

Notice is given that an ordinary meeting of the Motueka Community Board will be held on:

Date: Tuesday 16 April 2024
Time: 4:00 pm
Meeting Room: Motueka Library
Venue: Wallace Street, Motueka
Zoom conferencelink: <https://us02web.zoom.us/j/88498664893?pwd=M3JNcFVYbjkzYVdXbWNTOTBQeXc1dz09>
Meeting ID: 884 9866 4893
Meeting Passcode: 663983

Motueka Community Board

Hapori Whānui ō Motueka

AGENDA

MEMBERSHIP

| | |
|---------------------------|-------------|
| Chairperson | T Graham |
| Deputy Chairperson | C Hutt |
| Members | D Armstrong |
| | N Hughes |
| | Cr B Dowler |
| | Cr B Maru |
| | Cr T Walker |

(Quorum 4 members)

Contact Telephone: 03 543 8400

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Website: www.tasman.govt.nz

AGENDA

1 OPENING, WELCOME, KARAKIA

2 APOLOGIES AND LEAVE OF ABSENCE

Recommendation

That apologies be accepted.

3 PUBLIC FORUM

Nil

4 DECLARATIONS OF INTEREST

5 LATE ITEMS

6 CONFIRMATION OF [MINUTES](#)

That the minutes of the Motueka Community Board meeting held on Tuesday, 19 March 2024, be confirmed as a true and correct record of the meeting.

7 PRESENTATIONS

Nil

8 REPORTS

- 8.1 Adoption of Motueka Community Board Code of Conduct 2024 4
- 8.2 Tasman District Council Policy on the Community Boards Special Project Funds48
- 8.3 Chair's Report..... 61
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9 CORRESPONDENCE

Nil

10 CONFIDENTIAL SESSION

Nil

11 CLOSING KARAKIA

8 REPORTS

8.2 ADOPTION OF MOTUEKA COMMUNITY BOARD CODE OF CONDUCT 2024

Decision Required

| | |
|----------------------------|--|
| Report To: | Motueka Community Board |
| Meeting Date: | 16 April 2024 |
| Report Author: | Leith Townshend, Team Leader - Legal |
| Report Authorisers: | Jennie McFarlane, Legal & Democracy Services Manager |
| Report Number: | RMCB24-04-1 |

1. Purpose of the Report / Te Take mō te Pūrongo

- 1.1 To adopt the Motueka Community Board Code of Conduct 2024.

2. Summary / Te Tuhinga Whakarāpoto

- 2.1 Any code of conduct adopted by a council or community board must be adopted under Schedule 7, Part 1 Clause 15 of the Local Government Act 2002.
- 2.2 A council is required to have a code of conduct for the Mayor and councillors.
- 2.3 This is optional for community boards, however when community boards have chosen to adopt a code of conduct, the Local Government Act 2002 provisions for codes of conduct will apply and the code of conduct can only then be amended or replaced with a new code by the board or future boards.
- 2.4 A 75% majority of **all members present** is required to adopt, amend, or replace a code of conduct.
- 2.5 Should the proposed replacement draft Motueka Community Board Code of Conduct not be adopted, the Board's existing code of conduct (**Attachment 1**) will remain in place, until amended or replaced.

3. Recommendation/s / Ngā Tūtohunga

That the Motueka Community Board

1. **receives the Adoption of Motueka Community Board Code of Conduct 2024 report RMCB24-04-1; and**

either

2. **in accordance with Schedule 7, Part 1 Clause 15 of the Local Government Act 2002, adopts the Motueka Community Board Code of Conduct 2024 (Attachment 2 to the agenda report), once Appendix 1 has been replaced with the Local Government New Zealand general explanation of the Local Government and Official Information and Meetings Act 1987 (LGOIMA) and any other enactment or rule of law that affects**

members, AND the code is updated to reference Council's Policy For the Investigation and Ruling on Alleged Breaches of the Code of Conduct;

OR

3. in accordance with Schedule 7, Part 1 Clause 15 of the Local Government Act 2002, adopts the Motueka Community Board Code of Conduct 2024 (Attachment 2 to the agenda report), once Appendix 1 has been replaced with the Local Government New Zealand general explanation of the Local Government and Official Information and Meetings Act 1987 (LGOIMA) and any other enactment or rule of law that affects members;

OR

4. in accordance with Schedule 7, Part 1 Clause 15 of the Local Government Act 2002, adopts the Motueka Community Board Code of Conduct 2024 (Attachment 2 to the agenda report)

4. Background / Horopaki

- 4.1 When the Motueka Community Board voted on adopting an updated Code of Conduct in October 2019, three of the members abstained from voting. This meant that the adoption of the updated code of conduct did not have 75% support from the members present, which is required by schedule 7, clause 15 of the Local Government Act 2002.
- 4.2 That means that the 2019 code was not legally adopted.
- 4.3 However, the 2013 code which was adopted by the Motueka Community Board in 2016 remains in place. A copy of the code is attached to this report (**Attachment 1**).
- 4.4 In February 2024, the Motueka Community Board took part in an externally facilitated session to consider its code of conduct and a draft code of conduct was presented for formal consideration by the Board at its meeting in March 2024 but no decision was made. Four board members held a workshop following the meeting and proposed a further draft Code of Conduct (**Attachment 2**) with minor amendments. The draft code is largely similar to the Board's existing code but better reflects that the code is for a community board and not for a council.

5. Analysis and Advice / Tātaritanga me ngā tohutohu

- 5.1 Staff advise that the Board's draft code requires to be amended to more fully meet the requirements of the Local Government Act 2002.
- 5.2 It is noted that the draft code includes the following wording:
For the purpose of this policy the Motueka Community Board acknowledge that Councillors are already subject to the Councils Code of Conduct and are therefore excluded from the Community Boards Code of Conduct.
- 5.3 This wording does not reflect the actual position as the Councillors are appointed as members of the Community Board and therefore both codes of conduct apply to them. In practice, when conducting Board business, the Boards code will likely apply to Councillors. It is acknowledged that this is not as 'clean' as it could be.
- 5.4 The Act requires that a code of conduct provide members with a general explanation of the Local Government and Official Information and Meetings Act 1987 (LGOIMA), and any other

enactment or rule of law that affects members. Appendix 1 to the proposed Code includes reference to LGOIMA and other key Acts but does not set out all of the Acts considered relevant by Local Government New Zealand (LGNZ).

- 5.5 LGNZ provided a new code of conduct template in October 2022 which contains their suggested legislative information. This was attached to the Council code of conduct and is attached here in (**Attachment 3**). All that is required is for the Board to replace Appendix 1 with the LGNZ suggested appendix in Attachment 3 and the code will then more fully meet the legislative requirements.
- 5.6 The Board's draft code is based on a version of a previous code of conduct template provided by LGNZ. LGNZ provided a new template for a code of conduct in October 2022, following the triennial elections and a template for a policy in relation to complaints and breaches.
- 5.7 The Board's draft code of conduct includes a process for dealing with breaches of the code of conduct, with very limited actions for breaches. However, the Council adopted a policy in 2023 for managing Code of Conduct complaints and breaches (based on the LGNZ template) which applies to Council and to the community boards.
- 5.8 The Board needs to be aware that Council's Policy for the Investigation and Ruling on Alleged breaches of the Code of Conduct will apply to any formal complaints process rather than the process in any Code of Conduct adopted by the two community boards.
- 5.9 This is because in accordance with Council's Delegations Register, any decisions made by its Community Boards must be consistent with policies, procedures, standards, budgets, or resolutions adopted or made by the Council; and the Community Boards have powers to act in accordance with any statutory powers and the policies, plans and bylaws of the Council.
- 5.10 Having sections on breaches in the Board's draft code creates confusion, ideally the Council's Policy should be referenced in the code. However, its inclusion will not invalidate the code as a whole.
- 5.11 It is noted that the Council's Policy makes provision for the Board Chair to be involved in complaints related to a board member and does not prevent the Chair or members from resolving complaints before any formal process is initiated.

6. Options / Kōwhiringa

6.1 The options are outlined in the following table:

| Option | | Advantage | Disadvantage |
|--------|--|---|--|
| 1. | Adopt the new code of conduct as attached | The Board will have an updated code of conduct. | Some confusion may remain in relation to breaches and the incomplete explanation of laws leaves the code open to challenge in terms of validity. |
| 2. | Adopt the new code of conduct (with Appendix 1 replaced with the updated LGNZ information) | As above and Appendix 1 will contain a greater list of legislation and fuller explanations. | Still does not address the inconsistency between Board and Council policy on alleged breaches. |

| Option | | Advantage | Disadvantage |
|--------|---|--|--|
| 3. | Amend the proposed code (with Appendix 1 replaced with the correct information) and to remove reference to the sections on breaches of the code and note that Council policy applies. | As above and provides clarity on resolution of breaches. | None identified |
| 4. | Decline to adopt the code of conduct | None identified | The current code remains in force however it does not contain the correct legislation and explanations or reference the Council Policy. The same disadvantages apply as in Option 1. |

6.2 Option three is recommended.

7. Legal / Ngā ture

7.1 The Local Government Act 2002 requires that a Code of conduct must set out:

(a) understandings and expectations adopted by the local authority about the manner in which members may conduct themselves while acting in their capacity as members, including—

(i) behaviour toward one another, staff, and the public; and

(ii) disclosure of information, including (but not limited to) the provision of any document, to elected members that—

(A) is received by, or is in the possession of, an elected member in his or her capacity as an elected member; and

(B) relates to the ability of the local authority to give effect to any provision of this Act; and

(b) a general explanation of—

(i) the Local Government Official Information and Meetings Act 1987; and

(ii) any other enactment or rule of law applicable to members.

7.2 Staff advice is that the Board's draft code does currently meet the requirements of the Act, however, as noted above, a more extensive and full explanation of the laws would make the code more legally robust.

8. Iwi Engagement / Whakawhitiwhiti ā-Hapori Māori

8.1 It is noted that the LGNZ template for a code of conduct contains specific references to Te Tiriti o Waitangi. The Council's Code of Conduct requires members to commit to operate in a

manner that recognises and respects the significance of the principles of Te Tiriti o Waitangi and lists a number of general principles.

- 8.2 The proposed code does not mention Tiriti o Waitangi and no Iwi engagement has been undertaken in relation to this code.

9. Significance and Engagement / Hiranga me te Whakawhitiwhiti ā-Hapori Whānui

- 9.1 The decision is of moderate significance.

| | Issue | Level of Significance | Explanation of Assessment |
|-----|--|------------------------------|--|
| 1. | Is there a high level of public interest, or is decision likely to be controversial? | Moderate | The Board already has a code of conduct and this is simply an updated version. |
| 2. | Are there impacts on the social, economic, environmental or cultural aspects of well-being of the community in the present or future? | NA | |
| 3. | Is there a significant impact arising from duration of the effects from the decision? | NA | |
| 4. | Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets) | NA | |
| 5. | Does the decision create a substantial change in the level of service provided by Council? | NA | |
| 6. | Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP? | NA | |
| 7. | Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO? | NA | |
| 8. | Does the proposal or decision involve entry into a private sector partnership or contract to carry out the deliver on any Council group of activities? | NA | |
| 9. | Does the proposal or decision involve Council exiting from or entering into a group of activities? | NA | |
| 10. | Does the proposal require particular consideration of the obligations of Te | NA | |

| | Issue | Level of Significance | Explanation of Assessment |
|--|--|-----------------------|---------------------------|
| | Mana O Te Wai (TMOTW) relating to freshwater and Affordable Waters services? | | |

10. Communication / Whakawhitiwhiti Kōrero

10.1 If adopted, the new code of conduct will be published on to the Council's website.

11. Financial or Budgetary Implications / Ngā Ritenga ā-Pūtea

11.1 NA

12. Risks / Ngā Tūraru

12.1 There are no risks associated with this decision.

13. Conclusion / Kupu Whakatepe

13.1 The Motueka Community Board already has a code of conduct. The decision today is whether to replace the current code with an amended version.







13.2 Staff have reviewed the proposed code and advise that it does currently meet the requirements of the Act and it can easily be rectified by using Attachment 3 as Appendix 1 to the code.

13.3 However, it is noted the Tasman District Council Policy for Investigation and Ruling on Alleged Breaches of the Code of Conduct overrides the resolution framework in the proposed code.

14. Next Steps and Timeline / Ngā Mahi Whai Ake

14.1 If adopted, the code will become the Motueka Community Board's current code until it is either amended or replaced and will be published on the Council's website.

15. Attachments / Tuhiinga tāpiri

- | | | |
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Code of Conduct

Tasman District Council Code of Conduct

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PART ONE: INTRODUCTION

1.1 Introduction

Schedule 7 of the Local Government Act 2002 (the Act) requires each local authority to adopt a code of conduct. Once adopted, all elected members are required to comply with the code.

This Code of Conduct provides guidance on the standards of behaviour that are expected from elected members of the Tasman District Council (Mayor and Councillors). The Code extends to all elected and appointed members of Council committees and sub-committees. The Code of Conduct applies to Community Board members where they have adopted it.

The Code applies to the Mayor and elected and appointed members in their dealings with:

- Each other
- The Chief Executive
- All staff employed by the Chief Executive on behalf of the Council
- The media
- The general public

The objective of the Code is to enhance:

- The effectiveness of the Council as the autonomous local authority with statutory responsibilities for the good local governance of Tasman District
- The credibility and accountability of the Council within its community
- Mutual trust, respect and tolerance between the elected and appointed members as a group and between the elected and appointed members and management

This Code of Conduct seeks to achieve its objectives by recording:

- An agreed statement of roles and responsibilities (recorded in Part Two of the Code)
- Agreed general principles of conduct (recorded in Part Three of the code)
- Specific codes of conduct applying to particular circumstances or matters (also recorded in Part Three of the Code)

Elected members are primarily accountable to the electors of the District through the democratic process. However both elected and appointed members must note that the Auditor-General may hold them to account for unlawful actions or expenditure or for breaches of the Local Authorities (Members' Interests) Act 1968.

1.2 General Principles

The Code of Conduct that follows is based on the following general principles of good governance.

- **Public Interest:** Members should serve only the interests of the District as a whole and never improperly confer an advantage or disadvantage on any one person.
- **Honesty and Integrity:** Members should act with honesty and integrity and not place themselves in situations where those qualities may be questioned, nor behave improperly and on all occasions avoid the appearance of such behaviour.
- **Objectivity:** Members should impartially make decisions on merit including making appointments, awarding contracts, or recommending individuals for rewards or benefits. Mayor and Councillors should also note that, once elected, their primary duty is to the interests of the entire District. Community Board members should also note that, once elected, their primary duty is to the interests of their community.
- **Accountability:** Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and cooperate fully and honestly with the scrutiny appropriate to their particular office.
- **Openness:** Members should be as open as possible about their actions and those of the Council, and be prepared to justify their actions.
- **Personal Judgment:** Members can and will take account of the view of others, but should reach their own conclusions on the issues before them, and act in accordance with those conclusions.
- **Respect for Others:** Members should promote equality by not discriminating unlawfully against any person and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation, or disability. They should respect the impartiality and integrity of the Council staff.
- **Duty to Uphold the Law:** Members should uphold the law, and on all occasions, act in accordance with the trust the public places in them.
- **Stewardship:** Members must ensure that the Council uses resources prudently and for lawful purposes, and that the Council maintains sufficient resources to meet its statutory obligations.
- **Leadership:** Members should promote and support these principles by example, and always endeavour to act in the best interests of the community.

PART TWO: ROLES AND RESPONSIBILITIES

This part of the Code describes the roles and responsibilities of elected members, the additional roles of the Mayor and Deputy Mayor as well as the role of appointed members and the Chief Executive.

2.1 Elected Members

Elected members, acting as the Council are responsible for:

- The development and adoption of Council policy.
- Monitoring the performance of the Council against its stated objectives and policies.
- Prudent stewardship of Council resources.
- Employment of the Chief Executive, and overseeing and monitoring his/her performance.
- Representing the interests of the residents and ratepayers of Tasman District - on election, the members' first responsibility is to the District as a whole.

Unless otherwise provided in the Local Government Act 2002 or in Standing Orders, the Council can only act by majority decisions at meetings. Each member has one vote, except that in the case of an equality of votes, the Chairperson has a casting vote. Any individual member has no authority to act on behalf of the Council unless the Council has expressly delegated such authority.

2.2 Mayor

The Mayor is elected by the District as a whole and as one of the elected members shares the same responsibilities as other members of the Council. The Mayor also has the following roles:

- A presiding member at Council meetings. The Mayor is responsible for ensuring the orderly conduct of business during meetings as determined in Standing Orders.
- An ex-officio member on all Council standing committees
- An advocate on behalf of the community. This role may involve promoting the community and representing its interests. Mayoral advocacy will be most effective where it is carried out with the knowledge and support of the Council. The Mayor has no authority to act on behalf of the Council unless the Council has expressly delegated such authority.
- A ceremonial head of the Council.
- Leadership and feedback to other elected members on teamwork and chairpersonship of committees.
- As a Justice of the Peace during the period the Mayor holds office.

- The exercise of the powers to appoint a Deputy Mayor and the Committees of Council, and to appoint the Chairperson to those committees, as per Standing Orders (section 41A, Local Government Act 2002)

The Mayor must follow the same rules as other elected members about making public statements and committing the Council to a particular course of action, unless acting in accordance with the rules for media contact on behalf of the Council under a delegation of authority from the Council.

2.3 Deputy Mayor

The Deputy Mayor generally exercises the same roles as other elected members. If the Mayor is absent or incapacitated, the Deputy Mayor must perform all of the responsibilities and duties, and may exercise the Mayor's powers.

2.4 Committee Chairperson or Joint Committee Chairperson or Community Board Chairperson

A committee (or board) chairperson presides over all meetings of the committee (or board), ensuring that the committee (or board) acts within the powers delegated by the Council, and as set out in the Council's Delegations Manual. The Chairperson must abide by Standing Orders and must ensure members of their committee (or board) also abide by Standing Orders during meetings of their committee (or board). Committee (or board) chairpersons may be called on to act as an official spokesperson on a particular issue.

2.5 Deputy Chairperson

The deputy chairperson may stand in for the chairperson when the chairperson is absent or unavailable. While standing in for the chairperson, the deputy chairperson has the roles and responsibilities of the chairperson.

2.6 Appointed Members

The Council may appoint members of the public to any of its committees or sub-committees if it believes they have a significant contribution to make to the work of the committee or sub-committee. Appointed members are subject to this Code of Conduct.

2.7 Chief Executive

The Chief Executive is appointed by the Council in accordance with section 42 of the Local Government Act 2002. The Chief Executive is responsible for implementing and managing the Council's policies and objectives within the budgetary constraints established by the Council. In terms of section 42 of the Act, the responsibilities of the Chief Executive are:

- Implementing the decisions of the Council
- Providing advice to the Council and to Community Boards
- Ensuring that all responsibilities, duties and powers delegated to the Chief Executive or to any person employed by the Chief Executive, or imposed or conferred by any Act, regulation or bylaw are properly performed or exercised.
- Managing the activities of the local authority economically, effectively and efficiently

- Maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority
- Providing leadership for the staff of the local authority
- Employing staff on behalf of the local authority (including negotiation of the terms of employment for the staff of the local authority)

Under section 42 of the Local Government Act 2002 the Chief Executive employs all other staff on behalf of the local authority.

2.8 Community Board members

The role of a community board member is to:

- represent, and act as an advocate for, the interests of its community; and
- 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
- maintain an overview of services provided by the territorial authority within the community; and
- prepare an annual submission to the territorial authority for expenditure within the community; and
- communicate with community organisations and special interest groups within the community; and
- undertake any other responsibilities that are delegated to it by the territorial authority.

Section 52 LGA 2002

In addition, the Tasman District Council has given the community boards additional roles and responsibilities that are outlined in the Delegations Register.

PART THREE: RELATIONSHIPS AND BEHAVIOURS

3.1 Relationships with Other Members

Successful teamwork is a critical element in the success of any democratically elected organisation. No team will be effective unless mutual respect exists between members. To achieve this objective, elected and appointed members should conduct their dealings with each other in ways that:

- Maintains public confidence in the office to which they have been elected
- Is open and honest
- Focuses on issues rather than personalities
- Avoids aggressive, offensive or abusive conduct

3.2 Relationships with Staff

Elected members should be aware that failure to observe this section of the Code of Conduct may breach the Council's obligations to act as a good employer and may expose the Council to civil litigation, proceedings under employment law and audit sanctions.

The effective performance of the Council also requires a high level of cooperation and mutual respect between elected and appointed members and staff. To ensure that level of cooperation and trust is maintained, elected and appointed members will:

- Recognise that the Chief Executive, (on behalf of the Council), is the employer of all Council employees. Only the Chief Executive may hire, dismiss, instruct or censure any 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.
- Not do anything which compromises, or could be seen as compromising, the impartiality of an employee.
- Not publicly criticise the competence and integrity of any employee in any way.
- Raise concerns about employees only with the Chief Executive, and concerns about the Chief Executive only with the Mayor or the Chief Executive Review Committee.

3.3 Internal Communications

- 3.3.1 The Mayor, Standing Committee Chairs and Chief Executive Officer will meet as needed to maintain and promote effective communication.
- 3.3.2 At every ordinary meeting of the Council, the Mayor will provide a written report for inclusion in the agenda outlining activities undertaken in the capacity of Mayor (including activities in the community leadership/advocacy role) since the date of the last ordinary meeting or any matters the Mayor wishes to draw to the attention of Council.
- 3.3.3 At every standing Committee meeting, the Chair of that committee will provide a written report for inclusion in the agenda outlining activities undertaken in the capacity as Chairperson, or any matters the Chairperson wishes to draw to the attention of the committee.
- 3.3.4 Other elected members may provide reports on their attendances on behalf of the Council through the Chair's Report.
- 3.3.5 All meeting agendas will be finalised by the Chief Executive Officer or Departmental Manager in consultation with the presiding member (the Mayor in the case of Council meetings, the relevant Committee Chair in the case of committee meetings), or the relevant Community Board Chair in the case of Community Board meetings.

3.4 Relationships with the Community

Effective Council decision-making depends on productive relationships between elected members and the community at large.

Members should ensure that individual citizens are accorded respect in their dealings with the Council and have their concerns heard and deliberated on in accordance with the requirements of the Act.

Members should act in a manner that encourages and values community involvement in local democracy.

3.6 Contact with the Media

Tasman District Council's elected members have a responsibility to conduct Council business in an open and democratic manner mindful of the role that the media plays in the democratic process.

From time to time, individual members will be approached to comment on a particular issue either on behalf of the Council, or as an elected member in their own right. This part of the code deals with the rights and duties of members when speaking to the media on behalf of the Council, or in their own right.

The following rules apply for media contact on behalf of the Council:

- The Mayor is the first point of contact for the official view on any issue. Where the Mayor is absent, any matters will be referred to the Deputy Mayor or relevant committee chairperson.
- The Mayor may refer any matter to the relevant committee chairperson or to the Chief Executive for their comment.

- No other member may comment on behalf of the Council without having first obtained the approval of the Mayor.

Elected members, including community board members, are free to express a personal view in the media, at any time, provided the following rules are observed:

- Media comments must not state or imply that they represent the views of the Council or community board, unless that is true.
- Where an elected member is making a statement that is contrary to a Council or community board decision or Council policy, the member must not state or imply that the statement represents a majority view.
- Media comments must observe the other requirements of the Code of Conduct, e.g. not disclose confidential information, or compromise the impartiality or integrity of staff, or be critical of other elected members.

3.7 Confidential Information

In the course of their duties elected and appointed 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.

Elected and appointed members must not use or disclose confidential information for any purpose other than the purpose for which the information was supplied to the member.

Elected and appointed 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 prosecution under the Privacy Act 1993 and/or civil litigation.

3.8 Conflicts of Interest

Elected and appointed members must be careful that they maintain a clear separation between their personal interests and their duties as a member of the Council, a committee or sub-committee. This is to ensure that people who fill positions of authority carry on their duties free from bias (whether real or perceived). Members therefore need to familiarise themselves with the provisions of the Local Authorities (Members' Interests) Act 1968 which concerns financial interests, and with other legal requirements concerning non-financial conflicts of interest.

The Act provides that an elected member is disqualified from office, or from election to office, if that member is concerned or interested in contracts under which payments made by or on behalf of the local authority exceed \$25,000 in any financial year.

Additionally, elected and appointed members are prohibited from participating in any Council discussion or vote 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. Members must declare their interests at Council meetings where matters in which they have a pecuniary interest arise.

Elected members must make a general declaration of interest annually and as soon as practicable after becoming aware of any new interests. These declarations are recorded in a register of interests maintained by Council. The declaration must notify the Council of the nature and extent of any interest, including:

- Any employment, trade or profession carried on by the member or the member's spouse for profit or gain.
- Any company, trust, partnership etc for which the member or their spouse is a director, partner, trustee or beneficiary.
- The address of any land in which the member has a beneficial interest and which is in Tasman District.
- The address of any land where the landlord is the Tasman District Council and:
- The member or their spouse is a tenant; or
- The land is tenanted by a firm in which the member or spouse is a partner, or a company of which the member or spouse is a director, or a trust of which the member or spouse is a trustee or beneficiary.
- Any other matters which the public might reasonably regard as likely to influence the member's actions during the course of their duties as a member.

Appointed members are not required to make a declaration but are advised to do so if their business or other activities might reasonably be regarded as likely to influence the member's actions during the course of their duties as a member.

Declarations of interest from elected and appointed members are available for public inspection at any time.

If the member is in any doubt as to whether or not a particular course of action including a decision to take no action raises a conflict of interest, then the member should immediately seek guidance from the Chief Executive.

Members may also contact the Audit Office for guidance as to whether that member has a pecuniary interest. If there is a pecuniary interest, the member 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.

Failure to observe the requirements of the Local Authorities (Members' Interests) Act 1968 could potentially invalidate the particular decision made, or the action taken, by the Council. Failure to observe these requirements could also leave the elected member open to prosecution under the Local Authorities (Members' Interests) Act 1968. In the event of a conviction elected members can be ousted from office.

3.9 Representing the Council in the community

Elected members who are invited or wish to represent the Council at an event such as a seminar or conference, must meet the following conditions:

- The Mayor must approve any requests involving members travelling outside the Nelson/Tasman/Marlborough District at Council expense, with regard to Council's travel policy.
- The cost of representation must be within the annual budgeted figure for such activities unless the council makes specific authorisation for additional expenditure.
- Following his or her attendance, the member must forward a written or oral report to the Council, or appropriate Standing Committee, which summarises the event including potential significance to the business of the Tasman District Council. Where the Council is represented by a delegation, one member of the party will report back on their behalf.

These requirements apply to situations where members will be participating as representatives of the Tasman District Council. They do not apply to situations where members attend in a private capacity. In such cases the member may wish to report to the Council on items of interest or general value.

3.10 Standing Orders

Elected and appointed members must adhere to any Standing Orders adopted by the Council under the Local Government Act 2002. Those Standing Orders are subject to the same legal requirements as a Code of Conduct with regard to their adoption and amendment.

3.11 Ethics

Tasman District Council seeks to promote the highest standards of ethical conduct amongst its elected members. Accordingly, elected members in relation to Council activities will:

- Claim only for legitimate expenses as laid down by any determination of the Remuneration Authority then in force, and any lawful policy of the Council developed in accordance with that determination.
- Not influence, or attempt to influence, any Council employee to take actions that may benefit the member, or the member's family or business interests.
- Not use Council resources for personal business including campaigning for election or promotion of a particular point of view.
- Not solicit, demand, or request any gift, reward or benefit by virtue of their position.
- Notify the Chief Executive if any gifts are accepted.
- Where a gift to the value of \$250 or more is received by virtue of their position as a member, immediately disclose this to the Chief Executive for inclusion in the publicly available register of interests.

3.11 Dress Code

Elected members must maintain a reasonable standard of dress when attending Civic Functions, Council meetings and committee meetings.

3.12 Disqualification of Members from Office

Elected members are automatically disqualified from office if they are convicted of a criminal offence punishable by two or more years imprisonment, or if they cease to be or lose their status as an elector or convicted of certain breaches of the Local Authorities (Members' Interests) Act 1968.

The Council requires elected members who are declared bankrupt to notify the Chief Executive as soon as practicable after being declared bankrupt. The Chief Executive will then notify the Mayor and all other elected members.

PART FOUR: COMPLIANCE AND REVIEW

4.1 Compliance

Elected members must note that they are bound to comply with the provisions of this code of conduct pursuant to the Local Government Act 2002, Schedule 7, clause 15(4). The Council also requires appointed members to comply with this code.

Members are also bound by the other provisions of the Local Government Act 2002, the Local Authorities (Members' Interests) Act 1968, the Local Government Official Information and Meetings Act 1987, the Secret Commissions Act 1910, the Crimes Act 1961 and the Securities Act 1978. The Chief Executive will ensure that an explanation of these Acts is made at the first meeting after each triennial election. Elected members are referred to www.legislation.govt.nz for these Acts. Short explanations of the obligations each of these impose with respect to conduct of elected members is attached in the Appendix to this code.

Alleged breaches of the Code shall be reported to the Chief Executive or Mayor as appropriate. Where it is a minor matter, the Mayor may require a Member to apologise at a subsequent Council meeting. Where it is considered that the matter is of substance, a report shall be submitted for the consideration of the Council.

4.2 Responses to Breaches of the Code

The exact nature of the action the Council may take depends on the nature of the breach and whether there are statutory provisions dealing with the breach.

Where there are statutory provisions:

- Breaches relating to members' interests render members liable for prosecution by the Auditor-General under the Local Authorities (Members' Interests) Act 1968.
- Breaches which result in the Council suffering financial loss or damage may be reported on by the Auditor-General under the Local Government Act 2002, which may result in an elected member having to make good the loss or damage.
- Breaches relating to the commission of a criminal offence may leave the elected or appointed member liable for criminal prosecution.

In these cases, the Council may refer an issue to the relevant body, any member of the public may make a complaint, or the body itself may take action of its own initiative.

Where there are no statutory provisions, the Council may take the following action:

- Censure
- Removal of the elected or appointed member from Council committees and/or other representative type bodies
- Removal by resolution of the elected member from a position as Deputy Mayor or chair of a committee
- Removal by resolution of the appointed member as chair of a committee

A decision to apply one or more of these actions requires a Council resolution in the appropriate terms.

4.3 Review

Once adopted, a code of conduct continues in force until amended by the Council. The code can be amended at any time but cannot be revoked unless the Council replaces it with another code. Once adopted, amendments to the Code of Conduct require a resolution supported by 75 per cent or more of the members of the Council present.

The Council will formally review the code as soon as practicable after the beginning of each triennium. The results of that review will be presented to the Council for its consideration and approval while any amendment will require a resolution supported by 75% or more of the members of the Council present.

APPENDIX TO THE CODE: LEGISLATION BEARING ON THE ROLE AND CONDUCT OF ELECTED MEMBERS

This is a summary of the legislation requirements that has some bearing on the duties and conduct of elected members.

Local Authorities (Members' Interests) Act 1968

This Act¹ regulates situations where a member's personal interests impinge, or could be seen as impinging on their duties as an elected member.

The Act provides that an elected member is disqualified from office if that member is concerned or interested in contracts under which payments made by or on behalf of the local authority exceed \$25,000 in any financial year.

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.

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.

Failure to observe these requirements could also leave the elected member open to prosecution under the Local Authorities (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

The Local Government Official Information and Meetings Act 1987 sets out a list of meeting procedures and requirements. Of particular importance for the roles and conduct of elected members is the fact that the chair has the responsibility to maintain order at meetings, but all elected members should accept a personal responsibility to maintain acceptable standards of address and debate. No elected member should:

- Create a disturbance or a distraction while another Councillor is speaking.
- Be disrespectful when they refer to each other or other people.
- Use offensive language about the Council, other Councillors, any employee of the Council or any member of the public.

¹ The Audit Office publication *Financial Conflicts of Interests of Members of Governing Bodies* (2001) provides further guidance on this Act.

Secret Commissions Act 1910

Under this Act it is unlawful for an elected member (or officer) 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.

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 therefore would trigger the ouster provisions of the Local Government Act 2002 and result in the removal of the member from office.

Crimes Act 1961

Under this Act it is unlawful for an elected member (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 their duties for their, or another persons, monetary gain or advantage.

These offences are punishable by a term of imprisonment of 7 years or more. Elected members convicted of these offences will also be automatically ousted from office.

Securities Act 1978

The Securities Act 1978 essentially placed elected members in the same position as company directors whenever the Council offers stock to the public. Elected 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.

Motueka Community Board Code of Conduct

Introduction

This Code of Conduct provides guidance on the standards of behaviour that are expected from members of the Motueka Community Board. It applies to Board members in their dealings with:

- Other Board members
- Council staff
- Media
- General public

For the purpose of this policy the Motueka Community Board acknowledge that Councillors are already subject to the Councils Code of Conduct and are therefore excluded from the Community Boards Code of Conduct.

Objectives

The objectives of the Motueka Community Board Code of Conduct are to:

- Enhance the effectiveness of the Motueka Community Board as an incorporated body with statutory and delegated responsibilities.
- Maintain the credibility and accountability of the Board within the Motueka community.
- Promote mutual trust, respect and tolerance between members of the Board and any person that members deal with in the course of their duties.

Principles

Public interest Board members should serve the interests of the Motueka community and the wider district and should never improperly confer an advantage or disadvantage on any one person or group.

Honesty and integrity 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 Board members should make decisions on merit.

Accountability Board members should be accountable to the community for their actions and the way they carry out their responsibilities and should cooperate fully and honestly with the scrutiny appropriate to their particular office.

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

Personal judgment Board members should 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 Board members should promote equality by not discriminating against any person or group and treat people with respect, regardless of their race, age, religion, gender, sexual orientation, or disability.

Lawfulness Board members should uphold the law, and on all occasions, act in accordance with the trust the public places in them.

Stewardship Board members must ensure that the Motueka Community Board uses resources prudently and for lawful purposes.

Leadership Board members should promote and support these principles by example and should always endeavour to act in the best interests of the Motueka community.

Democratic Process Board members must uphold the principles of democratic process.

Outline

The Motueka Community Board Code of Conduct contains the following sections:

- **Part One - Roles and Responsibilities**
Describes the roles and responsibilities of the Chairperson and other board members.
- **Part Two - Relationships and Behaviours**
Sets out guidelines for relationships between Board members, Council staff and the community. Conflicts of interest, media relations and the management of confidential information are also outlined in this section of the Code of Conduct.
- **Part Three – Compliance and Review**
Outlines how alleged breaches of the Code of Conduct are managed, how the document is reviewed, and potential consequences for breaching the Code.

PART ONE: ROLES AND RESPONSIBILITIES

1.1 Community Board Members

The role of the Motueka Community Board is detailed in Section 52 of the Local Government Act 2002. Board members, collectively acting as the Motueka Community Board, are responsible for:

- Representing and advocating for the interests of the Motueka Ward and wider community
- Considering and reporting on all matters referred to it by Council, or any matter of interest or concern to the Community Board
- Maintaining an overview of services provided by Council within the Motueka Ward
- Preparing an annual submission to Council for expenditure within the Motueka Ward
- Communicating with community organisations and special interest groups within the Motueka Ward
- Undertaking any other responsibilities delegated by Council
- Unless otherwise provided in the Local Government Act 2002 or in standing orders, Motueka Community Board can only act by majority decisions at meetings. Each member has one vote. An individual member has no authority to act on behalf of the Motueka Community Board unless the Board has expressly delegated such authority.

1.2 Chairperson

The Chairperson is elected by the Motueka Community Board at the first meeting of each triennium and shares the same responsibilities as other Board members.

The Chairperson also has the following roles:

- The presiding member at Motueka Community Board meetings
- Ensuring the orderly conduct of business during meetings (in accordance with standing orders)
- An advocate on behalf of the community - promoting the community and representing its interests (advocacy is most effective where it is carried out with the knowledge and support of the Board)
- Providing leadership and feedback to other Board members
- Promoting teamwork

1.3 Deputy Chairperson

The Deputy Chairperson is elected by board members at the first meeting of each triennium of the Motueka Community Board. The Deputy Chairperson exercises the same roles as other Board members. If the Chairperson is absent or incapacitated, the Deputy Chairperson must perform all of the responsibilities and duties, and may exercise the powers, of the Chairperson.

PART TWO: RELATIONSHIPS AND BEHAVIOURS

This part of the Code of Conduct sets out the Board's agreed standards of behaviour. Some of the matters described in this part reflect legislation such as the Local Authorities (Members Interests) Act 1968.

2.1 Relationships with Other Board Members Teamwork

Teamwork is a critical element in the success of any democratically elected body. No team will be effective unless mutual respect exists between members.

With this in mind 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, derogatory, or abusive conduct

Note: nothing in this section of the code is intended to limit robust debate.

2.2 Relationships with Council Staff

The effective performance of the Motueka Community Board requires cooperation and mutual respect between Community Board members, Councillors, and Council staff. To ensure the desired level of cooperation and trust is maintained, Board members will:

- Treat all Council employees with courtesy and respect.
- Recognise that the Chief Executive is the employer (on behalf of Council) of all Council employees, and as such only the Chief Executive may hire, dismiss, instruct, or censure an employee.
- Make themselves aware of the obligations that Council and the Chief Executive have as employers and always observe those requirements.
- Observe any guidelines that the Chief Executive puts in place regarding contact with employees

Board members will not:

- Compromise, or be seen as compromising, the impartiality of a Council employee.
- Publicly criticise any employee.
- Any concerns or complaints about the conduct or performance of a Council staff member or the Chief Executive are treated seriously and should not be brought lightly or without appropriate supporting evidence.
- If a Board member has concerns about an employee's conduct or performance, those concerns should be directed to the Chief Executive, through the Motueka Community Board Chairperson, who will investigate as appropriate.
- If a Board member has concerns about the conduct or performance of the Chief Executive, these concerns are to be directed to the Mayor, through the Motueka Community Board Chairperson.

2.3 Relationships with the Community

Effective representation depends on quality relationships between Board members and the Motueka community. Board members should ensure that all community members are treated with respect in

their dealings with the Motueka Community Board and have their concerns listened to. Board members should act in a manner that encourages and values community involvement in local democracy. Any comments made in the public arena should be considered in the same light as comments made to the media and the guidelines detailed in Part 2.4 should be applied when speaking to community groups, at community meetings and in other public situations.

2.4 Contact with the Media

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 Council and the Motueka Community Board. From time to time, individual Board members may be approached to comment on a particular issue either on behalf of the Board, or in their own right.

- The Chairperson is generally the first point of contact regarding Motueka Community Board decisions or community advocacy issues. If the Chairperson is unavailable, matters will be referred to the Deputy Chairperson.
- The Chairperson may refer any matter to another Board member for comment.
- No other Board member may comment on behalf of Motueka Community Board without having first obtained the approval of the Chairperson. Elected members are free to express a personal view in the media, at any time, provided the following is observed:
- Media comments must not state or imply that they represent the majority view of Motueka Community Board and care should be taken to ensure the credibility and reputation of Motueka Community Board as an entity is not compromised.
- This is particularly important when an elected member is making a statement that is contrary to a Council decision or Council policy or an adopted position of the Motueka Community Board.
- Media comments must observe all other requirements of the Code of Conduct, particularly regarding confidential information and relationships with staff.

2.5 Confidential Information

Board members may receive or be privy to information that needs to be treated as confidential. Confidential information is information made available in the course of Motueka Community Board business that is commercially sensitive or is personal to a particular individual or organisation. Board members must not use or disclose confidential information for any purpose other than that for which the information was supplied. Board members should be aware that failure to observe these provisions may:

- Impede the performance of the Motueka Community Board and/or Council
- Undermine public confidence in the Motueka Community Board and/or Council
- Expose Motueka Community Board and/or Council to prosecution under the Privacy Act 1993 and/or civil litigation

2.6 Conflicts of Interest

Board members must be careful that they maintain an appropriate separation between their personal interests and their duties as a Motueka Community Board member. This is to ensure that Board members carry out their duties free from bias (real or perceived).

Financial conflicts of interest

The Local Authorities (Members' Interests) Act 1968 provides that an elected member is disqualified from office, or from election to office, if that member is concerned or interested in contracts under

which payments made by or on behalf of the local authority exceed \$25,000 in any financial year, unless prior approval has been sought from the Office of the Auditor General.

If, during the Council term, a tender is to be entered into, or contractual payment is to be made which might exceed the \$25,000 limit referred to above, the Chief Executive must seek approval from the Office of the Auditor General.

Additionally, Board members are prohibited from participating in any Board discussion or vote on any matter in which they have a financial interest greater than that of the general public. The same rules also apply where a Board member's spouse or close family member contracts with the authority or has a financial interest. Board members must declare their interests at Board meetings where matters in which they have a financial interest arise.

Board members are asked to make a general declaration of interests annually, which is recorded in a register of interests maintained by the Chief Executive. Having made a declaration, Board members should keep this register updated with any other interests as soon as practicable after becoming aware of them. Board members have the onus to identify and declare potential financial interests.

Declarations of financial interest must detail for Council the nature and extent of any interest potentially related to Council business, including:

- Any employment, trade or profession undertaken by the Board member or the Board member's spouse for profit or gain
- Any company, trust, partnership or similar structure for which the Board member or their spouse is a director, partner, trustee or beneficiary
- The address of any land in which the Board member has a beneficial interest and which is in the Tasman District
- The address of any land where the landlord is the Tasman District Council and:
 - the Board member or their spouse is a tenant, or
 - the land is tenanted by a firm in which the Board member or spouse is a partner, or a company of which the member or spouse is a director, or a trust of which the member or spouse is a trustee or beneficiary
- Any other matters which the public might reasonably regard as likely to influence the board member's actions during the course of their duties as a Board member.

If a Board member is in any doubt as to whether a particular course of action (including a decision to take no action) would be in breach of these conditions, then the elected member should seek guidance immediately, from the Chief Executive or other appropriate person. An elected member may also contact the Office of the Auditor General for guidance as to whether there is a financial interest.

If there is a financial interest, Board members may seek an exemption from the Office of the Auditor General to be allowed to participate or vote on a particular issue. This must occur before the discussion or vote takes place.

Failure to observe the requirements of the Local Authorities (Members' Interests) Act 1968 could potentially invalidate a decision made, or action taken, by the Motueka Community Board and/or Council.

Failure to observe these requirements could open the elected member to prosecution under the Local Authorities (Members' Interests) Act 1968. If convicted, elected members can be ousted from office.

Non-financial conflicts of interest

Non-financial conflicts of interest, or the perception of a conflict of interest, may impair (or be seen to impair) a board members' ability to act faithfully, impartially and in the best interests of the Motueka community.

Potential conflicts of interest are to be declared at the beginning of any Motueka Community Board meeting or at the earliest opportunity in a decision-making process. Board members have the onus to identify and declare potential conflicts of interest.

Board members must declare any non-financial interests they may have in any matters before the Board. Open declaration of any potential conflict of interest, actual or perceived, promotes greater transparency in Motueka Community Board decision-making. The Board member may:

- a) Exclude themselves from the vote and/or discussion; or
- b) Provide clear reasons why they do not believe exclusion is appropriate; or
- c) Explain the circumstances of the potential conflict of interest and ask that Motueka Community Board resolve whether a conflict exists

A board member who is in any doubt as to whether a conflict of interest exists should approach the Chief Executive or other appropriate person for advice.

2.7 Standing Orders

Motueka Community Board members must adhere to the Tasman District Council Standing Orders, adopted by the Board on 15 November 2022 under the Local Government Act 2002 (Schedule 7, clause 27(1)).

These standing orders are subject to the same legal requirements as a Code of Conduct with regard to their adoption and amendment.

2.8 Remuneration, Expenses and Gifts

Motueka Community Board members must abide by the Elected Members Remuneration and Expenses Policy. This policy contains details of remuneration, allowances and expense rules for Board and Council members. In addition, Community Board members must:

- Not solicit, demand, or request any gift, reward, or benefit by virtue of their position
- Notify the Chief Executive if any gifts with a value of over \$100 are accepted
- Immediately disclose any gifts with a value of over \$100 which are offered to the elected member, to the Chief Executive. This will be included in the publicly available register of interests.

2.9 Disqualification of Members from Office

Community Board members are automatically disqualified from office if they are convicted of a criminal offence punishable by two or more years imprisonment or of certain breaches of the Local Authorities (Members' Interests) Act 1968. Members are also automatically disqualified from office if they cease to be an elector or become disqualified for registration as an elector.

2.10 Bankruptcy

Board members who are undischarged bankrupts when elected or are declared bankrupt during the term of office are to notify the Chairperson, the Mayor and the Chief Executive as soon as practicable.

PART THREE: COMPLIANCE AND REVIEW

3.1 Compliance

Board members are bound to comply with the provisions of this Code of Conduct by the Local Government Act 2002, schedule 7, section 15(4), and all other Acts as stipulated in Appendix 1.

The Chief Executive or designate will ensure that relevant legislative requirements are explained at the first Board meeting of each triennium, and that copies of these Acts are freely available to Board members.

3.2 Breaches of the Code

Any suspected breach of the Code of Conduct should first be verbally directed to the Chairperson or Chief Executive, who will investigate further and offer advice as to whether a written statement should be made. If a suspected breach involves the Chairperson or the Chief Executive, enquiries are to be directed to the Deputy Chairperson or Mayor.

The Mayor and/or Chief Executive may be consulted for advice at any point if this is necessary or appropriate.

Following this, any person who considers that the provisions of this Code have been breached by a Motueka Community Board member shall submit a written statement to the Chairperson and/or Chief Executive. Written statements detailing the alleged breach of the Code of Conduct must include any corroborating evidence.

The Chairperson and/or Chief Executive shall determine whether the matter is appropriately dealt with under the Code of Conduct and if considered appropriate, shall first attempt to resolve the matter through discussion with the relevant parties.

If the matter is resolved by discussion, it is considered that the matter has been successfully concluded upon written notification by both the complainant and respondent. If it is not resolved in this way, or by mediation, the matter will be referred to the Motueka Community Board Code of Conduct Committee for further consideration.

The Chairperson and/or Chief Executive have the discretion to determine whether any report will be initially considered in open or closed meeting of Motueka Community Board. Where the alleged breach could impinge on the privacy of a member of Council staff or the general public, or the complaint relates to the misuse of confidential information, the report will be considered in closed meeting.

Motueka Community Board Code of Conduct Committee

This committee will comprise of a Tasman District Council elected member appointee to the Motueka Community Board, the Motueka Community Board Chairperson (or delegate), and one independent party.

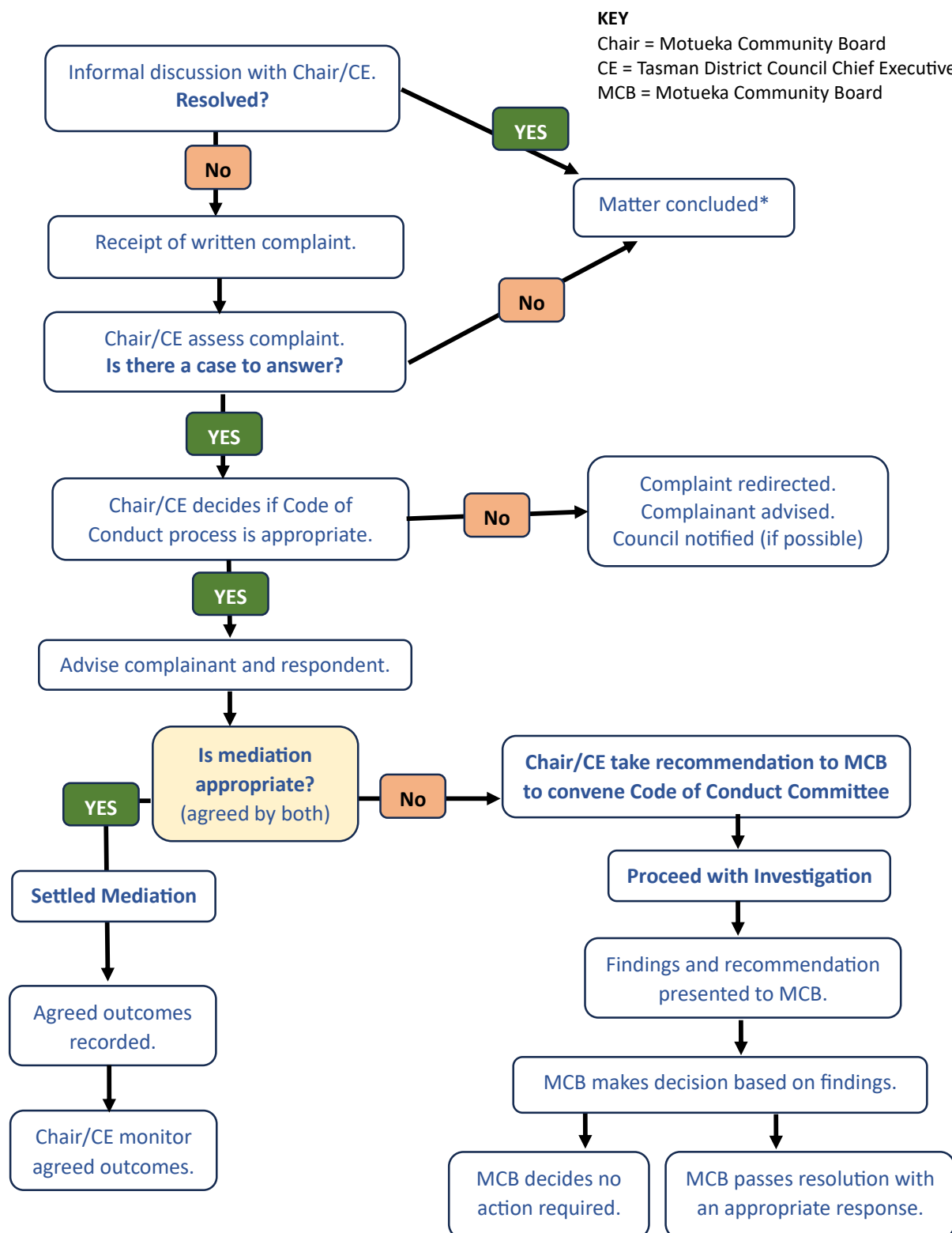
The Motueka Community Board and Council will select the independent party as and when necessary. This person may be Council's lawyer, the Mayor or Chief Executive of another local authority, or any other person the Motueka Community Board and Council considers appropriate for the individual case.

Committee members should be selected on the basis of their ability to behave impartially and equitably to the persons and matter at hand.

Rights of the respondent

All Code of Conduct investigations are to be conducted with regard to commonly accepted principles of natural justice, which include the right to a fair hearing, privacy, the right to proceedings free from bias and the right to representation. The respondent is also entitled to the presence of a support person at all hearings and discussions.

3.3 Process for Alleged Code of Conduct Breaches



*should the complainant disagree with decision, they may opt to take the matter to a meeting of MCB.

3.4 Responses to Breaches of the Code of Conduct

If there are relevant statutory provisions:

- Breaches relating to members' interests render members liable for prosecution by the Auditor-General under the Local Authority (Member's Interests) Act 1968
- Breaches which result in the Council suffering financial loss or damage may be reported on by the Auditor General under the Local Government Act 2002, which may result in the member having to make good the loss or damage.
- Criminal offences may result in liability for criminal prosecution. Where there are statutory provisions, Council or a member of the public may refer the issue to the most relevant body or authority, or the body or authority may itself take action of its own initiative.

The Motueka Community Board may take the following action if there are no relevant statutory provisions:

- Censure of the member
- Dismissal of the board member from a position of Chairperson or Deputy Chairperson A decision to apply one or more of these actions requires a Motueka Community Board resolution to that effect.

3.5 Review

Once adopted, the Code of Conduct remains until amended by Motueka Community Board. The Code of Conduct is formally reviewed within the first year of each triennium. Once adopted, amendments to the Code of Conduct require a resolution supported by 75 per cent or more of the board members present.

APPENDIX 1: LEGISLATION RELEVANT TO THE ROLE AND CONDUCT OF COMMUNITY BOARD MEMBERS

This is a summary of legislative requirements that have some bearing on the duties and conduct of Community Board members. Copies of these statutes can be found online <https://www.legislation.govt.nz/> or in the office of the Chief Executive.

Local Government Act 2002

Part 4, sections 49-54 of the Local Government Act 2002, set out the establishment, membership, status, role and powers of community boards. Parts 1 & 2 of Schedule 7 (with some exclusions) also apply to community boards.

Local Authority (Members' Interests) Act 1968

This Act regulates situations where a member's personal interest/s impinges, or could be seen as impinging on their duties as a Community Board member.

The Act provides that an elected member is disqualified from office if that member is concerned or interested in contracts under which payments made by or on behalf of the local authority exceed \$25,000 in any financial year.

Additionally, board members are prohibited from participating in any Community Board discussion or voting on any matter in which they have a financial 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 financial interest.

Members may also contact the Audit Office for guidance as to whether that member has a financial 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 financial 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.

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

The Local Government Official Information and Meetings Act 1987, sets out requirements and procedures for local government meetings.

Of particular importance for the roles and conduct of board members is the fact that the chair has the responsibility to maintain order at meetings, but all board members should accept a personal responsibility to maintain acceptable standards of address and debate.

No Motueka Community Board member should:

- Create a disturbance or a distraction while another board member is speaking
- Be disrespectful when they refer to each other or other people
- Use defamatory language about the Motueka Community Board, other board members, Tasman District Council or Councillors, any employee of the Council or any member of the public.

Secret Commissions Act 1910

Under this Act it is unlawful for a Board member 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 Council.

If convicted of any offence under this Act a person can be imprisoned for up to 2 years, or fines up to \$1000, or both. A conviction therefore would trigger the ouster provisions of the Local Government Act 2002 and result in the removal of the member from office.

Crimes Act 1961

Under this Act it is unlawful for a Board member 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 Motueka Community Board
- Use information gained in the course of their duties for their, or another person's, monetary gain or advantage. These offences are punishable by a term of imprisonment of 7 years or more. Board members convicted of these offences will also be automatically removed from office.

Human Rights Act 1993

The Board acknowledge the importance to adhere to the Human Rights Act 1993.

New Zealand Bill of Rights Act 1990

The Board acknowledge the importance to adhere to the Bill of Rights Act 1990.

Appendix 3: Summary and explanation of legislation which sets standards for ethical behaviour

Ngā ture e whakatakoto ana i ngā paerewa mō ngā whanonga matatika

Clause 15 of Schedule 7 of the Local Government Act (the Act) 2002, requires that the Code of Conduct provides members with a general explanation of the Local Government Official Information and Meetings Act 1987, and any other enactment or rule of law that affects members.

The key statutes that promote ethical behaviour are the Local Government Act 2002 (LGA), Local Government Official Information Act 1987 (LGOIMA), the Local Authorities (Members' Interests) Act 1968 (LAMIA), the Protected Disclosures (Protection of Whistleblowers) Act 2022, the Serious Fraud Office Act 1990, the Local Government (Pecuniary Interests Register) Act 2022, the Health and Safety at Work Act 2015, and the Harmful Digital Communications Act 2015.

The Local Government Act 2002

The LGA 2002 is local government's empowering statute. It establishes our system of local government and sets out the rules by which it operates. Those rules include the principles underpinning kaunihera decision-making, governance principles, Te Tiriti obligations as set by the Crown, and the role of the chief executive which is:

1. implementing the decisions of the local authority,
2. providing advice to members of the local authority and to its community boards, if any and
3. ensuring that all responsibilities, duties, and powers delegated to him or her or to any person employed by the local authority, or imposed or conferred by an Act, regulation, or bylaw, are properly performed, or exercised,
4. ensuring the effective and efficient management of the activities of the local authority,
5. facilitating and fostering representative and substantial elector participation in elections and polls held under the Local Electoral Act 2001,
6. maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority,
7. providing leadership for the staff of the local authority,
8. employing, on behalf of the local authority, the staff of the local authority (in accordance with any remuneration and employment policy), and
9. negotiating the terms of employment of the staff of the local authority (in accordance with any remuneration and employment policy).

The Local Government Official Information and Meetings Act 1987

The LGOIMA sets rules for ensuring the public are able to access official information unless there is a valid reason for withholding it. All information should be considered public and released accordingly unless there is a compelling case for confidentiality. Even where information has been classified as confidential, best practice is for it to be proactively released as soon as the grounds for confidentiality have passed.

There are both conclusive and other reasons for withholding information set out in sections 6 and 7 of LGOIMA, which include:

Conclusive reasons for withholding – if making the information available would likely:

- prejudice the maintenance of the law, including the prevention, investigation and detection of offences, and the right to a fair trial; or
- endanger the safety of any person.

Other reasons for withholding – withholding the information is necessary to:

- protect the privacy of natural persons, including that of deceased natural persons;
- protect information where it would disclose a trade secret or would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information;
- in the case of an application for resource consents or certain orders under the Resource Management Act 1991, to avoid serious offence to tikanga Māori, or to avoid the disclosure of the location of waahi tapu;
- protect information the subject of an obligation of confidence, where making that information available would prejudice the supply of similar information (and it is in the public interest for this to continue), or would be likely otherwise to damage the public interest;
- avoid prejudice to measures protecting the health or safety of members of the public;
- avoid prejudice to measures that prevent or mitigate material loss to members of the public;
- maintain the effective conduct of public affairs through free and frank expression of opinions between or to members and local authority employees in the course of their duty or the protection of such people from improper pressure or harassment;
- maintain legal professional privilege;
- enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or
- prevent the disclosure or use of official information for improper gain or improper advantage.

Regarding these 'other' reasons, a public interest balancing test applies. In these cases the kaunihera must consider whether the withholding of that information is outweighed by other considerations

that render it desirable, in the public interest, to make that information available. Decisions about the release of information under LGOIMA need to be made by the appropriately authorised people within each kaunihera, and elected members must work within the rules adopted by each kaunihera.

The LGOIMA also sets the rules that govern public access to meetings and the grounds on which that access can be restricted, which occurs when meetings consider matters that are confidential.

The role of the Ombudsman

An Ombudsman is an Officer of Parliament appointed by the Governor-General on the recommendation of Parliament. An Ombudsman's primary role under the Ombudsmen Act 1975 is to independently investigate administrative acts and decisions of central and local government departments and organisations that affect someone in a personal capacity. Ombudsmen investigate complaints made under LGOIMA.

Anyone who has a complaint of that nature about a local authority may ask an Ombudsman to investigate that complaint. Investigations are conducted in private. The Ombudsman may obtain whatever information is considered necessary, whether from the complainant, the chief executive of the local body involved, or any other party. The Ombudsman's decision is provided in writing to both parties.

If a complaint is sustained, the Ombudsman may recommend the local authority takes whatever action the Ombudsman considers would be an appropriate remedy. Any such recommendation is, however, not binding. Recommendations made to the local authority under this Act will, in general, become binding unless the local authority resolves otherwise. However, any such resolution must be recorded in writing and be made within 20 working days of the date of the recommendation.

The Local Authorities (Members' Interests) Act 1968 (LAMIA)

Pecuniary interests

The LAMIA provides rules about members discussing or voting on matters in which they have a pecuniary interest and about contracts between members and the council. LAMIA has two main rules, referred to here as the contracting rule (in section 3 of the LAMIA) and the participation rule (in section 6 of the LAMIA).

- The **contracting rule** prevents a member from having interests in contracts with the local authority that are worth more than \$25,000 in any financial year, unless the Auditor-General approves the contracts. Breach of the rule results in automatic disqualification from office.
- The **participation rule** prevents a member from voting or taking part in the discussion of any matter in which they have a financial interest, other than an interest in common with the public. The Auditor-General can approve participation in limited circumstances. Breach of the rule is a criminal

offence, and conviction results in automatic disqualification from office.

Both rules have a complex series of subsidiary rules about their scope and exceptions.

The LAMIA does not define when a person is “concerned or interested” in a contract (for the purposes of section 3) or when they are interested “directly or indirectly” in a decision (for the purposes of section 6). However, it does set out two situations where this occurs. These are broadly where:

- a person’s spouse or partner is “concerned or interested” in the contract or where they have a pecuniary interest in the decision; or
- a person or their spouse or partner is involved in a company that is “concerned or interested” in the contract or where the company has a pecuniary interest in the decision.

However, in some situations outside the two listed in the Act a person can be “concerned or interested” in a contract or have a pecuniary interest in a decision, for example, where a contract is between the members family trust and the kaunihera.

Non-pecuniary conflicts of interest

In addition to the issue of pecuniary interests, which are addressed through the LAMIA, there are also legal rules about conflicts of interest more generally. These are rules that apply to non-pecuniary conflicts of interest and include the common law rule about bias. To determine if bias exists, consider this question: Is there a real danger of bias on the part of the member of the decision-making body, in the sense that he or she might unfairly regard with favour (or disfavour) the case of a party to the issue under consideration?

The question is not limited to actual bias but relates to the appearance or possibility of bias. This is in line with the principle that justice should not only be done but should be seen to be done. Whether or not you believe that you are not biased is irrelevant. The focus should be on the nature of any conflicting interest or relationship, and the risk it could pose for the decision-making process. The most common risks of non-pecuniary bias are where:

- statements or conduct indicate that a member has predetermined the decision before hearing all relevant information (that is, they have a “closed mind”), or
- a member has close relationship or involvement with an individual or organisation affected by the decision.

Seeking exemption from the Auditor-General

Members who have a financial conflict of interest that is covered by section 6 of the LAMIA, may apply to the Auditor-General for approval to participate. The Auditor-General can approve participation in two ways.

1. Section 6(3)(f) allows the Auditor-General to grant an exemption if, in their opinion, a member's interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the councillor when voting or taking part in the discussion.
2. Section 6(4) allows the Auditor-General to grant a declaration enabling a member to participate if they are satisfied that:
 - a. the application of the rule would impede the transaction of business by the council; or
 - b. it would be in the interests of the electors or residents of the district/region that the rule should not apply.

More information on non-pecuniary conflicts of interest and how to manage them can be found in the Auditor-General's Guidance for members of local authorities about the law on conflicts of interest.

Protected Disclosures (Protection of Whistleblowers) Act 2022

The Protected Disclosures (Protection of Whistleblowers) Act 2022 is designed to facilitate the disclosure and investigation of serious wrongdoing in the workplace, and to provide protection for employees and other workers who report concerns. A protected disclosure occurs when the discloser believes, on reasonable grounds, that there is, or has been, **serious wrongdoing** in or by their organisation, they disclose in accordance with the Act, and they do not disclose in bad faith.

A discloser is a person who has an employment type relationship with the organisation they are disclosing about and includes current and former employees, homeworkers, secondees, contractors, volunteers, and board members. Serious wrongdoing includes:

- an offence
- a serious risk to public health, or public safety, or the health or safety of any individual, or to the environment
- a serious risk to the maintenance of the law including the prevention, investigation and detection of offences or the right to a fair trial
- an unlawful, corrupt, or irregular use of public funds or public resources
- oppressive, unlawfully discriminatory, or grossly negligent or that is gross mismanagement by a public sector employee or a person performing a function or duty or exercising a power on behalf of a public sector organisation or the Government.

Kaunihera need to have appropriate internal procedures that identify who in the organisation a protected disclosure may be made to, describe the protections available under the Act, and explain how the organisation will provide practical assistance and advice to disclosers. A discloser does not have to go through their organisation first. An appropriate authority can include the head of any public sector organisation and any officer of Parliament, such as the Ombudsman and Controller and Auditor-General. Ombudsmen are also an "appropriate authority" under the Protected Disclosures (Protection of Whistleblowers) Act 2022.

The Serious Fraud Office Act 1990

The Serious Fraud Office (SFO) is the lead law enforcement agency for investigating and prosecuting serious financial crime, including bribery and corruption. The SFO has an increasing focus on prevention by building awareness and understanding of the risks of corruption – noting that the extent of corruption is influenced by organisational frameworks and support given to staff. The SFO encourages organisations to adopt appropriate checks and balances and build a culture based on ethics and integrity.

The four basic elements of best practice organisational control promoted by the SFO involve:

- Operations people with the right skills and experience in the relevant areas, with clear accountability lines.
- Risk mitigation to manage risks that can't be eliminated through segregation, discretion reduction, delegations, management oversight, and audit.
- Basic standards of behaviour moderated by a Code of Conduct, ongoing interests and gift processes (not simply annual declaration), plenty of opportunities and ways to speak up, disciplinary options, training and support.
- Design and oversight based on a clear understanding of operational realities (design, governance, management, audit, investigation, business improvement, and legal).

The Local Government Act 2002 as amended by the Local Government ((Pecuniary Interests Register) Act 2022

Following passage of the Local Government (Pecuniary Interests Register) Amendment Bill in 2022, a local authority must now keep a register of the pecuniary interests of their members, including community and local board members. The purpose of the register is to record members' interests to ensure transparency and strengthen public trust and confidence in local government processes and decision-making. Registers must comprise the following:

- the name of each company of which the member is a director or holds or controls more than 10% of the voting rights and a description of the 30 main business activities of each of those companies,
- the name of every other company or business entity in which the member has a pecuniary interest, other than as an investor in a managed investment scheme, and a description of the main business activities of each of those companies or business entities,
- if the member is employed, the name of each employer of their employer and a description of the main business activities of those employers,
- the name of each trust in which the member has a beneficial interest,
- the name of any organisation or trust and a description of the main activities of that organisation or trust if the member is a member of the organisation, a member of the governing body of the organisation, or a trustee of the trust, and the organisation or trust receives funding from the local authority, local board, or community board to which the member has been elected,
- the title and description of any organisation in which the member holds an appointment by virtue of being an elected member,
- the location of real property in which the member has a legal interest, other than an interest as a trustee, and a description of the nature of the real property,
- the location of real property, and a description of the nature of the real property, held by a trust if the member is a beneficiary of the trust and it is not a unit trust (disclosed under subclause 20) or a retirement scheme whose membership is open to the public.

Each council must make a summary of the information contained in the register publicly available; and ensure that information contained in the register is only used or disclosed in accordance with the purpose of the register; and is retained for seven years.

The Health and Safety Act at Work Act 2015

The Health and Safety at Work Act 2015 aims to create a new culture towards health and safety in workplaces. A council is termed a Person Conducting a Business or Undertaking (PCBU) - all involved in work, including elected members, are required to have a duty of care. Elected members are "officers" under the Act and officers are required to exercise due diligence to ensure that the PCBU complies with its duties.

However, certain officers, such as elected members, cannot be prosecuted if they fail in their due diligence duty. Despite this, as officers, the key matters to be mindful of are:

- stepping up and being accountable,
- identifying and managing your risks,
- making health and safety part of your organisation's culture, and
- getting your workers involved.

Councils have wide discretion about how these matters might be applied, for example:

- adopting a charter setting out the elected members' role in leading health and safety – with your chief executive,
- publishing a safety vision and beliefs statement,
- establishing health and safety targets for the organisation with your chief executive,
- ensuring there is an effective linkage between health and safety goals and the actions and priorities of your chief executive and their senior management, or
- having effective implementation of a fit-for-purpose health and safety management system.

Elected members, through their chief executive need to ensure their organisations have sufficient personnel with the right skill mix and support, to meet the health and safety requirements. This includes making sure that funding is sufficient to effectively implement and maintain the system and its improvement programmes.

The Harmful Digital Communications Act 2015

The Harmful Digital Communications Act (HDCA) was passed to help people dealing with serious or repeated harmful digital communications. The Act covers any harmful digital communications (like text, emails, or social media content) which can include racist, sexist and religiously intolerant comments – plus those about disabilities or sexual orientation and sets out 10 communication principles for guiding communication online. Under the Act a digital communication should not:

- disclose sensitive personal facts about an individual
- be threatening, intimidating, or menacing
- be grossly offensive to a reasonable person in the position of the affected individual
- be indecent or obscene
- be used to harass an individual
- make a false allegation
- contain a matter that is published in breach of confidence

- incite or encourage anyone to send a message to an individual for the purpose of causing harm to the individual
- incite or encourage an individual to commit suicide
- denigrate an individual by reason of colour, race, ethnic or national origins, religion, gender, sexual orientation or disability

More information about the Act can be found at [Netsafe](#).

8.3 TASMAN DISTRICT COUNCIL POLICY ON THE COMMUNITY BOARDS SPECIAL PROJECT FUNDS

Decision Required

| | |
|----------------------------|--|
| Report To: | Motueka Community Board |
| Meeting Date: | 16 April 2024 |
| Report Author: | Jennie McFarlane, Legal & Democracy Services Manager |
| Report Authorisers: | Joanna Cranness, People, Safety & Wellbeing Manager |
| Report Number: | RMCB24-04-2 |

1. Purpose of the Report / Te Take mō te Pūrongo

- 1.1 To consider a draft Council Policy on the Community Board Special Project Funds which provide criteria for each community board to be able to make decisions on allocation of their funds and recommend the Policy for adoption by Council.

2. Summary / Te Tuhinga Whakarāpoto

- 2.1 Both the Motueka and the Golden Bay Community Boards receive funding, primarily from a targeted rate. Part of this funding is allocated to the Boards' Special Project Funds which they use to support projects and community initiatives.
- 2.2 As both community boards have Special Project Funds it is considered appropriate to have a joint policy which will apply to both the boards rather than separate policies. The funding is derived from rates which means that any policy is required to be in accordance with the Council's Revenue and Financing Policy and to be approved by the Council. This was the same approach taken with the Council Policy on Community Board Discretionary Funds.
- 2.3 The Community Boards held a joint workshop in 2023 where they reviewed the Motueka Community Board Special Project Fund Criteria and developed their own criteria for the allocation of their Special Project Funds to be included in a joint draft policy.
- 2.4 A draft Tasman District Council Policy on the Community Boards Special Project Funds policy (incorporating the criteria and changes requested by the Boards) has been prepared (Attachment 1), which covers the purpose of the policy and the criteria which apply for the allocation of the funds.

3. Recommendation/s / Ngā Tūtohunga

That the Motueka Community Board

1. **receives the Tasman District Council Policy on the Community Boards Special Project Funds report 24-04-2; and**
2. **recommends the draft Tasman District Council Policy for Community Board Special Project Funds, in Attachment 1 to the agenda report, to Council for adoption.**

4. Background / Horopaki

- 4.1 The Motueka Community Board has had a special project fund for longer than the Golden Bay Community Board and Council approved the Motueka Community Board Special Project Fund Criteria in July 2015. No criteria for the Golden Bay Community Board have been formally approved until now.
- 4.2 The Motueka Community Board funding is primarily from a targeted rate. The annual revenue for the financial year 2023/2024 year is \$139,132 and the annual budget for the special projects fund is \$57,139. The Board's balance for the Special Projects Fund in February 2024 is \$158,139.

5. Analysis and Advice / Tātaritanga me ngā tohutohu

- 5.1 The purpose of the draft Tasman District Council Policy on Community Board Discretionary Funds is to enable the boards to allocate funding to support Council infrastructure related projects of a high priority for the Motueka Ward, but not high enough in relation to district-wide priorities to gain direct Council funding, and for community projects and initiatives in their respective ward areas.
- 5.2 The draft Policy includes generic criteria applicable to both Community Boards for the allocation of the funds and then specific criteria requested by each Community Board.

6. Options / Kōwhiringa

- 6.1 The options are outlined in the following table:

| Option | | Advantage | Disadvantage |
|--------|--|--|------------------|
| 1. | Recommend the draft policy to Council for adoption (subject to any changes either Community Board proposes before referral to Council) | Ensures there is one Council policy covering the needs of both the community boards and addresses the lack of current formalised policy and criteria for the Golden Bay Community Board. Reflects the same process as for the community Boards' Discretionary Funds process. | None identified. |

| Option | | Advantage | Disadvantage |
|--------|---|------------------|--|
| 2. | Does not recommend the draft policy to Council for adoption (subject to any changes either Community Board proposes before referral to Council) | None identified. | Does not ensure there is one Council policy covering the needs of both the community boards and does not address the lack of current formalised policy and criteria for the Golden Bay Community Board. Does not follow the same process as for the community Boards' Discretionary Funds process. |

6.2 Option One is recommended.

7. Legal / Ngā ture

- 1.1 There is no legal requirement to have a Council Policy for the Community Board Special Project Funds however it is good practice to have some consistent and transparent policy on the purpose and allocation of the funding. This also ensures there is oversight by the Council of the funds, given they derive from rates and alignment with the Revenue and Funding Policy.

8. Iwi Engagement / Whakawhitiwhiti ā-Hapori Māori

- 8.1 There is requirement for engagement with iwi in relation to the Policy.

9. Significance and Engagement / Hiranga me te Whakawhitiwhiti ā-Hapori Whānui

- 9.1 The proposed Policy is not considered to be significant or require public consultation.

| | Issue | Level of Significance | Explanation of Assessment |
|----|---|-----------------------|--|
| 1. | Is there a high level of public interest, or is decision likely to be controversial? | Low | |
| 2. | Are there impacts on the social, economic, environmental or cultural aspects of well-being of the community in the present or future? | Yes | Funds support community projects and initiatives |
| 3. | Is there a significant impact arising from duration of the effects from the decision? | No | |
| 4. | Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets) | N/A | |

| | Issue | Level of Significance | Explanation of Assessment |
|-----|--|-----------------------|---------------------------|
| 5. | Does the decision create a substantial change in the level of service provided by Council? | No | |
| 6. | Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP? | No | |
| 7. | Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO? | No | |
| 8. | Does the proposal or decision involve entry into a private sector partnership or contract to carry out the deliver on any Council group of activities? | No | |
| 9. | Does the proposal or decision involve Council exiting from or entering into a group of activities? | No | |
| 10. | Does the proposal require particular consideration of the obligations of Te Mana O Te Wai (TMOTW) relating to freshwater and Affordable Waters services? | No | |

10. Communication / Whakawhitiwhiti Kōrero

10.1 If the Policy is adopted by the Council, a copy will be made available on the Council website.

11. Financial or Budgetary Implications / Ngā Ritenga ā-Pūtea

11.1 There are no financial or budgetary implications to consider.

12. Risks / Ngā Tūraru

12.1 The adoption of a Policy by Council will reduce risk relating to lack of clarity about Council and the community boards' policy and criteria for the Special Project Funds.

13. Climate Change Considerations / Whakaaro Whakaaweawe Āhuarangi

13.1 There are no considerations to address in relation to Climate Change although the community boards may choose to support projects that are related.

14. Alignment with Policy and Strategic Plans / Te Hangai ki ngā aupapa Here me ngā Mahere Rautaki Tūraru

- 14.1 As mentioned, the draft Policy requires to align with the Council's Revenue and Financing Policy, as rate funding is involved. It will also align with Council's Policy on Community Board Discretionary Funds.


15. Conclusion / Kupu Whakatepe

- 15.1 The adoption of a Policy by Council which covers the needs of both the Community Boards and the criteria to apply for allocation of their funds is in line with the approach used for their Discretionary Funds and provides certainty for the community as to how the special project funds are administered and allocated.

16. Next Steps and Timeline / Ngā Mahi Whai Ake

- 16.1 Once both Community Boards have considered the draft Policy and recommended it to the Council for adoption, a referral report will be prepared for Council.

17. Attachments / Tuhinga tāpiri

1.  Draft Policy on Community Boards Special Project Fund

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DRAFT**TASMAN DISTRICT COUNCIL POLICY ON COMMUNITY BOARDS SPECIAL PROJECT FUND****POLICY REFERENCES**

- Sponsor: Group Manager - Finance
- Effective date:
- Review due: Five yearly
- Legal compliance: Council approval of the Policy, which is required to comply with the Council's Revenue and Financing Policy
- Associated Documents/References
 - Tasman District Council Revenue and Financing Policy
 - Tasman District Council Policy on Community Boards Discretionary Fund
- Policy Number
- Approved by Council (If Applicable)

1 Purpose

- 1.1 This policy sets out the criteria and process for the disbursement of funds for the Golden Bay Community Board and Motueka Community Board Special Projects Funds.

2 Objective

- 2.1 The Community Board Special Projects Funds are in place to support:
- 2.1.1 Council infrastructure related projects; and
 - 2.1.2 Community projects and initiatives that the board considers will benefit the well-being of the community.
- 2.2 Special Project funding is for projects that fit within the scope, and meet the general principles, criteria and specific requirements for the respective Community Board as per this policy.

3 Definitions

Council infrastructure related projects are Council-led infrastructure projects on Council property that are business as usual but do not meet the threshold for district-wide priorities for direct Council funding, but are considered by the respective boards to be of high priority for the respective ward and specific to the ward's needs.

Community projects and initiatives are projects for physical assets outside of 'bricks and mortar' Council infrastructure projects which may benefit the social, economic, environmental, and cultural well-being of the community and have the support of the ward community.

Board is the Motueka Community Board and the Golden Bay Community Board comprising of elected Community Board members and Ward Councillors.

4 Scope

- 4.1 Special Project Funding may be used for projects meeting the objective of the fund to:
 - 4.1.1 Fund a project in full;
 - 4.1.2 'Seed' a project (where funding from other sources will also be sought but for which funding has not yet been secured);
 - 4.1.3 Contribute to a project that has already been started; or
 - 4.1.4 Allow a project to be completed.
- 4.2 Special Project funding will not be provided for:
 - 4.2.1 Ongoing operational costs;
 - 4.2.2 Costs that are not project specific;
 - 4.2.3 Costs that cannot be verified with appropriate quotes;
 - 4.2.4 Projects that have already been completed;
 - 4.2.5 Events or services.

5 Policy

General principles

- 5.1 All approved projects must fit within the purpose of local government contained in section 10 of the Local Government Act 2002, that is, to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.
- 5.2 Funding is not for projects that are for the personal benefit of individuals or for projects or activities intended for personal or commercial gain.
- 5.3 Funding is not for projects that are the responsibility of central government or other agencies.
- 5.4 Projects supported may be those of low priority to the Council in the context of district-wide priorities, but a high priority for the local community as determined by community feedback or consultation through other Council or Community Board processes such as Long-Term plan submissions.
- 5.5 A project or initiative may only receive special project funding once per financial year 1 July – 30 June).

6 Criteria

- 6.1 Criteria for projects for Community Board Special Project funding is as follows:
 - 6.1.1 Projects need to demonstrate their contribution to Council's Community Outcomes as set out in the Council's current Long Term Plan;
 - 6.1.2 Projects need to demonstrate local community support;
 - 6.1.3 Projects need to meet the definition of either Council Infrastructure Related Projects or Community Projects or Initiatives and be for the benefit of the whole community;
 - 6.1.4 Project funding may not exceed the maximum for Special Projects funding as set under each Community Board's specific criteria unless extraordinary circumstances apply;
 - 6.1.5 Council-led projects must be achievable within Council resource and planning constraints, as advised by Council staff, and have Council support;
 - 6.1.6 Projects not on or in Council property must have evidence of the written agreement of the private landowner prior to being agreed upon; and

- 6.1.7 Quotes or cost estimates for completion of projects must be obtainable to be able to complete the Special Project within the funding timeframes set by the board.
- 6.1.8 Where Special Projects Funding is allocated to a project as seed funding, evidence of likely additional funding sources must be provided.

7 Selection process

- 7.1 The Board, as part of the annual budget process, and with the assistance of Council officers, will prepare a list of projects to be considered for the upcoming financial year. Projects put forward for consideration may be identified through:
 - 7.1.1 Feedback from the community received through other submission processes or following specific notification on the Special Projects fund;
 - 7.1.2 Discussion with Council staff on which Council projects in the ward may not be prioritised in the upcoming financial year;
 - 7.1.3 Projects or initiatives put forward by board members which have community support.
- 7.2 In preparing the list of projects to be considered, weight may be given to projects which require Council or Community Board funding to secure further funding to complete the project.
- 7.3 Council officers will assist the Board or nominated board member/s to review the list of projects using the assessment form provided in Appendix A, ensuring:
 - 7.3.1 Compliance with the Special Projects Fund Policy scope, principles and criteria and any other Council policies that may apply;
 - 7.3.2 Feasibility for completion of any Council-led projects with consideration for resource constraints;
 - 7.3.3 Any ongoing maintenance that may be required once the project is completed can be managed within Council resource constraints or by another party who has agreed to be responsible for ongoing maintenance;
 - 7.3.4 Feasibility within the specific criteria for the respective Community Board funding limit; and
 - 7.3.5 Appropriate quotes or cost estimates, timeframes, and resources are obtainable for the projects or initiatives.
- 7.4 Remaining projects will be reviewed and prioritised by the Board with a decision made on:
 - 7.4.1 which projects will be shortlisted
 - 7.4.2 what community consultation will take place
 - 7.4.3 the method for community feedback and/or the method for determining community support, and
 - 7.4.4 how the final decision on projects to be funded will be made.

8 Community consultation, decision and notification of projects funded

- 8.1 The Community Board with assistance from Council officers may provide the opportunity for community feedback on the projects short-listed. If community feedback is not sought, the Board must be satisfied that there is evidence of community support for the project.
- 8.2 Decisions on projects receiving Special Projects funding will be made by resolution of the Board and include the name of the project, and if the project is not Council-led, the name of the organisation that will receive funds from the Special Projects fund, and the amount of the Special Project funding it is to receive.
- 8.3 The Board will make a decision on the number of projects to fund, based on funding available in the Special Projects fund, once funds already committed to projects have been factored in.

- 8.4 Details and decisions on projects considered for Special Projects funding will be made public via agendas and minutes. Supporting information will be subject to the requirements of the Local Government Official Information and Meetings Act 1987 (which may require certain information to not be disclosed as part of a public agenda but distributed separately to Board members – for example financial or commercially sensitive information, personal information).
- 8.5 Each year, more projects may be put forward than funds available and not all projects will be successful in obtaining funding. Each Community Board's decision on which projects are funded is final and no correspondence will be entered into.

9 Requirements for successful projects or initiatives

- 9.1 All projects on/in Council property will be managed by Council staff and only utilise Council-approved contractors to ensure compliance with Council's legislative and procurement obligations.
- 9.2 Any projects not on Council property:
 - 9.2.1 can only be funded where there is an explicit understanding that there is no obligation on the Council or the Community Board to fund maintenance, ongoing operational costs or any other costs beyond the Special Project funding allocated;
 - 9.2.2 must have obtained written agreement from the property owner; and
 - 9.2.3 must have a project-specific Health and Safety Plan in place that is suitable to support the safe delivery of the project.

10 Accountability and Reporting

- 10.1 Project funding will be released on receipt of an invoice for work completed.
- 10.2 Funding is to be used only for the purpose approved. Unused funding must be returned to the Board at the termination or completion of the project.
- 10.3 Funding allocated to 'seed' a project will not be provided until confirmation of other funding sources is received.
- 10.4 Projects are to be completed within the year for which the funding was disbursed, unless prior agreement by the Board (1 July to 30 June in the following year).
- 10.5 A Community Board member will be assigned to oversee any projects receiving Special Project funding, with assistance from Council staff.
- 10.6 At least quarterly, and at the Chair's request, a report back to the Board on the Special Projects Fund project progress and expenditure will be provided through the Committee Administrator with the support of the Finance Team. This will include:
 - 10.6.1 Accounting of funds expended for each project from the Special Projects fund
 - 10.6.2 Summary of each project's progress or completion
 - 10.6.3 Amount remaining in Special Projects fund when current funded projects are taken into account.

11 Golden Bay Community Board Special Projects funding

Specific criteria

- 11.1 The funding contribution to any project will not normally exceed \$5,000.
- 11.2 Projects must take place within the Golden Bay Ward and demonstrate a clear benefit to the local community, including addressing an identified community need.
- 11.3 The Golden Bay Community Board acknowledges that there could be extraordinary circumstances whereby a project falls within the scope and principles of the special project fund but does not fully meet the requirements described in this policy. The Community Board

reserves the right to consider and approve projects outside the maximum contribution, prescribed selection process and/or timeframe if:

- 11.3.1 Funding for the financial year is still available after all funding is disbursed to projects selected through the annual Special Projects fund process;
- 11.3.2 The project is a high priority as determined through community consultation; and
- 11.3.3 A resolution is passed by the board making the decision to grant funding to the project including the reason for the extraordinary circumstance.

12 Motueka Community Board Special Projects funding

Specific criteria

- 12.1 The funding contribution to any project will not normally exceed \$12,000.
- 12.2 Projects must take place within the Motueka Ward and demonstrate a clear benefit to the local community, including addressing an identified community need.
- 12.3 The Motueka Community Board acknowledges that there could be extraordinary circumstances whereby a project falls within the scope and principles of the special project fund but does not fully meet the requirements described in this policy. The Community Board reserves the right to consider and approve projects outside the maximum contribution, prescribed selection process and/or timeframe if:
 - 12.3.1 Funding for the financial year is still available after all funding is disbursed to projects selected through the annual Special Projects fund process;
 - 12.3.2 The project is a high priority which may be determined through community consultation; and
 - 12.3.3 A resolution is passed by the board making the decision to grant funding to the project including the reason for the extraordinary situation.

13 Timeframes for the Special Project fund process

| Stage | Action | Date |
|---|---|--|
| Review of projects/initiatives completed. | Full list of projects/initiatives reviewed for feasibility. Board confirmation/prioritisation of list for public consultation. | No later than the end of April |
| Community feedback | Shortlist provided to the public for feedback. Feedback compiled and reported back to the Board. | Feedback is to be received by no later than the end of May |
| Decision | Board decisions on projects or initiatives are to be funded at full meeting of the board. | No later than the end of June |

14 Review of this Policy

- 14.1 The rules, guidelines and monetary amounts set out in this policy are subject to change as a result of Council or Community Board review.
- 14.2 This policy may be amended either as part of a five yearly review or where one or both community boards have requested a review and proposed changes to the Policy.

Authorised by

Date of approval:

DRAFT

APPENDIX A: Special Projects Fund Project Assessment Form Template

| PROJECT | #1 | #2 | #3 | #4 |
|---|----|----|----|----|
| PROJECT NAME | | | | |
| ORGANISATION | | | | |
| Objective and Scope | | | | |
| What type of project is it? <i>Council Infrastructure or Community Project.</i> | | | | |
| Is it within Scope? Cannot be funded if for: <ul style="list-style-type: none"> - Ongoing operational costs - Costs that are not project specific - Costs that cannot be verified - Completed projects - Events or services | | | | |
| Principles | | | | |
| Does the project meet the general principles of for Special Project Funding? Note that projects cannot be funded if: <ul style="list-style-type: none"> - for personal benefit/commercial gain of an individual or organisation - they are the responsibility of central government - has already received SPF in the financial year | | | | |
| Criteria | | | | |
| Contribution to Council's Community Outcomes/the LTP? | | | | |
| Project demonstrates local community support? | | | | |
| Does it meet the definition of <i>Council Infrastructure Related Project or Community Project or Initiative, and benefit the whole community?</i> | | | | |
| Is it within the funding maximum amount? | | | | |
| If a council project, does it have the support of Council staff and is achievable with regard to resources/planning/time-frames and ongoing maintenance? | | | | |
| If a non-council project is there agreement from the property owner? | | | | |
| Are quotes for the project obtainable within selection timeframes? | | | | |
| Extraordinary Circumstances | | | | |
| If it does not fully meet the criteria, why not, and why should it be considered under extraordinary circumstances? | | | | |

APPENDIX B: Special Projects Action List Template

| Financial Year | Project | Decision and Funds | Status | Funding to date | Progress since last report | Board member and Council contacts |
|---|---|--|------------------------|--|---|--|
| <i>Financial year project funded for.</i> | <i>Name of the project and a brief description.</i> | <i>Enter date of resolution and funding allocated.</i> | <i>Choose an item.</i> | <i>Indicate funding spent to date or enter NIL</i> | <i>Indicate any progress on the project since the last Special Actions List report.</i> | <i>List Board member assigned to oversee and the key Council contact if a Council project.</i> |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

8.3 CHAIR'S REPORT

Information Only - No Decision Required

| | |
|----------------------------|---|
| Report To: | Motueka Community Board |
| Meeting Date: | 16 April 2024 |
| Report Author: | Terina Graham, Chair |
| Report Authorisers: | Richard Kirby, Group Manager - Community Infrastructure |
| Report Number: | RMCB24-04-3 |

1. Summary / Te Tuhinga Whakarāpoto

- 1.1 This is the Motueka Community Board Chairperson's regular monthly report.
- 1.2 *He tina ki runga, he tāmōre ki raro.* In order to flourish above, one must be firmly rooted below.
- 1.3 Relating this whakatauki (saying) to the Board: we all draw from our own experiences, knowledge, and perspectives, and must remain grounded, open to learn and grow. Our individual journeys have led us here together at this time, to represent and serve a greater purpose for our community.

2. Recommendation/s / Ngā Tūtohunga

That the Motueka Community Board

1. **receives the Chair's Report RMCB24-04-3; and**
2. **endorses the attached Motueka Community Board submission on the Tasman District Council's Long Term Plan 2024 – 2034, in Attachment 1 to the agenda report; and**
3. **delegates to the Chair of the Motueka Community Board the authority to submit and speak to the Motueka Community Board submission as part of the Long Term Plan 2024 – 2034 consultation process; and**
4. **agrees/declines to amend the Motueka Community Board meeting frequency from monthly to six-weekly meetings, to commence with the first meeting following the 16 April 2024 meeting.**

3. Updates from Chair

- 3.1 I acknowledge Board members have had a busy start to the year with two packed Board meetings for February and March. Discussing matters of importance for our community and the Board is an essential part of the democratic process that elected, and staff members should do as public servants. Thank you for your continued cooperation, patience, diligence, and respectful conduct to address all matters fairly.
- 3.2 Unfortunately, the Board no longer has a dedicated secretary, which has been challenging. I take this opportunity to thank Emma Gee for all her support and effort over the years

providing the Board with essential services. It is not a simple role, but she has performed it with professionalism and grace. On behalf of the Board our sincere thanks to you Emma.

- 3.3 I suggest we rename Chair's Report to 'Board Report', like Golden Bay Community Board.
- 3.4 Board member representation at various committee meetings and community engagement.
- 3.5 **Long Term Plan drop-in session** great turnout from staff and elected members, including the Mayor. Sadly, a poor turnout from community, which could be due to a few factors, late confirmation of session, date and venue changes, promotion. There's room for improvement.
- 3.6 **Long Term Plan Board submission.** Thank you, Board Member Armstrong for preparation and guidance and the four elected members input to complete the submission. Board to ratify as per item 2, **Attachment 1**.
- 3.7 Points covered in March meeting with National MP Maureen Pugh:
 - Cost of living, housing and homelessness crisis impacting our community.
 - Mental health and wellbeing concerns increase, and services being impacted.
 - Motueka bridge or By-pass for improved access and safety between Motueka, Riwaka and isolated regions such as Golden Bay.
 - Review of cost benefit and necessity of security resourcing across MSD offices nationwide.
 - Feedback of the positive presence and contribution with having a Community Constable.
- 3.8 I acknowledge Board Member Hughes for his tireless commitment supporting community member concerns with enforcement measures against alternative living options (caravans/tiny homes). The review of the 8-week rule before Council has come about from Board Member Hughes persistence and the support of the majority of Board members.

4. Committee Updates

- 4.1 **Arts Council** - Chair Graham: Judging took place 3 April with dozens of amazing artworks and twenty being selected for print to adorn the flagtrax managed by Our Town Motueka.
- 4.2 **Te Awhina Marae** - Board Member Armstrong: The Chair will invite a representative to May Board meeting to highlight what activity is happening at the marae.

5. National Community Boards – Board Member Armstrong

- 5.1 Board Member Armstrong will provide an overview of his attendance to the online meeting alongside 60 other Board members around the country.
- 5.2 Also refer to attached document: Better Support for Community Boards, **Attachment 2**.

6. Community Concerns

- 6.1 **Overflowing bins at Decks Reserve area.** It is not a good look to have overflowing bins at the entrances to an otherwise well-maintained public area, but many mornings and late evenings I have noticed overflowing bins. Over the New Year period I'm aware local businesses had their bins filled with excess rubbish. Between Deputy Chair Hutt and Councillor Maru this thankfully got resolved. At the February meeting **Smart Bins** were raised as a suggestion at Public Forum. Perhaps Council looks at investing in these or at least larger bins that can withstand the volume until it is emptied, which I understand is daily.
- 6.2 **Inappropriate comments:** As this has been a matter of discussion for the Board from Public Forum, I wish to acknowledge the stress Mr Hellyer and Mr Stevens have been through due to incorrect and inappropriate comments from former staff members at Council;

referring to them in emails on 2 November 2021: “part of the ongoing fantasy, they have created.” Insinuating that “Hellyer tells people that Council gave permission for people to bury cars..” On 20 February 2024 Council CEO sent an apology on behalf of the Council for any distress stating: “these comments were unprofessional and should not have been written”. To help form closure for these comments I met with Group managers Mr Kirby, Mr Manners and Mr Ridd, and separately with Mr Hellyer and Mr Stevens. The following actions are agreed as acceptable recourse.

6.2.1 Statement of Correction placed on the file, referencing the emails concerned so that future searches identify the subject email and statement of correction.

6.2.2 Acknowledgement in the Chair’s Report as formal record (as above).

7. Items from Board Members

- 7.1 Deputy Chair Hutt will provide an update in the Special Projects section of the agenda.
- 7.2 Board Member Hughes wishes it to be noted in the minutes that some Board members do not agree with Council’s position that we automatically adhere to a Code of Conduct without sighting and agreeing to it. The Board confirm the Code of Conduct was never presented to the Board during induction. On 7 August 2023 the Board secretary sent the code of conducts via email to Board members in preparation for a proposed workshop that was later cancelled by Council. In February 2024 a Board driven workshop with an external facilitator was conducted where the Board had opportunity to review and create a Board code of conduct.

8. Meeting Frequency

- 8.1 The Community Boards have been asked to consider their current meeting frequency and if this could be extended from the current monthly rotation to a six- weekly one. Council and Committees meet six-weekly.
- 8.2 The Democracy Services team is currently seriously under-resourced to support the Boards, and Council and Committees.
- 8.3 One option is to have Board meetings occur every six weeks, to better coincide with Council and Committee meetings.
- 8.4 The Board could consider meeting two-monthly if there are a limited number of decision reports.
- 8.5 Increasing the timing between meetings would reduce the costs to the Board with staff time for Agenda and meeting preparation and enable better use of the Elected Members time.

9. Any other items from Public Forum

- 9.1 Discussion on items from today’s Public Forum session.
- 9.2 Communicate outcomes and actions.

10. Action List




- 10.1 The Action List is attached for review, Attachment 3.

11. Correspondence

11.1 Correspondence list:

| Date | From | Subject |
|------------|-----------------------------------|--|
| 12/03/2024 | N Hughes (Board Member) | Interesting reading |
| 14/03/2024 | N Hughes (Board Member) | Aerodrome activities |
| 18/03/2024 | D Huelsmeyer | Motueka Aerodrome - Old Drums |
| 18/03/2024 | N Hughes (Board Member) | Transparency in dealings with LGNZ |
| 19/03/2024 | D Horn | Cycle lanes: A case of crash and learn |
| 22/03/2024 | N Hughes (Board Member) | Unreasonable complainant |
| 22/03/2024 | N Hughes (Board Member) | TDC digs up buried cars ! |
| 23/03/2024 | S Thompson (Motueka RDA) | Funding |
| 28/03/2024 | Dr M Reid (LGNZ) | Motueka Community Board code of conduct |
| 04/04/2024 | D Hayes (Alliance Manager) | Tasman Alliance - Planned Major Road Resurfacing Treatments |
| 04/04/2024 | P Dempsey on behalf of Mayor King | Minister of Local Government to Councils that have resolved to establish Maori wards |
| 08/04/2024 | Heather | Big bike film night |
| 09/04/2024 | N Hughes (Board Member) | Eight week definition? Enforcement requirements |

12. Attachments / Tuhinga tāpiri

- | | | |
|--|-------------------------------------|----|
| 1.  | Board LTP Submission | 65 |
| 2.  | Better Support for Community Boards | 66 |
| 3.  | Action List | 83 |

Motueka Community Board Submission to 2024 Long Term Plan (LTP)

April 2024

Please accept this paper as a formal submission by the four elected Motueka Community Board members to Tasman District Council on the Tasman 10-Year Plan 2024-2034.

The elected members of the Motueka Community Board acknowledge the difficulty faced by Tasman District Council to keep rates and fees low while ensuring its service standards and infrastructure management are at an acceptable level.

We recognise many residents in the Motueka Ward will find the proposed rates rise challenging. Many will find decreased services and less attention to infrastructure needs also unreasonable.

After reviewing and discussing the proposed options outlined in the LTP documentation the Board strongly agree with and support the proposal to include the new community swimming pool to start within the first three years of the 10-year plan. We also share our views on the following proposed options:

1. Financial Sustainability - The Board have varying opinions on options A & B but agree not to sell any valuable Council assets. Board members that agree with option B make it clear that services affecting front-line staff should be avoided e.g. reducing library hours, as this is a direct, tangible benefit for the community. Instead, we suggest a review of staffing and contractor requirements and system capabilities to help improve efficacy at the Richmond premises.

2.1: Transport - Sealed Road Maintenance - The Board agree on Option A to invest to maintain sealed road condition. This is equivalent to an average rates cost of \$149 per household/business per annum (\$2.87 per week).

2.2 Transport – Public Transport - The Board agree on Option C existing services remain with no enhancements. Equivalent to an average rates decrease of \$7 per household/business per annum.

2.3 Transport – Safety for Pedestrians and Cyclists – The Board agree Option A to a modest investment in improvements to safety for pedestrians and cyclists. This is equivalent to an average rates cost of \$43 per household/business per annum (.83cents per week).

3 Climate Change and Resilience - Due to varying opinions there is no consensus on the options provided. The Board do agree that there should not be an enhanced level of investment as per option b. The Board also agree that looking after the environment is essential and encourage all members to do be mindful of their personal impact on the environment. Some members of the Board are concerned with the climate change narrative and approach and encourage Council and community to seek advice, research, and literature from a wider source to ensure diligent and considered decision-making in the best interests of the community.

4 Investing in Community Facilities - The Board agree on Option A to invest in new and improved community facilities. This will accommodate the long-overdue wait for a community pool in Motueka as well as other needed facilities in smaller towns to better serve their communities. The Motueka swimming pool had rates cost of \$29 per household/business per annum (.55 cents per week). Combining all four facilities including the pool equates to a rates costs total of \$54 per household/business per annum approximately \$1.04 per week when the full cost commences.

On behalf of the Board thank you for your time and efforts to consult and give full consideration.

Ngā mihi,

Terina Graham – Chair Motueka Community Board

Better support for Community Boards

Community Board Executive Committee and
Local Government New Zealand

February 2024

FrankAdvice
better decisions

frankadvice.co.nz

Purpose

1. The purpose of this paper is to provide the Community Board Executive Committee (CBEC) and Local Government New Zealand (LGNZ) with options and advice for how to better support Community Boards in the future.

Recommendations

2. **Frank**Advice recommends that the CBEC and LGNZ:

- a) **note** that through surveys of Community Board members and Mayors, a workshop with CBEC members, and discussions with LGNZ staff, we identified that Community Boards generally fall into two categories:
 - Community Boards that are effective because their delegations and capabilities align with their communities' expectations.
 - Community Boards that are less effective because there is a mismatch between their delegations and capabilities and their communities' expectations.
- b) **note** that based on the information received during the project from CBEC, LGNZ, and Community Board members, **Frank**Advice has assessed what good practice looks like for councils and Community Boards.
- c) **note** that based on our assessment of good practice, we have developed five recommendations for how CBEC and LGNZ can better support Community Boards, within the scope of the levers held by CBEC and LGNZ.

- d) **agree** to the three short-term and two longer-term recommendations:

Short-term recommendations:

- **Recommendation 1:** Further publicise CBEC and LGNZ's current resources and services
- **Recommendation 2:** For Councils - build on this report's assessment of good practice and establish a programme of work to encourage good practice from councils
- **Recommendation 3:** For Community Boards - extend the current training and establish mentoring to encourage good practice from Community Boards.

Longer-term recommendations:

- **Recommendation 4:** Advocate for formalised agreements between Community Boards and councils.
- **Recommendation 5:** Determine CBEC's policy position on the purpose of Community Boards, now and into the future.

Background and context

CBEC and LGNZ are looking at options for how they can better support Community Boards in the future

3. In 2023, LGNZ contracted **FrankAdvice** to develop advice for CBEC on how CBEC and LGNZ can work together to better support Community Boards in Aotearoa New Zealand in the future.
4. As part of this work, **FrankAdvice** assisted CBEC and LGNZ to conduct surveys of Community Board members and Mayors in November 2023.¹ The findings of these surveys were workshopped with CBEC members and LGNZ staff in January 2024, with a view to developing options for how they can better support Community Boards in the future.²

What we heard from Community Board members and Mayors

5. We heard that the effectiveness of Community Boards is dependent on levels of council delegations and support, the capability of members, and levels of community engagement.
6. As a result, we found that Community Boards generally fall into two categories:
 - those that are effective because their delegations and capabilities align with their communities' expectations
 - those that are less effective because there is a mismatch between their delegations and capabilities and their communities' expectations.

Community Boards are a mechanism for local government to ensure that communities are involved in decisions

7. Community Boards were created by the local government reforms in 1989 as one way for community views, especially the views of communities that formed part of newly established large territorial authorities, to be represented in local government decisions.
8. The Local Government Act 2002 (the Act) allows - but does not require - territorial authorities to establish³ and disestablish⁴ Community Boards in their district. The Act

¹ These surveys covered the current state of Community Boards, what support they require to operate well, and what they will need in the future to meet the changing needs of their communities. The findings report for these surveys is attached at **Appendix 1**.

² The agenda and attendees of this workshop is attached at **Appendix 2**.

³ A Community Board can be established by a petition from a community within a territorial authority, or if the territorial authority wishes to establish one.

⁴ Community Boards can only be disestablished by a reorganisation Order in Council (which is issued by the relevant Minister), or based on a territorial authority representation review (a process that reviews the local government representation arrangements such as the number of councillors and how they are elected. These reviews must be conducted every six years).

requires that Community Boards consist of between 4 and 12 members, with at least half (with a minimum of 4) of these members being elected from the community represented by the Community Board. The territorial authorities may appoint councillors as the remaining members of the Community Board.

9. There are currently 111 Community Boards across 40 of the 67 rural and urban territorial authorities⁵ in Aotearoa New Zealand.
10. The Act describes the roles of Community Boards as:
 - representing and acting as an advocate for the interests of the community
 - considering and reporting on any matter referred to it by their council, and any issues of interest to the Community Board
 - making an annual submission to their territorial authority on expenditure
 - maintaining an overview of services provided by their council within their community
 - communicating with community organisations and special interest groups in the community, and undertaking any other responsibilities delegated by their council.
11. The Act requires councils to:
 - pay the expenses of Community Boards
 - provide administrative facilities and advice to Community Boards.
12. The remuneration for individual Community Board members for their work is set annually on a Board-by-Board basis by the Remuneration Authority.⁶ This remuneration is proportional to the population of the community covered by the Community Board, with a minimum of \$2,000 per annum (before tax). Additional allowances for Community Board members (e.g., for childcare, travel time, or vehicle kilometres) are determined entirely at the discretion of the Community Boards' council.
13. The interpretation and implementation of these roles and requirements varies across councils and Community Boards, meaning that each Community Board operates differently and has different delegations from their council, roles, and responsibilities.
14. Some councils use different mechanisms to ensure that the voices of communities are represented in local government decisions. These mechanisms include advisory committees, community engagement / consultation on specific issues, ward committees, or citizens' assemblies.

⁵ Henceforth referred to as councils in this paper.

⁶ The Remuneration Authority sets the pay for key public service office holders, such as Members of Parliament, judicial officers, and local government members, including Councillors.

CBEC and LGNZ support and advocate for the interests of Community Boards

15. CBEC represents Community Boards and acts as an advisory committee to the LGNZ National Council. LGNZ is governed by the LGNZ National Council, an elected body representing different local government interests from across Aotearoa New Zealand.
16. CBEC and LGNZ have identified the six key levers they have to support Community Boards:
 1. advocacy with central and local government
 2. communication
 3. building good relationships between Community Boards and their councils
 4. training of Community Board members
 5. holding conferences
 6. recognising and celebrating good practice.

Current issues / opportunities for Community Boards

17. Survey respondents and workshop participants identified the following issues that contribute to the reduced effectiveness of some Community Boards:

- Insufficient financial and decision-making delegations from councils to Community Boards, meaning that Community Boards are not able to deliver what their communities expect them to deliver.
- Lack of consistent or formalised input from Community Boards into council decisions at all levels, meaning the mechanism for including the voices of communities in council decision making is not necessarily effective.
- Poor relationships between some councils and Community Boards, such as a lack of involvement of councillors and Mayors in Community Board matters, or Community Board members being treated as separate from or inferior to the Council. This means that Community Boards are not getting the support or buy-in required to deliver or advocate for their communities.
- Unclear and inconsistent roles and responsibilities of Community Boards, meaning communities may expect something from Community Boards that they cannot deliver, or Community Board members feel disempowered.
- Lack of formal planning expectations or processes, meaning the agendas of Community Boards do not necessarily reflect community needs and aspirations.
- Lack of training and professional development for Community Board members, meaning they may not have the skills to operate effectively.
- Low remuneration for Community Board members and inconsistent allowances from Councils, meaning Community Board members feel they are not adequately compensated for their time and skills, or the position does not attract people with the necessary skills.

18. Survey respondents and workshop participants also identified the following opportunities for Community Boards to be more effective in the future:

- Focussing more on planning and delivering in partnership with communities, including exploring more formal ways of collecting and delivering community voices to councils.
- Fundamentally changing local government structures so that Community Boards are an essential part of a bottom-up approach to local governance.

Opportunities for CBEC and LGNZ to better support Community Boards

19. Drawing on the survey results, the workshop with CBEC members, and discussions with LGNZ staff, we have developed three short-term (before the next local body elections in October 2025) and two longer-term recommendations for how LGNZ and CBEC can better support Community Boards and respond to issues raised, within the scope of the levers held by CBEC and LGNZ.
20. We note that many of these options describe extensions on what CBEC and LGNZ are currently doing, meaning that implementation should be feasible.

Short-term – to achieve before the next local-body elections in October 2025

21. **FrankAdvice** recommends that in the short-term, CBEC and LGNZ:
 - **Recommendation 1:** Further publicise CBEC and LGNZ's current resources and services
 - **Recommendation 2:** For Councils – build on this report's assessment of good practice and establish a programme of work to encourage good practice from councils
 - **Recommendation 3:** For Community Boards – extend the current training and establish mentoring to encourage good practice from Community Boards.
22. We have outlined options and high-level implementation considerations under recommendations 2 and 3, as there are choices for CBEC and LGNZ to make about how these can be achieved within their budget and capacity.

Recommendation 1: Further publicise CBEC and LGNZ's current resources and services

23. We recommend that CBEC and LGNZ further publicise their current resources and services (e.g., inductions, advice, training, and professional development).
24. Many of the issues raised by Community Board members could be resolved by the current resources and services offered by CBEC and LGNZ, e.g., guidance materials, training, and professional development to improve skills, or targeted advice from LGNZ staff and/or CBEC members to resolve specific issues.
25. However, the survey indicated that many Community Board members did know about these services and would therefore benefit from more communication / regular reminders about what support is available to them.
26. While there is merit in some materials being updated (see option 2.1 below), simply ensuring a wider distribution of existing material and advertising current services would be useful, low-cost, and would not require LGNZ and CBEC to develop any new material.

27. However, (see option 2.2 below), some work would be required from CBEC and LGNZ to identify and reach those members who are not being reached by current communications, or participating in activities like induction, otherwise this issue will persist.
28. Increased awareness of current services will likely increase uptake of these services, which may create capacity issues for CBEC and LGNZ.

Recommendation 2: For councils – build on this report's assessment of good practice and establish a programme of work to encourage good practice from councils

29. Based on the information received during the project from CBEC, LGNZ, and Community Board members, **Frank**Advice considers that good practice for councils would include:
- providing the same amenities and allowances to Community Boards as other elected members (e.g., IT, email addresses, meeting rooms, swipe cards, parking, childcare and transport allowances). These amenities and allowances support Community Board members to do their job, and treating Community Board members the same as other elected members makes them feel included and improves their relationship with their councils. If implemented more broadly, LGNZ and CBEC would find it easier to contact Community Board members if they all have email addresses provided by their councils.
 - councillors and Mayors attending Community Board meetings. This is a key (if informal) mechanism for ensuring that the views of the Community Board are consistently brought back to the Council table. Also, it means that Community Board members are more likely to be across the wider issues being considered by their council.
 - setting agendas in collaboration between Community Board members, chairs, and council staff. Those Community Boards who have control over or input into their agendas feel more effective and supported than those Community Boards whose agendas are set by their council. Agenda setting is a common area of contention between Community Boards and councils, so LGNZ and CBEC providing guidance in this area would be a straightforward way to help improve relationships between Community Boards and councils.
 - providing Community Boards with information and advice about issues they are interested in and have input on (e.g., reports, briefings, informal meetings between members and Council staff).
 - publicising Community Board elections, including the number of nominations received. This increases the awareness of Community Board elections in the community and improves the likelihood that people with the right skills nominate themselves for Community Board membership.
30. We recommend that CBEC and LGNZ build on this report's assessment of good practice by engaging / confirming with their members that the list above is complete. This is an exercise that CBEC could lead.

31. We then recommend that CBEC and LGNZ establish a programme of work to communicate, advocate, and train for good practice from councils to help improve and standardise the support Community Boards get from councils.

32. The table below outlines some options that CBEC and LGNZ could include in this programme of work – these options are not exclusive.

| No. | Option | High-level implementation considerations |
|-----|--|--|
| 2.1 | <p>Communicate with councils about what good practice council support for Community Boards looks like by:</p> <ul style="list-style-type: none"> • promoting CBEC and LGNZ's existing materials⁷ with council officials, especially democracy services staff with responsibility for Community Boards • producing materials specific to the management of Community Boards, such as case studies of national good practice, or guides for council staff about specific issues such as agenda setting or election management. | <p>This is a relatively low-cost option as it would, at most, require additions / adaptations to existing LGNZ and CBEC materials.</p> <p>However, some work would be required from LGNZ and CBEC to ensure that this advice lands well, such as establishing relationships with key council officials and working with them to ensure the advice is useful and responds to their needs.</p> |
| 2.2 | <p>Advocate to specific councils about improving their support for their Community Boards, including addressing and managing specific issues raised by Community Boards. This could also include targeted advocacy around elections, such as CBEC and LGNZ monitoring nominations and advocating for councils to do more advertising.</p> <p>This would be an extension of the advisory and support services CBEC and LGNZ currently provide to be more proactive, rather than waiting for issues to be raised by Community Board members or councils.</p> | <p>This would require CBEC and LGNZ to identify the specific councils that need targeting through engagement with Community Board members.</p> <p>This engagement could mostly be done through existing communication channels with Community Board members (e.g., zoom meetings, Facebook, CBEC newsletter, surveys). However, some work would be required from CBEC and LGNZ to identify and reach those members who do not engage in these channels to ensure that their views / needs are captured, especially because these members are those most likely to be disengaged from their councils.</p> |

⁷ Such as 'The Good Governance Guide' or the 'Guide to Community Boards'.

| No. | Option | High-level implementation considerations |
|-----|--|---|
| 2.3 | Train council officials, especially staff with responsibility for Community Boards, about the roles of Community Boards and how best to support and manage them. This could be a formal training programme, or informal meetings / workshops. We understand that LGNZ has previously done training of this nature with council staff. | This is a higher-cost option as it would require LGNZ and CBEC to develop and deliver this training. There would be options to target this training to specific councils and / or deliver it online to reduce costs. It may be beneficial to investigate partnering with Taituarā ⁸ to deliver this training or leveraging the internal training done by Councils. |
| 2.4 | Award councils who demonstrate good practice for their Community Boards. | This would build on existing awards for Community Boards, and could be launched during the LGNZ conference, to be held in August 2024. |

Recommendation 3: For Community Boards – extend the current training and establish mentoring to encourage good practice

33. While councils have a significant amount of influence over the effectiveness of Community Boards, Community Board members also have an opportunity to maximise their effectiveness independent from their Councils.
34. Based on the information received during the project from CBEC, LGNZ, and Community Board members, **FrankAdvice** considers that additional training for Community Boards should include:
- understanding the statutory roles of Community Boards.
 - using effective chairing techniques and meeting protocols to ensure that meetings are as productive as possible.
 - using formal short- and long-term planning tools and processes. Planning processes will likely help Community Boards decide on their priorities and help council staff plan for what support / information will be needed.
 - using self-reflection and retrospective / self-evaluation tools and processes. This will likely help Community Boards:
 - communicate what they have achieved to councils, demonstrating their value
 - understand what went well and how to do better next time.
 - engaging with communities to understand their needs and priorities and delivering these to council.
35. We recommend that LGNZ and CBEC build on this report's assessment of suggested additional training by engaging / confirming with their members that the list above is complete.

⁸ A membership network that provides networking and professional development opportunities for professionals working in and for local government.

36. We then recommend that CBEC and LGNZ extend their current programme of work to communicate and train for good practice from Community Boards.
37. We understand that LGNZ currently conducts inductions of elected members (including Community Board members), delivers an ongoing learning programme and has an online learning platform with content that is designed for elected members (e.g., governance basics, community engagement, and chairing techniques) but with no content specifically for Community Board members.
38. The table below outlines some options for how LGNZ and CBEC could extend their current programme – these options are not exclusive.

| No. | Option | High-level implementation considerations |
|-----|---|---|
| 3.1 | <p><i>(similar to option 2.1 above)</i> Communicate more with Community Board members and chairs about what good looks like by:</p> <ul style="list-style-type: none"> • promoting LGNZ and CBEC's existing materials⁹ with Community Board members • providing more case studies of national good practice • providing examples, e.g., agendas, Community Board plans, retrospective questions, or reports from Boards to Councils. | This would require identifying some case studies and collating good examples from Community Boards around the country. |
| 3.2 | <p><i>(ties in with Recommendation 1 above)</i> Communicate more with Community Board members about what training is currently available to them.</p> | This is a low-cost option as current training modules in LGNZ's online learning tool are likely to be useful for many Community Board members, especially in the short-term (e.g., training on chairing a meeting or community engagement techniques is not unique to a Community Board). |

⁹ Particularly the 'Community Board Chair guide'.

| No. | Option | High-level implementation considerations |
|-----|---|--|
| 3.3 | <p>Specifically train Community Board members and chairs about:</p> <ul style="list-style-type: none"> the roles of Community Boards effective meeting chairing techniques and protocols planning tools and processes that Community Boards can use self-reflection and evaluation tools community engagement techniques. <p>(similar to 1.3 above) This could be a formal training programme for Community Board members individually or as a collective (e.g., members of a particular Community Board get trained together), or informal one-off meetings / workshops conducted by LGNZ / CBEC members to support Community Boards through a particular issue (e.g., a retrospective session).</p> | <p>This is a higher-cost option as it would require CBEC and LGNZ to develop training specific for Community Board members, although much of this could be adapted from existing training and materials. There may be an opportunity to investigate councils subsidising the development of the courses or covering some of the costs of Community Board members attending courses as part of their professional development spending.</p> |
| 3.4 | <p>Connect Community Board members with each other so they can discuss issues, learn from each other, and network.</p> <p>We understand that LGNZ and CBEC currently hold Zoom sessions and have a Facebook group for Community Board members.</p> | <p>Depending on demand from Community Board members, this could look like connecting individual members in person or by email, setting up a mentoring network, or more proactive promotion of the current Zoom sessions and Facebook Group.</p> <p>Current opportunities to connect and additional opportunities that could be made available could be discussed during the Community Boards Conference in August 2024.</p> |

39. An option that we discussed at the workshop was to conduct a cost-benefit analysis of Community Boards (either in general, or of specific Community Boards) to demonstrate their effectiveness.
40. Upon further investigation, there are some issues with this option. That is there are potentially barriers to getting the information required to conduct a robust analysis, and while the work of Community Boards inherently have merit – so do most of Council's activities and ultimately there would be a need to demonstrate a greater effectiveness than other Council services.
41. An alternative option to address the underlying issue of demonstrating the value of Community Boards is that CBEC and LGNZ support Community Boards to engage in self-reflection and retrospectives / evaluations that will help them demonstrate what they have achieved to their council (as discussed above).

Longer-term – to achieve after the next local-body elections in October 2025

42. **Frank** Advice recommends that in the longer-term, CBEC and LGNZ:

- **Recommendation 4:** Advocate for formalised agreements between Community Boards and councils
- **Recommendation 5:** Determine CBEC's policy position on the purpose of Community Boards, now and into the future.

Recommendation 4: Advocate for formalised agreements between Community Boards and councils

43. We recommend that CBEC and LGNZ advocate to councils for formalised agreements between Community Boards and councils. This has been included as a long-term option rather than a short-term option because while advocacy work can start now, it is likely to take time to achieve.

44. Many of the issues raised by Community Board members stem from a lack of clarity about roles and responsibilities and inconsistent and inadequate support from their councils.

45. Individual, formalised agreements between Community Boards and councils would help clarify roles and responsibilities and the amount of support a Community Board can expect, while maintaining local flexibility. Depending on the needs of the Community Board, these agreements could include specifics of:

- the scope and responsibilities of the Community Board
- the financial delegations from the Council to the Community Board
- how the Community Board's views will be considered by the Council
- the processes for setting agendas
- the policy support that the council will provide
- the attendees of Community Board meetings (including councillors and Mayors)
- the Council's expectations of the Community Board's community engagement
- Council's expectations of the Community Board's planning processes.

46. A formalised agreement between a Community Board and their council that details responsibilities could also provide members of that Community Board with evidence to provide to the Remuneration Authority to advocate for higher remuneration.

Recommendation 5: Determine CBEC's policy position on the purpose of Community Boards, now and into the future

47. We recommend CBEC determine its policy position on the purpose of Community Boards, then consider how that purpose should be implemented, and where legislative change (both primary and secondary) would be needed.

Exploring legislative change would include considering, in detail:

- in what circumstances Community Boards should be established and disestablished
how Community Boards and councils should work together, including what decisions Community Boards should be responsible for / delegated, and what council decisions they should have input into and how
- what the appropriate level of administrative facilities, advice, and other support Community Boards and Community Board members would be do their job effectively
- what the appropriate level of financial and decision-making delegations from Councils to Community Boards would be (including options for a sliding scale)
- what remuneration for Community Board members should look like
- what election processes should look like, including whether longer nomination times or a minimum number of nominations are needed.

48. A policy process will be required to answer these questions, including appropriate engagement with Community Board members, councils, and other stakeholders. If, through this process, CBEC identifies that legislative change is needed CBEC will need to advocate to the Minister of Local Government and / or the Minister of Internal Affairs. This work will also need to consider the ongoing Future for Local Government review.

Next Steps

49. This draft advice will be reviewed by LGNZ and the chairs of CBEC. **Frank**Advice will update this advice based on their feedback.

50. This advice will then be considered by CBEC at their meeting in February 2024.

Appendix 1 – Findings Report

Attached as a separate document.

Appendix 2 – Workshop agenda and attendees

Thursday 25th January 2024, 8:30am to 10:30am, online

Attendees

CBEC Members

Jessie McVeagh – Zone 1 representative (apology)
John Stewart – Zone 1 representative
Carolyn Hamill – Zone 2 representative (apology)
Sarah Lucas – Zone 3 representative
Jackie Elliott – Zone 4 representative
Simon Britten – Zone 5 representative (apology)
Regan Horrell – Zone 6 representative

Attendees from LGNZ

Dr Mike Reid – Principal Policy Advisor
Chloe Stewart – Policy team Coordinator

Facilitators from FrankAdvice

Hannah McGlue – Head of Policy
Andrea Black – Principal Policy Consultant
Kira Oldfield – Senior Policy Consultant

Background and Purpose

The purpose of this workshop is to discuss and agree options for how CBEC and LGNZ could better support Community Boards in the future. After the workshop, these options will be developed and advice on their implementation will be provided to CBEC and LGNZ in February.

Surveys of Community Board members and Mayors of Councils with Community Boards were conducted in November 2023. The surveys asked members and Mayors for their views on how things are currently working to generate ideas and identify opportunities for CBEC and LGNZ to create positive change in the future. The key messages and detailed findings of these surveys were provided to LGNZ and CBEC in December 2023.

In this workshop we intend to:

- briefly talk through what we heard from the surveys
- discuss the ideal future state for Community Boards, given what we now know about how things are currently working from the surveys
- discuss and agree options for how CBEC and LGNZ can support for Community Boards and Councils to move towards this ideal future state.

The proposed agenda for our workshop, and some questions to think about, are overleaf. If you wish to get in touch before the meeting, please do not hesitate to contact either:

- Chloe Stewart at LGNZ – chloe.stewart@lgnz.co.nz
- Kira Oldfield at **FrankAdvice** – kira@frankadvice.co.nz

Agenda

Item One (Hannah)

Opening, introductions, and whakawhanaungatanga

8:30 - 8:50am
20 minutes

Item Two (Kira)

Brief overview of what we heard from the surveys

8:50 - 9:00am
10 minutes

Item Three (Andrea and Kira)

Brainstorm the ideal future state for Community Boards, individually and in groups:

- What should the role of Community Boards be in the future? (e.g., *What should Community Boards be doing? How should Community Boards be connected to their community? How should Community Board members be supported? What should the relationships between a Community Board and their Council look like?*)
- Based on what we heard from members, what needs to be different to fulfil this role?

9:00 - 9:30am
30 minutes

Item Four

Screen break

9:30 - 9:40am
10 minutes

Item Five (Andrea and Kira)

Develop options for how CBEC and LGNZ can support Community Boards and Councils to move towards this future state, in groups:

- What could CBEC and LGNZ do for Community Board members?
- What could CBEC and LGNZ do so that Councils can better / differently support community Boards?

9:40 - 10:10am
30 minutes

Item Six (Andrea and Kira)

Round-up to ensure that all views have been heard, and vote on proposed options to determine which will be developed

10:10 - 10:25am
15 minutes

Item Seven (Hannah)

Discuss next steps and close

10:25 - 10:30am
10 minutes

Division:**Committee:** Motueka Community Board**Officer:****Date From:****Date To:****Action Sheets Report****Printed:** Tuesday, 9 April 2024 4:02:27 PM

| Meeting | Officer/Director | Section | Subject |
|--|-------------------|-----------------------|--|
| Motueka Community Board 19/09/2023 | Lynne Hall | Chair's Report | Printed wrappers for rubbish bins |
| 06 Oct 2023 10:35am McLean, Kelsey | | | |
| It was requested that Councillor Walker liaise with Lynne Hall regarding the rubbish bins in Motueka being painted and report back to the next meeting. | | | |
| 31 Oct 2023 9:37am Gee, Emma | | | |
| Lynne Hall has ordered colour liners and working on quote for wrap for bin lids | | | |
| 27 Nov 2023 12:43pm Gee, Emma | | | |
| Councillor Walker - awaiting quote from Lynne Hall | | | |
| 29 Feb 2024 11:24am Gee, Emma | | | |
| Councillor Walker awaiting update from Lynne Hall | | | |
| 14 Mar 2024 9:58am Gee, Emma | | | |
| It was decided some time ago that painting would not work and we look into printed wrappers. Lynne has approached the Motueka printers on a number of occasions to get a quote for bin wrappers (designs by the Youth Council) and have not had yet had a response. Lynne just called again – they will get back to her in a couple of days. | | | |
| 22 Mar 2024 9:17am Gee, Emma | | | |
| Deputy Chair received the quote from Image Creators. Lynne Hall has received the quote and forwarded it to Councillor Walker who will table it at the Youth Council meeting next week | | | |

| Meeting | Officer/Director | Section | Subject |
|---|-------------------|-----------------------|--|
| Motueka Community Board 21/11/2023 | Brent Maru | Chair's Report | Workshop for Motueka Community Board Standing Orders and Council's complaints process |
| 04 Dec 2023 11:03am Gee, Emma | | | |
| Chair Maru to arrange a Board workshop for Motueka Community Board Standing Orders and Council's complaints process | | | |
| 21 Dec 2023 1:47pm Gee, Emma | | | |
| Democray Services arranging | | | |
| 29 Feb 2024 11:27am Gee, Emma | | | |
| Ongoing | | | |

Division:**Committee:** Motueka Community Board**Officer:****Date From:****Date To:****Action Sheets Report****Printed:** Tuesday, 9 April 2024 4:02:27 PM**22 Mar 2024 9:18am Gee, Emma**

Ongoing

08 Apr 2024 2:24pm Gee, Emma

Chair to arrange workshop for Board to discuss potential amendments in standing orders

| Meeting | Officer/Director | Section | Subject |
|--|----------------------|-----------------------|--|
| Motueka Community Board 19/12/2023 | Richard Kirby | Chair's Report | Matters raised by Mr Hellyer at November's Public Forum |
| 22 Dec 2023 8:58am Gee, Emma | | | |
| Mr Kirby to report back on the processes to appropriately acknowledge and respond on the matters raised by Mr Hellyer at November's Public Forum | | | |
| 29 Feb 2024 11:28am Gee, Emma | | | |
| Staff responding | | | |
| 22 Mar 2024 9:19am Gee, Emma | | | |
| Motueka Community Board to discuss offline | | | |
| 08 Apr 2024 2:24pm Gee, Emma | | | |
| Meetings had between all parties, aim to be resolved at April's meeting | | | |

| Meeting | Officer/Director | Section | Subject |
|---|---------------------|-----------------------|---|
| Motueka Community Board 20/02/2024 | Barry Dowler | Chair's Report | Motueka Aerodrome noise complaints |
| 01 Mar 2024 2:56pm Gee, Emma | | | |
| Motueka Aerodrome noise complaints - Councillor Dowler to meet with interested parties, report back and invite Senior Enterprise Portfolio Officer, Stephen Batt, to the next meeting | | | |
| 14 Mar 2024 9:57am Gee, Emma | | | |

Division:**Committee:** Motueka Community Board**Officer:****Date From:****Date To:****Action Sheets Report****Printed:** Tuesday, 9 April 2024 4:02:27 PM

Stephen Batt met with CR Dowler and Inflight representatives to discuss the noisy aircraft that features in a number of complaints, it was decided to meet with the company director from Auckland to see if anything can be rectified and this meeting is scheduled for this Friday 15/03/2024. , A subsequent complaint has been received from Daniel Huelsmeyer which sent to the Leonie Rae and all Councillors. A working group within council has been set up to respond on council's multiple responsibilities that this matter raises. Please note that Mr Huelsmeyer is challenging all facets of the aerodrome operation both through Council and the Civil Aviation Authority.

22 Mar 2024 9:20am Gee, Emma

Councillor Dowler will come back to the board with the costs to Motueka Airport due to investigations they have had to undertake in response to complaints

| Meeting | Officer/Director | Section | Subject |
|--|-------------------|-----------------------|-----------------------------------|
| Motueka Community Board 20/02/2024 | Brent Maru | Chair's Report | Police, FENZ and Ambulance |
| 01 Mar 2024 2:58pm Gee, Emma | | | |
| Councillor Maru to check in monthly with local Police, Fire and Ambulance services | | | |
| 22 Mar 2024 9:20am Gee, Emma | | | |
| Councillor Maru to check in regularly | | | |
| 08 Apr 2024 2:25pm Gee, Emma | | | |
| Date being set for May/June | | | |

| Meeting | Officer/Director | Section | Subject |
|---|---------------------|-----------------------|--|
| Motueka Community Board 19/03/2024 | Tony Strange | Chair's Report | Tables on the Riwaka side of Motueka Bridge |
| 09 Apr 2024 3:51pm Gee, Emma | | | |
| Maintenance on tables at Motueka bridge / and other items that are put in place from special projects | | | |
| 09 Apr 2024 3:52pm Gee, Emma | | | |
| Not under Parks Maintenance contract with Nelmac sits with the Rivers Team. Any items/assets that might be installed either as a board funded initiative or as part of a wider project will be maintained under the parks contract so long as notified and is handed over as part of the variation to the contract process. | | | |

| | | |
|-----------------------------|-------------------------|--|
| Division: | | Date From: |
| Committee: | Motueka Community Board | Date To: |
| Officer: | | |
| Action Sheets Report | | Printed: Tuesday, 9 April 2024 4:02:27 PM |

| Meeting | Officer/Director | Section | Subject |
|--|------------------|----------------|---------------|
| Motueka Community Board 19/03/2024 | Tony Strange | Chair's Report | Seating Plans |
| 09 Apr 2024 3:53pm Gee, Emma Mr Strange to liaise with Mr David Kemp in regards to seating plans, underway | | | |

| Meeting | Officer/Director | Section | Subject |
|--|------------------|----------------|--|
| Motueka Community Board 19/03/2024 | David Armstrong | Chair's Report | Board's submission to the Long Term Plan |
| 09 Apr 2024 3:54pm Gee, Emma Board members were invited to attend the Long Term Plan Community Engagement at the Memorial Hall on 3 April 2024, 4:00 – 7:00 pm and Board Member Armstrong would lead the drafting of the Board's submission to the Long Term Plan. | | | |
| 09 Apr 2024 3:54pm Gee, Emma Submission done and attached to the April Chairs Report | | | |

| Meeting | Officer/Director | Section | Subject |
|---|------------------|----------------|----------------|
| Motueka Community Board 19/03/2024 | Steve Manners | Chair's Report | Correspondence |
| 09 Apr 2024 3:56pm Gee, Emma The Board would like the correspondence between LGNZ and TDC regarding the Motueka Community Board Code of Conduct emails 2023 without the content redacted. | | | |

8.4 FINANCIAL SUMMARY**Information Only - No Decision Required**

| | |
|----------------------------|--|
| Report To: | Motueka Community Board |
| Meeting Date: | 16 April 2024 |
| Report Author: | Liz Cameron, Assistant Management Accountant |
| Report Authorisers: | Kurt Clayworth, Management Accountant |
| Report Number: | RMCB24-04-4 |


1. Summary / Te Tuhinga Whakarāpoto

- 1.1 The financial report for the period ending 31 March 2024 is attached (**Attachment 1**).
- 1.2 The net financial position as at 31 March is a deficit of \$2,354.
- 1.3 Community Board expenses during March were workshop food and training.
- 1.4 The net position of the Motueka Community Board's overall funds as at 31 March 2024 is a surplus balance of \$191,693.

2. Recommendation/s / Ngā Tūtohunga

That the Motueka Community Board receives the Financial Summary report RMCB24-4-4

3. Attachments / Tuhinga tāpiri

- 1.   Financial Summary

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TASMAN DISTRICT COUNCIL
Motueka Community Board
March 2024

| Profit and Loss | Monthly Actual | Month Budget | | March YTD Actual | Year End Annual Budget | Annual Budget % | Budget 2023/24 |
|--|----------------|---------------|-------------|------------------|------------------------|-----------------|----------------|
| REVENUE | | | | | | | |
| CCB rate | 10,305 | 10,288 | 100% | 92,745 | 123,451 | 75% | 123,451 |
| Motueka Market | 3,240 | 1,470 | 220% | 10,078 | 14,033 | 72% | 14,033 |
| Closed Account Interest | 164 | 137 | 120% | 1,475 | 1,648 | 89% | 1,648 |
| Total revenue | 13,709 | 11,895 | | 104,298 | 139,132 | | 139,132 |
| EXPENSE | | | | | | | |
| Remuneration | | | | | | | |
| Chairperson Monthly Salary | 1,303 | 1,303 | 100% | 2,228 | 15,634 | 14% | 18,514 |
| Members | 1,954 | 2,232 | 88% | 21,823 | 26,781 | 81% | 23,901 |
| Community Board Members Reimbursements | 129 | 599 | 22% | 6,180 | 7,186 | 86% | 7,186 |
| Miscellaneous | | | | | | | |
| Community Board discretionary fund | 1,387 | 644 | 215% | 7,794 | 7,529 | 104% | 7,529 |
| Youth Development Fund | 0 | 0 | 0% | 0 | 1,000 | 0% | 1,000 |
| Community Board Special Projects | 10,000 | 0 | 0% | 60,666 | 57,139 | 106% | 57,139 |
| Community Board Expenses | 2,855 | 44 | 6488% | 3,217 | 16,951 | 19% | 16,951 |
| Litter Cart | 0 | 0 | 0% | 3,261 | 4,348 | 75% | 4,348 |
| Motueka CB Sculpture maintenance | 0 | 90 | 0% | 0 | 1,081 | 0% | 1,081 |
| Cost of Elections | 0 | 0 | 0% | 1,484 | 1,484 | 100% | 1,484 |
| Total expenses | 17,628 | 4,912 | 359% | 106,652 | 139,133 | 77% | 139,133 |
| Net Charges | (3,919) | 6,983 | | (2,354) | (1) | | |

August Year to date

Equity

| | |
|--|----------------|
| Opening Surplus/(Deficit) Balance 1 July 2023 | 194,047 |
| Net Income Surplus/(Deficit) March 2024 | - 2,354 |
| Closing Surplus/(Deficit) Balance 31 March 2024 | 191,693 |

Notes to the accounts

A) Discretionary fund

| | |
|--------------------------------------|---------------|
| Balance brought forward from 2022/23 | 10,857 |
| Plus budget allocation | 7,529 |
| Available funds | 18,386 |
| Less Expenditure | 7,793 |
| Remaining Balance | 10,593 |

Discretionary fund expenditure

| | |
|--|--------------|
| Motueka Events | 700 |
| Oceania Medical | 556 |
| Community House | 700 |
| Crafty Tarts | 700 |
| Riding for the Disabled | 627 |
| Blue Penguin Trust | 700 |
| Pony Club | 513 |
| Seed Hunter Tribe | 700 |
| Motueka Art Group | 550 |
| Riding for the Disabled | 660 |
| Takaka Hill Biodiversity Group | 687 |
| Big Brothers Big Sisters | 700 |
| Total expenditure to March 2024 | 7,793 |

B) Youth development fund

| | |
|------------------------------------|--------------|
| Balance brought forward from 22/23 | 3,825 |
| Plus budget allocation | 1,000 |
| Available Funds | 4,825 |
| Less expenditure | 0 |
| Remaining Balance | 4,825 |

Youth development fund expenditure

| | |
|---------------------------------------|----------|
| Takaka Hill Biodiversity Group | 0 |
|---------------------------------------|----------|

C) Special Projects

| | |
|------------------------------------|----------------|
| Balance brought forward from 22/23 | 151,666 |
| Plus budget allocation | 57,139 |
| Available funds | 208,805 |
| Less expenditure | 60,666 |
| Remaining balance | 148,139 |

Special Projects Expenditure

| | |
|---|---------------|
| Our Town Motueka Flag Trax | 10,000 |
| Our Town Motueka Historical plaques | 10,666 |
| Contribution to Skate Park | 30,000 |
| Little Kaiteriteri to Stephens Bay Contribution | 10,000 |
| Total expenditure to March 2024 | 60,666 |

8.5 SPECIAL PROJECTS ACTION LIST

Information Only - No Decision Required

| | |
|----------------------------|---|
| Report To: | Motueka Community Board |
| Meeting Date: | 16 April 2024 |
| Report Author: | Emma Gee, Team Leader - Customer Services (Motueka) |
| Report Authorisers: | |
| Report Number: | RMCB24-04-5 |

1. Summary / Te Tuhinga Whakarāpoto

1.1 Attached is the Special Projects Action List for the Motueka Community Board to review.

2. Recommendation/s / Ngā Tūtohunga

That the Motueka Community Board receives the Special Projects Action List report RMCB24-04-5

3. Attachments / Tuhinga tāpiri

1.   Special Projects Action List

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Special Projects Action List

| Projects 2019/20 | Funds | Status | Overseer |
|--|----------|--|--|
| Playground Update Thorp Bush and North (carried over 2017/18) Resolution 17/10/17 | \$10,000 | <p>20/10/20 Stage 1 of Youth Council lead project at Thorp Bush to begin 1. <i>repaint existing playground at Thorp Bush (doc leaf green to blend with the natural environment)</i> 2. <i>replace damaged plastic components with new colourful components.</i></p> <p>18/05 Should be completed by end of June 2021</p> <p>15/06 Chair Maru to email update to the Board, delay in equipment</p> <p>20/07 Repainting has been carried out</p> <p>11/08 Awaiting a plastic component but largely complete</p> <p>16/11 Project Completed</p> <p>21/12 Awaiting a staff report</p> <p>15/02/22 Mr Kirby to follow up with staff on standard of painting</p> <p>28/02 Confirmation from Lynne Hall, “not a great paint job and the contractors have already returned once to tidy up their earlier efforts. It could still do with improvement. Lynne has raised this with the contractor and we will visit the site to assess the quality of work and arrange for some remedial work to be implemented”</p> <p>15/03 Youth Council will attend the next meeting</p> <p>19/4 A Takahasi confirmed painting still not done – Emma referred to Lynne Hall</p> <p>27/4 Lynne advised contractor arranging</p> <p>17/05 remedial painting not done – ongoing</p> <p>06/07 Lynne checking if the remedial painting has been carried out</p> <p>16/08 Richard Kirby to check and if paid</p> <p>1/12 Email received from Grant Reburn, Reserves & Facilities Officer, <i>Staff recently engaged Future Landscapes (independent playground inspectors) to carry out a comprehensive check of the Te Maatu Thorp Bush Reserve Playground as part of a District wide check of playgrounds against the New Zealand Playground Standards. The last such inspection of playgrounds was carried out approximately 5 years ago. Weekly inspections of playgrounds are carried by Council’s contractor Nelmac to check for obvious maintenance and safety issues. The Future Landscapes inspection is a more in-depth and comprehensive assessment of each playground. The recent inspection highlighted a number of safety issues related to the design and deterioration of materials on the Junior Playground and the inspectors recommended its removal.</i></p> <p><i>Because of the large number of items that needed remedial work or replacement, staff dismissed the option of repairing the playground equipment particularly when some components are nearing the end of life.</i></p> | Motueka Youth Council/CR Walker, Tony Strange |

| Projects 2019/20 | Funds | Status | Overseer |
|------------------|-------|--|----------|
| | | <p><i>Another factor in the decision to remove the playground rather than remediate it was that a new playground has already been signalled as a capital item in the 2023/24 Annual Plan with consultation to occur this year. It was unfortunate that painting of the playground structures by the Youth Council was completed only about 8 months ago however one of the painted structures will be remaining until a new playground is installed. The swing set will also be remaining on site. Any future funding for the new playground has to be considered alongside several other capital projects in the Annual Plan in 2023/24.</i></p> <p>20/12 Chair Armstrong to provide an explanation to YC, Tiegan Maru- done</p> <p>21/03 Ongoing, YC still keen to decorate bins</p> <p>18/04 Ongoing with YC, KMB and Tony Strange reserves staff</p> <p>16/05 Ongoing, Tony working with YC</p> <p>12/06 – Update form grant, discussion had with Youth Council. Further consultation required. Iwi consultation also needed. Spacial design and layout will follow along with high level presentation to the Board.</p> <p>Physical works on playground not funded until new financial year.</p> <p>18/07 Tony will engage with Iwi and YC then come back to the Board</p> <p>10/08 Update form Tony, No further progress this month. Intention is to consult with Iwi advisors by the end of August. This will help with planning the next steps in consultation with Iwi regarding level of information that should be presented.</p> <p>17/08 YC back up and running need to liaise with them also and for skatepark</p> <p>20/02/24 On hold</p> | |

| Projects 2020/21 | Funds | Status | Overseer |
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| Accessible Playground Equipment Decks Reserve Resolution 15/12/20 | \$30,000 | <p>16/02/21 Awaiting quote from Lynne Hall</p> <p>20/07 Chair Maru to have a conversation with Susan Edwards and Janine Dowding</p> <p>17/08 Awaiting update from Susan Edwards</p> <p>28/02 Lynne has approached 3 playground companies before Christmas hopefully they will come back with something soon</p> <p>15/03 Youth Council keen for a carousel, ongoing</p> <p>15/11 Mr Kirby informed the Board of delays in sourcing accessible playground equipment</p> | Cr Walker/Tony Strange |

| Projects 2020/21 | Funds | Status | Overseer |
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| | | <p>03/02/23 Update from Grant Reburn, Reserves Officer: <i>Staff have been planning the upgrade of Decks Reserve Playground items and are currently preparing a layout plan. A wheelchair carousel has been ordered and should be delivered within the next month. This item will be funded by the Motueka Board's special projects fund which had \$30,000 allocated for a carousel in 2022/23. The carousel installation will occur at the same time as the other playground items which depending on supply times and contractor availability is expected to be around May this year.</i></p> <p>18/04 Carousel purchased, staff working on layout design</p> <p>09/05 Staff to share design with Members prior to the May meeting and will be present for feedback</p> <p>16/05 Initial design plan presented to Members</p> <p>12/06 Update from Grant, following presentation to Board in May further incorporation of playground elements will continue. Further allocation of funding from the Board would provide for more accessible opportunities. Accessible Carousel purchased with Board funded 30K. for financial summary at bottom of spreadsheet</p> <p>06/07 Update from Tony Strange Currently acquiring an estimate for the entire play area footprint to be reinstated with rubber matting so that we can present these costs to the Board and they can decide to reallocated funding to accommodate this</p> <p>18/07 Concept plan and quote tabled, Tony to provide more detailed costings and visuals, also provide a breakdown that is quantified in stages while also providing a cost for the entire project</p> <p>10/08 Update from Tony, not enough competitive financial information as our consultants have only been able to include costs from one supplier, ongoing</p> <p>15/08 Update to be provided at the September meeting</p> <p>10/11 Tony Strange will be meeting with members of CCS Disability Action regarding design considerations and advice</p> <p>21/11 Ongoing, Tony working on quotes, planning to add a basketball hoop</p> <p>19/12 Tony to report back to the Board in February</p> <p>20/02/24 Tony noted that this there is a procurement process. There has been reprioritisation of existing budgets with good news \$200,000 added for this project. Mr Strange will start ordering for this project within two weeks</p> <p>05/04 Update from Joe Bywater <i>We are undertaking an options analysis and quantifying all items that the Community Board have requested. Through this information we will be able to put together a preliminary cost and present this back to the board for approval. Typically we would allocate between 15% and 30%</i></p> | |

| Projects 2020/21 | Funds | Status | Overseer |
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| | | <i>contingency for a project which would cover any variations and cost escalations – this would be incorporated into the overall project budget but only spent on items above and beyond the initial estimates. We would expect that most of the risks would be realised fairly early on in the construction process and can provide regular budget updates</i> | |

| Projects 2022/23 | Funds | Status | Overseer |
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| Allocate an annual grant from the Community Board to the Mārahau/Sandy Bay Association to enhance and maintain the coastal frontage and recycling Resolution 16/08/22 | \$2,500 | 15/11 Board Secretary to follow up on invoices for work 8/12 Ongoing 15/12/22 Part payment made, \$1236.90, for some spraying work, more to come 20/02/24 Ongoing | |
| Prepare a long-term landscape maintenance plan for the Motueka Cemetery Resolution 16/08/22 | \$8,000 | 15/11 Mr Kirby to speak with Reserves staff 16/11 Email forward onto Members from David Ogilvie by Chair Armstrong 20/12 Chair Armstrong to speak with David Ogilvie 21/02/23 Richard Hollier has advised there is already a landscape plan from 2013, no need to spend 8K. David to request a copy of the work plan to and circulate to members for the next meeting – actioned 23/03 Richard Kirby emailed Grant Reburn, Reserves & Facilities Manager, can the \$8,000 allocated funds be used to complete the implementation of the landscape plan from 2013. Report back to the MCB at its meeting 18 April via a staff report 06/04 Update from Grant Reburn sent on to Members 20/6 Chair Maru to follow up with Grant Reburn | Steve Richards/Deputy Chair Graham |

| Projects 2022/23 | Funds | Status | Overseer |
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| | | <p>06/07 Update from Steve Richards Following discussions at previous Board Meetings and with chair it was agreed that staff would continue with previous Motueka Cemetery Plan works using money currently available in the budget</p> <p>18/07 Ongoing, Mr Kirby stated that the 8k to be used to implement the next stage of capital works in the 2013 Management Plan, not to go towards a new plan, ongoing</p> <p>17/10 Steve Richards provided an update, Richard Hilton & Lynne Hall are working on and will come back to the Board</p> <p>21/11 Steve to liaise with Deputy Chair Graham on updates</p> <p>20/02/24 Ongoing</p> | |

| Projects 2023/24 | Funds | Status | Overseer |
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| Contribute to improvements to the saltwater baths, including landscaping Resolution 16/05/23 | \$5,000 | <p>06/07 Update from Lynne Hall, staff are 2/3rds of the way through replacing the decking, with the completion to be carried out this financial year. This is through RFC's. Any planting would probably be scheduled for next winter once a landscaping plan has been put together</p> <p>15/08 update from Grant Reburn, ties in with Transport Choices, ongoing and will check if convo with Our Town</p> <p>20/02/24 Ongoing, Lynne to feedback to the Chair</p> | Lynne Hall |
| Contribute to reinstating picnic tables and seating and general landscaping that was removed to build the Motueka library Resolution 16/05/23 | \$10,000 | <p>12/06 This project has \$70,000 budget from Better off funding. Landscape plan currently being drawn to enable consultation with Community Board and Iwi in August</p> <p>06/07 Design work has started ahead of planned iwi consultation in August. Do you need me to update the project expenditure financials (on bottom part of update report) given we are awaiting final invoices for year</p> <p>18/07 The Board noted that this 10k special project funding would contribute to the 70K better off funding</p> <p>08/08 Update from Steve Richards - I have instructed Boffa Miskel to work up a design for the frontage of the Motueka Library, once done I will use this plan to consult with the Community board and our Iwi partners.</p> <p>15/08 seat sourced from menzshed and disabled access tables</p> <p>17/10 Draft plan provided to the Board, still consulting and propose install in Autumn</p> <p>20/02/24 In progress</p> | Stephen Richards |

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| <p>Complete the Southern end of the walk/cycle path on Trewavas Street esplanade to both the end of North Street and to the Saltwater Baths</p> <p>Resolution 16/05/23</p> | <p>\$10,000</p> | <p>12/06 Update from Lynne - Downers also have funding for this but not sure if it needs to be spent by end of financial year. I will try to connect with them (yet again) to arrange a site visit.</p> <p>06/07 Update from Lynne Hall, Walkway extension, waiting on quote from Downers, although Cllr Maru has raised whether the 'Transport Choices' project will have an impact and has included Rob O'Grady into the conversation. May need discussion about width of these 'roads' through reserves. Lynne Hall indicated to Downers that this is a 1.8m pathway in keeping with the other paths in the area. The cycling groups feel that paths should be 3m wide to allow for electric bikes travelling at speed. Is this consistent with the purpose of some of these reserves?</p> <p>18/07 Board unhappy with comment of 3m wide paths, to be fed back to Lynne</p> <p>24/07 reply from Lynne circulated to the Board – this work is not linked to the Transport Choices Project. The Board has 10k, Alliance 15k for the same project. Hoping with both the Board funding and the Alliance funding we could resurface the existing path from the Saltwater Baths to George Quay as well as install the new path from Trewavas St to the Saltwater baths, but the Board would need to agree to this. Still waiting on a quote.</p> <p>10/10 Cr Maru email to staff - <i>As such it has been discussed that the previous funding allocated from our Special Projects could be utilised for the North Street toilet to George Quay and so yes \$5k for this from MCB Special Projects is confirmed.</i></p> <p>21/11 Ongoing, Downers planning to do the work</p> | <p>Lynne Hall</p> |
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