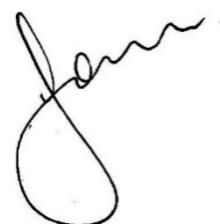


Notice is hereby given that a meeting of the Mataura Community Board will be held in the Elderly Citizens Centre, McQueen Avenue, Mataura, on Monday 22 April 2024, at 5.30pm



Susan Jones
Governance Manager

18 April 2024

Agenda

1. Receipt of the minutes of the ordinary meeting of the Mataura Community Board, held on Monday 22 January 2024. *(NB these have already been ratified by the Council).*
Pages 1-6

Receipt of the minutes of the ordinary meeting of the Mataura Community Board held in committee, on Monday 22 January 2024 – Board members only. *(NB these have already been ratified by the Council)*

2. Local Government New Zealand 2024 conference
Page 7
3. Coster Fund Distribution Sub-Committee
Pages 8-10
4. Culling Terrace walkway
Page 11
5. Native plantings – Waimumu Walkway
Page 12

6.	Tulloch Park walkway – request for additional lighting	Page 13
7.	State Highway 1 welcome signs	Pages 14-16
8.	Campervan dump station – proposed relocation	Page 17
9.	Update on the Mataura railway station	Page 18
10.	Update on Mataura Cemetery	Page 19
11.	Nomination to Local Government New Zealand – Super Human Award 2024	Page 20
12.	Mataura Community Board Charter	Pages 21-39
13.	Date of next meeting – Monday 10 June 2024, at 5.30pm	

RURAL CITY LIVING



Minutes of the meeting of the Maitara Community Board, held at the Maitara Elderly Citizens Centre, McQueen Avenue, Maitara, on Monday 22 January 2024, at 5.30pm.

Present	Nicky Coats (Chairperson), Colleen Te Au, Laurel Turnbull, Steven Dixon and Darren Matahiki.
In attendance	The Governance Manager (Susan Jones), Parks and Recreation Manager (Mr Keith McRobie), Roading Asset Manager (Mr Murray Hasler), Facilities Officer (Mr Neil Mair) and one member of the public.
Apologies	His Worship and Cr Phillips apologised for absence, accepted on the motion of Steve Dixon, seconded by Laurel Turnbull.

The Chairperson advised she and C Te Au had attended the local fire brigade awards prior to Christmas and appreciated the efforts put in by the volunteers to protect the community.

1. CONFIRMATION OF MINUTES

RESOLVED on the motion of L Turnbull, seconded by N Coats, THAT the minutes of the ordinary meeting of the Maitara Community Board held on Monday 27 November 2023, as circulated, be confirmed and signed by the Chairperson as a true and complete record.

2. PRESENTATION FROM NEIGHBOURHOOD SUPPORT

Ms Sharlene Taylor-Giles from Neighbourhood Support was in attendance at the meeting and spoke about how it could support Maitara work towards improving safety and connectedness, getting prepared for emergencies and supporting one another.

Neighbourhood Support knew connected communities were happier and healthier, could work together to find solutions to local issues and were prepared for emergencies. Together as a collective, the community had the skills and spirit needed to create safe, resilient and connected communities.

3. URGENT LATE BUSINESS

N Coats advised an item of urgent late business to be considered that related to overgrown sections in Kana Street and the potential fire risk. The growth also impacted on visibility for traffic in the area.

RESOLVED on the motion of N Coats, seconded by C Te Au, THAT pursuant to Section 46 (a)(7) of the Local Government Official Information and Meetings Act 1987, the Board address the following which requires urgent attention:

Subject

Overgrown sections in Kana Street and potential fire risk.

Reason for not being on agenda

Request for consideration at meeting received after agenda had been published.

Reason for urgency

Visibility and potential fire risk.

4. MEETING DATES FOR 2024 (SC3535)

A memo had been received from the Governance Manager together with a proposed meeting schedule for 2024. The proposed schedule was as follows:

- Monday 4 March
- Monday 8 April – meeting with the Council
- Monday 22 April
- Monday 10 June
- Monday 29 July
- Monday 5 August – meeting with the Council
- Monday 23 September
- Monday 18 November

RECOMMENDED on the motion of D Matahiki, seconded by C Te Au, THAT the meeting schedule for 2024 be adopted,

AND THAT a workshop be scheduled for Monday 14 October 2024.

5. PROPOSED GORE-MATAURA CYCLE TRAIL (SC3274)

A memo had been received from the Parks and Recreation Manager advising that in December, Great South had run information sessions in Gore about a Southland wide approach to cycle trails. It had commissioned Destination Planning Ltd, to complete the Southland Cycle Tourism Opportunity Assessment (CTOA).

Mr Mike Whale from the Mataura Lions Club had attended the public session. It seemed that Great South would be the main driver of this activity in Southland and

that the Council could struggle to get external funding for a trail unless it was under Great South's umbrella. Great South was undertaking a follow up study looking at all potential projects, trying to develop a strategy and plan of action. It had indicated that the projects that would be viewed favourably would be extensions and improvements to existing trails and new destination trails. It was likely there would be one pot of funding and that the merits of a Gore to Maitua trail would need assessment against other Southland projects.

N Coats advised a survey had been undertaken in late 2023 by Gemma O'Neill from Active Southland about the proposed trail. The results from the survey had been presented to the Board at its November meeting. Mrs O'Neill could assist with funding applications. L Turnbull asked if the Board should gather its information together and approach Great South to ensure the trail was included. In response to S Dixon, the Manager said when the original report had been written, the estimated cost was \$1 million. N Coats said Mike Whale had mentioned \$400,000 when the Lions Club had been considering the trail some years ago. N Coats said the trail would be a safe mode of transport for local residents to get to Gore. C Te Au asked if there needed to be more input from Great South and a bigger group to drive the project. The Manager added Nic Wills, Destination Development Advisor at Great South had been closely involved with the strategy. It could be helpful to invite her to a future meeting.

A copy of the Cycle Strategy from Great South was provided to Board members.

RECOMMENDED on the motion of S Dixon, seconded by N Coats, THAT the information be received,

AND THAT Nic Wills, Destination Development Advisor at Great South be invited to the next meeting to discuss the proposed Gore-Maitua cycle trail.

6. PROPOSED PET CEMETERY – HENDERSON PARK (SC3487)

The Parks and Recreation Manager advised that this issue had not been progressed since June 2023. He wondered about the appropriateness of Henderson Park as a location for a pet cemetery and suggested the option of having a section for pets at the Maitua Cemetery along the northern tree line should be considered. The tree line consisted of 20 deciduous trees and there would be space for 20 burials along that section. There would also be room for further pet burials in the adjoining cemetery extension in the future.

C Te Au asked if there were any cultural considerations having pets buried at the cemetery? There was also a need to confirm that the community wanted a pet cemetery. The Facilities Officer said people would need to know what the costs would be if they wished to bury a pet. The Manager advised he would speak with the Runanga about any cultural issues.

RECOMMENDED on the motion of S Dixon, seconded by L Turnbull, THAT the Board request the Parks and Recreation Manager to investigate the establishment of a pet

cemetery either along the northern tree line at the Mataura Cemetery or at Henderson Park,

AND THAT an appropriate interment fee be charged for pet burials.

7. PAINTING OF NETBALL AND PICKLEBALL LINES ON NEW TULLOCH PARK COURT (SC1570)

A memo had been received from the Parks and Recreation Manager advising that the request for line marking for netball and pickleball at the new Tulloch Park court had taken him by surprise. He was unaware of the driver or demand for the line marking as neither sport had been considered nor discussed in any of the Tulloch Park development discussions at Community Board level or informally with the Tulloch Park development group. There had been some discussion around a netball shooting circle and that could be accommodated beside the new court.

At this stage, there was no funding available for additional marking but there was a contingency amount in the project budget. The other issue was that the company used to mark the courts was Christchurch based and the previous work programme had coincided with work it was completing in Otago and Southland. It would be a lot more cost effective if any additional marking could be co-ordinated with other work activity in the region.

N Coats recalled that the new court was to have included lines for a basketball court and netball circle. She thought most Board members agreed that it was to have been a multi-purpose court. The Manager said pickleball was very new. He would ascertain when the Christchurch company was able to undertake the markings for netball. N Coats said there was room at Tulloch Park for an additional court in the future if that was required.

RECOMMENDED on the motion of L Turnbull, seconded by D Matahiki, THAT the painting of netball lines on the new Tulloch Park court be arranged in association with the Christchurch based company's future work programme to be undertaken in Southland and Otago.

8. STATE HIGHWAY ONE WELCOME SIGNS (SC2696)

A report had been received from the Roading Asset Manager in response to queries from the Board on aspects of the sign erected at the southern approach to Mataura.

The Board had expressed concern that the sign erected at the southern approach to Mataura was not in accordance with the original design. It was noted that the sign was not yet complete. The corten steel eel motif at the base of sign along with placing of rocks at the base of the sign had still to be completed and would be carried out by Seddon's once both signs were in place.

Decisions on the design of the various components of the signs were made by the previous Board in conjunction with the former Roading Manager, Peter Standing,

Sarah Crispin from Crispin Design and John Seddon from Seddon Fibrous Plasterers during 2021. The artistic elements of the design, including choice of colours, from the beginning and throughout the project had been decided by Crispin Design. Several changes had been made during construction due to issues with the materials originally intended to be used. Other changes had been forced on the project including the relocation of both State Highway One signs due to poor foundation conditions and KiwiRail requirements.

In January 2022, during discussion on the design and cost of the proposed signs, a rough estimate of \$4,000 per sign for illumination had been mentioned. However, no provision had been made for lighting the signs in the budget presented to the Council for its approval of the works.

In November 2023, the Council ratified the Board's recommendation that sign illumination options and costs be provided. As the signs adjoined State Highway One, the first step was to confirm with the New Zealand Transport Agency (NZTA) its requirements for such illumination. The response received from NZTA was that illumination of 'Welcome' signs adjoining state highways was not permitted. A formal request to NZTA would need to be made requesting an exemption to its policy with illumination options then being explored together with costs.

N Coats read a comment received from Cr Phillips. He asked that the Board and public be patient whilst the signs were fully completed. The word "Mataura" needed to be better highlighted. The Manager was unsure whether corten steel accepted paint and it may need additional treatment. He said the signs were relatively close to existing street lighting which may assist with visibility at night.

RECOMMENDED on the motion of C Te Au, seconded by S Dixon, THAT the report be received,

THAT alternative colour options be investigated for the lettering on the signs,

AND THAT a formal request be made to NZTA for an exemption to its signage illumination policy.

9. LONG GRASS IN KANA STREET (SC3732)

L Turnbull said the affected sections in Kana Street were overgrown and there was also gorse and broom on the sections. They were a traffic hazard due to visibility issues. She had been advised last year that overgrown sections now had to be referred to FENZ. An inspection was eventually undertaken in 2023 by FENZ and it was determined that the sections were not likely to go on fire naturally and consequently were not a hazard. The Board sought assistance from the Council to progress the sections being tidied up. The Council's Regulatory Officer had taken photographs to send to the owner but there was little else that could be done from a compliance perspective. The Roading Manager said broom and gorse was the responsibility of Environment Southland which could result in the entire sections being cleared.

N Coats undertook to contact Environment Southland on behalf of the Board and community about the gorse and broom on the affected sections.

The meeting concluded at 6.48pm

MATAURA COMMUNITY BOARD MEETING

MONDAY 22 APRIL 2024

2. LOCAL GOVERNMENT NEW ZEALAND 2024 CONFERENCE

(Memo from Governance Manager – 15.04.24)

This year's Local Government New Zealand SuperLocal conference will be held in Wellington from Wednesday 21 to Friday 23 August inclusive. Details of the programme are expected to be available within the next few weeks.

It is usual for the Council to send His Worship the Mayor, the Chief Executive and one Councillor to the annual conference. Last year, two Community Board representatives also attended.

RECOMMENDATION

THAT the Board determine representation for the 2024 Local Government New Zealand conference.

3. COSTER FUND DISTRIBUTION SUB-COMMITTEE

(Memo from Governance Manager – 15.04.24)

Background

In mid-1999 the Council was notified by an Invercargill law firm that it had taken over the administration of the late Clause Andrew Coster. Mr Coster had died in December 1981. A large part of the late Mr Coster's estate was, inter alia, left to the "Mayor, Councillors and citizens of the Borough of Mataura." The terms of the will stated *"that the sum was to be invested for a term of not less than 10 years and at the expiration of 10 years, at least one half of the total sum including accumulated interest, shall be applied within a further period of five years in the provision of some substantial improvement or extension of any existing amenity. The balance of the investment was to be applied in any manner that the Mayor, Councillors and citizens of the Borough of Mataura thought fit for the benefit of the town of Mataura"*.

The initial bequest of \$215,000 was invested and, as at 30 June 2011, had grown to \$531,000.

In September 2010, the Council approved the establishment of the Coster Fund Distribution Sub-Committee to administer and authorise the distribution of funds in accordance with the bequest of the late Claude Andrew Coster. The Sub-Committee comprised of the following membership:

- The elected member from the Mataura ward
- One member from the Mataura Community Board
- One Councillor who has been elected at large
- His Worship the Mayor
- One independent person appointed by the rest of the Sub-Committee who is a resident of the Mataura ward. (Subsequently amended in April 2011 to include two independent persons)

Distribution of funding

1. Funding guidelines (copy attached) and an application form were developed. The first grant made by the Sub-Committee was \$150,000 in 2011 towards the Mataura Community Centre. Following that payment, the Sub-Committee determined applications for financial assistance would be invited from community organisations. At that time, a total of \$115,720 was available for distribution.

The first funding round resulted in the following grants being made:

Date	Organisation	Amount granted
January 2012	Mataura and Districts Historical Society	\$79,020
January 2012	Royal NZ Plunket Society	\$15,000
January 2012	Mataura Youth Centre Trust	\$11,700
January 2012	Mataura and Districts Marae Society	\$10,000

A second funding round was held in March 2017, with the following grants being made:

Date	Organisation	Amount granted
March 2017	Mataura Community Board – Tulloch Park pump track etc	\$150,000
March 2017	Mataura and Districts Historical Society	\$18,550
March 2017	Mataura School	\$50,000
March 2017	Mataura Fire Brigade	\$40,000

The last meeting of the Distribution Sub-Committee was held on 31 January 2019. The decision reached was that the balance of the fund remain on hold and be utilised when a meritorious project may emerge in the future, and no further funding rounds would be undertaken.

The current balance of the fund is \$115,000, as at 30 June 2023.

Original members of the Distribution Sub-Committee are no longer in office and fresh appointments will need to be made.

This report will also be considered by the Council at its meeting to be held on 23 April 2024.

RECOMMENDATION

THAT the report be received,

AND THAT the Mataura Community Board nominate one member to be appointed to the Coster Fund Distribution Sub-Committee.

COSTER FUND - GUIDELINES

1. Applicants must be based within the Mataura Ward of the Gore District Council.
2. Applicants must be not-for-profit organisations. Applications from private individuals or companies and other legal entities with a profit motive, will not be considered.
3. Funds will be distributed to projects for new facilities or substantial improvement or extension of any existing amenity within the Mataura Ward, which are deemed to benefit the Mataura Community.
4. Operating expenses such as building maintenance, power, rates, insurance or salaries are ineligible for funding.
5. The Coster Fund Distribution Sub-Committee will only approve a maximum grant of 50% of the total project cost. Applicants will need to demonstrate how the balance of the project is to be funded.

4. CULLING TERRACE WALKWAY

(Memo from Parks and Recreation Manager – 16.04.24)

All allocated funds for this year have been utilised for track surfacing, partial drainage improvements, boundary planting behind the Kohanga Reo and tree maintenance behind one of the Kana Street properties.

Additionally, Periodic Detention (PD) workers undertook some track surfacing on the southern end, although the results were unsatisfactory. Parks staff have been actively addressing ground cover weeds by spraying, and there are plans to distribute the remaining track gravel pile within the next month.

Approximately 12 acacia (Wattle) and Sycamore trees still require removal to enhance light and views along the walkway. These trees could potentially be felled across the slope and left to decompose on site. There is also some minor retaining work needed near the upper entrance of the reserve and in the lower area above the Kohanga Reo car park.

RECOMMENDATION

THAT the information be received.

5. NATIVE PLANTINGS – WAIMUMU WALKWAY

(Memo from Parks and Recreation Manager – 16.04.24)

The Hokonui Runanga had previously indicated its willingness to provide 1000 native plants from its nursery to the Maitara community. I attempted to confirm this within the past week, but unfortunately have not been successful in doing so.

Originally, the plan was to plant these along the Waimumu Walkway, as advised by Environment Southland under the impression that the area was no longer being grazed. However, I have since observed livestock in the vicinity, which would not be ideal for new plantings.

Considering this, alternative sites for planting include the Tuturau Reserve frontage, where approximately 200 plants could be added to bulk up existing vegetation. Another potential location is above the upper track in the Culling Terrace Walkway. It is hoped that this planting initiative can become an ongoing effort throughout the District, encompassing areas such as the old landfill at Henderson Park and further planting in Culling Terrace.

RECOMMENDATION

THAT the information be received.

6. TULLOCH PARK WALKWAY – REQUEST FOR ADDITIONAL LIGHTING

(Memo from Parks and Recreation Manager – 16.04.24)

The following request has been received from local Mataura resident, Mrs Linda Sinclair:

As a person that uses the walking track at Tulloch Park most early mornings along with others.

Wondering if, at the end near the Gun Club, could a light be installed for the safety of the walkers that use it. It is very dark down at that end and is a concern when walking this.

There is enough light at the top end of the park from the playground and enough light to about halfway.

A few people have mentioned that they would walk the track in the mornings in the winter but it's too dark down the end.

Getting the most out of the walking track is important to people's health and would be great to see some lighting.

Thank you, Linda Sinclair

I have reviewed the location and there are several potential solutions, such as installing lights on the existing light poles owned by either the Gun Club or the Rugby Club. However, this will necessitate further exploration and consultation with an electrician to determine the optimal and most straightforward approach. Additionally, there will be an ongoing electricity supply expense that the council will need to account for.

RECOMMENDATION

THAT a further report be provided to the next meeting with costs for the most appropriate solution.

7. STATE HIGHWAY ONE WELCOME SIGNS

(Report from Roading Asset Manager – 16.04.24)

Purpose

The purpose of this memo is to update the Board on progress on modifications, repair, and installation of the welcome signs at the southern and northern approaches to Mataura on State Highway One.

Repairs and modifications

Defective resin river motif

Delamination and cracking of the embedded resin river motif on both signs has previously been noted and the Board advised. The sign intended for the northern approach has not been erected yet and was transported back to Seddon's factory in Mosgiel for repair and reattachment of the motif. The southern sign had already been erected before the defects were apparent. Repair of the motif on this sign will therefore be carried out on site at the same time as installation of the northern sign. Seddon's will begin its repair of the sign at its factory over the next few weeks. This will enable its staff to refine the method of repair which they will replicate on the sign already installed.

Sign lettering colour modification

Since the erection of the southern sign, it has become apparent that the corten steel text on the sign has insufficient contrast with the concrete plinth background to be easily read. The corten steel is not expected to lighten in colour much if at all with time. Painting the corten steel lettering with a colour that provides better contrast with the plinth is therefore needed.

Roading staff confirmed corten steel can be painted on. With the ability to paint the corten steel established the next step is to decide the appropriate colour for the lettering. The colour chosen needs to make the lettering visible and should also be in keeping with the local theme. The most recognisable colours long associated with Mataura are those of the Mataura school and Mataura Rugby Club. These organisations share maroon and gold colour schemes. Gold, or a shade of yellow which will provide the best readability on the sign, should be chosen to achieve the desired contrast while staying with the local theme. Consideration also needs to be given to the appropriateness of the rust colour of the corten steel eel motif at the base of the sign. It may be better to continue the Mataura colour scheme by painting this with a faded maroon shade. Although it is not so critical to achieve the contrast needed for the lettering, it would be beneficial to increase the visibility of the motif.

The Manager at Guthrie Bowron has been consulted regarding colours from the Dulux Paints range which could be suitable to achieve the goals discussed above. Consultation with sign designer, Sarah Crispin has also been undertaken. Sarah is providing a mockup of the painted signs to enable Board members to better assess options. This will be provided at the Board meeting. The result of this consultation

was the list of potential colours listed below:

Gold/yellow colours for lettering;

- Macetown
- Rotorua
- Waipawa
- Kaiteriteri
- Lochiel

Pale maroon Dulux colours include;

- Hurunui
- Cherry Bay
- Waimakariri River

- 1 A copy of the Dulux colours listed (ticked) is attached to this report.

Although painting of the letters and mural for the northern sign could be undertaken while it is in Seddon's factory it has been suggested that the colour could be plastic wrapped on the letters to ascertain the suitability of the colour before permanent painting. The viability of this option should be explored and used if appropriate on both signs. The same process will be used on both signs if appropriate.

Sign installation

KiwiRail has confirmed its approval of the northern site and will be providing a Rail Protection Officer to enable McDonough Contracting to construct the foundation for the northern sign. This work is scheduled to be undertaken late this week.

RECOMMENDATION

THAT the report be received,

AND THAT the Board select the paint colours for the letters and motif from the colours listed in the report.

C122 Roterua Dulux COLOURS NEW ZEALAND ✓	C121 Lawrence Dulux Colours of New Zealand	C104 Manaia Dulux Colours of New Zealand
Lochiel ✓	Aotea Quay	Macetown ✓
Paihia	Waipawa ✓	Kaiteriteri
C42 Cherry Bay Dulux Colours of New Zealand ✓	C21 Moutere Dulux Colours of New Zealand	C32 K Road Dulux Colours of New Zealand
Ashburton	Red Rocks	Hurunui ✓
Awahitu	Waimakariri River ✓	Millers Flat

Recommended colour options (ticked)

8. CAMPERVAN DUMP STATION – PROPOSED RELOCATION

(Report from Roading Asset Manager – 16.04.24)

Purpose

The purpose of this report is to update the Board on its request to relocate the campervan dump station at Coster Park 12m north of its current location.

Background

The previous Board requested the installation of a campervan effluent dump station behind the kerb on the east side of Coster Park, Mataura to service passing motor caravans. The project was supported by the NZ Motor Caravan Association (NZMCA) which funded the project, including provision of a precast concrete dump station unit and road signs to guide users to the site.

Soon after installation of the dump station, the newly elected Board expressed its concern about its closeness to a buried time capsule and its ground plaque. As a result, the Board requested relocation of the dump station away from the time capsule. Relocation options considered were a shift north along the riverbank or relocating to Tulloch Park which was being redeveloped. Tulloch Park was recently ruled out by the Board as an option.

The Board eventually settled on a 10m shift north at Coster Park. The estimated cost to shift the dump station 10m was \$4,607.

Discussion

Following the recent request by the Board to shift the dump station 12m north, the contractor which carried out the original installation was approached to provide an updated quote to carry out the work. At the same time, the Council's Building Control department advised that the dump station required an approved building consent permit. The permit also required a special backflow preventer device to be installed. The original installation should have had both the permit and the backflow preventer. Unfortunately, the original contractor is not certified to install the special backflow preventer required. The only local certified installer of the backflow preventer was therefore requested to provide a quote for the work including arranging the required permit. The quote received for the relocation work is \$8,600.00 plus GST which is nearly twice the previous estimate. Unfortunately, much of this cost will still be incurred if the dump station was to remain in its current location. A building permit will be required along with the backflow preventer.

RECOMMENDATION

THAT the report be received,

AND THAT the Board seek additional funding from the NZ Motor Caravan Association to relocate the dump station 12m north of its current location.

9. UPDATE ON THE MATAURA RAILWAY STATION

Board member Laurel Turnbull met with four representatives from KiwiRail at the Mataura Railway station on 5 April 2024. They have indicated that planning is underway to begin restoration of the historic building.

The Mataura building is one of the most attractive and original railway stations of the era. In its use of slates, coloured glass and careful detailing it can be regarded as a high point in railway station architecture. The representatives are exploring restoring the building up to a useable condition in line with its cultural significance.

The Mataura Community Board is ecstatic with this outcome and look forward to supporting KiwiRail in this important project.



RECOMMENDATION

THAT the information be received.

10. UPDATE ON MATAURA CEMETERY

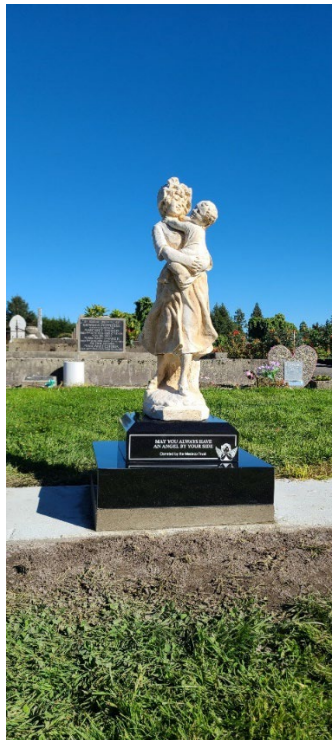
After nearly 20 years in the making, there is now an area for deceased infants at the Mataura Cemetery.

An angel statue was installed at the cemetery last month, unveiled by Chairwoman Nicky Coats, Board member Laurel Turnbull, community member Pam Lafferty and Gore District Council staff. The headstone was an idea of Mataura Economic Development Company (MEDCO) members before the company disbanded.

For a long time, unborn babies have just been buried in a place and nobody knew where they were or had any identification for them.

This is a dignified option for people who have lost pre term and still born babies. In the past infants were buried in unmarked graves. The statue now identifies where the area is located and they can be honoured.

The headstone is engraved with the phrase "May you always have an angel by your side" and was installed by Hayden Stephen of Monumental Masons Design.



RECOMMENDATION

THAT the information be received.

11. NOMINATION TO LOCAL GOVERNMENT NEW ZEALAND – SUPER HUMAN AWARD
2024

The Board wishes to support the nomination of Cr Neville Phillips for a new SuperHuman Award through Local Government New Zealand. Nominations are currently open.

RECOMMENDATION

THAT the Board support the nomination of Cr Neville Phillips for a Local Government New Zealand Super Human Award.

12. MATAURA COMMUNITY BOARD CHARTER

- 1 Attached is the current Board Charter for discussion. Also attached, is a document entitled “Better Support for Community Boards” that was drafted for the Community Board Executive Committee and Local Government New Zealand in February 2024.

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. **FrankAdvice** 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, **FrankAdvice** 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**.

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

⁴Community 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, **FrankAdvice** 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><i>(similar to 1.3 above)</i> 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.</p> <p>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. **FrankAdvice** will update this advice based on their feedback.

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

MATAURA COMMUNITY BOARD CHARTER



1) Purpose

- a) The Mataura Community Board (the Community Board) is set up by the Gore District Council (the Council) to provide a voice for the Mataura community and assist the Council in identifying and addressing local issues.

2) Roles

- a) The Council's roles are:
 - i) To foster local identity and preferences.
 - ii) To make the Council aware of and more responsive to the community's preferences.
 - iii) To work in partnership with the Board.
- b) The Board's roles are:
 - i) To provide a voice for the community of Mataura on local issues of interest or concerns.
 - ii) To make recommendations to the Council on new projects to be advanced and how services can be improved for the benefit of the community.
 - iii) To work in partnership with the Council.

3) Key objectives of Community Board

- a) Represent, and act as an advocate for, the interests of its community.
- b) The consideration of and reporting on of all matters referred to it by the Council or any matter of interest of concern to the Community Board.
- c) To identify any gaps in local or central government services in the community and work collaboratively with relevant authorities and agencies on how these gaps may be bridged.
- d) Development of an annual work programme to be completed by 31 January. This work programme will provide guidance to Board members, Councillors and Council staff on key

initiatives or projects that the Board wishes to pursue via its regular meetings in the forthcoming year.

- e) Maintain an overview of services provided by the Council within the community of Mataura.
- f) The preparation of an annual submission to the budgetary process of the Gore District Council for expenditure within the community of Mataura.
- g) Communication with community organisations and special interest groups within the community of Mataura.

4) Membership of Community Board

- a) The membership of the Community Board shall be as determined by the review of boundaries and membership procedure as set out in the Local Government Act 2002 and as confirmed prior to each Local Government Triennial Elections.
- b) In line with representation reviews and any applicable Local Government determinations, the Councillor elected in the Mataura ward shall be appointed to the Community Board.
- c) The role of the appointed Councillor shall be the liaison link between the Council and the Community Board, in particular accepting the responsibilities as set out in Clause 9 of this Charter.

5) Chairperson

- a) The Community Board shall appoint a Chairperson from within its membership.
- b) The Community Board shall appoint a deputy Chairperson from within its membership.

6) Remuneration

- a) Remuneration to individual members shall be resolved by the Remuneration Authority in consultation with the Council and Community Board from time to time.
- b) Community Board members must comply with current Council policies and procedures for submitting claim forms.

7) Meeting procedures

- a) The Community Board shall follow the principles of the Standing Orders adopted on 29 November 2022.

- b) At each Community Board meeting there shall be an opportunity for informal discussion on matters of mutual interest to the Community Board and the Council, not covered by an agenda item. This general forum will enable:
- Matters to be raised in order that, if the Council agrees, they may be the subject of a staff report for inclusion in the subsequent agenda.
 - The Ward Councillor to report back to the meeting on Council discussions and decisions.
 - Community Board members to provide any relevant updates.

8) Communication

The objective is to retain quality relationships between the Council and the Community Board and the Community Board and the public.

9) Responsibilities of Ward Councillor and staff

The Council, through the Ward Councillor and Council staff will ensure that:

- a) The Community Board is consulted in the November/December period on requests for works or projects to be included in the following year's draft Annual Plan and/or draft Long Term Plan (whichever is applicable).
- b) The Community Board is consulted by way of detailed presentation on the contents of the draft Annual Plan or draft Long Term Plan (whichever is appropriate) in sufficient time to allow the Community Board to make a meaningful submission to the Council.
- c) The Community Board participates in the prioritising of capital works projects in the Community Board areas such as:
 - Seal extension
 - Street lighting upgrades
 - Footpath development
 - Roading upgrades
 - Utilities works
 - Playground works
- d) The Community Board will be consulted by way of a detailed presentation on major policy issues initiated by the Council that have an effect on the Community Board area. The consultation and presentation will either be made prior to the public submission process to enable the Community Board to have input into draft documents, or be made in sufficient time to allow the Community Board to make a meaningful submission.

- e) The Community Board will be given opportunity to present to the Council on matters of community interest should the need arise.
- f) The Community Board members will be invited to participate in all community meetings held in the Community Board area on proposed projects.

10) Responsibilities of Community Board members

- a) The Community Board members will contact the Ward Councillor, Chief Executive or General Managers prior to the Community Board meeting if sufficient detail is not available in the agenda to make the correct or appropriate decision.
- b) The Community Board members will be expected to 'set the agenda' for the Maitara community and be proactive in identifying opportunities for the economic, social, environmental and cultural enhancement of the community.
- c) The Community Board members will endeavour to take part in any training or workshop sessions arranged by the Council to promote greater understanding of their role on behalf of the community so as to enhance performance.

11) Responsibilities of the Council

- a) The Council agrees to hold two combined meetings per annum, in April and August, at which the Council will participate with the Community Board in discussing issues of mutual interest and clarification will be given on future Council direction. The meetings will be formal meetings, and not workshops.
- b) The Council may accept representations from the Community Board at its ordinary meetings on issues of significance contained within the Community Board minutes.

Updated by the Gore District Council at its meeting held on Tuesday 13 December 2022

Signed

Ben Bell
Mayor of Gore District

Signed

Nicky Coats
Chairperson, Maitara Community Board