

18. **AKAROA/WAIREWA COMMUNITY BOARD – GOVERNANCE ARRANGEMENTS FOR 2010/13 TERM**

General Manager responsible:	General Manager Regulation and Democracy Services, DDI 941-8462
Officer responsible:	Democracy Services Manager
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PURPOSE OF REPORT

1. The purpose of the report is to seek the adoption of a governance structure for the Akaroa/Wairewa Community Board for the 2010/13 term.

EXECUTIVE SUMMARY

2. At an informal gathering on 17 November 2010, Board members discussed possible governance structures for the 2010/2013 term.
3. Members agreed that the Committee structure in the previous term was effective, and accordingly should be continued for the current term, although they also wished to consider the establishment of an additional Reserve Management Committee, and to explore the establishment of a committee to consider health related issues.
4. In the previous term the Akaroa-Wairewa Community Board had three Committees plus nine subcommittees (the Reserve Management Committees), as follows:

Akaroa Design and Appearance Advisory Committee

The Terms of Reference for this Committee (including its membership) are attached as **Attachment 1**. The Terms of Reference were reviewed and significantly updated in March 2009 and the membership regarding consultants was amended in May 2010.

Under the terms of reference the Committee continues undischarged until *“three months from the coming into office of the members of the community board, elected or appointed at, or following each triennial general election”*, which for this term is three months from 15 October 2010 – i.e. 15 January 2011.

The Committee had the delegation to set its own meeting schedule, which for 2010 was the first Thursday of each month, commencing at 10.30am

Akaroa Museum Advisory Committee

The Terms of Reference for this Committee (including its membership) are attached as **Attachment 2**. The functions of the Committee are also included under the Terms of Reference.

The term of the Committee membership was *“for three years, coinciding with the triennial Local Authority term”*, which for this term means the membership ceased as at 9 October 2010.

The Committee had the delegation to set its own meeting schedule which for the last term was the fourth Monday of every third month, (with the December meeting being brought forward to November) and commencing at 2.30pm.

The Terms of Reference for this Committee are rather outdated, as they have not been reviewed for some time. If the Board resolves to appoint a Museum Advisory Committee for the current term, it may wish to consider whether the terms of reference are reviewed and updated. For instance “responsibilities” should perhaps be replaced with “delegations” with the Board resolving what those delegations will be.

Sale of Liquor Committee

The Sale of Liquor Committee was appointed to comment, if necessary, on the liquor licences applied for within the Board area. Comment is only made if the committee members have concerns regarding the application or are aware that there are issues in the community relating to that particular application. The authority to make the comments is through a delegation given to the Community Boards by the Council.

It was very seldom that the committee exercised its right to comment. Regular meetings were not scheduled, however a meeting could be convened in instances where the Committee is aware of problems caused in the community which are attributable to existing licence holders. Then a meeting can be arranged between the parties to try and solve the problems before a licence is re-issued.

Details relating to liquor licence applications were circulated to the committee members by email because there is a reasonably tight timeframe within which to make comment.

In the previous term the Community Board resolved to:

- appoint Board members Pam Richardson and Bryan Morgan to the Akaroa-Wairewa Community Board Sale of Liquor Committee.
- delegate to the Sale of Liquor Committee the authority to carry out the Board's delegations from Council in regard to Sale of Liquor issues.
- appoint the Board Chairman as an ex-officio member of the Sale of Liquor Committee.
- grant the Sale of Liquor Committee the power to co-opt additional Board members as required.

Reserve Management Committees

In December 2007 the Community Board resolved to establish a number of Reserve Management Committees as subcommittees. The Committees had previously been subcommittees of the Council and the former Banks Peninsula District Council. The Akaroa/Wairewa Board established the following nine subcommittees:

- Ataahua Reserve Management Committee
- Awa-iti Reserve Management Committee
- Duvauchelle Reserve Management Committee
- Le Bons Bay Reserve Management Committee
- Little Akaloa Reserve Management Committee
- Okains Bay Reserve Management Committee
- Pigeon Bay Reserve Management Committee
- Robinsons Bay Reserve Management Committee
- Stanley Park Reserve Management Committee

The Committees *"are not discharged on the coming into office of the members of the community board elected or appointed at, or following, the next triennial general election"*, however the members of the Committees are. Triennial election meetings are held in the month following the local authority election and proposed members are subsequently approved by the Community Board. The consideration of the proposed members for the Reserve Management Committees is included under Item 8 of this agenda.

The Terms of Reference and Delegations for the Reserve Management Committees are attached as **Attachment 3** and **Attachment 4**.

5. In June 2010 the Council adopted the Garden of Tane Reserve Management Plan which included the following:

*Objective 3.8 Establish a Reserves Management Committee for the Garden of Tane
Policies 3.8.1 A Reserves Management Committee is to be established for the Garden of Tane in line with the Council's Reserves Management Committee Terms of Reference, Delegations and Handbook.*

As part of its governance structure deliberations, the Board has agreed to consider whether to establish a Garden of Tane Reserve Management Committee in accordance with the objective and policy included in the Reserve Management Plan.

6. The Board has also indicated that it wishes to investigate the establishment of a committee to consider health related issues, but as a first step to establish a working party to make recommendations to the Board on what membership and functions such a committee would have.
7. In regard to the frequency of meetings, the Board has noted that during the previous term some of the other community boards had held two ordinary meetings in each calendar month. This allowed for all items of business to be progressed on a regular basis. The minutes/report of the Board meeting were confirmed at the following fortnightly Board meeting and then referred on to the next appropriate Council meeting. In addition to the decision-making Board meetings, some Boards also scheduled seminars (if necessary) at the conclusion of one of the monthly meetings or prior to the commencement of the meeting. Seminars provide an opportunity for Board members and staff to have an in-depth discussion on issues where no decisions at that time, are required.
8. In the previous term the Board held one meeting per calendar month, however Board members have indicated they wish to consider holding two meetings per month, so that Board reports/minutes can be presented to Council in a more timely manner.

FINANCIAL IMPLICATIONS

Do the Recommendations of this Report Align with 2009-19 LTCCP budgets?

9. Provision is made in the 2009–19 LTCCP on page 156 for the elected member representation and governance support.

LEGAL CONSIDERATIONS

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

10. Clause 30 of Schedule 7 of the Local Government Act 2002 provides that community boards may appoint committees that it considers appropriate and clause 32 (3) of the same schedule provides for community boards to delegate powers to a committee.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

11. Page 156 of the LTCCP level of service under democracy and governance.

ALIGNMENT WITH STRATEGIES

Do the recommendations align with the Council's strategies?

12. Not applicable.

CONSULTATION FULFILMENT

13. Not applicable.

STAFF RECOMMENDATION

It is recommended that the Akaroa/Wairewa Community Board give consideration to approving its governance structure for the 2010/13 term, as set out in paragraphs 4 to 7 above.