



## Christchurch City Council

# LYTTELTON MT HERBERT COMMUNITY BOARD AGENDA

**TUESDAY 18 NOVEMBER 2008  
AT 9.30AM**

**MEETING ROOM  
LYTTELTON RECREATION CENTRE  
25 WINCHESTER STREET, LYTTELTON**

**Community Board:** Paula Smith (Chairperson), Jeremy Agar (Deputy Chairperson), Douglas Couch; Ann Jolliffe, Dawn Kottier and Claudia Reid.

**Community Board Adviser**

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**PART A - MATTERS REQUIRING A COUNCIL DECISION**

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**1. APOLOGIES**

**2. CONFIRMATION OF MEETING MINUTES – 21 OCTOBER 2008**

The Minutes of the Board's ordinary meeting of 21 October are **attached**.

**STAFF RECOMMENDATION**

That the Minutes of the Board's ordinary meeting held on 21 October 2008 be confirmed.

**LYTTELTON/MT HERBERT COMMUNITY BOARD  
21 OCTOBER 2008**

**A meeting of the Lyttelton-Mt Herbert Community Board  
was held on Tuesday 21 October 2008 at 9.30am in the Meeting Room  
of the Lyttelton Recreation Centre, 25 Winchester Street, Lyttelton**

**PRESENT:** Paula Smith (Chairperson), Jeremy Agar, Doug Couch, Ann Jolliffe,  
Dawn Kottier and Claudia Reid.

**APOLOGIES:** An apology was received and accepted from Claudia Reid who left  
the meeting at 1 pm and was absent for Clauses 5, 6, 12, 13 and  
14.

The Board reports that:

**PART B - REPORTS FOR INFORMATION**

**1. DEPUTATIONS BY APPOINTMENT**

**1.1 Sergeant Phil Newton**

Sergeant Phil Newton updated the Board with the latest policing statistics. In particular, while the number of burglaries appear static at the moment, there had been a 20 per cent increase in the resolution of this particular activity which was encouraging. Sergeant Newton advised that while youth problems had dropped dramatically in Lyttelton, there was now an increasing problem in Diamond Harbour where youth had been involved in minor damage, setting fires at the Playcentre, Scout Den and carrying out vehicle damage. Board members discussed with Sergeant Newton the feelings of frustration of residents and the possibility of a Youth Project being set up in Diamond Harbour. Chairperson Paula Smith undertook to organise a meeting of interested parties and community leaders regarding the issue.

Sergeant Newton advised that Lyttelton had been relatively quiet with mostly just the common disorders from licensed premises after closing time. The latest reduction in closing hours from 3.00am to 1.00am was discussed favourably. However, it was pointed out that there was no standard closing hour for licensed premises throughout the city and perhaps a uniform approach could be considered under the current review of alcohol bylaws taking place.

**1.2 Ms Jan Marriott – Cass Bay**

Ms Marriott explained a problem with trees and a hedge obstructing the view of the sea from her property in Cass Bay. One tree, in particular, is on Council road reserve and there has been some confusion over the state of the tree and to whether it should be removed or not.

The Board requested that the matter be referred to staff for comment.

**1.3 Ms Noeline Allan, Ms Esther Hayes, Mr Rodney Rutledge – Community House Trust Project**

A proposal was outlined regarding a Charitable Trust currently being set up through partnership with a number of existing organisations in Sumner, Redcliffs and Lyttelton to provide a Community House. Trust members would be representatives from these groups and the Trust would operate from the present Youth Council premises in Lyttelton. Whilst the proposed Trust was working in partnership with Project Lyttelton, it was felt their location at 54 Oxford Street was not suitable because of access issues. Costs would be incurred for a co-ordinator's salary and rent so the Trust would be making application to the Board in future for funds from the Strengthening Communities Fund.

The Board appreciated the presentation of information and plans proposed by the Trust members present.

## 2. CORRESPONDENCE

Nil.

## 3. LYTTTELTON HARBOUR ISSUES GROUP

The Board **received** the minutes of the Lyttelton Harbour Issues Group meeting held on 2 September 2008.

## 4. BRIEFINGS

### 4.1 Purau Bay Foreshore Plan

Ann Campbell and Kevin Williams presented the Landscape Development Plan to the Board and advised the consultation period would be from December to mid-January. It was important to note that the Purau Jetty would be dealt with as a separate matter as part of the Stoddart Point Reserve Management Plan.

The Board requested that a briefing from staff on the 'Head to Head' walkway be organised for the next meeting.

### 4.2 Port Levy Jetty Shelters

Ian Jackson reported on the poor condition of the jetty shelters and suggested that the worn corrugated iron be removed, the base areas of the shelter be retained and then converted to an open air seating configuration with a continuous rail.

The Board requested that a formal report be prepared on this proposal, particularly concentrating on consultation with the local community.

### 4.3 Metropolitan Sports Facility Plan

Kevin Collier updated the Board with developments made so far with this Plan.

### 4.4 Stoddart Point Reserve Management Plan

Grant MacLeod updated the Board on the Diamond Harbour Community Early Childhood Centre proposal and the difficulties being experienced getting the Centre and the Playcentre Association to work together. Whilst the proposed site for the Childhood Centre is the focus of some community concern, he advised it would be placed in the Draft Management Plan. He would continue to work with the two groups in the hope of achieving a solution. It is hoped to have the Draft Management Plan presented to the Board at its February 2009 meeting.

## 5. COMMUNITY BOARD ADVISER'S UPDATE

The Community Board Adviser updated the Board on a range of issues including:

- Brittan Terrace/Voelas Road Zebra Crossing. A seminar to update the Board will be held on 18 November after the Board meeting.
- Annual Plan Submission acknowledgement.
- Discretionary Response Fund – report will be presented to the November meeting.
- Up to date progress form, showing items requiring feedback to the Board.

**5 Cont'd**

- Resource Consent applications information.
- Customer Service Requests for the period 1 July – 30 September 2008. The Board suggested that a split of call type categories for Lyttelton-Mt Harbour would be useful to show trends over time.

**6. ELECTED MEMBERS INFORMATION EXCHANGE**

Members made specific mention of the following matters:

- Lyttelton Signal Box – it was advised that a briefing with Council staff had taken place and there was now a call for expressions of interest.
- Corsair Bay Jetty Steps – members expressed concern at the removal of the jetty steps and subsequent issues of safety for young people who are still jumping off the jetty and scrambling ashore. The Board requested information on who authorised the removal of the steps and what the ongoing implications for health and safety are likely to be.
- Lyttelton Public Toilets at the Information Centre are causing hygiene problems with blockages. Members felt the hours that the toilets are locked need to be changed as only one toilet is open during the night at present. The Board also believes there is a definite need for extra public toilets in Lyttelton.

**7. BOARD MEMBERS QUESTIONS**

Nil.

**8. CHARACTER HOUSING MAINTENANCE GRANTS**

The Board considered a report seeking approval for two applications for Character Housing Maintenance Grants and for the Board to recommend those applications it wishes the Character Housing Grants Panel to consider for a grant.

The Board **decided** to recommend the application from 36 Canterbury Street for consideration by the Character Housing Grants Panel.

The Board **decided** to recommend the application from 89 London Street for consideration by the Character Housing Grants Panel.

Board Members Jolliffe, Kottier and Couch declared an interest in the application from 89 London Street and did not take part in the debate or vote on the resolution relating to that application.

**PART C - REPORT ON DELEGATED DECISIONS****9. CONFIRMATION OF MINUTES**

The Board **resolved** that the Minutes of the ordinary meeting held on Tuesday 16 September 2008 be confirmed.

**10. PROPOSED ROAD NAMING**

The Board considered a report seeking its approval to one new road name, and four new right of way names. In each case names had been proposed by the subdivider, with second and third preferences also given.

## 10 Cont'd

There was some concern amongst members regarding whether the local residents had been consulted about the proposed names, particularly those in the Diamond Harbour subdivision which had already caused considerable controversy in the community. Some members felt that the community should actually be deciding these names, rather than the Board, whilst others felt that the suggested names were appropriate for the area and that consulting with the community would only confuse the matter, and probably result in a multiplicity of names being put forward.

A. Jolliffe moved:

*That the Board consider and approve the following road names:*

(a) *Stowe Properties Ltd subdivision at 321 Marine Drive, Diamond Harbour*

- (i) *New Road - Black Rock Place*
- (ii) *Right-of-Way - Church Bay Lane*
- (iii) *Right-of-Way - Port View Lane*
- (iv) *Right-of-Way - Hays Bay Lane*

(b) *L. Harkess subdivision, Dublin Street, Lyttelton*

- (i.) *Right-of-Way - Harkess Lane*

The motion was seconded by P. Smith and was then put to the meeting on a clause by clause basis.

Clause (a) (i) on being put to the meeting was declared **lost**.

Clause (a) (ii) was declared **lost** on division No. 1 by 3 votes to 2, with 1 abstention, the voting being as follows:

**Against (3):** Dawn Kottier, Doug Couch, Paula Smith

**For (2):** Ann Jolliffe, Claudia Reid

**Abstained (1):** Jeremy Agar

Clause (a) (iii) was declared **lost** on division No. 2 by 3 votes to 2, with 1 abstention, the voting being as follows:

**Against (3):** Dawn Kottier, Ann Jolliffe, Paula Smith

**For (2):** Claudia Reid, Doug Couch

**Abstained (1):** Jeremy Agar

Clause (a) (iv) was declared **carried** on division No. 3 by 3 votes to 2, with 1 abstention, the voting being as follows:

**For (3):** Doug Couch, Claudia Reid, Ann Jolliffe

**Against (2):** Dawn Kottier, Paula Smith

**Abstained (1):** Jeremy Agar

Clause (b) (i) on being put to the meeting was declared **carried**.

Members still felt that this issue needed to be consulted on in the wider community and that, at the least, community organisations in Diamond Harbour should be canvassed for their opinions on the proposed road names before the Board made its final decision on this matter.

**10 Cont'd**

The Board **resolved** that staff be requested to consult with local community regarding the naming of the roads at Black Point, to gauge support for the proposed names Black Rock Place, Church Bay Lane, Port View Lane and Hays Bay Lane to confirm that there is community support for those names.

As fresh information was received and the Board had included Hays Bay Lane in the list for staff to consult on, it was suggested that the resolution approving Hays Bay Lane be revoked until such time as staff reported back on the consultation.

The Board **resolved** unanimously that the resolution, made earlier in this meeting, clause (a) (iv) be revoked:

“that the name for right-of-way for Stowe Properties Ltd subdivision at 321 Marine Drive, Diamond Harbour, be Hays Bay Lane.”

**11. NORWICH QUAY – PROPOSED EXTENSION TO 5 MINUTE AND 60 MINUTE PARKING RESTRICTION**

The Board considered a report seeking changes to 5 minute and 60 minute parking restrictions in Norwich Quay.

Staff recommendation

- (a) That the parking of vehicles currently restricted to a maximum period of 60 minutes on the north side of Norwich Quay commencing at a point 11 metres west of its intersection with Oxford Street and extending in a westerly direction for a distance of 35 metres be revoked.
- (b) That the parking of vehicles currently restricted to a maximum period of 5 minutes on the north side of Norwich Quay commencing at a point 99 metres west of its intersection with Oxford Street and extending in a westerly direction for a distance of 6 metres be revoked.
- (c) That the parking of vehicles be restricted to a maximum period of 60 minutes on the north side of Norwich Quay commencing at a point 11 metres west of its intersection with Oxford Street and extending in a westerly direction for a distance of 67 metres.
- (d) That the parking of vehicles be restricted to a maximum period of 5 minutes on the north side of Norwich Quay commencing at a point 77 metres west of its intersection with Oxford Street and extending in a westerly direction for a distance of 28 metres.

The motion was put to the meeting on a clause by clause basis.

Clause (a) was declared **lost**.

- (b) To approve the parking of vehicles currently restricted to a maximum period of 5 minutes on the north side of Norwich Quay commencing at a point 99 metres west of its intersection with Oxford Street and extending in a westerly direction for a distance of 6 metres be revoked.

Clause (c) was declared **lost**.

- (d) To approve the parking of vehicles be restricted to a maximum period of 5 minutes on the north side of Norwich Quay commencing at a point 77 metres west of its intersection with Oxford Street and extending in a westerly direction for a distance of 28 metres.



**12. REVIEW OF OBJECTIVES**

The Board considered a report recommending amended objectives for the balance of the 2007-2009 period.

The Board **resolved** to adopt the amended Lyttelton Mt Herbert Community Board Objectives.

**13. RESERVE MANAGEMENT COMMITTEES MEMBERSHIP APPROVAL**

A report was considered seeking approval of appointments to the Lyttelton Mt Herbert Reserve Management Committees.

The Board **resolved** as follows:

- (a) That Trevor Biggs, Karen Bellamy, Dave Hughey, Lachie Griffin, John Garside, Lois Sinclair, John Blatchford, Nikki Rhodes, Annabelle Cubi and Sandra McBride be approved as members of the Allandale Reserve Management Committee.
- (b) That Alan Goodmanson, David Sanders, Ricki Forster, Flo McGregor and George Birt be approved as members of the Lyttelton Recreation Ground Committee but that the Community Board asks the Committee to consider co-opting some additional members to boost their numbers, particularly with regards to other Reserve users.
- (c) That Gary Broker, Dugall Wilson, John King, Roland Foster, Ian Hankin, Jen Miller, John Skilton, Robert Tobias, Josh Harris and Jodi Rees be approved as members of the Lyttelton Reserve Management Committee.

**14. NZ COMMUNITY BOARDS' CONFERENCE 2009 – BOARD MEMBERS ATTENDANCE**

The Board considered a report seeking approval for the attendance of Board members to the New Zealand Community Boards' Conference in Christchurch from 19 to 21 March 2009.

The Board **resolved** to approve the attendance of all Board members at the 2009 Community Boards Conference.

The meeting concluded at 1.45 pm.

**CONFIRMED THIS 18TH DAY OF NOVEMBER 2008**

Paula Smith  
**CHAIRPERSON**

### **3. DEPUTATIONS BY APPOINTMENT**



#### **3.1 JIM FELSTEAD – 81 RESERVE TERRACE**

Mr Felstead wishes to address the Board regarding wheelie bins.

#### **3.2 CARO ALLISON – 18 NORWICH QUAY**

Ms Allison wishes to speak to the Board about its recent decision regarding parking restrictions on Norwich Quay. (Refer Clause 11 of October Community Board minutes.)

#### **3.3 SMOKEFREE CANTERBURY**

Heather Kimber from the Canterbury District Health Board and Martin Witt from the Cancer Society will give a presentation on Smokefree Playgrounds, on behalf of Smokefree Canterbury.

### **4. CORRESPONDENCE**

Nil

**5. PRESENTATIONS OF PETITIONS**

Nil.

**6. NOTICES OF MOTION**

Nil.

**7. DIAMOND HARBOUR DISTRICTS CROQUET CLUB – REQUEST FOR FUNDING**

<b>General Manager responsible:</b>	General Manager City Environment, DDI 941-8608
<b>Officer responsible:</b>	Transport & Greenspace Manager
<b>Author:</b>	Consultation Leader – Greenspace, Ann Campbell

**PURPOSE OF REPORT**

1. The purpose of this report is to request that the Lyttelton Mt Herbert Community Board approve a funding request from Diamond Harbour Districts Croquet Club to contribute towards the maintenance costs associated with the cutting of their croquet greens within their leased area in Stoddart Reserve for the upcoming season.

**EXECUTIVE SUMMARY**

2. Diamond Harbour Districts Croquet Club is located in Stoddart Reserve where it leases an area of land from the Christchurch City Council. They have a clubrooms, three croquet greens and have been operating for approximately 20 years, with a current membership of 12.
3. The group’s main objectives are:
  - (a) To foster croquet in the Diamond Harbour district.
  - (b) To promote croquet as a means of encouraging social fellowship between members and kindred clubs.
  - (c) To provide and maintain for the club a green, or greens, together with the facilities and such equipment as may be necessary to enable the club to function for the benefit of all members at as reasonable cost as possible.
  - (d) To adopt rules of croquet as defined by the New Zealand Croquet Council.
4. The Diamond Harbour Districts Croquet Club are requesting funding for assistance towards the costs of the cutting of their croquet greens. These need to be cut closely twice a week during the playing/growing season (September 2008 – May 2009).
5. In May 2008 the greens were sprayed, cored, seeded and fertilised and the twice weekly cut is to maximise the benefit of the renovation work and to maintain the surface in its optimum improved condition.
6. The two goals identified by the club to support this application are:
  - (a) Enhancement of major maintenance work done on the greens in autumn 2008.
  - (b) Enhancement of the environment as the croquet club greens are part of a large complex around the Community Hall, the whole area surrounded by a popular walking track.
7. The costs identified are as follows:

Lawn mowing twice a week for nine months at \$20.00/mow	\$1440.00
Club contribution	\$ 400.00
Funding being requested	\$1040.00

**FINANCIAL IMPLICATIONS**

8. Funding is being requested from the Lyttelton Mt Herbert Community Board 2008/09 Reserve Discretionary fund.
9. The current balance of the Reserve Discretionary Fund is \$20,000.

## 7. Cont'd

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

10. Yes as per above.

#### **LEGAL CONSIDERATIONS**

11. The Diamond Harbour Districts Croquet Club currently hold a lease which expires in April 2009 with the Christchurch City Council. They have exercised their right to renew so final expiry will now be April 2030.

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

12. Yes as per above.

#### **ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS**

13. **LTCCP 2006-16  
Recreation and Leisure, Page 131**  
Health - By encouraging people in Christchurch to live healthy and active lifestyles.  
Community – By giving everybody the opportunity to participate in sport and physical activity, particularly those who are most vulnerable.

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

14. Yes as per above.

#### **ALIGNMENT WITH STRATEGIES**

15. Social Wellbeing  
Physical Recreation and Sport Strategy  
Older Persons Policy

### **Do the recommendations align with the Council's strategies?**

16. Yes as per above.

#### **CONSULTATION FULFILMENT**

17. Discussions have been held with internal staff who support this application due to the location of this club being at least one hour or more drive from any other croquet club and the importance of having this facility available to the residents of this area.
18. No wider consultation was required.

#### **STAFF RECOMMENDATION**

It is recommended that the Lyttelton Mt Herbert Community Board allocate \$1040.00 from their Reserve Discretionary Fund to the Diamond Harbour Districts Croquet Club for maintenance costs associated with the cutting of their croquet greens within their leased area on Stoddart Reserve for the upcoming season.

## 8. STRUCTURES ON STREET – 16 RANDOLPH TERRACE

<b>General Manager responsible:</b>	General Manager, City Environment, DDI 941- 8656
<b>Officer responsible:</b>	Manager Asset & Network Planning
<b>Author:</b>	Weng Kei Chen, Asset Policy Engineer, DDI 941 8655

### PURPOSE OF REPORT

1. The purpose of this report is to seek Board's approval to construct concrete retaining walls and steps on legal road outside 16 Randolph Terrace as shown on the **attachments**.

### EXECUTIVE SUMMARY

2. A subdivision consent has been lodged with Council to create an additional Lot for 16 Randolph Terrace. This proposal also includes a boundary adjustment with 18 Randolph Terrace.
3. The applicant is seeking relief from the parking requirements for the development which require a minimum of two carparks per Lot. This requirement is unlikely to be met on the site, which contains an existing dwelling and a steep section.
4. The application is to widen the carriageway to accommodate three carparking spaces on legal road. This will require concrete retaining walls and steps to be constructed as shown in the attachments. There is already a garage serving the existing dwelling which is located wholly on legal road.
5. This section of Randolph Terrace is a typical narrow hill road in Lyttelton with a number of structures, particularly retaining walls, supporting driveways on legal road. The presence of these structures has limited the ability for Council to carry out any significant road widening. The location of this particular proposal is unlikely to interfere with any future roadworks.
6. The proposal also includes a local widening of the roadway from 4.2 metres to 6.0 metres along the frontage which will have a benefit to all road users. (A local widening means just one section of the road is widened.) A 6.0 metre wide roadway is considered desirable for two opposing vehicles to pass each other.
7. The retaining wall and steps could be constructed wholly on the boundary of the property, however this option will result in building a higher wall and a less than desirable outcome to the road environment.
8. This proposal is an opportunity for Council to inherit a localised road widening which will have traffic benefit.

### FINANCIAL IMPLICATIONS

9. Council will not incur any of the construction costs.

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

10. N/A

### LEGAL CONSIDERATIONS

11. The Community Board has been delegated *"The power of the Council to approve the erection of garages, parking platforms and structures related to vehicular access wholly or partly on road."*
12. The proposal is consistent with the Council policy *Structures on Streets*.
13. The owner is required to enter into a Deed of Licence with Council, to occupy legal road.

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

14. Yes

## 8. Cont'd

### ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

15. This proposal aligns with Council's core function of managing its roading network.

### STAFF RECOMMENDATION

It is recommended that the Community Board approve the application for the structure to be located on legal road outside 16 Randolph Terrace, Lyttelton, subject to the following conditions.

- i. Any necessary resource and building consents being obtained.
- ii. The property owner being entirely responsible for the stability, safety and future maintenance of the bank, driveway and formation work associated with the structure.
- iii. The site being kept in a tidy condition at all times during the course of construction.
- iv. Council entering into a Deed of Licence for the proposed structure with the owner of 16 Randolph Terrace.



40 m

1 : 757.447601299686

The accuracy of this plan and the measurements shown are not guaranteed and should be verified by inspection.

Produced by  
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16/10/2008

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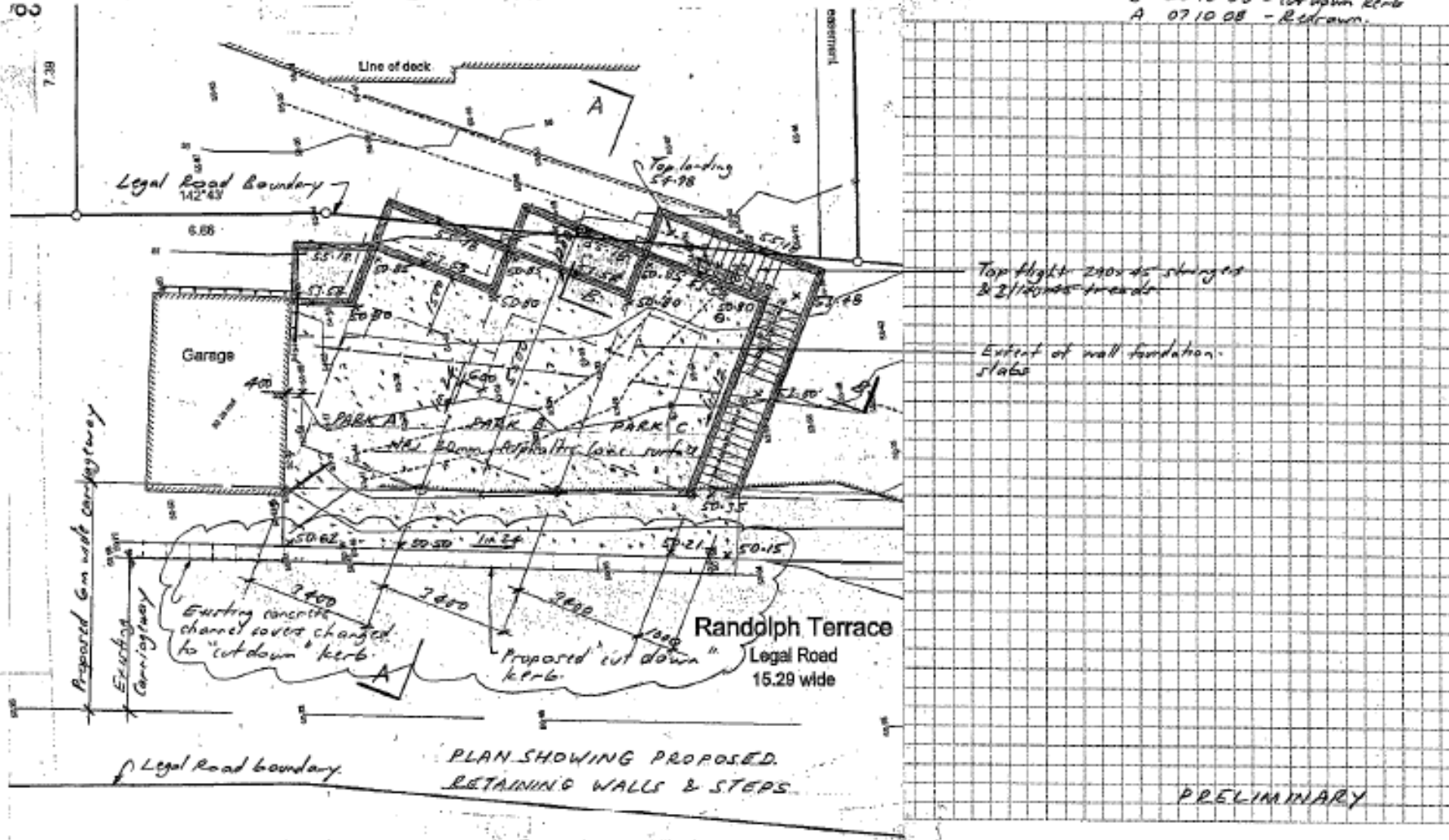
*Approximate Location of Retaining Walls & Steps*



**SKETCHES**

Project Name: 16 RANDOLPH TERRACE  
 Project No: 215 Date: 07 10 08  
 Drawn By: RGW Sketch No: #1B Scale: 1:100

B 20 10 08 - Cut down kerb  
 A 07 10 08 - Redrawn



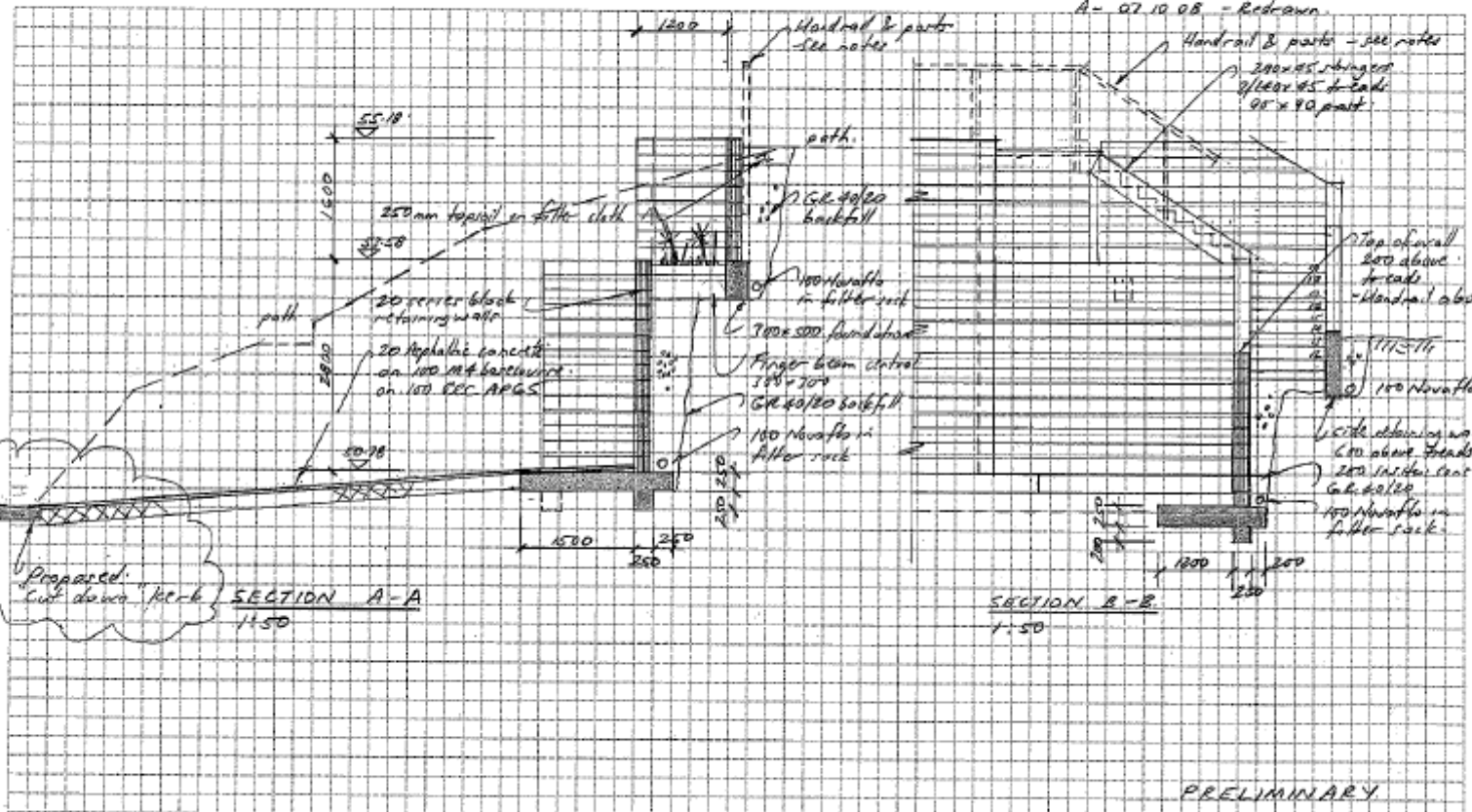
PLAN SHOWING PROPOSED  
 RETAINING WALLS & STEPS

PRELIMINARY

**SKETCHES**

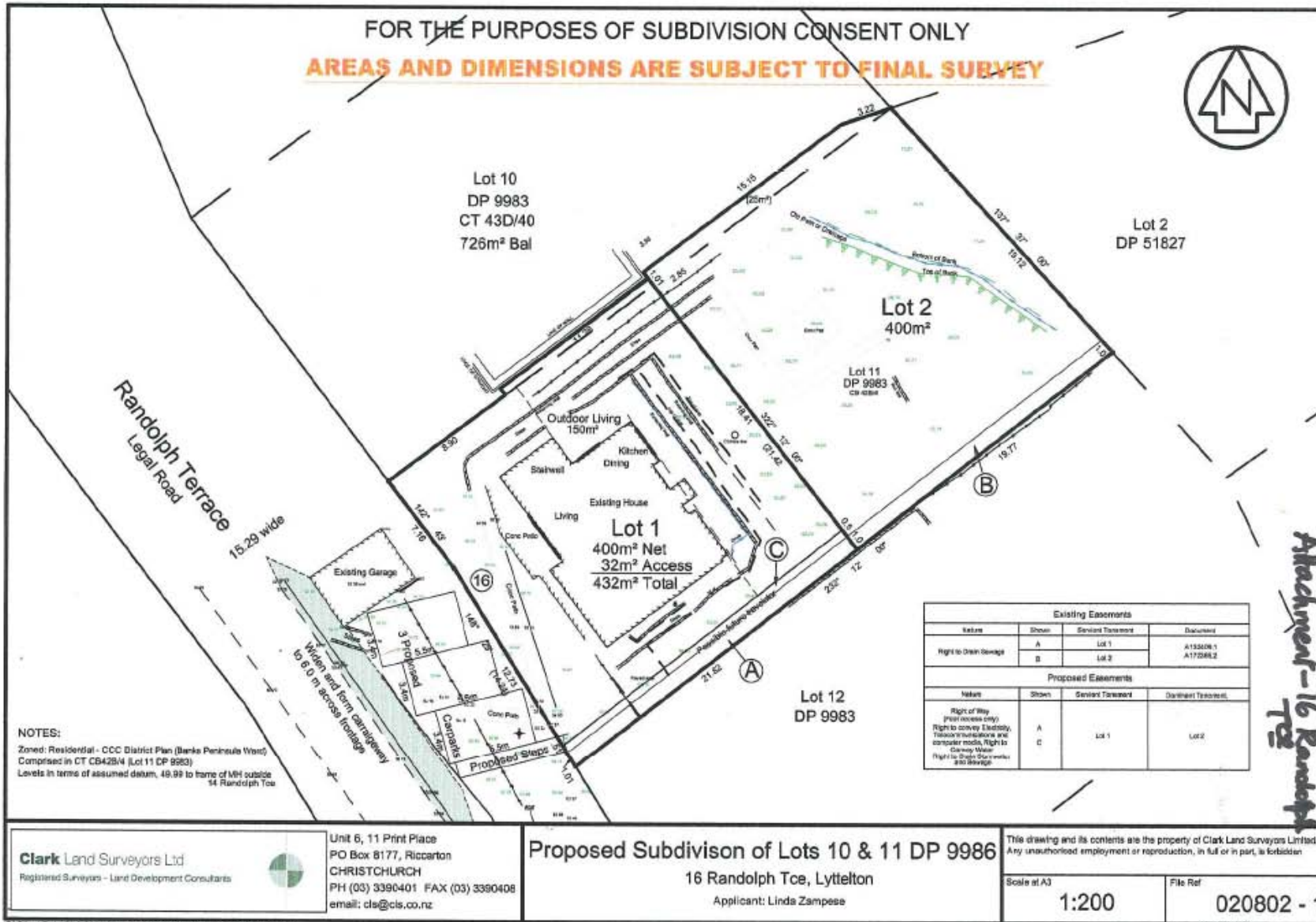
Project Name: 16 RANDOLPH TCE - RETAINING WALLS  
Project No: 215 Date: 0710 08  
Drawn By: RGW Sketch No: #2B Scale: 1:50

B - 20 10 08 - Cut down kerb  
A - 07 10 08 - Redrawn



Attachment - 16 Randolph TCE

PRELIMINARY



## 9. COMMUNITY BOARD CODE OF CONDUCT

<b>General Manager responsible:</b>	General Manager Regulation and Democracy, DDI 941-8462
<b>Officer responsible:</b>	General Manager Regulation and Democracy
<b>Author:</b>	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:

- a) adopt the revised Community Board Code of Conduct with immediate effect.

### 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 contain 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 Councils 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.'*

## 9. Cont'd

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.*

*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.

## 9. Cont'd

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.
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. Boards 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 Boards, 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.
  - Shirley/ 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 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.

**PART 1 Cont'd**

**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 co-operate 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 co-operation 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.

## PART 2 Cont'd

### 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?

## PART 2 Cont'd

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.
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.

## **PART 2 Cont'd**

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.

**PART 2 Cont'd**

**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 reach 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.

**PART 3 Cont'd**

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 Section 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.~~
- ~~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.

## *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.

## **10. BRIEFINGS**

### **10.1 GRAFFITI ART PROJECT**



Ann Campbell will give an update on the proposed art project for the Lyttelton Skatepark area.

### **10.2 HEAD TO HEAD WALKWAY**

Delia Walker will update the Board on progress with this project.

## **11. COMMUNITY BOARD ADVISERS UPDATE**

### **11.1 LTCCP DISCUSSION**



The Board may wish to have a preliminary discussion on capital project items it wishes to consider for the 2009-19 LTCCP.

12. ELECTED MEMBERS INFORMATION EXCHANGE

13. QUESTIONS UNDER STANDING ORDERS



The Chairperson, Paula Smith wishes to ask the following question:

*“If it is intended to erect a child pedestrian warning sign in Ngatea Road, Diamond Harbour as referred to in the 17 June 2008 Community Board minutes, and why staff have taken so long to respond to the Board’s request on this matter?”*

**BACKGROUND**

At the 17 June 2008 Lyttelton-Mt.Herbert Community Board meeting, the following item was considered under Correspondence:

**R.J.F. Barnett – Ngatea Road**

The Board considered a letter from R Barnett, expressing concern at the speed of vehicles on Ngatea Road and asking for a child pedestrian sign to be erected.

Board members felt that a sign was an appropriate way of helping to ensure pedestrian safety on this piece of road.

The Board **received** this letter and asked that it be passed to staff for comment and/or action.