the Board's 2008/09 Discretionary Response Fund for the the Yaldhurst Tennis Club to replace a section of perimeter fencing.

The Committee's recommendations regarding this matter are detailed under clause 7.3 of this report.

4. APPLICATION TO THE BOARD'S YOUTH DEVELOPMENT SCHEME – EZRA CHRISTENSEN

The Committee's recommendation was sought for Board approval for funding from the Board's 2008/09 Youth Development Scheme for Ezra Christensen towards the costs involved in representing New Zealand at the Children's International Summer Village Camp in Guatemala.

The Committee's recommendations regarding this matter are detailed under clause 7.4 of this report.

9. Cont'd

5. APPLICATION TO THE BOARD'S DISCRETIONARY RESPONSE FUND – ROYAL NEW ZEALAND PLUNKET SOCIETY NORTH WEST CHRISTCHURCH BRANCH (INC) - FENDALTON

The Committee's recommendation was sought for Board approval for funding from the Board's 2008/09 Discretionary Response Fund for the Royal New Zealand Plunket Society North West Christchurch Branch (Inc) – Fendalton, for alterations to the Plunket rooms at Fendalton Park.

The Committee's recommendations regarding this matter is detailed under clause 7.5 of this report.

6. JELLIE PARK DRAFT MANAGEMENT PLAN

The Committee's recommendation was sought for a Board recommendation to the Council to classify part of Jellie Park for recreation under the Reserves Act 1977 and to seek Council approval of the release of the draft management plan for public consultation.

The Committee's recommendations regarding this matter are detailed under clause 7.6 of this report.

7. COMMITTEE RECOMMENDATIONS

7.1 Application to the Board's Youth Development Scheme – Molly Probert

That the Board allocate \$350 from its 2008/09 Youth Development Scheme to Molly Probert to compete in the Pacific School Games.

7.2 Application to the Board's Discretionary Response Fund – Fendalton Bowling Club

That the Board allocate \$1,966 from its 2008/09 Discretionary Response Fund to the Fendalton Bowling Club, to purchase a new spray unit.

7.3 Application to the Board's Discretionary Response Fund – Yaldhurst Tennis Club

That the Board allocate \$4,000 from its 2008/09 Discretionary Response Fund to the Yaldhurst Tennis Club to complete its re-fencing project.

7.4 Application to the Board's Youth Development Scheme – Ezra Christensen

That the Board allocate \$450 from its 2008/09 Youth Development Scheme to Ezra Christensen towards the costs involved in representing New Zealand at the Children's International Summer Village Camp in Guatemala.

7.5 Application to the Board's Discretionary Response Fund – Royal New Zealand Plunket Society North West Christchurch Branch (Inc) - Fendalton

That the Board allocate \$15,000 from its 2008/09 Discretionary Response Fund to the Royal New Zealand Plunket Society North West Christchurch Branch (Inc) – Fendalton, for alterations to the Plunket rooms at Fendalton Park.

9. Cont'd

7.6 Jellie Park Draft Management Plan

That the Board:

- (a) Recommends to the Council that it adopts the following resolution, pursuant to section 16 (2A) of the Reserves Act 1977:

That the Council classifies the reserve parcels set out in Schedule 1 below, for Recreation as defined by section 17 of the Reserves Act 1977, this classification to be gazetted in the New Zealand Gazette and registered against the certificates of title.

Schedule 1

Lot 3 DP 40118, being 1541 square metres, contained in certificate of title CB19A/162, and

Lot 71 DP 68192, being 5610 square metres, contained in certificate of title CB39D/571.

- (b) Recommends to the Council that it approves the release of the Draft Jellie Park Management Plan for public consultation, as set out in s41(6) of the Reserves Act 1977.

(Note that the Reserves Act requires item (b) to follow after item (a).)

- (c) Recommends to the Council that should submissions be made regarding this matter and a hearings panel be convened, that two Fendalton/Waimairi Community Board representatives be invited to sit on the panel.

(Cheryl Colley declared a conflict of interest, retired from the table and took no part in the discussion or decision on this matter.)

The meeting concluded at 8.40am.

STAFF RECOMMENDATION

That the report be received and the recommendations therein be adopted.

10. APPLICATION TO THE FENDALTON/WAIMAIRI COMMUNITY BOARD'S YOUTH DEVELOPMENT SCHEME – AMAKA GESSLER

General Manager responsible:	General Manager, Community Services, DDI 941-8986
Officer responsible:	Unit Manager, Recreation and Sports
Author:	Ken Howat, Community Recreation Adviser

PURPOSE OF REPORT

1. The purpose of this report is to seek approval for an application for funding from the Community Board's 2008/09 Youth Development Scheme.

EXECUTIVE SUMMARY

2. The applicant is Amaka Gessler, a 18 year old Burnside High student living in Bryndwr.
3. Amaka has been selected to represent New Zealand in swimming at the Junior Pan Pacific Championships being held in Guam from 8 – 11 January 2009. Amaka attended the Olympic trials earlier this year and achieved a first and a third, however missed selection by a very narrow margin. She competes in the 50 metre, 100 metre and 200 metre freestyle.
4. Amaka has also been awarded a two-year scholarship to attend the International Training Centre in Auckland which begins next year once she completes high school. Whilst the training is paid for, Amaka will be required to meet all living costs. Her goal is to be selected for the 2012 Olympics.
5. Amaka trains at Aqua Gym nine times per week, at a cost of \$1,600 per year excluding travel and swim wear. Her family also spends approximately \$2,000 per year on attending swim meets around New Zealand.

FINANCIAL IMPLICATIONS

6. The total cost to attend the tournament is \$5,000 which includes airfares, accommodation and registration fees. Amaka has been granted \$200 from Canterbury Swimming and a further \$200 from Aqua Gym.
7. This is the first time that the applicant has applied to the Board for financial support.

Do the Recommendations of this Report Align with 2006-16 LTCCP budgets?

8. This application is seeking funding from the Board's 2008/09 Youth Development Scheme which was established as part of the Board's 2008/09 Discretionary Response Fund.

LEGAL CONSIDERATIONS

Have you considered the legal implications of the issue under consideration?

9. There are no legal implications in regards to this application.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

10. Aligns with page 170 LTCCP, regarding Community Board Project funding.

Do the recommendations of this report support a level of service or project in the 2006-16 LTCCP?

11. As above.

10. Cont'd

ALIGNMENT WITH STRATEGIES

12. Application aligns with the Council's Youth Strategy and local Community Board objectives.

Do the recommendations align with the Council's strategies?

13. As above.

CONSULTATION FULFILMENT

14. Not applicable.

STAFF RECOMMENDATION

That the Board approve the application and allocate \$450 from its 2008/09 Youth Development Scheme to Amaka Gessler to compete in the Junior Pan Pacific Championships.

11. APPLICATION TO THE FENDALTON/WAIMAIRI COMMUNITY BOARD'S YOUTH DEVELOPMENT SCHEME – THOMAS MARTIN AND MARGOT GIBSON

General Manager responsible:	General Manager, Community Services, DDI 941-8986
Officer responsible:	Unit Manager, Recreation and Sports
Author:	Ken Howat, Community Recreation Adviser

PURPOSE OF REPORT

1. The purpose of this report is to seek approval for two applications for funding from the Community Board's 2008/09 Youth Development Scheme.

EXECUTIVE SUMMARY

2. The applicants are:
 - (i) Thomas Martin, a 13 year old St Bedes High School student living in Russley.
 - (ii) Margot Gibson, a 14 year old St Margaret's High School Student living in Fendalton.
3. Both Thomas and Margot have been selected for the New Zealand Team to compete in the Pacific School Games being held in Canberra from 29 November to 6 December 2008. Thomas will compete in the 100 metre, 200 metre, 400 metre and 4 x 100 metre and Margot will compete in the 800 metre and 1500 metre athletics events.
4. Thomas currently holds the Canterbury age group record for the 60 metre, 200 metre and 600 metre, he won gold medals at this year's Coalgate North and South Island Games in 100 metre, 200 metre and 400 metre and also holds the South Island Secondary Schools U14 400 metre record.
5. Margot has been the Coalgate North and South Island Games 800 metre and 1500 metre champion for the past three years, the Canterbury and South Island cross country and road running champion for the past three years and also the National Secondary Schools Cross Country Under 16 Girls champion for past two years.
6. Both Thomas and Margot belong to the Christchurch Avon Athletic Club who are holding a 'Fun Evening' to help raise funds. Thomas is also contributing \$75 that he earned through a holiday job. Both athletes have been granted \$100 from the New Zealand Children's Athletics Association, \$300 from Athletics Canterbury and \$250 from the Southern Trust.

FINANCIAL IMPLICATIONS

7. The following table provides a breakdown of the costs per person.

EXPENSES	Cost (\$)
Air fares	850
Accommodation and competition levy	1,250
Coach transport	150
Uniform, insurance, administration	600
Total Cost	\$2,850

8. This is the first time that the applicant has applied to the Board for financial support.

Do the Recommendations of this Report Align with 2006-16 LTCCP budgets?

9. This application is seeking funding from the Board's 2008/09 Youth Development Scheme which was established as part of the Board's 2008/09 Discretionary Response Fund.

11. Cont'd

LEGAL CONSIDERATIONS

Have you considered the legal implications of the issue under consideration?

10. There are no legal implications in regards to this application.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

11. Aligns with page 170 LTCCP, regarding Community Board Project funding.

Do the recommendations of this report support a level of service or project in the 2006-16 LTCCP?

12. As above.

ALIGNMENT WITH STRATEGIES

13. Application aligns with the Council's Youth Strategy and local Community Board objectives.

Do the recommendations align with the Council's strategies?

14. As above.

CONSULTATION FULFILMENT

15. Not applicable.

STAFF RECOMMENDATION

That the Board approve the two applications and allocate from its 2008/09 Youth Development Scheme, \$350 to Thomas Martin and \$350 Margot Gibson to compete in the Junior Pan Pacific Championships.

12. APPLICATION TO THE FENDALTON/WAIMAIRI COMMUNITY BOARD'S YOUTH DEVELOPMENT SCHEME – ROSY HOGBEN

General Manager responsible:	General Manager, Community Services, DDI 941-8986
Officer responsible:	Unit Manager, Recreation and Sports
Author:	Ken Howat, Community Recreation Adviser

PURPOSE OF REPORT

1. The purpose of this report is to seek approval for an application for funding from the Community Board's 2008/09 Youth Development Scheme.

EXECUTIVE SUMMARY

2. The applicant is Rosy Hogben, a 13 year old St Margaret's College student living in Merivale.
3. Rosy has been selected for the New Zealand Team to compete in the Pacific School Games being held in Canberra from the 29 November to 6 December 2008. Rosy will compete in the 200 metre, 400 metre and 4 x 100 metre athletics events.
4. Rosy is a member of the University Athletics Club and has an impressive list of athletic achievements. These include the best age group national times in the 200 metre and 400 metre, first place in the 100 metre and 400 metre at the Inter Provincial Nationals and the South Island Provincial Championships, plus first placings in the Coalgate South Island Championships and Canterbury Schools Athletics Championships.
5. Rosy is also talented at netball, basketball and hockey and has been awarded a partial sports scholarship at St Andrews College.
6. Rosy's family has been actively seeking sponsorship through their networks and will be meeting any shortfall in costs to attend the competition.

FINANCIAL IMPLICATIONS

7. The following table provides a breakdown of the costs per person.

EXPENSES	Cost (\$)
Air fares	850
Accommodation and competition levy	1,250
Coach transport	150
Uniform, insurance, administration	600
Total Cost	\$2,850

8. This is the first time that the applicant has applied to the Board for financial support.

Do the Recommendations of this Report Align with 2006-16 LTCCP budgets?

9. This application is seeking funding from the Community Board's 2008/09 Youth Development Scheme which was established as part of the Board's 2008/09 Discretionary Response Fund.

LEGAL CONSIDERATIONS

Have you considered the legal implications of the issue under consideration?

10. There are no legal implications in regards to this application.

12. Cont'd

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

11. Aligns with page 170 LTCCP, regarding Community Board Project funding.

Do the recommendations of this report support a level of service or project in the 2006-16 LTCCP?

12. As above.

ALIGNMENT WITH STRATEGIES

13. Application aligns with the Council's Youth Strategy and local Community Board objectives.

Do the recommendations align with the Council's strategies?

14. As above.

CONSULTATION FULFILMENT

15. Not applicable.

STAFF RECOMMENDATION

That the Board approve the application and allocate \$350 from its 2008/09 Youth Development Scheme to Rosy Hogben to compete in the Junior Pan Pacific Championships.

13. COMMUNITY BOARD CODE OF CONDUCT

General Manager responsible:	General Manager Regulation and Democracy, DDI 941-8462
Officer responsible:	Peter Mitchell
Author:	Peter Mitchell

PURPOSE OF REPORT

1. At the Community Board Chairs and Staff Forum meeting, held on 5 September 2008, the attached draft Community Board Code of Conduct was discussed. **(Attachment A)**.
2. At that meeting it was agreed that a report would be prepared for each Community Board for consideration, and decision, by each Board regarding adoption of the revised Community Board Code of Conduct.

STAFF RECOMMENDATION

It is recommended that the Community Board adopt the revised Community Board Code of Conduct with immediate effect.

13. Cont'd

BACKGROUND (THE ISSUES)

3. The Local Government Act 2002 requires that the Council adopt a Code of Conduct. There is no legal requirement for Community Boards to adopt a Code of Conduct.
4. In 2004, subsequent to the Council adopting a Code of Conduct, all six Community Boards in the former Christchurch City, and subsequently the two Peninsula Community Boards upon reorganisation with Banks Peninsula, adopted a Code of Conduct modelled on that adopted by the Council.
5. That Community Board Code of Conduct has remained in force since that time.

AUDITOR GENERAL REPORT

6. In 2006 the Auditor General carried out a report on Codes of Conduct adopted by Councils.
7. He went on the note:

'Overall, the material including Code meets our expectations. Most Codes contains guidance about the main topics we expect to see covered.'

No Council's Code covers all the topics we mentioned in part 3 of this report. We consider that most Council's could benefit from a review of those topics, to see if any other matters that could easily be added to their own Code when they next review it..... we also consider that some Codes can be more thorough in explanations of:

- *The Local Government Official Information and Meetings Act 1987.*
- *Non Financial Conflicts of Interest.'*

REVIEW OF COUNCIL CODE

8. The Council has now reviewed its own Code of Conduct at its meeting on 24 July 2008 and agreed to adopt an updated Code of Conduct.
9. The Council also resolved in part to:
 - *'Note that all Community Boards have voluntarily agreed to adopt a Code of Conduct similar to that of the Council modified to reflect that it is intended to be used by Community Boards.*
 - *Agrees that its Ethics Subcommittee (including the convenor) can be used by Community Boards where a breach of the Code is alleged in respect of two Community Board members.*
 - *Where the Ethics Subcommittee procedure is to be used by a Community Board consideration of the membership of the subcommittee is to be deferred until the Chairpersons consider the matter and staff report back to the Council in September.'*
10. It is considered an appropriate time for the Community Board to review their current Code.
11. The changes in the draft Code attached to this report are primarily editorial and are underlined for ease of reference.
12. Regarding Codes of Conduct Local Government New Zealand has stated:

"Codes of Conduct promote effective working relationships within the local authority and between the local authority and its community. A Code of Conduct should promote free and frank debate, which should in turn promote good decision-making. Codes of Conduct should not be used in a way that stifles debate.

13. Cont'd

*Provided elected members do not try to present personal views as anything other than that, then they have the right to express their views. Codes of Conduct should provide rules of Conduct that promote debate and make it clear that personal views, and the rights of **all** members to express personal views, must be respected.*

A Code of Conduct sets boundaries on standards of behaviour in expressing and promoting views, and provides means of resolving situations when elected members breach those standards.”

13. While the Local Government Act 2002, obliges the Council to adopt such a Code of Conduct, the Act does not oblige Community Boards to adopt a Code of Conduct. Legally it is a matter of choice for each Board as to whether or not it wishes to adopt a Code of Conduct.

RELATIONSHIP OF CODE TO STANDING ORDERS

14. The Code of Conduct is not the same as a set of standing orders. Standing orders are a set of procedures and other rules for the conduct of meetings. A Code of Conduct covers every aspect of a Community Board member's duties. There are links between the two documents in that standing orders contain provisions for conduct at meetings. The Code is intended primarily for situations outside the formal meeting process.
15. The Code is wider than standing orders and sets out relationships not only between elected members, but also between board members and staff and board members and the public.

CONTENT OF THE CODE

16. The Local Government Act 2002 is not specific on the contents of a Code of Conduct. The only requirement is the general statement that the Code of Conduct must—

“Set out understandings and expectations agreed among members about the manner in which they may conduct themselves or act in their capacities as members, including behaviour towards one another, staff and the public.”

BREACHES OF THE CODE

17. One issue that arose in the consideration of a Code of Conduct is what happens if a Community Board member breaches the Code. The Local Government Act 2002 does not provide any power for the Community Board to impose a sanction on a board member who breaches the Code. The Board's Code provides for a sanctions system where alleged breaches can be dealt with.
18. The Board's system for dealing with breaches is an Ethics Subcommittee and a system which provides for:
 - Specific allegations of a breach as to when and where a particular provision of the Code was breached and that information being available to the person complained of;
 - All parties having a right to be heard on reasonable notice;
 - Parties having the right to be represented by a lawyer;
 - An opportunity for a person to make submissions before an adverse finding is made.
19. A feature of the Ethics Subcommittee is that the Convenor would act as a filter for matters to be referred to the Subcommittee in a similar manner as the Speaker in Parliament.
20. It was also agreed that reference of matters to the Subcommittee should only be considered after there had been informal efforts to resolve the particular matter, and that these informal efforts should be assisted by the Convenor of the Subcommittee.

13. Cont'd

21. Only if informal efforts to resolve the matter have not been successful, is a Board member then able to refer a matter to the Convenor of the Subcommittee. Even then, the Convenor of the Subcommittee has the ability to decide that a particular matter should not be referred to the Subcommittee on the grounds that the matter is technical or trivial, and does not warrant the fuller attention of the Subcommittee.
22. The actions that the Board may take, upon receipt of a report, could be to require an apology to be made, for the Board to censure a Board member, and/or removal from a Board committee or an outside appointment made by the Board. The law does not give any specific power to the Board to take any steps other than these matters.
23. Board's have previously agreed that in a complaint involving of Community Boards that the Board utilise the Council's Ethics Subcommittee (with its convenor) and that membership of the Subcommittee comprise that Board's members, other than the complainant and the person alleged to have breached the Code.

REVISED COMMUNITY BOARDS CODE OF CONDUCT

24. **Attachment A** is a recommended revised Community Board Code of Conduct taking into account the matters addressed by the Auditor General in his report. Changes from the existing Community Board Code of Conduct are underlined.

Christchurch City Council

COMMUNITY BOARD CODE OF CONDUCT

PART 1 — INTRODUCTION

1. This Code of conduct had been adopted by:
 - Akaroa / Wairewa Community Board.
 - Burwood/ Pegasus Community Board.
 - Fendalton/ Waimairi Community Board.
 - Hagley/Ferrymead Community Board.
 - Lyttelton/Mt Herbert Community Board.
 - Riccarton/Wigram Community Board.
 - Shirely/ Papanui Community Board.
 - Spreydon/ Heathcote Community Board.
2. The Code is intended to apply to elected and appointed Community Board members in their dealings with:
 - each other.
 - council officers.
 - the public.
 - the media.
3. Without good working relationships any democratically elected organisation will have difficulty succeeding. No Community Board will be effective unless mutual respect exists between the public, elected members and staff. This Code seeks to facilitate more effective working relationships. Resolution of alleged breaches of the Code is to be made in the interests of the good governance of the Community Boards, not for the personal interests of Community Board members.
4. The objectives of this Code are to enhance:
 - the effectiveness of the Community Boards.
 - the credibility and accountability of the Community Boards within its community.
 - mutual trust, respect and tolerance between Community Board members as a group and between elected and Council officers.
5. This Code of Conduct seeks to achieve its objectives by agreeing upon:
 - general principles of conduct for Community Board members.
 - general standards of behaviour.
 - specific codes of conduct applying to particular circumstances or matters.
6. This Code shall apply to Community Board members acting in their capacity as a Community Board members, and not as private citizens.
7. This Code is based on the following principles of public life:
 - Public interest**
 - Community Board members should serve only the interests of the district as a whole and should never improperly confer an advantage or disadvantage on any one person.
 - Honesty and integrity**
 - Community Board members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

Objectivity

- Community Board members should make decisions on merit including making appointments, awarding contracts, or recommending individuals for rewards or benefits. Community Board members should also note that, once elected, their primary duty is to the interests of the community.

Accountability

- Community Board members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should cooperate fully and honestly with the scrutiny appropriate to their particular office.

Openness

- Community Board members should be as open as possible about their actions and those of the Community Board, and should be prepared to justify their actions.

Personal judgement

- Community Board members can and will take account of the views of others, but should reach their own conclusions on the issues before them, and act in accordance with those conclusions.

Respect for others

- Community Board members shall not discriminate unlawfully against any person on the grounds of their race, age, religion, gender, sexual orientation, disability or opinions and beliefs. They should treat people with respect and should respect the impartiality and integrity of the Council's staff.

Duty to uphold the law

- Community Board members must uphold the law, and on all occasions, act in accordance with the trust the public places in them.

Stewardship

- Community Board members collectively must ensure that the community uses resources prudently and for lawful purposes.

Leadership

- Community Board members should promote and support these principles by example, and should always endeavour to act collectively in the best interests of the community.

Confidentiality

- Community Board members shall respect the confidentiality of any confidential information they may receive.

8. Attached as **Appendix 1** is a summary of the legislative requirements that have some bearing on the duties and conduct of Community Board members that have not already been referred to in this code.

PART 2 — BEHAVIOUR AND RELATIONSHIPS

Relationships with Other Community Board Members

9. Community Board members will conduct their dealings with each other in ways that:
 - maintain public confidence in the office to which they have been elected.
 - are open and honest.
 - focus on issues rather than personalities.
 - avoid aggressive, offensive or abusive conduct.
10. Community Board members shall maintain the respect and dignity of their office in their dealings with each other, Councillors, Council staff and the public.
11. Community Board members will act in good faith (ie, honestly, for the proper purpose, and without exceeding their powers) in the interests of the Council and the community.
12. Community Board members should remember that they have no personal power to commit the Council, including a Community Board, to any particular policy, course of action, or expenditure and must not represent they have such authority.
13. Community Board members will make no allegations regarding other elected members or Council officers which are improper or derogatory.
14. In the performance of their official duties, Community Board members should refrain from any form of behaviour which may cause any reasonable person unwarranted offence or embarrassment.

Relationships with Staff

15. The effective performance of the Council also requires a high level of cooperation and mutual respect between Community Board members and staff. To ensure that level of cooperation and trust is maintained Community Board members will:
 - recognise that the Chief Executive is the employer (on behalf of the Council) of all Council employees, and as such only the Chief Executive may hire, dismiss, instruct or censure an employee.
 - avoid publicly criticising any employee in any way, but especially in ways that reflect on the competence and integrity of the employee.
 - make themselves aware of the obligations that the Council and the Chief Executive have as employers and observe those requirements at all times.
 - treat all employees with courtesy and respect (including the avoidance of aggressive, offensive or abusive conduct towards employees).
 - observe any guidelines that the Chief Executive puts in place regarding contact with employees.
 - respect the role of Council officers in providing professional advice, including not do anything which compromises, or could be seen as compromising, the impartiality of the professional advice of an officer.
 - raise concerns about employees with the Chief Executive. Concerns about the Chief Executive should be raised in the first instance with the Mayor.
 - raise concerns regarding the quality of a report with the Chief Executive before the meeting at which the report is to be considered takes place.
16. Community Board members should be aware that failure to observe this portion of the Code of Conduct may compromise the Council's obligations to act as a good employer and may expose the Council to civil litigation and audit sanction.
17. A Community Board member may, on behalf of themselves, a member of staff or a member of the public, initiate the procedures set out in Part 3 (Breaches of the Code) of this Code.

Relationships with the Community

18. Effective Community Board decision-making depends on productive relationships between Community Board members and the community at large.
19. Community Board members should ensure that individual citizens are accorded respect in their dealings with the Community Board and Council, have their concerns listened to, and decisions are deliberated on in accordance with the requirements of the Local Government Act 2002 and other relevant statutes. Community Board members should act in a manner that encourages and values community involvement in local democracy.

Gifts and Hospitality/Expenses

20. A person in a position of trust, such as a Community Board member, should not make a profit through his or her office.
21. There is legislation in the Crimes Act 1961 and the Secret Commissions Act 1910 which deals with corruption and the obtaining of gifts as an inducement or reward for acts in relation to the Council's affairs. Gifts can include discounts, commissions, bonus or deductions.
22. Acceptance of gifts, services or hospitality may be considered as a bribe or perceived as undue influence. The offer and/or receipt of gifts, including special occasion goodwill gifts, may be reported to the Council Secretary.
23. Gifts, working lunches and social occasions should be received and undertaken with a recognition of the public perception regarding undue influence on Community Board members.

Use of Council Facilities and Services

24. Transport provided by the Council for the use of a Community Board member must only be used for Community Board purposes.
25. Council resources such as stationery or secretarial services must only be used for Community Board purposes and cannot be used for personal purposes (including election campaigning).

Financial and Non Pecuniary Interests

Conflicts of interest and the law about bias

26. A conflict of interest exists where two different interests intersect; in other words, where your responsibilities as a Community Board member could be affected by some other separate interest or duty that you may have in relation to a particular matter. That other interest or duty might exist because of:
 - your own financial affairs.
 - a relationship or role that you have.
 - something you have said or done.
27. The common law requires that public decision-making be procedurally fair. In particular, conflicts of interest are usually dealt with under the rule about bias. The law about bias exists to ensure that people with the power to make decisions affecting the rights and obligations of others carry out their duties fairly and free from bias. It is summed up in the saying "no one may be judge in their own cause".
28. Another way of expressing the issue is:
 - Would a reasonable, informed observer think that your impartiality might have been affected?
29. The law about bias originally applied to judicial proceedings, but over the years has been extended to a wide range of decision-makers who exercise public functions that can affect the rights or interests of others. The law applies to members of Community Boards.

ATTACHMENT TO CLAUSE 13

30. The law applies differently to pecuniary (that is, financial) and non-pecuniary conflicts of interest. When you are considering whether to participate in a Board's decision-making processes about a particular matter, you need to consider the potential for both types of conflict of interest. Different rules apply to each type.

Pecuniary interests: The Local Authorities (Members' Interests) Act 1968

31. The Act deals with that part of the rule against bias as it applies to the pecuniary interests of members of Community Boards. The Act:
- controls the making of contracts worth more than \$25,000 in a financial year between Board members and the Council; and
 - prevents Board members from participating in matters before a Board in which they have a pecuniary interest, other than an interest in common with the public.
32. The Act applies to members of city councils, district councils, regional councils, Community Boards, tertiary institutions, and a range of other public bodies.
33. The Act regulates the actions of individual members of Community Boards, not the actions of the Boards.
34. Board members, not Boards, may be prosecuted for breaches of the Act. The Act also applies to members of committees of Community Boards.

Non-Pecuniary Conflicts of Interest: The rule against bias

35. If a person challenges a Community Board's decision by way of judicial review proceedings, the courts could invalidate the Board's decision because of bias on the part of a member of the decision-making body. The question a Community Board members needs to consider, drawn from case law, is:
- Is there a real danger of bias on the part of a member of the Community Board in the sense that he or she might unfairly regard with favour (or disfavour) the case of a party to the issue under consideration? It is the appearance of bias, not proof of actual bias, that is important.
36. The law about bias does not put a Board member at risk of personal liability. Instead, the validity of the Board's decision could be at risk.

Contact with the Media regarding Council and Committee Decisions

37. The media plays an important part in local democracy. In order to fulfil this role the media needs access to accurate, timely information about the affairs of the Community Board. From time to time, individual Community Board members will be approached to comment on a particular issue either on behalf of the Community Board, or as a Community Board member in his or her own right. This part of the Code deals with the rights and duties of Community Board members when speaking to the media on behalf of the Community Board, or in their own right.
38. Generally:
- Media comments must observe the requirements of the Code of Conduct.
 - Community Board Chairs are authorised to make statements accurately reporting matters and decisions coming within the terms of reference of their Community Boards.
 - The Chief Executive is authorised to make statements relating to any of the areas for which the Chief Executive has statutory or management responsibility.
39. Public statements representing Community Boards or reporting decisions of the Community Board will be made with the specific or general authority of the Community Board, and will clearly state the person's authority for making the statement on behalf of the Community Board.

ATTACHMENT TO CLAUSE 13

40. Otherwise, a Community Board member, Chief Executive or officer may make specific statements on behalf of the Community Board only with the specific authority of the relevant Community Board.
41. Community Board members are entitled to make public statements expressing their opinion on matters before the Community Board. All such statements should clearly state that they represent the personal opinion of the Community Board member and are not made on behalf of the Community Board.
42. Public statements by Community Board Chairpersons on an item before the Community Board should reflect the majority view of the Board. The Chairperson may make clearly identified personal statements if the Chairperson disagrees with the majority view of the Board.
43. Within the limits imposed by Standing Orders, at any meeting of the Community Board (or at any committee), every Community Board member (who has the right to speak at the meeting) has the right to express his or her opinion on any matter lawfully before the meeting. Once a matter has been decided at a meeting of the Community Board, that decision establishes the Community Board's position on that matter until it is lawfully changed by a subsequent decision of the Board.

Disclosure of Information

44. In the course of their duties Community Board members will occasionally receive information that may need to be treated as confidential. This will generally be information that is either commercially sensitive or is personal to a particular individual or organisation.
45. Community Board members must not use or disclose confidential information for any purpose other than the purpose of debate at meetings for which the information was supplied to the Community Board members. Such confidential information includes all information in the Public Excluded section of an agenda for any meeting.
46. Community Board members should be aware that failure to observe these provisions will impede the performance of the Council by inhibiting information flows and undermining public confidence in the Council. Failure to observe these provisions may also expose the Council to sanction under the Privacy Act 1993 and/or civil litigation.

Bankruptcy

47. Under the Local Government Act 2002 the Council must consider whether Board members should be required to declare whether a Community Board member or a newly elected Community Board member is an undischarged bankrupt.
48. The Council believes that bankruptcy does raise questions about the soundness of a person's financial management skills and their judgement in general.
49. The Council requires Community Board members who are declared bankrupt, and a newly elected Community Board member who is an undischarged bankrupt, to notify the Chief Executive as soon as practicable after being declared bankrupt or being elected to the Community Board, as the case may be. The Chief Executive shall advise the Council at its next ordinary meeting.

Role of Community Board Members

50. Attached as **Appendix 2** are the roles and responsibilities for the Community Board.

Alleged breaches of this Code during meetings

51. It is expected that compliance with the provisions of this Code during a meeting shall be dealt with by the Chairperson of that meeting within Standing Orders at the time the breach arises. Community Board members should raise alleged breaches of the Code with the Chairperson at the time. If a Board member believes that an alleged breach of the Code has not been dealt with adequately by the Chairperson at a meeting, that Board member may initiate the procedures set out in Part 3 of this Code.

PART 3 —BREACHES OF THE CODE AND ETHICS SUBCOMMITTEE

Process for an alleged breach

52. If a Community Board member believes that this Code has been breached, that Board member must first endeavour to resolve the matter informally by discussion with the Board member alleged to have breached the Code.
53. If that informal resolution is unsuccessful, the Board member alleging the breach may raise an alleged breach of the Code with the Convenor of the Council's Ethics Subcommittee in writing at the earliest opportunity (and not later than one month after the date of the incident giving rise to the allegation). An allegation of breach of the Code must set out the particular provisions of the Code alleged to have been breached and the facts supporting the alleged breach so as to give the person against whom it is made a full opportunity to respond to it.
54. Any Board member raising a matter of breach of the Code which involves another Board member must also, as soon as reasonably practicable after raising the alleged breach with the Convenor, forward to that other Board member a copy of the matter that has been raised with the Convenor.
55. A Board member who made an allegation of an alleged breach of the Code can withdraw that allegation at any time and no further steps shall be taken by the Convenor or the Ethics Subcommittee in respect of that complaint.
56. The Convenor of the Subcommittee shall consider a matter of breach of the Code referred to that person and shall determine if a question of breach of the Code is involved. In considering if a question of breach is involved, the Convenor shall take account of the degree of importance of the matter which has been raised. The Convenor may consult with such persons as that person considers appropriate. No question of breach is involved if, in the opinion of the Convenor, the matter is technical or trivial and does not warrant the fuller attention of the Subcommittee. A decision not to refer a matter to the Subcommittee shall not be reported to the Council.
57. Community Board members should not publicly release a copy of the information provided to the Convenor of the Subcommittee before a decision has been made by the Convenor as to whether the allegation is to proceed to the Subcommittee.
58. If the Convenor considers that a matter involves a question of breach of the Code which warrants referral to the Subcommittee, and if the Convenor is satisfied that informal efforts to resolve the matter have not succeeded, then the matter shall be reported to the Subcommittee. Before reference to the Subcommittee the Convenor will first inform the Board member alleging the breach and the Board member against whom the allegation is made, that it is intended to refer the matter to the Subcommittee.

Ethics Sub Committee

59. This Subcommittee will be constituted at the first meeting of the Council following a triennial election. With respect to complaints involving Community Board members it will consist of Community Board members drawn from the Community Board involved in the complaint.
60. One member (who shall be the Convenor of the Subcommittee) shall be a person with dispute resolution skills and who is not a Councillor. All members of the Committee (including the Convenor) shall have one vote. The Convenor of the Subcommittee will not have a casting vote. A quorum for meetings of the Subcommittee shall be three.

Procedure for the Ethics Sub Committee

61. The Council expects that any hearing by the Subcommittee is to be conducted without the public being present.
62. Any Board member who makes an allegation of breach of the Code, or who is the subject of such an allegation, may not serve on the Subcommittee considering that allegation.
63. The Subcommittee shall consider and report to the Board on any matters referred to it by the Convenor. The Subcommittee shall regulate its own procedure regarding the conduct of its inquiry into such a matter.

Responses and Breaches

64. The exact nature of the action a Community Board may take for a breach of the Code depends on the nature of the breach and whether there are statutory provisions for dealing with the breach.
65. If there are statutory provisions the breach will be addressed in accordance with those statutory provisions. The Board may refer the matter to the relevant body.
66. Where there are no statutory provisions, the Board may take the following action:
 - require a public or private apology to be made
 - censure
 - removal from a Board committee or outside appointment
67. A decision to apply one or more of these actions requires a Board resolution.

This is a summary of the legislative requirements that have some bearing on the duties and conduct of Community Board members that have not already been referred to in this code.

LOCAL AUTHORITIES (MEMBERS' INTERESTS) ACT 1968

1. ~~This Act regulates situations where a member's personal interests impinge, or could be seen as impinging on their duties as an elected member.~~
2. ~~The Act provides that an elected member is disqualified from office if that member is "concerned or interested" (as that phrase is defined in s.3(1) of the Local Authority (Members' Interests) Act 1968) in contracts under which payments made by or on behalf of the Council exceed \$25,000 in any financial year.~~
3. ~~Additionally, elected members are prohibited from participating in any Council discussion or voting on any matter in which they have a pecuniary interest, other than an interest in common with the general public. The same rules also apply where the member's spouse contracts with the authority or has a pecuniary interest.~~
4. ~~Members may also contact the Audit Office for guidance as to whether that member has a pecuniary interest, and if so, may seek an exemption to allow that member to participate or vote on a particular issue in which they may have a pecuniary interest. The latter must be done before the discussion or vote. The chief executive must also seek approval from the Audit Office for contractual payments to members, their spouses or their companies that exceed the \$25,000 annual limit.~~
5. ~~Failure to observe these requirements could also leave the elected member open to prosecution under the Local Authority (Members; Interests) Act 1968. In the event of a conviction elected members can be ousted from office.~~

LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987 ("LGOIMA") **Official Information**

6. LGOIMA contains rules relating to the disclosure of information held by a local authority to the public on request. The underlying principle of the Act is that information should be made available unless there is good reason to withhold disclosure. There are a number of grounds for withholding disclosure, principally contained in s.7 of the Act. The Act provides for a Council decision to withhold information to be reviewed by an Ombudsman who makes a recommendation back to the Council.
7. ~~The obligations of LGOIMA are binding on Community Board members and apply to the disclosure of information by a Councillor in respect of any information held by that Councillor (in his or her capacity as a Councillor) to a member of the public.~~

Meetings

8. LGOIMA also regulates and sets out the procedural requirements for meetings of local authorities (including territorial authorities), the publication of agenda, procedures for discussion with the public excluded and access by the public to the minutes of meetings. The Act provides that generally meetings of the Community Boards are open to the public unless the meeting has resolved to exclude the public from a part of the meeting. There are limited grounds on which the public can be excluded from a meeting.
9. These grounds to exclude the public are similar to the grounds to withhold information. These include privacy, carrying out commercial activities or commercial negotiations, and taking legal advice.

SECRET COMMISSIONS ACT 1910

10. It is unlawful for Community Board members to advise anyone to enter into a contract with a third person and receive a gift or reward from that third person as a result, or to present false receipts to the Council.

ATTACHMENT TO CLAUSE 13

11. If convicted of any offence under this Act a person can be imprisoned for up to 2 years, or fined up to \$1000, or both. A conviction triggers the disqualification provisions in the Local Government Act 2002 and result in automatic disqualification of the Community Board members from office.

CRIMES ACT 1961

12. It is unlawful for Community Board members (or officer) to:
- Accept or solicit for themselves (or anyone else) any gift or reward for acting or not acting in relation to the business of the Council
 - Use information gained in the course of the Community Board members' duties for monetary gain or advantage by the Community Board members, or any other person
 - These offences are punishable by a term of imprisonment of 7 years or more. Community Board members convicted of these offences will also be automatically disqualified from office.

SECURITIES ACT 1978

13. The Securities Act places Community Board members in the same position as company directors whenever the Council offers shares in a company to the public. Community Board members may be personally liable if investment documents, such as a prospectus, contain untrue statements and may be liable for criminal prosecution if the requirements of the Act are not met.

Appendix 2

The Role of the Community Board

Background

- 4.1 Community Boards are established by the Local Government Act to perform such functions and duties, and exercise such powers as delegated by the territorial authority.
- 4.2 A community board--
 - (a) is an unincorporated body; and
 - (b) is not a local authority; and
 - (c) is not a committee of the relevant territorial authority.
- 4.3 The role of a community board is to--
 - (a) represent, and act as an advocate for, the interests of its community; and
 - (b) consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board; and
 - (c) maintain an overview of services provided by the territorial authority within the community; and
 - (d) prepare an annual submission to the territorial authority for expenditure within the community; and
 - (e) communicate with community organisations and special interest groups within the community; and
 - (f) undertake any other responsibilities that are delegated to it by the territorial authority.

Generic Role Responsibility Template – Community Board Chair

PURPOSE OF ROLE

To co-ordinate, lead and direct the business of the Community Board in a manner consistent with the powers delegated by Council.

SPECIFIC ACCOUNTABILITIES INCLUDE:

1. To oversee, co-ordinate and direct all activities of the Community Board within its specific terms of reference and delegated authorities, providing guidance and direction to Board members, calling meetings, and liaising with Board members and Council officials / management in setting the content and priorities of meeting agendas.
2. To speak on behalf of the Community Board and act as an advocate for it, including managing relationship with the media and representing the Community Board on Council Committees, Community organisations and at meetings with external parties and the public.
3. To establish community consultation processes by scheduling, planning and chairing public meetings to seek input into Community issues and Council's planning and strategy development processes.
4. To report to Council, or its Committees, on local community issues, the recommendations and work the being undertaken by the Community Board.
5. To preside over Board meetings, ensuring that the members carry out business in an orderly manner, and enforcing standing orders as required.
6. To participate in Council Standing Committees / sub-committees (as required) by being fully prepared and up to date on issues under consideration.
7. To represent Council and local community interests as an appointed member of external committees, agencies or boards as required.
8. To ensure effective and efficient communications and co-ordination between Council, Council Committees / Officials and Community Board Members, and between members of the public and Council.

The Role of the Community Board Member

The role of the Community Board member is similar to that of a Councillor. A key element of the Community Board member role is the function it performs as a conduit between the community and Council.

Generic Role Responsibility Template – Community Board Member

PURPOSE OF ROLE

To represent local community interests, contributing to its ongoing community and economic development, the effective stewardship of existing assets, sustainable management of the environment, and the prudent management of the communities' financial resources.

SPECIFIC ACCOUNTABILITIES INCLUDE:

1. To consult with members of the public, local police, education providers and other community stakeholders to develop a sound understanding of the diverse issues facing the Community and to obtain their perspectives on the development and of Council strategies and plans.
2. To co-ordinate and assist in the running of public meetings in order that the local community is able to have provide feedback and input into the strategies and plans of Council.
3. To represent Council as an appointed member of external committees / agencies / boards as required.
4. To support the Council, the Community Board Chair and fellow Board members in the promotion of the total community.
5. To develop positive working relationships with fellow Board members and Council Officials / Managers to ensure effective community representation.
6. To develop positive working relationships with counterparts in neighbouring local authorities and/or Community Boards, identifying opportunities for community / economic development and joint benefit.
7. To be accessible to the community, assisting them to resolve problems by directing them to the appropriate Council official and following up as appropriate.

14. COMMUNITY BOARD ADVISER'S UPDATE

14.1 CURRENT ISSUES

14.2 2008/09 BOARD FUNDING UPDATE

Attached

14.3 CSR REPORT FOR OCTOBER 2008

Attached

15. ELECTED MEMBERS' INFORMATION EXCHANGE

16. QUESTIONS UNDER STANDING ORDERS

Processed by AMA to Accounts	Project/Service/Description/Group	Allocation 2008/2009
	Fendalton/Waimairi Discretionary Response Fund	
	Budget	60,000
	Allocations made	
	Youth Development Fund - Opening Balance allocation	10,000
	<i>Allocations made</i>	
21-Aug	<i>Ashleigh Smith (NZ Secondary High Schools Hockey Tournament)</i>	250
21-Aug	<i>Michaela Smith (NZ Secondary High Schools Hockey Tournament)</i>	250
21-Aug	<i>Tara Moore (Oceania Karate Championships)</i>	300
21-Aug	<i>Hannah Bayard (Commonwealth World Youth Games India)</i>	400
21-Aug	<i>Zarif Turkmani (NZ Secondary Schools Premier Football Tournament)</i>	300
22-Sep	<i>Hannah Goslin (Spirit of Adventure Voyage)</i>	200
22-Sep	<i>Selena Metherell (Orienteering Championships Australia)</i>	400
4-Sep	<i>Paul Winter (Futsal Championships Australia)</i>	300
26-Sep	<i>Annalise Fletcher (World Forum Lillie conference France)</i>	300
29-Sep	<i>Benjamin Lyttle (2008 Indo Pacific Trampoline & Tumbling Championships)</i>	300
29-Sep	<i>Nicholas Rennie (ITU World Duathlon Championships)</i>	200
	Youth Development Fund Balance - Available for allocation	6,800
	<i>Burnside Transformation Trust (Community Carols event)</i>	2,000
	TOTAL: Fendalton/Waimairi Discretionary Response Fund Unallocated	48,000



**Streets Maintenance CSR - By Community Board
from 1 - 31 October 2008**

As at 4 November 2008

Call Types	Month	Aug	Sep	Oct
GRA	Graffiti	89	70	103
PAG	Parks General	2	2	3
PAM	Parks Maintenance	81	58	77
PKE	Parking Enforcement	18	14	14
SER	Sewer Reactive Maintenance	13	15	17
SET	Treatment Plant	0	0	0
STA	Road Markings	9	0	6
STB	City Street Bus Stops	2	4	6
STE	Street Cleaning / Sweeping	44	47	44
STF	Footpaths	20	53	29
STL	Street Lights	10	18	8
STM	Street Maintenance	58	49	36
STQ	Traffic Engineer Community Eng	4	8	10
STS	Street Signs	32	31	37
STW	Pavement Weed Control	1	0	0
STX	Street Grass Maintenance	7	27	15
STY	Street Shrubs Maintenance	11	14	18
TSA	Park Trees	10	12	18
TSS	Street Trees	15	34	52
WAQ	Water Quality	0	0	2
WAR	Water Reactive Maintenance	50	91	100
WWE	Waterways Environmental Asset	7	19	6
WWG	Waterways General	5	1	2
WWU	Waterways Utilities	3	8	4
Totals:		490	573	606

